

CATALOG

2016-17



LUCCIA TOROS

Fine arts student Luccia Toros grew up in Lompoc, and has been taking art classes at Allan Hancock College since 2014. Traditionally using acrylics to paint, Luccia explored a new medium while taking a computer fine art Class (Art 107). “Watercolor Landscape” is her first piece created using Adobe Photoshop, and one Luccia says was a challenge. “It was the first time creating a watercolor using a computer – I really had to treat it like a regular painting. Once I got into the layers and colors, I made it my own,” she said. Luccia is pursuing her associate in arts degree from Hancock, and plans on becoming an acrylic painter.



Catalog

2016-17

Effective Summer Session 2016

Santa Maria Campus

800 South College Drive, Santa Maria, CA 93454-6399

Admissions & Records Office

(805) 922-6966 ext. 3248

Lompoc Valley Center

One Hancock Drive, Lompoc, CA 93436

(805) 735-3366

Vandenberg AFB Center

641 Utah Avenue, Bldg. 13640, Rm. 216, Vandenberg AFB, CA 93437-6312

(805) 734-3500

Solvang Center

Located at the corner of Elverhoy Way/Alisal Mesa Road and Alisal Road

320 Alisal Road, Ste. 306, Solvang, CA 93463

(805) 693-1543

Toll-free from Santa Barbara and San Luis Obispo counties

1-866-DIAL AHC (342-5242)

www.hancockcollege.edu

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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.

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Director, Plant Services Rex Van Den Berg
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District, Police Chief (Interim) Chris Nartatez
Director, Special Projects -STEM (Temporary) Siboney Guardado
Title IX Coordinator Nohemy Ornelas

ACADEMIC DEPARTMENTS

APPLIED BEHAVIORAL SCIENCES

Dean – Sofia Ramirez-Gelpi
Department Chair – Al Avila
Administration of Justice • Culinary Arts
Early Childhood Studies • Education
Family & Consumer Sciences
Food Science & Nutrition • Human Services

BUSINESS

Dean – Nancy Meddings
Department Chair – Marie Comstock
Accounting • Business • Real Estate
Computer Business Information Systems
Computer Business Office Technology
Paralegal Studies • Entrepreneurship
Cooperative Work Experience

COMMUNITY EDUCATION

Dean – Sofia Ramirez-Gelpi
Basic Skills • Citizenship
Fee-Based Community Service
Health & Safety • Home Economics
Non-Credit English as a Second
Language • Older Adults • Parenting
Vocational Education

COOPERATIVE WORK EXPERIENCE

Dean – Richard Mahon
Project Director – Emily Smith

COSMETOLOGY

VP, Academic Affairs,
George A. Railey Jr., Ed.D.
Coordinator – Cyndi Wheeler

COUNSELING

Dean – Yvonne Teniente-Cuello
Department Chair – Hector Alvarez
Leadership • Learning Skills
Personal Development

ENGLISH

Dean – Nancy Meddings
Department Chair – Julie Knight
English • Reading • Library

FINE ARTS

Dean - Margaret Lau
Artistic Director/Associate Dean,
PCPA – Mark Booher
Interim Department Chair –
Dianne McMahon
Art • Dance • Drama • Film
Graphics • Music • Photography
Multimedia Arts & Communication
Theatre

HEALTH SCIENCES

Dean - Margaret Lau
Department Chair – Susan Reardon
Dental Assisting • Medical Assisting
Nursing

INDUSTRIAL TECHNOLOGY

Dean - Margaret Lau
Department Chair – Pat McGuire
Architecture • Auto Body Technology
Automotive Technology
Electronics/Computer Electronics
Engineering Technology
Machining & Manufacturing Technology
Space Operations • Welding Technology
Apprenticeship Training

KINESIOLOGY, RECREATION & ATHLETICS

Associate Dean – Kim Ensing
Department Chair - Chris Stevens
Sports Medicine • Health Education
Intercollegiate Athletics
Kinesiology • Recreation Management

LANGUAGES & COMMUNICATION

Dean – Sofia Ramirez-Gelpi
Department Chair – Melinda Nishimori
American Sign Language
Educational Technology
English as a Second Language
Foreign Languages (Spanish, French,
Italian, Latin)
Speech Communication

LIFE & PHYSICAL SCIENCES

Dean – Richard Mahon
Department Chair - Linda Metaxas
Agribusiness • Astronomy
Biology • Chemistry • Geology
Physical Science • Physics
Registered Veterinary Technician

MATHEMATICAL SCIENCES

Dean – Richard Mahon
Department Chair – Dom Dal Bello
Computer Science
Engineering • Mathematics

PUBLIC SAFETY

Dean – Rick Rantz
Department Chair – Kristy Treur
Emergency Medical Services
Environmental Health & Safety
Fire Technology / Academy
Law Enforcement Training / Academy
Wildland Fire Technology

SOCIAL & BEHAVIORAL SCIENCES

Dean – Richard Mahon
Department Chair - Gary Bierly
Anthropology • Economics
Geography • Global Studies
History • Humanities
Philosophy • Political Science
Psychology • Sociology



Allan Hancock College is named for the late Captain G. Allan Hancock, who distinguished himself in many fields. A marine explorer, railroad engineer, pilot, oil man, philanthropist and musician, Captain Hancock had an abiding interest in education for all Americans.

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General Information



ALLAN
HANCOCK
COLLEGE

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The History of Allan Hancock College

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 original Santa Maria Airport, 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 state and local 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 Union 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 of northern Santa Barbara County and small parts of San Luis Obispo and Ventura counties, including the cities of Santa Maria, Lompoc, Cuyama, Guadalupe, Solvang, Buellton, and Vandenberg Air Force Base.

Academics and Career Training

The college's curriculum has grown to meet the community's needs, from 12 courses in 1920 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 televi-



sion in 1972, and classes via video in 1989. In 1998, online classes were incorporated into the curriculum, with more than 150 now offered each semester. The college also carries a 40-year tradition of offering extensive evening classes.

The Community Education program, active since 1973, offers hundreds of noncredit and fee-based classes. Program areas include English as a second language, basic skills, citizenship, short-term vocational, and other curriculum areas.

Student Success and Community Commitment

Starting in the late 1950s, the college began to offer remedial instruction, especially in mathematics and English. Since 1974, the Tutorial Center has helped students on an individual and group basis. The resulting search for more effective teaching methods led to the opening of the Writing Center in 1975. The Math Center was established in 1996. The Small Business Entrepreneurship Center opened in spring 2012. The college opened the Veteran Success Center, a space dedicated to provide services for U.S. military veterans and their dependents, in spring 2015.

Students' financial needs outside the classroom have been met over the years by a growing number of support programs. During the 2014-15 academic year, the college awarded \$37 million in financial aid to students. In each of the last three years, the Allan Hancock College Foundation has awarded more than \$500,000 in scholarships to students.

In 1974, the college opened its Financial Aid and Job Placement offices. In addition, the Extended Opportunity Programs and Services (EOPS) has helped students with "over and above" support services since the

1970s. During the 2015-16 year, the EOPS office distributed nearly 700 gas and food vouchers, and saved students more than \$100,000 through its book lending program. College Achievement Now, a TRiO program funded by the Department of Education, was launched in 2010. The program serves first-generation and economically-disadvantaged college students.

During the 2014-15 school year, the college started a Student Emergency Fund and Veterans Emergency Loan program to assist students in times of need.

Theater has formed a strong part of the college's relationship with the community. From its beginning in 1964, the Pacific Conservatory Theatre (PCPA) has offered more than 500 plays and musicals, maintained a resident company of artists, and trained more than 10,000 actors and technicians. PCPA has also presented plays in Solvang since 1971, leading to the building of the Solvang Festival Theater in 1974. The 2013-14 season marked PCPA's 50th anniversary.

Alumni success runs the gamut from Academy Award winners to superior court judges and thousands of successful community leaders and citizens.

Facilities

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 opened its Vandenberg Air Force Base Center 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. In 2006, district voters passed a \$180 million bond Measure I to upgrade facilities and technology. See the timeline for results.

Facilities Timeline

- 1958 • Voters approved a bond issue to purchase the airfield site and finance a building program
- 1962 • Opened four new buildings - Student Center, Library, Science building and north wing of the gymnasium - to form nucleus of a campus designed for 2,000 students
- Continued classes in buildings built for the original aeronautics college
- 1964 • Opened Business Education building
- 1965 • Opened Fine Arts building
- 1967 • Completed the Gymnasium and Industrial Technology buildings
- Opened Administration and Student Services buildings
- 1968 • Opened Performing Arts Center, including Marian Theatre
- 1971 • Completed the Bookstore
- 1974 • Purchased nine acres of property and buildings from Southern California Gas Company ("South Campus")
- 1977 • Opened Learning Resources Center with 16,000 square-foot library addition and remodel of existing structure

- 1982 • Opened Learning Assistance building for physically disabled students and those with learning disabilities
- 1989 • Completed the Humanities complex
- 1991 • Built Family & Consumer Sciences facility
- 1992 • Completed the Severson Theatre, an addition to the Performing Arts Center
- Improved entry and roadways
- 1999 • Opened the Lompoc Valley Center
- 2002 • Opened the remodeled and expanded Student Center to include the Bookstore, café, coffee bar, and more (partial funding from Measure I)
- 2006 • Voters passed Measure I, a \$180 million general obligation bond focused on facility and technology improvements over a 10-year period
- 2007 • Expanded the library building to include the Academic Resource Center (ARC), and remodeled the library (partial funding from Measure I)
- Opened the Community Education and Science buildings (Measure I)
- 2013 • Opened the new Early Childhood Studies building, including the Children's Center Lab School
- Completed new athletic facilities for baseball, track and field, football, and soccer
- Renovated building D and the Performing Arts Center
- Opened the new Student Services and Administration buildings (Measure I)
- 2014 • Opened the new Public Safety Training Complex adjacent to Lompoc Valley Center (Measure I)
- Opened the new Industrial Technology Complex (Measure I)

- 2015 • Opened Veteran Success Center
- Opened Student Success Center at Lompoc Valley Center
- Hosted first on-campus football game since college moved to existing campus in 1954

Since 2006, technology improvements have included a complete overhaul of the college's mainframe, resulting in the installation of an integrated campus system that includes student and employee databases, registration, financial aid, purchasing, payroll, and more.

Remaining Measure I facilities projects include a new fine arts facility and continuing technology enhancements.

Allan Hancock College has established itself as a premier educational institution serving residents from the Central Coast of California and beyond. It also contributes significantly to the local economy as the one of the largest employers in northern Santa Barbara County, with approximately 1,300 employees.

The history of Allan Hancock College is rich with accomplishment. 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 2510, Allan Hancock College Board Policy 4030)

ACADEMIC FREEDOM

Faculty members and their students are entitled to freedom in the classroom and/or other teaching environments in discussing their subject matter. Controversy and debate are necessary aspects of critical inquiry, but the freedom to teach and learn must be joined by a sustained effort to distinguish between knowledge and belief. To ensure the freedom to seek and profess truth and knowledge, the faculty member shall not be subjected to censorship or discipline by the college on grounds that the faculty member has expressed opinions or views, or provided access to materials, or guest speakers, which are controversial, unpopular, or contrary to the attitudes of the community or institution. Faculty members should encourage the expression of differing points of view, while being careful to avoid the repeated and excessive intrusion of material that has no relation to their subject matter. Students have the same freedom in discussing the subject matter in the classroom, and the same responsibility to respect the rights and opinions of others.

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 Associate Superintendent/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 results are used to understand effectiveness and improve the college's programs and services to support student success. AHC's outcomes are available at www.hancockcollege.edu/institutional_research_planning/learning_outcomes/.

INSTITUTIONAL LEARNING OUTCOMES (ILO)

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 ILO's 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:

- Read effectively for many purposes including information gathering, appreciation and analysis.
- Write clearly, concisely and accurately in a variety of contexts and formats and for many audiences.
- Speak effectively in many different situations, involving diverse people and viewpoints.
- Listen actively and analyze the substance of others' comments.
- Demonstrate effective visual literacy.

2. CRITICAL THINKING & PROBLEM SOLVING

Explore issues through various information sources; evaluate the credibility and significance of both the information and the source to arrive at a reasoned conclusion.

Examples of when students have demonstrated mastery of this ILO includes, but is not limited to:

- Apply a variety of critical and creative strategies for solving complex problems.
- Generate and explore questions and arrive at reasoned conclusions.
- Synthesize ideas and information from various sources and media.
- Evaluate the credibility and significance of sources and material used as support or evidence.
- Identify assumptions, discern bias and analyze reasoning and methods.

3. GLOBAL AWARENESS & CULTURAL COMPETENCE

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

A. Information Literacy

Define what information is needed to solve a real-life issue and locate, access, evaluate and manage the information.

Examples of when students have demonstrated mastery of this ILO includes, but is not limited to:

- Determine the nature and extent of information needed.
- Locate, access, manage and evaluate information from multiple sources.
- Use information ethically and legally.

B. Technology Literacy

Proficiency in a technology and the ability to choose the appropriate tools.

Examples of when students have demonstrated mastery of this ILO includes, but is not limited to:

- Use technology and the ability to choose the appropriate tools.
- Select and use a technology appropriate for the task.
- Understand the implications of the 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 raises private funds from generous donors who support the great purposes of the college. Funds are raised year-round by staff and volunteers who believe in the transforming power of education, in our students, and the college's unique ability to teach them.

ALLAN HANCOCK COLLEGE VITICULTURE & ENOLOGY FOUNDATION

The Allan Hancock College Viticulture & Enology Foundation is a 501(c)(3) corporation organized to support the college's educational and cultural programs in the areas of Agribusiness, Viticulture, and Enology which provides opportunities for students to learn all aspects of the wine industry including farming and maintaining the vineyards, harvesting and producing wines, and bottling and selling the final product. These activities are funded with donations and revenues from wine sales.

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 Pacific Conservatory for the Performing Arts, the Associated Student Body and cocurricular programs including athletics.





ADMISSIONS
& RECORDS

FINANCIAL AID
VETERANS

student &
staff IDs
processed Here

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For Your
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Admissions & Registration



ALLAN
HANCOCK
COLLEGE

∴ CATALOG
∴ 2016-17

Students who desire to attend Allan Hancock College must meet academic, residence requirements, and must complete the college admissions procedure.

ADMISSION PROCEDURE

(Allan Hancock College Board Policy 5010)

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. Selective Service information is posted on the Admissions Web page and at www.sss.gov.

RESIDENCE REQUIREMENTS

(Allan Hancock College Board Policy 5015)

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 residency 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

(Allan Hancock College Board Policy 5015)

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. A student (other than a nonimmigrant) who attends high school for three years in California and receives a certificate of completion from a California high school is eligible for the exemption from nonresident tuition, provided that the document from the high school either states that it is issued pursuant to Education Code section 51412 or explicitly certifies that the student has completed the course of study and met the proficiency standards prescribed by the governing board of the high school district.
4. 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.
5. 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.
6. Students must currently reside in California to be eligible for the exemption.

Students who meet the exemption requirements and who are unlawful immigrants may be eligible for federal or state financial aid program.

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. Non-resident 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".

Veterans Access, Choice, and Accountability Act (VACA H.R. 3230)

In August 2014, President Obama signed the Veterans Access, Choice, and Accountability Act of 2014 ("VACA Act"), into law (Public Law No.: 113-146). Section 702 of the VACA Act (38 U.S.C. 3679(c)) requires the U.S. Department of Veterans Affairs (VA) to disapprove programs of education under the Montgomery GI Bill-Active Duty (MGIB-AD) and Post-9/11 GI Bill education benefit programs (Chapters 30 or 33, respectively, of Title 38, U.S. Code) at institutions of higher learning if the school charges qualifying veterans and dependents ("covered individuals") tuition and fees in excess of the in-state rate for resident students for terms beginning after July 1, 2015. A "covered individual" is defined in the VACA Act as:

1. A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
2. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.
3. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
4. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees.

Eligibility Determination

As it relates to verifying student eligibility for "covered individual" status and qualification for Montgomery GI Bill-Active Duty or Post-9/11 GI Bill education benefits (Chapters 30 and 33, respectively, of Title 38, U.S. Code), districts will need to rely on actual evidence and not a self-certification that the student meets the above criteria. Students eligible for VA education benefits are provided a "Certificate of Eligibility" (COE) by the VA that will confirm the approved education benefits for the veteran

or eligible dependent (who is made eligible through the Transfer of Entitlement (TOE) to basic educational assistance under chapters 30 and 33 of title 38, U.S. Code). The DD Form 214, Certificate of Release or Discharge from Active Duty, generally referred to as a "DD 214", may also be of assistance in confirming "covered individual" status at it will show the effective date of the veteran's discharge from active service.

Districts may want to revise its local residency questionnaire to help identify potentially eligible students.

Students are required to submit the Certificate of Eligibility and DD 214 to the Admissions and Records office for verification and reclassification of residency status. Students who obtain VACA residency classification are not eligible for the Board of Governors Fee Waiver.

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 if 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. (Allan Hancock College Board Policy 5012)

Nonresident Students

A student classified as a nonresident will be required to pay tuition as a condition 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. Students who were previously classified as nonresidents must contact the Admissions and Records office to provide documentation for consideration to be classified as a resident before registering for classes and before the official start date of the term in which reclassification is requested. Information regarding requirements for reclassification is available in the Admissions and Records office.

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

Limitation of Residency Rules

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

Further information regarding residency is available in the Admissions and Records office.

VETERANS AND SERVICE MEMBERS

Credit from Military Service

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

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

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

ENROLLMENT PROCEDURES

All Students

Individuals who wish to enroll in Allan Hancock College for any credit class must provide complete and accurate information as requested at the Office of Admissions and Records. Some curricula have special admissions procedures and deadlines (see the Announcement of Courses section). Admission applications are to be completed and submitted online through the AHC website at www.hancockcollege.edu. Students who do not possess a valid social security number may complete an admission application at the Santa Maria campus Office of Admissions and Records, the Lompoc Valley, Vandenberg AFB, or the Solvang centers or submit an online application.

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 official 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. Official transcripts 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 online class search 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.

Effective Fall 2010, the Admissions office scans incoming high school, college and university transcripts and maintains them digitally. Once the external transcripts are submitted, they become the property of Allan Hancock College and copies will not be provided to students.

Before registering for classes, most students will need to complete activities to achieve priority status. These priority status activities 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 assessment sessions is available online at the Testing Center webpage at www.hancockcollege.edu. The orientation is available online in the student portal as well as in-person, please check available dates and times for the orientation and advising sessions online at the Counseling webpage at www.hancockcollege.edu.

STUDENT SUCCESS AND SUPPORT PROGRAM

(Allan Hancock College Board Policy 5050)

The Student Success and Support Program brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The District shall adopt a Student

Success and Support Program plan describing the services to be provided to its students. The plan shall be developed through consultation with representatives of the academic senate, students, administrators, and staff with appropriate expertise.

The Student Success and Support Program will coordinate with the District's Student Equity Plan to ensure that the college has identified strategies to monitor and address equity issues and mitigate any disproportionate impacts on student access and achievement. The agreement between the student and the district is implemented by means of the student educational plan.

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

Student Success 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, online class search, 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 student success and support 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;
 - a) If the START test places the student into a class which they already took in high school within the last three years, and for which they earned at least a B- over both semesters, then that student will be allowed to enroll in any AHC math class for which that course is a prerequisite.
 - b) One year of high school geometry, grade "C-" or better in both semesters.

- c) The ability for a student to override the START test placement suggestion and utilize a high school math class as a prerequisite for an AHC math class will be contingent upon that student providing proof (i.e. high school transcripts) to the Counseling department confirming the date the class was taken and the grades earned.
- 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;
 - Counseling/advising services to assist students in course selection, development of the student educational plan and utilization of campus support services;
 - A follow-up process to monitor a student's progress and provide necessary advisement toward meeting educational goals;
 - The offer of additional advisement and counseling assistance to students who have not declared an educational goal, are enrolled in credit basic skills courses, are on academic probation or have been identified as being at risk of not completing their educational goals.

Student Success: 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 student support services. Exemptions are subject to revision if changes are made by board policy which may not be available at the time of catalog publication.

All students may retake the START placement test once under the following conditions:

- At least two weeks have passed since the first test (to allow for extra study and preparation), **AND**
- The original test scores are within 5 points of reaching the next level of math, English and/or ESL.

If students do not meet the conditions, a student success appeal may be filed in the counseling office.

EXEMPTION: Students may be exempt from assessment if they meet one or more of the following criteria:

- 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);
- Are transferring from another postsecondary institution and:
 - Have completed Algebra 2 or higher with a grade of C or better; or
 - 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);
- Submit raw test scores to the Testing Center from an Accuplacer placement test that has been taken within the past three years;
- Have an associate degree or higher from an accredited institution;
- 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).

Student Success: Appeals Procedure

If a student feels that assessment, orientation, counseling, course prerequisites or any other student success procedure or service is being applied in a discriminatory manner, an appeal may be filed with the dean, student services. 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.

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.

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! and Concurrent Enrollment

(Allan Hancock College Administrative Procedure 5011)

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 may obtain *College Now!* forms and the list of approved courses at, www.hancockcollege.edu. Select *College Now!* in the Quick Links drop down menu.

College Now! students who wish to take courses must meet the stated academic prerequisites or corequisites. Pre/co requisites are listed in the course description section of this catalog and are marked on the *College Now!* Course Listing with an asterisk (*).

College Now! students must submit an online application for admission prior to submitting the *College Now!* registration materials. First-time *College Now!* students who are home schooled are required to provide a current copy of their private school affidavit on file with the California Department of Education at the time of registration. Continuing home 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.

College Now! is a program offered to high school students enrolled in college level courses, offered online, or at AHC campus locations, with college level students. Concurrent Enrollment is a program offered to high school students enrolled in college level courses, offered through AHC, but taught during the regular school day at local high schools. Students enrolled in the Concurrent Enrollment program must meet all of the qualifications of a *College Now!* student.

These programs are 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, and instructional materials fees (if applicable).

College Now! students are limited to six units of approved courses per semester. *College Now!* students must obtain and submit a copy of their high school transcript verifying a minimum 2.5 unweighted high school grade point average.

College Now! students must remain in good standing at Allan Hancock College and maintain a 2.00 GPA to be eligible to enroll in subsequent semesters. 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, student services for consideration. Requirements open to appeal include: holding a 2.5 high school GPA and/or Junior/ Senior standing and/or enrolling in excess of six units. Appeal forms are available in the counseling department, office of the dean, student services. NOTE: Students may not be able to appeal specific 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 Board Policy 5012)

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 Students, 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 May 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 each semester. Only one class per semester may be a distance learning course. 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. The TOEFL requirement may be waived for those students where English is the official language of the country of citizenship.
 - 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. 3248.
5. Provide proof of major medical insurance coverage. If needed, the college can provide information on policies available to international students.
6. Submit proof of measles immunization and tuberculosis (TB) test.
7. Approved first-time International students may not enroll until they arrive in Santa Maria and meet with an admissions representative.
8. Once admitted, international students must enroll as full time students, maintain a 2.0 grade point average and remain in good standing. Students who do not maintain these standards may not be permitted to remain enrolled.

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

For additional questions regarding fees and payment, visit the college website at www.hancockcollege.edu/cashier_services.

REGISTRATION Priority Registration (Day 1)

(Allan Hancock College Board Policy 5055)

The first day of Priority Registration is assigned to groups mandated by Title 5, Sections 58106, 56232, and 56026 or other relevant state regulations. Other priority registration days shall be assigned to local groups as recommended by the Student Success & Support Program committee and approved by the college superintendent/president and by the Board of Trustees.

In order to obtain priority registration status, new students must take the START test, attend a New Student Orientation (NSO) and an Academic Advising Workshop (AAW). Students who complete the AAW will receive a first semester plan of courses.

Students wishing to continue their priority registration status must remain in good academic and progress standing with the college. Students on second academic and/or progress probation or higher, will not be eligible for priority registration. Students may appeal their priority registration with an academic counselor.

Day 1	<ul style="list-style-type: none"> • EOPS students • CalWORKs students • Learning assistance students (DSPS) • Foster youth up to age 24 • Members of the U.S. Armed Forces, or former military within 15 years of leaving active duty. (Verify your eligibility with the Financial Aid office. Your military ID card or DD214 will be required for verification).
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Priority Registration (Day 2, 3, 4, 5 & 6)

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 courses in progress.

Day 2	<ul style="list-style-type: none"> • Pre-approved nursing students • Approved Learning Assistance volunteer note takers • Approved Student Athletes • Students participating in CAN/TRIO, MESA or Bridges to the Baccalaureate (BttB) programs, if they have a Student Education Plan (SEP) on file • Students who have completed 50-100 credits
Day 3	<ul style="list-style-type: none"> • Students who have completed 30-49.5 credits • New students (defined as one who has never attended or registered at any post-secondary educational institution)
Day 4	<ul style="list-style-type: none"> • Students who have completed 12-29.5 credits
Day 5	<ul style="list-style-type: none"> • Students who have completed .5-11.5 credits
Day 6	<p>Open Registration</p> <ul style="list-style-type: none"> • Students who have completed more than 100 credits • Community Education students • All other eligible students

FEES AND EXPENSES

(Allan Hancock College Board Policy 5030)

Fees are payable at the time of registration. Arrangements for deferred payment or fees may be made for students paying nonresident tuition. Nonresident students interested in a payment plan must contact Auxiliary Accounting or Cashier Services 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. Community Education fees vary. Please check the current Spectrum class schedule for more information.

Health Fee

A health fee of \$19 (\$16 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. **Please note the Board of Governor's Fee Waiver (BOG) does not waive these fees.**

Health Fee Exemptions (Allan Hancock College Board Policy 5200):

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.
3. Prisoners at Lompoc Federal Correction Institution (FCI).
4. Residents of the Atascadero State Hospital.
5. EOPS students that are continuing students from fall 2016 will have their health fees waived.

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 the Board of Governor's Fee Waiver (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 office or Community Education Building 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 Theatre (PCPA) and at AHC athletic events. There is a \$2 replacement fee for a lost photo ID card.

Photo ID cards and basic ID cards, without a photo and at no cost to the student, may be obtained 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, effective fall 2016, foreign and out-of-state students will be assessed tuition in the amount of \$198 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.

Intercollegiate Athletics 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 online 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 prior to 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 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.

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 District Police Chief 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, and the Extenuating Circumstances Refund Request Form must be submitted to the Associate Superintendent/Vice President, Student Services.

Additional information is found online at www.hancockcollege.edu/cashier_services/refunds.php.

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 District Police Chief.



Student Services



ALLAN
HANCOCK
COLLEGE

∴ CATALOG
∴ 2016-17

COUNSELING

(Allan Hancock College Board Policy 5050)

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 Counseling Faculty provides a variety of services to assist new and continuing students with their educational planning. These include visiting high schools in the district, facilitating the New Student Orientation 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. (Allan Hancock College Board Policy 5050)

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. Each student, in entering into an education plan, will do all of the following:

- complete orientation;
- be assessed to determine appropriate course placement;
- identify a course of study and career goal;
- complete an abbreviated student educational plan no later than the term after which the student completes 15 semester units of degree applicable credit coursework;
- complete a comprehensive student educational plan no later than the third term;
- diligently attend class and complete assigned coursework;
- complete courses and maintain progress toward an educational goal.

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 counselor and a dedicated computer lab for student athletes.

Student-athletes are required to participate weekly in three hours of mandatory study hall. The academic counselor 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.

NONCREDIT STUDENT SUCCESS AND SUPPORT PROGRAM (NC3SP)

The Noncredit Student Success and Support Program (NC3SP) helps students enrolled in adult basic education, noncredit English as a second language, citizenship, and short-term vocational skills classes navigate the educational systems of the college from admission until students reach their educational goal(s). The program provides a range of quality educational services that include orientation, assessment and placement, counseling (academic, career, and personal), advising student educational planning and follow-up services. The purpose of NC3SP is to ensure access to appropriate programs, student services, and designated noncredit courses to all students who can benefit; to facilitate the successful completion of student educational goals; and to enable students so transition to the workforce.

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.

The University Transfer Center is located at the Santa Maria campus.

Transfer Admissions Guarantee (TAG)

Six UC campuses offer guaranteed admission to California Community College students who meet specific requirements. By participating in a Transfer Admission Guarantee (TAG) program, students receive early review of their academic records, early admission notification, and specific guidance about major preparation and general education coursework.

The following colleges and universities are included within AHC's TAG Program:

Northern Arizona University

Arizona State University

University of California, Santa Barbara (guarantee)

University of California, Riverside (guarantee)

University of California, Davis (guarantee)

University of California, Santa Cruz (guarantee)

University of California, Irvine (guarantee)

University of California, Merced (guarantee)

Brandman University/Chapman University System, Santa Maria Valley Campus (guarantee)

University of La Verne, VAFB Campus*

* Admits all eligible AHC transfer students

Allan Hancock College has a number of guarantees to Historically Black Colleges and Universities. Visit the University Transfer Center for more information.

HEALTH SERVICES

(Allan Hancock College Board Policy 5200)

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. 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 individual 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 Board Policy 5205)

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 Board Policy 5130)

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 disponible 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 or AB 540 students may be eligible for a BOG-FW if any one of the following criteria is met:

1. Already filed a FAFSA or Dream Act application for financial aid, such as a Federal Pell Grant or Cal Grant; or
2. Student or family is receiving CalWORKs, SSI (Supplemental Security Income) or General Assistance/General Relief; or
3. Meet prescribed low-income standards.

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

Once granted a BOG-FW, enrollment fees will be waived for the academic year (summer, fall, winter 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 file a FAFSA or Dream Act application to have their eligibility determined by the California Student Aid Commission. 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 will be held in reserve for students who attend a public community college until transfer to a four-year college. To be eligible for a new (first-time) Cal Grant A, a student may not have completed more than six semesters, or nine quarters of college study, and must enroll at least half time.

Cal Grant B

Cal Grant B provides a living allowance (and sometimes tuition/fee help) for 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

(Allan Hancock College Board Policy 5150)

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

Law Enforcement Personnel Dependent Scholarships

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

Aid for American Indians

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

SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR BOARD OF GOVERNORS FEE WAIVER PROGRAM

Once you've qualified for the BOG Fee Waiver, it's important to ensure that you're meeting the academic and progress standards in order to avoid losing the fee waiver.

Academic — Sustain a GPA of 2.0 or higher

If your cumulative GPA falls below 2.0 for two consecutive primary terms (fall/spring semesters, or fall/winter/spring quarters), you may lose your fee waiver eligibility.

Progress — Complete more than 50 percent of your coursework

If the cumulative number of units you complete is not more than 50 percent in two consecutive primary terms (fall/spring semesters, or fall/winter/spring quarters), you may lose your fee waiver eligibility.

Combination of Academic and Progress Standards

Any combination of two consecutive terms of cumulative GPA below 2.0, and/or cumulative unit completion of not more than 50 percent may result in loss of fee waiver eligibility.

If you lose your BOG eligibility you may contact the Financial Aid Office or the Counseling Department regarding the appeal process.

SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR FEDERAL AID AND STATE GRANT PROGRAMS

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, winter and spring semesters by the standards listed below. Winter term courses will be combined with the spring semester courses and will be evaluated at the end of the spring semester. 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. Your satisfactory academic progress will be calculated using all units from all classes that appear on our academic transcript. Check with the financial aid office before dropping classes to determine how dropping classes will affect future aid.

I. GRADE POINT AVERAGE (GPA) STANDARD

You must maintain a minimum 2.0 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 2.0. 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 2.0 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 cumulative GPA up to a 2.0 GPA the next semester.

Reinstatement

Students canceled due to not meeting the cumulative semester GPA minimum standard of 2.0 will be eligible for reinstatement when they have achieved, without financial aid, a cumulative GPA of 2.0 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 percent 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. Your satisfactory academic progress will be calculated using all units in which you are enrolled as of the first day of the semester. Even units that you drop early in the semester and replace with other units will be counted as attempted units. Check with the financial aid office before

dropping classes to determine how dropping classes will affect future aid. This will be reviewed at the end of every semester.

Warning for not meeting the unit progression standard (Progress Toward Educational Objective 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 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. Your satisfactory academic progress will be calculated using all units in which you are enrolled as of the first day of the semester.

Even units that you drop early in the semester and replace with other units will be counted as attempted units including classes dropped before the date where a "W" grade will appear on a transcript. Check with the financial aid office before dropping classes to determine how dropping classes will affect future aid.

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 eligible for 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 percent 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.

IV. 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/Job Placement Center 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 to qualified students by the Allan Hancock College Foundation. They are made possible by generous gifts from individuals, businesses, service clubs

and other local associations. Students may apply for a variety of awards by completing the scholarship application which is available to them on line at the foundation's and college's websites (http://www.hancockcollege.edu/ahc_foundation/index.php) and the college's financial aid office (http://www.hancockcollege.edu/financial_aid/scholarships.php). Students and donors are recognized at the foundation's annual Scholarship Awards Banquet in late May.

Students may apply in early fall. The application deadline is early February. Awards may range from \$500 to over \$10,000. Selection is made by campus-wide representatives from faculty, counselling, administrative staff, and the foundation. Scholarships are available to students continuing at Allan Hancock College and to those transferring from Allan Hancock College to a four-year college or university the following fall semester. Notification of awards is given in May and funds become available in the fall upon meeting funding guideline criteria. Additional information is available through the foundation and financial aid offices.

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)

(Allan Hancock College Board Policy 5150)

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. An eligible student may receive a cash grant, or a book voucher, priority registration, and EOPS students that are continuing students from fall 2016 will have their health fees waived. They 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, Room 201, the Lompoc Valley Center EOPS office, or from the EOPS website at www.hancockcollege.edu. Bilingual services are provided.

COOPERATING AGENCIES FOSTER YOUTH EDUCATIONAL SUPPORT (CAFYES)

The purpose of CAFYES is to support current and former foster youth in achieving higher education success, health, and well-being at the community college level. Supportive services include assistance with transportation and food vouchers, book vouchers, educational grants and school supplies. To qualify, a student must be EOPS eligible and have been a ward of the court at the time of their 16th birthday, or thereafter, and no older than age 25.

CAFYES students have access to a computer lab, space to study, tutoring assistance, and a center to meet with their fellow peers and the CAFYES specialist. An academic counselor is on-site several days a week for student convenience. For more information you may reach us at (805) 922-6966 ext. 3623, or visit the Student Services building in room A-203.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

This program is designed to assist single parents receiving public assistance with supportive services and limited financial assistance to help offset childcare and/or educational costs, including transportation. To qualify, a student must be EOPS eligible.

The CARE Center 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, or visit the CARE Center in building A, room 203.

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.

For further information, please contact the CalWORKs program at (805) 922-6966 ext. 3869, or visit the CalWORKs program in building A, room 201.

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/JOB PLACEMENT CENTER (CJPC)

The Career/Job Placement Center (CJPC) is committed to serving our diverse student population by providing an array of needed services available at the Santa Maria Campus and Lompoc Valley Center. Students are encouraged to expand self-knowledge through the use of computerized career assessment tests and research of current occupational information. Career and academic counselors are available to assist students with counseling needs, interpreting test results, and developing Student Education Plans (SEP) appropriate to the individual's career goal. To schedule a counseling appointment, call (805) 922-6966 ext. 3374 at the Santa Maria campus or at (805) 737-1667 ext. 5374 at the Lompoc Valley Center. Additionally, students have access to detailed listings of part-time and full-time positions available on and off campus via the CJPC online job board. Students are assisted with developing effective resumes, pre-employment testing, and interview preparation.

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 Memorandums 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 RAVE mobile safety system to notify subscribers of emergency situations on campus. RAVE mobile safety 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 via myHancock, www.hancockcollege.edu.

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 I 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, antibias inclusion approach where children have the opportunity to experience differences in gender, race/ethnicity, abilities, learning styles and individual needs.

The Children's Center is available to student parents enrolled in nine or more units during fall and spring semesters, six or more units during summer session and/or CalWORKs or Title 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 (OACL). On the second floor are faculty offices, classroom L-203, Multimedia Services, including the Teacher Learning Center (TLC).

The Santa Maria Campus Library and the Lompoc Valley Center (LVC) Jacoby Library include collections of more than 117,000 books, as well as media, journals, newspapers and magazines. Online resources (available 24/7) include the library catalog and electronic versions of books, journals, magazines, streaming videos, resource guides and reference works. The libraries also have wireless and Internet access for research and an interlibrary loan service. Students may request materials to be delivered free from either AHC library. For more information, call (805) 922-6966, ext. 3224 for Santa Maria or ext. 5224 for Lompoc. The LVC Jacoby Library also houses Tutorial Services and the Open Access Computer Lab (OACL).

The Open Access Computer Labs (OACLs) provide 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 some programs required in specific classes. For more information, call (805) 922-6966 ext. 3751 for Santa Maria or ext. 5224 for Lompoc.

TUTORIAL/WRITING CENTERS

The Tutorial Centers provide free peer tutoring for many of the courses offered by the college. Tutoring can be one-time only or on-going throughout the semester. 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. 5224 for Lompoc.

In the Writing Center, students enrolled in an English or ESL course with a required lab component or in ENGL 306 or ENGL 307 (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 until 12/31/2016. To enroll in an online distance learning course, students must use the internet and their Allan Hancock College email account. Distance learning courses may be offered completely online or partially onsite. These courses may include an onsite orientation and/or a TBA component that requires a minimum number of hours of work each day or week not including study or homework time. For complete information and requirements, visit, www.hancockcollege.edu Use the class search link to find your course section and then click on the blue CRN for details. 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 (OACL) at either the Lompoc or Santa Maria campuses for online course 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. 3928, or visit the distance learning website at www.hancockcollege.edu/distance_learning/.

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

(Allan Hancock College Board Policy 5140)

Allan Hancock College is committed to equal access and welcomes students with disabilities. The Learning Assistance Program (LAP) provides individualized support services for students with learning, physical and/or psychological disabilities. These services are designed to assist students with permanent or temporary disabilities in achieving their individual educational goals. The college supports the inclusion of students with disabilities in all educational opportunities regardless of location or mode of instruction.

Learning Assistance Program Eligibility and Application Process

Any student enrolled in the college who has a verified disability which imposes an educational limitation is encouraged to apply for LAP services. Students should provide verification of a prior diagnosis from the appropriate professional. Students who have no prior diagnosis, but believe they may have an undiagnosed learning disability, may meet with a learning disabilities specialist to determine if it is appropriate to conduct a comprehensive learning disabilities assessment.

The intake application is available at the LAP offices on the Santa Maria and Lompoc campuses or at the college website. <http://www.hancockcollege.edu/lap/how-to-apply.php>. After completing the application and returning it to the LAP office, an initial appointment will be scheduled with a program specialist to discuss challenges, goals and possible accommodations.

Reasonable Accommodations

The fundamental principles of nondiscrimination and accommodation in academic programs are set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 (ADA). Reasonable accommodations are those services that allow an individual with a disability to have equal access to college courses, facilities and services. The goal of LAP is to ensure equal access while supporting student independence, integration and self-advocacy.

Based on the nature and severity of the student's disability, reasonable accommodations may include, but are not limited to:

- Extended time for written tests in a low-distraction environment
- Peer note taker services
- Textbooks and course materials in alternative formats (e.g. Braille, electronic text, etc.)
- Use of digital voice recorder for lectures
- Priority registration
- Peer tutoring
- Specialized counseling
- Access to computers with adaptive technology (e.g. screen readers, voice recognition, etc.)
- Captioned videos and films
- Access to computers equipped with special input devices
- Sign language interpreters or real-time captioning

- Braille or electronic-formatted lecture notes, handouts, and texts
- Access to an adaptive technologies computer lab
- Instruction in the use of adaptive technology and effective learning strategies

Accommodations are determined on a case-by-case basis and authorized by the appropriate program specialist.

College Expectations

The college expects students with disabilities to have a sufficiently stable level of health to participate in, and benefit from, the full academic term in which they are enrolled.

Students are also expected to have the ability to manage their personal needs or provide a personal service attendant. The college does not provide personal attendants. Students with disabilities using service animals on campus are expected to comply with board policy on the use of service animals. (Allan Hancock College Board Policy 3440) All students, regardless of disability are required to comply with the district's Student Code of Conduct.

Course Substitution or Waiver

Allan Hancock College requires all students to master the competencies required for the courses, programs or degrees they pursue. Most challenges which potentially preclude a student with disability from completing a course can be overcome by a combination of appropriate accommodations and other college services. However, the college recognizes that, for some students, such accommodations will not be sufficient to enable them to complete a specific course of study in the same manner expected of non-disabled students. The district also recognizes the need to accommodate students without compromising a disabled student's course of study or degree, and without compromising the integrity of the college's programs.

For these students, a course substitution or waiver will be considered. If a student with a verified disability has attempted to complete the course and has demonstrated that, despite the use of accommodations and support services, they are unable to successfully complete the course as a result of their disability, or if the student can show that his/her disability is of such magnitude that any attempt at completing the course would be futile, the student may request a course substitution or waiver. LAP students should schedule an appointment with their program specialist for assistance with this process.

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.

Student Grievance Rights

Students with disabilities have a right to file a formal complaint if they believe they have experienced discrimination on the basis of disability. Such complaints are addressed through the existing college procedures as detailed in the college catalog under Discrimination Complaints.

How Do I Get More Information?

To contact LAP, visit or call the program office in Santa Maria: building A, Room A 304 / (805) 922-6966 ext. 3274 or Lompoc

Valley Center: building 2, Room 116 / 805-735-3366 ext. 5274, Video Phone: 805-266-7874 or 866-327-6218.

Students may also visit the LAP website for detailed information on program resources, procedures and learning outcomes as well as access to program forms. www.hancockcollege.edu/lap/index.php.

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.

Montgomery Bill (Chapter 30)

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

VA Vocational Rehabilitation Program (Chapter 31)

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

Veterans Educational Assistance Program (VEAP) (Chapter 32)

A contributory program for veterans who enlisted after Dec. 31, 1976, through June 30, 1985.

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

To be eligible, a student must have served at least 90 aggregate days on active duty after Sept. 10, 2001, and still be on active duty, honorably discharged, retired or released from active duty for further service in a reserve component. A student may also be eligible if he/she was honorably discharged from active duty for a service-connected disability and served 30 continuous days after Sept. 10, 2001.

Dependents G.I. Bill (Chapter 35)

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

Disabled Veterans' Dependents College Fee Waiver

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

1. The spouse, child or 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 reenlisted 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.

Reserve Educational Assistance Program (Chapter 1607)

To be eligible, members of the Reserve components must be called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain reservists who were activated for at least 90 days after Sept. 11, 2001, either eligible for education benefits or eligible for increased benefits.

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. Military evaluations may be obtained free for those who have entered service since Oct. 1, 1981.

All students must have an approved Student Education Plan (SEP) prepared by a counselor 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 each Wednesday at 12:30 p.m. in the Student Center room G106A and are open to the public.

Clubs and organizations are an integral part of campus life at Allan Hancock College. Active clubs on campus can be viewed on the ASBG website at <http://www.hancockcollege.edu/asbg/clubs.php>.

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 California Community College Athletic Association. Allan Hancock College Football competes within the Southern California Football Association, the American 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, water polo, soccer, softball, swimming, track and field and volleyball.

To be eligible for intercollegiate sports, athletes must be enrolled in and attending 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 and complete a minimum of 6 units during the previous full-time term, prior to the second season of sport. 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 woman, respective community colleges, governed under the 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 gender.

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.

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 six K-12 school districts and two community-based organizations. To contact CAL-SOAP, please call (805) 922-6966 ext. 3710.

COLLEGE ACHIEVEMENT NOW (CAN)/ TRIO-SSS 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 and Semester Plans; trips to visit 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://www.hancockcollege.edu/institutional_research_planning/learning_outcomes/student_services.php.



Policies & Procedures



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ALLAN HANCOCK COLLEGE BOARD POLICIES

Board Policy information can be accessed at <http://www.hancockcollege.edu/board/BoardPolicies.php>.

NONDISCRIMINATION STATEMENT

(Allan Hancock College Board Policy 3410)

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 board commits the district to the active promotion of campus diversity, including recruitment and selection of qualified employees from a wide variety of backgrounds and equal employment opportunities in all aspects of employment, including assignments, promotions, and transfers. In addition, the Board of Trustees recognizes that to be effective, an equal employment opportunity plan must be developed, reviewed and adopted in compliance with Education Code and Title 5 requirements.

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 associate superintendent/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 étnica en su personal y a ofrecer las mismas oportunidades de empleo para personas calificadas en todos los aspectos de su programa laboral, incluyendo la selección, asignación, promoción y el traslado, tomando en cuenta todas las clasificaciones necesarias. La Junta Directiva también se compromete a asegurarse que todos sus empleados y solicitantes de empleo, cuenten con las mismas oportunidades de empleo sin importar su

raza, color, descendencia, religión, origen, género, estado civil, edad, discapacidades físicas o mentales, condición médica, o por ser veterano de la guerra de Vietnam, estado civil, u orientación sexual.

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.

STUDENT RIGHTS AND GRIEVANCES

(Allan Hancock College Board Policy 5530)

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.

Most complaints, grievances or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues involving a California Community College (CCC). You are encouraged to work through the campus complaint process first before escalating issues to any of the following resources. Issues that are not resolved at the campus level may be presented:

- To the Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process> if your complaint is associated with the institution's compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- To the CCC Chancellor's Office by completing the web form below if your complaint does not concern CCC's compliance with academic program quality and accrediting standards.
- If your complaint involves unlawful discrimination, to the Chancellor's Office website at <http://extranet.cccco.edu/Divisions/Legal/Discrimination.aspx>

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/divisions/legal/discrimination.aspx>.

STUDENT GRIEVANCE PROCEDURE

(Allan Hancock College Board Policy 5530)

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

- Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972
- Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors.
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.
- Academic Complaints.

This procedure does not apply to:

- Student disciplinary actions, which are covered under Board Policies 5500 and Administrative Procedure 5520.
- Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.
- Harassment and discrimination, which are covered under Board Policies and Administrative Procedures 3410, 3430, and Administrative Procedure 3435.

Procedures are published and available to students in the catalog and on the District's website.

DEFINITIONS:

Party – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

Superintendent/President – The Superintendent/President or a designated representative of the Superintendent/President.

Student – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by

Education Code Section 76224(a).

Respondent – Any person claimed by a grievant to be responsible for the alleged grievance.

Day – Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

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

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

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

Informal Resolution Procedure

The following steps must be taken in the sequence presented within 60 days of the alleged incident:

- Step 1: Meet with the person(s) involved in the complaint to seek a solution. The Associated Student Body Government's (ASBG) Director of Student Advocacy may accompany the student and may assist both parties to achieve a mutually acceptable resolution of the complaint.
- Step 2: Confer with the chairperson of the appropriate department in cases involving faculty or staff. The ASBG Director of Student Advocacy may attend.
- Step 3: Confer with the Chief Student Services Officer 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 development and services, confer with the district affirmative action officer. In either case, the ASBG Director of Student Advocacy may attend.

The ASBG Director of Student Advocacy may record the dates and outcome of such conferences, and may present in writing such information to the Chief Student Services Officer or designee. If in any of the steps in the informal procedure college staff cannot make or keep an appointment with the student within five days of the student's attempt to make the appointment, that step may be omitted and the next step initiated. Unavailability of the student is not cause to move to the next step. The ASBG commissioner of student rights and development may also record any deviation from normal procedure.

Section A: Formal Process for Academic and Non-Academic Grievances (Excluding Grade Grievances)

Note: See Section B for Grade Grievances

Step 1. Formal Resolution Procedure

Any student who believes he/she has a grievance shall file a Statement of Grievance with the Grievance Officer within 60 days of the incident on which the grievance is based, or 60 days after the student learns of the basis for the grievance, whichever is later. If the student wishes that the grievance becomes official, the Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution.

Within two days following receipt of the Statement of Grievance Form, the Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form.

Step 2. Review of Grievance

The Chief Student Services Officer will review the Statement of Grievance and will meet with the person(s) involved prior to making an administrative determination. This may include faculty, staff, administrators, or students.

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

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

If at the end of 14 days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing.

Step 3. Request for Grievance Hearing

Grievance Hearing Committee

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

- It shall include two students, two faculty members, and one college administrator selected from the panel described above.
- No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the

beginning of the hearing by addressing a challenge to the Superintendent/President who shall determine whether cause for disqualification has been shown. If the Superintendent/President feels that sufficient ground for removal of a member of the committee has been presented, the Superintendent/President shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.

- The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversary role.

Request for Grievance Hearing – Any request for a grievance hearing shall be filed on a Request for a Grievance Hearing Form within 30 days after filing the Statement of Grievance as described above.

Within 14 days following receipt of the request for grievance hearing, the Superintendent/President shall appoint a Grievance Hearing Committee as described above, and the Grievance Hearing Committee shall meet in private and without the parties present to select a chair and to determine on the basis of the Statement of Grievance whether it presents sufficient grounds for a hearing.

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

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

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

If the Request for Grievance Hearing satisfies each of the requirements, the College Grievance Officer shall schedule a grievance hearing. The hearing will begin within 30 days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than five day notice of the date, time and place of the hearing.

Hearing Procedure

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

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

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

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

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

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

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

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

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

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

Within 14 days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the Superintendent/President a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

Superintendent/President's Decision

Within 14 days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the Superintendent/President shall send to all parties his/her written decision, together with the Hearing Committee's decision and recommendations. The Superintendent/President may accept or reject the findings, decisions and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight; and if the Superintendent/President does not accept the decision or a finding or recommendation of the Hearing Committee, the Superintendent/President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President shall be final.

Section B: Formal Process for Grade Grievances

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

If a student feels she or he has been unfairly assigned a grade based upon mistake, fraud, bad faith, or incompetence, 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 1" 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 1 does not resolve the issue and the student wishes to pursue it further then the student shall complete the Grade Review Form and arrange a meeting with the department chair of the faculty person who assigned the grade.
- Step 3: If Step 2 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 3 does not resolve the issue then the student may request a formal hearing by the GRC. The GRC shall be composed of the Chief Student Services Officer (who shall chair the committee), two faculty members (the president and vice president of the Academic Senate or their designees), and the ASB 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.

Within two weeks the superintendent/president will issue a written decision to the GRC, the dean, chair, faculty member, and the student. If the faculty member or the student wishes to appeal the decision, the board of trustees will arrange an appeal review hearing within two months of the filing of the appeal. The board of trustees can review the matter based upon the record through Step 4, 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.

GUIDELINES FOR STUDENT CONDUCT

(Allan Hancock College Board Policy 5500)

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. The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college president.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.

- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to district property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying;
- Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of college facilities.
- Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
- Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and pre-sent danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any board policy or administrative procedure.

ALCOHOL/DRUG FREE WORKPLACE

(Allan Hancock College Board Policy 3550)

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 lecturers, and student services shall focus on providing guidance and referral for those affected by alcohol or substance abuse. Coordination shall be effected with educational agencies and with appropriate community organizations.

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on Allan Hancock College property; during any college-sponsored field trip, activity or workshop; and in any facility or vehicle operated by the college. Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

SMOKING POLICY

(Allan Hancock College Board Policy 3570)

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.

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 inglés no será 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 to 20.5 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 per week 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 more than 20.5 units in a regular semester or more than 9 units in a summer session.

PARTICIPATION IN DISTANCE LEARNING AND TBA PROGRAM

Some classes via distance learning and onsite 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 apprentices and qualified applicants only. They may not be taken on a pass/no pass basis, nor may credit be obtained by examination. Students completing the requirements for apprenticeship will be awarded certificates of completion. For specific information, students should contact the Industrial Technology department at (805) 922-6966 ext. 3335.

ATTENDANCE

You must attend the first class meeting and/or orientation of each new class whether it's a lecture or a laboratory. If you cannot be there, notify your instructor in writing; via email or by phone no later than 24 hours prior to the first class session. Without prior notification, you may be dropped from the class and wait list students could be admitted in your place. For instructor's email addresses and telephone extensions, visit the AHC home page and select Directories.

Regular attendance at all class sessions is a primary obligation 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 policy for his or her class at the beginning of the semester; however, failure to attend regularly may result in a reduction of the student's final grade, or in the student being dropped from the class altogether. In the event of a prolonged illness, instructors should be notified either by the student or by Health Services. Veterans should contact the Financial Aid/Veterans Affairs office on the Santa Maria campus.

AUTHORITY OF INSTRUCTORS

Dropping Students

For the guidance of instructors, each department will develop its own standard concerning dropping students with excessive absences. Individual instructors will include in the course syllabus, which is distributed to students, a statement, 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 suspended from a class by the instructor for two consecutive class sessions, to include the day of removal.

ACADEMIC HONESTY

(Allan Hancock College Board Policy 5500)

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

Below are examples of academically dishonest behaviors.

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

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

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

CHANGE OF PROGRAM (ADDS AND DROPS)

(Allan Hancock College Administrative Procedure 5075)

During the first week of a semester-length course and up to the census roster due date, a student may add an open class via online registration at www.hancockcollege.edu after obtaining an add authorization code from the class instructor. To add a class after the mentioned timeline, 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. Upon review the petition may or may not be approved.

It is the student's responsibility to drop their classes via the MyHancock student portal but must do so by the published date. Non-attendance does not constitute official withdrawal. Students may drop classes on or prior to the last date to drop listed in the online class search without incurring grade responsibility. This policy refers to semester-length classes. For specific information regarding non-semester-length classes, refer to the online class search.

FINAL EXAMINATIONS

Final examinations are required at the close of each semester's work. Students failing to take these examinations will forfeit the right to receive any credit for the course. Absence due to illness will be excused only when verified by a physician's excuse in writing. Requests for special examination 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. Deadline dates are posted within the online class search feature.

ACADEMIC CREDIT

Unit of Credit

The unit of credit represents one hour of lecture per week for one semester and presupposes two hours of outside study for each lecture hour, or a minimum of 48-54 hours of lecture, study, or lab work. The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study, or lab work in half unit increments.

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 Allan Hancock College AP, CLEP, & IB Equivalency List.

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 or may not be accepted by other colleges and universities. Students are advised to meet with a counselor regarding the use of CLEP in the student's educational plan.

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 arts for transfer, an associate in science degree, an associate in science for transfer 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. Courses must be completed with a C grade or better. Students with international transcripts should verify if the transcripts will be accepted before having those transcripts evaluated.

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 "college course credit."

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 student will receive college credit. The articulated course will appear on the student's transcript as a high school articulated course.

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 Attempts

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, student services. A student's request to attempt a course more than three times will be evaluated by the dean, student services or designee, based upon the student's need for the course. Under these circumstances, effective summer 2010, upon successful completion the first two non-passing grades will be alleviated from the grade point average. However, when course repetition occurs, all standard 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 standard 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.

2016-2017 Allan Hancock College AP, CLEP & IB Equivalency List

AP Examination	AP Score	AHC Associate Degree Subject Credit	AHC Unit Credit	AHC GE	CSU GE	IGETC
Art History	3 4,5	ART 103 ART 103+104	3 6	Category 3	3 sem units toward Area C1 or C2	3 sem units toward Area 3A or 3B
Biology	3,4,5	BIOL 100	4	Category 1	4 sem units in Area B2 & B3	4 sem units toward Area 5B & 5C
Calculus AB	3,4,5	MATH 181	5	Category 4B	3 sem units toward Area B4	3 sem units toward Area 2A
Calculus BC	3,4,5	MATH 181+182	10	Category 4B	3 sem units toward Area B4	3 sem units toward Area 2A
Chemistry	3 4,5	CHEM 120 CHEM 150	4 5	Category 1	4 sem units toward Area B1 & B3	4 sem units toward Area 5A & 5C
Chinese Language and Culture	3,4,5	No Equivalent Course	3	Category 3	3 sem units toward Area C2	3 sem units each toward Area 3B and 6A
Comparative Government & Politics	3,4,5	POLS 105	3	Category 2A	3 sem units toward Area D8	3 sem units toward Area 4H
Computer Science A	3 4,5	N/A CS 111	3 (Elective) 4	N/A Category 4B w/ 4 or 5 score	N/A	N/A
Computer Science B	3 4,5	N/A CS 111+112	3 (Elective) 6	N/A Category 4B w/ 4 or 5 score	N/A	N/A
English Language and Composition	3,4,5	ENGL 101	4	Category 4A	3 sem units toward Area A2	3 sem units toward Area 1A
English Literature and Composition	3 4,5	N/A ENGL 102	3 (Elective) 3	N/A Category 4B w/ 4 or 5 score	6 sem units toward Area A2 & C2	3 sem units toward Area 1A or 3B
Environmental Science	3,4,5	BIOL 120	3	Category 1	4 sem units toward Area B1 & B3	3 sem units toward Area 5A and 5C
European History	3,4,5	No Equivalent Course	3	Category 3	3 sem units toward Area C2 or D6	3 sem units toward Area 3B or 4F
French Language and Culture	3,4,5	FRCH 102	5	Category 3	3 sem units toward Area C2	3 sem units each toward Area 3B and 6A
French Literature	3, 4, 5	No Equivalent Course	3	Category 3	N/A (F09)	3 sem units each toward Area 3B and 6A
German Language and Culture	3,4,5	No Equivalent Course	3	Category 3	3 sem units toward Area C2	3 sem units each toward Area 3B and 6A
Human Geography	3,4,5	GEOG 102	3	Category 2A	3 sem units toward Area D5	3 sem units toward Area 4E
Italian Language and Culture	3,4,5	ITAL 103	5	Category 3	N/A (F10)	3 sem units each toward Area 3B and 6A
Japanese Language and Culture	3,4,5	No Equivalent Course	3	Category 3	3 sem units toward Area C2	3 sem units each toward Area 3B and 6A
Latin Literature or Latin: Vergil	3,4,5	No Equivalent Course	3	Category 3	N/A (F09)	3 sem units each toward Area 3B and 6A
Latin	3,4,5	No Equivalent Course	3	Category 3	3 sem units toward Area C2	3 sem units each toward Area 3B and 6A
Macroeconomics	3,4,5	ECON 101	3	Category 2A	3 sem units toward Area D2	3 sem units toward Area 4B
Microeconomics	3,4,5	ECON 102	3	Category 2A	3 sem units toward Area D2	3 sem units toward Area 4B
Music Theory	3,4,5	MUS 111	4	Category 3	N/A (F09)	N/A
Physics 1	3,4,5	N/A	3	Category 1	4 sem units toward Area B1 & B3	N/A
Physics 2	3,4,5	N/A	3	Category 1	4 sem units toward Area B1 & B3	N/A
Physics B	3,4,5	N/A	3	Category 1	N/A (F13)	4 sem units toward Area 5A & 5C
Physics C: Electricity and Magnetism	3,4,5	PHYS 141	4	Category 1	4 sem units toward Area B1 & B3	3 sem units toward Area 5A & 5C
Physics C: Mechanics	3,4,5	PHYS 141	4	Category 1	4 sem units toward Area B1 & B3	3 sem units toward Area 5A & 5C
Psychology	3,4,5	PSY 101	3	Category 2A	3 sem units toward Area D9	3 sem units toward Area 4I
Spanish Language and Culture	3,4,5	SPAN 103	5	Category 3	3 sem units toward Area C2	3 sem units each toward Area 3B and 6A
Spanish Literature and Culture	3,4,5	N/A	N/A	Category 3	3 sem units toward Area C2	3 sem units each toward Area 3B and 6A
Statistics	3,4,5	MATH 123	4	Category 4B	3 sem units toward Area B4	3 sem units toward Area 2A
Studio Art: 2D Design	3,4,5	N/A		N/A	N/A	N/A
Studio Art: 3D Design	3,4,5	N/A		N/A	N/A	N/A
Studio Art: Drawing	3,4,5	N/A		N/A	N/A	N/A
U.S. Government & Politics	3,4,5	N/A	3	Category 2B	3 sem units toward Area D8 + US-2	3 sem units toward Area 4H and US2
U. S. History	3 4,5	HIST 118 HIST 107+108	3 6	Category 2B	3 sem units toward Area C2 or D6 + US-1	3 sem units toward Area 3B or 4F and US1
World History	3 4,5	HIST 101 HIST 101+102	3 6	Category 3	3 sem units toward Area C2 or D6	3 sem units toward Area 3B or 4F

CLEP Examination	CLEP Score	AHC Associate Degree Subject Credit	AHC Unit Credit	AHC GE	CSU GE	IGETC
American Government	50		3	Category 2B	3 sem units towards D8	n/a
American Literature	50		3	Category 3	3 sem units towards C2	n/a
Analyzing and Interpreting Literature	50		3	Category 3	3 sem units towards C2	n/a
Biology	50		3	Category 1	3 sem units towards B2	n/a
Calculus	50		3	Category 4B	3 sem units towards B4	n/a
Chemistry	50		3	Category 1	3 sem units towards B1	n/a
College Algebra	50		3	Category 4B	3 sem units towards B4	n/a
College Algebra - Trigonometry	50		3	Category 4B	3 sem units towards B4	n/a
English Literature	50		3	Category 3	3 sem units towards C2	n/a
French Level II	59		3	Category 3	3 sem units towards C2	n/a
German Level II	60		3	Category 3	3 sem units towards C2	n/a
History, United States I	50		3	Category 2B	3 sem units towards D6 and US-1	n/a
History, United States II	50		3	Category 2B	3 sem units towards D6 and US-1	n/a
Human Growth and Development			3	Category 5	3 sem units towards E	n/a
Humanities	50		3	Category 3	3 sem units towards C2	n/a
Introductory Psychology	50		3	Category 2A	3 sem units towards D9	n/a
Introductory Sociology	50		3	Category 2A	3 sem units towards D0	n/a
Natural Sciences	50		3	Category 1	3 sem units towards B1	
or B2	n/a					
Pre-Calculus	50		3	Category 4B	3 sem units towards B4	n/a
Principles of Macroeconomics	50		3	Category 2A	3 sem units towards D2	n/a
Principles of Microeconomics	50		3	Category 2A	3 sem units towards D2	n/a
Spanish Level II	63		3	Category 3	3 sem units towards C2	n/a
Trigonometry	50		3	Category 4B	3 sem units towards B4	n/a
Western Civilization I	50		3	Category 2A or 3	3 sem units towards C2	
Or D6	n/a					
Western Civilization II	50		3	Category 2A	3 sem units towards D6	n/a
IB Examination	IB Score	AHC Associate Degree Subject Credit	AHC Unit Credit	AHC GE	CSU GE	IGETC
Biology HL	5, 6 or 7		3	Category 1	3 sem units towards B2	3 sem units towards 5B (without lab)
Chemistry HL	5, 6 or 7		3	Category 1	3 sem units towards B1	3 sem units towards 5A (without lab)
Economics HL	5, 6 or 7		3	Category 2A	3 sem units towards D2	3 sem units towards 4B
Geography HL	5, 6 or 7		3	Category 2A	3 sem units towards D5	3 sem units towards 4E
History HL (any region)	5, 6 or 7		3	Category 2A	3 sem units towards C2 or D6	3 sem units towards 3B or 4F
Language A1 (any language, except English) HL	5, 6 or 7		3	Category 3	N/A	3 sem units towards 3B and 6A
Language A2 (any language, except English) HL	5, 6 or 7		3	Category 3	N/A	3 sem units towards 3B and 6A
Language A1 (any language) HL	4 (CSU GE) 5, 6 or 7		3	Category 3	3 sem units towards C2	N/A 3 sem units towards 3B
Language A2 (any language) HL	4 (CSU GE) 5, 6 or 7		3	Category 3	3 sem units towards C2	N/A 3 sem units towards 3B
Language B (any language) HL	5, 6 or 7		3	Category 3	n/a	3 sem units towards 6A
Mathematics HL	5, 6 or 7		3	Category 4B	3 sem units towards B4	3 sem units towards 2A
Physics HL	5, 6 or 7		3	Category 1	3 sem units towards B1	3 sem units towards 5A (without lab)
Psychology HL	5, 6 or 7		3	Category 2A	3 sem units towards D9	3 sem units towards 4I
Theatre HL	5, 6 or 7		3	Category 3	3 sem units towards C1	3 sem units towards 3A

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:

1. A minimum of 36 months has elapsed since the student last earned a grade in 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.

Allowable Repetition of a Course

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.

The District shall permit a student with a disability to repeat a special class for students with disabilities any number of times based on an individualized determination by the Learning Assistance Program that such repetition is required as disability-related accommodation for that particular student for one of the reasons specified below:

- a. When continuing success of the student in other general and/or specific classes is dependent on additional repetitions of a specific special class; or
- b. When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other classes; or
- c. When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of the goal.

Students must submit a petition to the Admissions and Records Office for approval. All grades and units received shall be counted in calculating the student grade point average.

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.

Multiple and Overlapping Enrollments

Students may not enroll in two or more sections of the same credit course during the same semester unless the length of the course provides that the student is not enrolled in more than one section of that course at a given time. (Example: students cannot enroll in two sections of PEIA 100 simultaneously throughout the semester, such as a MW section and also a TTH section; however, enrollments in two eight-week sections that do not overlap are permitted, if the course has allowable repetition).

Academic Renewal

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

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

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 may be 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 clearly indicating that credit was earned by examination. 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.

Below is the list of courses that are available for Credit by Examination. Students may contact the Admissions and Records office to determine if additional courses are added after the catalog goes to print.

ASL 120 – American Sign Language 1
 ASL 121 – American Sign Language 2
 AJ 101 – Intro to Criminal Justice
 AJ 102 – Criminal Procedures
 AJ 103 – Concepts of Criminal Law
 AJ 104 – Legal Aspects of Evidence
 AJ 105 – Community Relations
 AJ 120 – Juvenile Law and Procedures
 AJ 130 – Intro to Corrections
 AT 100 – Automotive Fundamentals
 CEL 104 – Introduction to Robotics & Mechatronics
 CEL 131 – Programmable Logic Controllers (PLC's) & Industrial Control Design
 CEL 133 – Mechatronic Systems 1
 EL 104 – Introduction to Robotics & Mechatronics
 EL 106 – Network Essentials 1
 EL 131 – Programmable Logic Controllers (PLC's) & Industrial Control Design
 EL 133 – Mechatronic Systems 1
 EMS 102 – First Aid & Safety
 EMS 303 – Paramedic Prep
 EMS 321 – Advanced Cardiac Life Support
 EMS 322 – Pediatric Advanced Life Support
 EMS 333 – Paramedic Theory

EMS 350 – Essentials of Search & Rescue
 ENVT 156 – First Response Operational
 ET 104 – Introduction to Robotics & Mechatronics
 ET 131 – Programmable Logic Controllers (PLC's) & Industrial Control Design
 ET 133 – Mechatronic Systems 1
 FRCH 101 – Elementary French
 FT 101 – Fire Protection Organization
 FT 102 – Fire Prevention Technology
 FT 103 – Fire Protection Equipment & Systems
 FT 104 – Building Construction/Fire Protection
 FT 105 – Fire Behavior & Combustion
 FT 379 – Experimental Courses in Fire Technology
 ITAL 101 – Elementary Italian
 MUS 110 – Music Fundamentals
 MUS 111 – Music Theory 1
 SPAN 101 – Elementary Spanish
 WLDT 106 – Beginning Welding
 WLDT 107 – Advanced Welding
 WLDT 307 – G.M.A.W. Welding
 WLDT 308 – T.I.G. Welding
 WLDT 330 – Welding Certification
 WFT 101 – Wildland Fire Behavior
 WFT 102 – Wild Fire Safety & Survival
 WFT 103 – Wildland Fire Operations
 WFT 104 – Wildland Public Information Officer, Prevention & Investigation
 WFT 105 – Planning, Logistics and Finance

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.

Dean's List

Upon grade finalization for every semester, students who complete 12 units or more in letter-graded course with a grade point average of 3.5 or higher will be placed on the Dean's List and will receive notification from the office of the Superintendent/President via the student's myHancock email account. For additional information please refer to the following website http://www.hancockcollege.edu/admissions_records/academic_recognition.php.

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.

4 units of B x 3 points	=	12 grade points
2 units of A x 4 points	=	8 grade points
2 units of C x 2 points	=	4 grade points
3 units of D x 1 point	=	3 grade points
1 unit of F x 0 points	=	0 grade points
12 units		27 grade points

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 by 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:

- 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.
- 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.
- For classes starting after the beginning of the semester or term, the option must be declared at the time of enrollment.

Limitations on Pass/No-Pass Grades

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. An I grade does not constitute successful completion for prerequisite purposes. In addition, students may not reenroll in a course in which they have a grade of I.

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. Once a student enrolls in a course, it is the student's responsibility to withdraw should they stop attending.

A student who officially withdraws from a class during the first 10 percent 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 Counseling department. 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 enrolled at Allan Hancock College are required to maintain a specific level of academic and progress performance to be in good scholastic standing. This performance is based on the provision of Title 5 of the California Code of Regulations and the Governing Board of Allan Hancock College. If a student cannot meet minimum academic standards after attempting at least 8 semester units, he/she will be placed on a probationary status. Allan Hancock College identifies two types of probation: academic and progress probation. Students on academic and/or progress probation will be assisted by faculty in the counseling department to regain good standing and ensure academic goal completion.

Good Standing

Allan Hancock College requires students to meet the minimum standards to be in good standing. Good standing is achieved when a student meets or exceeds a 2.0 cumulative grade point average (GPA) and completes more than 50 percent of his/her cumulative units with a letter grade (A, B, C, D, or F) or P (pass).

Academic Probation

Academic probation occurs when a student has attempted at least 8 semester units at Allan Hancock College and has earned below a 2.0 cumulative GPA. He/she will be placed on academic probation after semester grades are final.

First Academic Probation

A student is placed on first academic probation when his/her cumulative GPA is below a 2.0. If the student enrolls for another semester, as a first academic probation student, the following may occur at the end of the semester:

- **Possible Outcome 1:** The student's cumulative GPA meets or exceeds a 2.0.
Result: The student regains good standing.
- **Possible Outcome 2:** The student's cumulative GPA is below a 2.0.
Result: The student is placed on second academic probation. A student on second academic probation will lose priority registration privileges and the BOG fee waiver.

Second Academic Probation

A student is placed on second academic probation when his/her cumulative GPA is below a 2.0 for two consecutive semesters. At this level, the student is restricted to 9 units and has lost priority registration privileges and the BOG fee waiver. If the student enrolls for another semester, as a second academic probation student, the following may occur at the end of the semester:

- **Possible Outcome 1:** The student's cumulative GPA meets or exceeds a 2.0.
Result: The student regains good standing.

- **Possible Outcome 2:** The student's cumulative GPA is below a 2.0 for two consecutive semesters.
Result: Being unable to meet the college's minimum academic standards is a serious matter; as a result, the student is dismissed from the college and required to sit out for the subsequent primary semester, including summer if dismissed after spring. If the student wishes to return, he/she is required to proceed with the reinstatement process.

Progress Probation

Progress probation occurs when a student has attempted at least 8 semester units at Allan Hancock College and has not completed more than 50 percent of his/her cumulative units with a letter grade (A, B, C, D or F) and P (pass), he/she will be placed on progress probation after semester grades are final.

First Progress Probation

A student is placed on first progress probation when he/she has not completed more than 50 percent of his/her cumulative units with a letter grade (A, B, C, D or F) and P (pass). If the student enrolls for another semester, as a first progress probation student, the following may occur at the end of the semester:

- **Possible Outcome 1:** The student completes more than 50 percent of his/her cumulative units.
Result: The student has regained good standing.
- **Possible Outcome 2:** The student does not complete more than 50 percent of his/her cumulative units.
Result: The student is placed on second progress probation. A student on second progress probation will lose priority registration privileges and the BOG fee waiver.

Second Progress Probation

A student is placed on second progress probation when he/she has not completed more than 50 percent of his/her cumulative units. At this level, the student is restricted to 9 units and has lost priority registration privileges and the BOG fee waiver. If the student enrolls for another semester, as a second progress probation student, the following may occur at the end of the semester:

- Possible Outcome 1: The student completes more than 50 percent of his/her cumulative units.
Result: The student has regained good standing.
- Possible Outcome 2: The student does not complete more than 50 percent of his/her cumulative units for two consecutive semesters.
Result: Being unable to meet the college's minimum academic standards is a serious matter; as a result, the student is dismissed from the college and required to sit out for the subsequent primary semester, including summer if dismissed after spring. If the student wishes to return, he/she is required to proceed with the reinstatement process.

Dismissal

A student who does not meet the college's minimum standards after two consecutive semesters on either academic or progress probation, he/she will be dismissed from the college and required to sit out for the subsequent primary semester, including summer if dismissed after spring. A dismissed student

wishing to reenroll is required to go through the reinstatement process.

Reinstatement

A dismissed student wishing to take courses may submit a reinstatement application to the Counseling department after sitting out for the subsequent primary semester, including summer if dismissed after spring, for enrollment consideration. Once a student completes a reinstatement application, he/she is required to meet with a counselor for a recommendation. The application is then reviewed by the probation committee for a final decision. If the student provides reasonable assurance that he/she is prepared to succeed, his/her reinstatement application will be approved under certain conditions listed on the reinstatement contract. The deadline to submit a reinstatement application for a specific semester is available online under "academic calendar". The application may be downloaded from our college website under "counseling" or a student may obtain a copy from the Counseling Department.

Reinstatement Appeal

The Probation Committee reviews each reinstatement application submitted to the counseling department and the Dean, Student Services/Counseling or designee, acts on appeals in the event a student is denied reinstatement and is requesting additional consideration.

Notification of Academic Standing

All students are notified via myHancock email of his/her academic standing once grades are finalized at the end of each semester.

Reinstatement Appeal

The Probation Committee reviews each reinstatement application submitted to the counseling department and the dean, student services or designee, acts on appeals in the event a student is denied reinstatement and is requesting additional consideration.

Notification of Probation Status

A student on any level of academic and/or progress probation will be notified after grades are final through his/her myHancock email account. The email will inform the student of his/her probationary status and the necessary steps to take.

TRANSCRIPTS

There is no charge for the first two transcripts of a student's record issued by Allan Hancock College that are mailed. There is a charge of \$7 for each additional mailed transcript and \$13 if demand or rush service is requested. Demand or rush service is not free. 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 dean's 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 nondisclosure will be honored by Allan Hancock College for no more than one academic year.

Reauthorization to withhold Directory Information must be filed annually in the Admissions and Records Office.

THE SOLOMON ACT

Under federal law, the Solomon Amendment supersedes most elements of Family Educational Rights and Privacy Act (FERPA) and permits for the disclosure of student information if the request conforms to the parameters and requirements set forth in the law.

Legal Authority under the Solomon Amendment

The Solomon Amendment (10 U.S.C. §503) allows military organizations access to education records and information ordinarily restricted under FERPA for the purposes of military recruiting. The Solomon Amendment supersedes most elements of FERPA and requires colleges to release certain information pertaining to their students. Colleges that fail to comply with the Solomon Amendment risk losing funds from several federal agencies, including: the Departments of Education, Labor, Health and Human Services, and Defense (10 U.S.C. §983).

Scope of the Request

The Solomon Amendment allows the Department of Defense entities, such as the U.S. Army, to obtain certain information about currently enrolled full-time students, ages 17 and over, once per term. This information is limited to:

1. Student names
2. Addresses
3. Phone numbers
4. Age
5. Level of education
6. Degree program currently enrolled in
7. Degrees received for recent graduates
8. Educational institutional last enrolled in

The request letter should be sent on the Department of Defense entity's standard letterhead and must cite the relevant legal authority under the Solomon Amendment. In addition, the scope of the request must specifically ask for the aforementioned information. Specifically, a request for information pertaining to a particular group of students between certain ages is permitted

and encouraged to clearly define the scope of the request (e.g. "full-time undergraduate students between the ages of 17 and 35).

Exceptions and Exemptions to Request

The Solomon Amendment requires educational institutions to disclose student information in its possession, but does not actively require institutions to collect student information. As such, institutions are exempt from responding if they do not currently collect or have any responsive information.

In addition, the Solomon Amendment does recognize student and parental rights under FERPA to withhold disclosure of private information. Students and/or parents of students can request that a local educational agency withhold student information unless prior written consent is obtained from the students and/or parents (10 U.S.C. §503(c)(B)).

What Colleges Need to Do

Upon receiving a request under the Solomon Amendment, colleges should confirm if the request meets the requirements set forth in the law.

If the requirements are met, colleges should then determine if the defense entity has made any recent requests within the school term since each entity is only allowed one request per term. Though not legally required, the colleges should also reach out to the recruiting specialist to confirm the specialist's identity and validate the request. This practice would not only ensure that the request is coming from someone who is legally authorized to make such a request, but would also allow the colleges to clarify the scope of the request over the phone if needed. If a change to the scope is made, a confirming letter detailing the phone call and any changes should be sent to the requestor immediately.

Once the request has been validated, the college should then check to see if it collects the student data that is requested and if any students and/or parents exercised their FERPA rights to withhold student information before authorizing disclosure by written consent. Colleges that do not collect student data should notify the requestor in writing within a reasonable time that the college does not have any responsive information to the request.

Lastly, the colleges that have responsive information should provide the requested data within a reasonable time period or run the risk of losing federal funding under Title 10, U.S.C. Section 983. A best practice would be to send a confirming letter to the requestor within a reasonable time to inform the requestor that the college does have responsive student information. More importantly, the letter should advise the requestor that the college is in the process of obtaining the responsive information and such information will be provided within a reasonable time period.

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 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, having more emphasis on two-year vocational training than the A.A. degree. 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.).

C-ID - Course Identification Numbering System: The C-ID is a statewide numbering system independent from the course 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.

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.

Course Attempts: A course attempt occurs when a student earns an A, B, C, D, E, F, I, P, NP, W, CR or NC grade in a class.

Course Repetition: When a student repeats a course in which he/she received a passing grade (A, B, C, or P). See Repetition of Courses.

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 per week for one semester and presupposes two hours of outside study for each lecture hour, or a minimum of 48-54 hours of lecture, study, or lab work. Graduation requires 60 semester units. One semester unit is equivalent to one and a half quarter units.

Student Study Load Requirements: Programs of 12 units or more are considered "full-time" for enrollment verification purposes for fall and spring semesters. Enrollment in four units or more is considered "full-time" during the summer session.

Term: Classes that are accelerated into an eight-week term. There are two eight-week terms within each semester. Term classes have uniform beginning and ending dates and established registration deadlines. Final grades for Term 1 are not available until the end of the fall semester. Term 3 grades are not available until the end of the spring semester.

Upper Division: The last two years of college work, i.e., junior and senior years and/or courses. Upper division work is not offered at Allan Hancock College.





Transfer Information & Graduation Requirements



ALLAN
HANCOCK
COLLEGE

..... CATALOG
..... 2016-17

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, transfer related university workshops, the facilitation of direct student contact with staff from four-year colleges, tours 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 counselor in order to complete the specific guidelines for the Transfer Admission Guarantee. The following colleges and universities are included:

Arizona State University
 Northern Arizona University
 University of California, Davis (guarantee)
 University of California, Irvine (guarantee)
 University of California, Merced (guarantee)
 University of California, Riverside (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, VAFB Campus
 * 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. Allan Hancock College has a number of guarantees to Historically Black Colleges and universities. Visit the University Transfer Center for more details.

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.adegreewithaguarantee.com. 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. A minimum of 25 percent of the units required in the major must be completed at Allan Hancock College. 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 for CSU (see the Transfer Information section of this catalog for more information).

CSU GE NOTE: No course may be counted in more than one area. CSU GE transfer applicants must complete a minimum of 30 semester units including Area A and B4 on this pattern with a grade of C or better in each course (C- is not acceptable). Since there are a total of 39 units of CSU lower-division GE required for certification, the remaining 9 units may be taken for a passing grade (D- or better).

IGETC NOTE: Students completing an AA-T or AS-T, following the IGETC pattern, and transferring to CSU, must complete an IGETC Area 1C Oral Communication course. Students completing an AA-T or AS-T, following the IGETC pattern, and transferring to a UC, California Independent, or out-of-state university don't have to complete an IGETC Area 1C Oral Communication course. All IGETC courses must be completed with a grade of C or better (C- is not acceptable).

Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course 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 petitions to graduate. Information concerning specific requirements for this award may be obtained from the University Transfer Center.

TRANSFER TO THE UNIVERSITY OF CALIFORNIA

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

Uniform Entrance Requirements

Nine of the 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. Most 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) and International Baccalaureate (IB) 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 or IB 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.

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 other high unit majors, may find it advantageous to take courses fulfilling those of the native GE pattern of the CSU or UC campus that they are transferring to.

IGETC NOTE: No course can be counted in more than one area. All courses must be completed with a grade of C or better (C- is not acceptable).

The 2016-2017 Intersegmental General Education Transfer Curriculum is shown below.

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}

ASL 121 #Fall 02, 138 #Fall 03
ENGL 102 #Fall 96, 130, 131, 132 #Fall 99, 133, 135, 138 #Spring 05, 139 #Fall 99, 143 #Fall 00, 144 #Fall 08, 145, 146, 148 #Fall 96
FILM 103 #Spring 06
FRCH 102 #Fall 02
HIST 101 #Fall 95, 102 #Fall 96, 104, 105, 138 #Fall 03
HUM 101 #Fall 95, 102 #Fall 96, 104 #Fall 96, 105 #Fall 96
ITAL 102 #Fall 96
PHIL 101, 102, 105, 121, 122
SPAN 102, 103, 104, 112 #Spring 07 148 #Fall 96

IGETC

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

AJ 101
ANTH 102, 103
BUS 141 #S05
ECON 101, 102, 141 #S05
ECS 100, 101
GBST 101, 141 #S05
GEOG 102, 103
HIST 101 #F13, 102 #F14, 103 #S07, 107, 108, 118, 119, 120 #F99
HUM 101 #F13, 102 #F14, 103 #S07
POLS 101, 103, 104, 105 PSY 101, 105 #F14, 112, 113, 117, 118, 119 #F14, 120 #F14, 121 #F13
SOC 101, 102, 104 #F05, 110, 120, 160 #F08
SPCH 110 #S06

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

5A Physical Science {1}

ASTR 100
CHEM 120, 150, 151, 180, 181
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
BIOL 100*, 120, 124, 125, 132, 135, 150, 154, 155

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

ASL 120 #F02, 1215410, 1225410

FRCH 101, 1025410

ITAL 101 #Fall 96, 102#F05

SPAN 101, 102, 103 #F05, 104 #F05, 112 #S07

NOTE:

* means there may be a unit limitation means it transfers as a lab/activity/practice course [] means a minimum number of units is required

{ } means a minimum number of courses is required

can use if taken indicated semester or later

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. Most campuses of the CSU system will not accept lower division transfer students. Check with a 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.

Unit and subject matter credit for Advanced Placement (AP), International Baccalaureate (IB), and CLEP 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, IB, and CLEP 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.

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

Since there are a total of 39 units of CSU lower-division GE required for certification, the remaining 9 units may be taken for a passing grade (D- or better). Since there are a total of 39 units of CSU lower-division GE required for certification, the remaining 9 units may be taken for a passing grade (D- or better).

The 2016-2017 approved California State University General Education pattern is shown below.

Area A English Language Communication and Critical Thinking [9]**A1 Oral Communication [3]**

SPCH 101, 102, 106

A2 Written Communication [3]

ENGL 101

A3 Critical Thinking [3]

ENGL 103

PHIL 112, 114

SPCH 106

Area B Scientific Inquiry and Quantitative Reasoning [9] {1 lab}**B1 Physical Science {1}**

ASTR 100

CHEM 110, 120, 150, 151, 180, 181

GEOG 101, 110

GEOL 100, 114, 131, 141

PHSC 111, 112

PHYS 100, 110, 141, 142, 161, 162, 163

B2 Life Science {1}

ANTH 101

BIOL 100, 120, 124, 125, 128, 132, 135, 150, 154, 155

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,

DRAMA 103, 104, 110, 111

FCS 144

FILM 101, 102, 107 110, 115

GRPH 110

MMAC 115

MUS 100, 101, 102, 104, 106, 110

PHTO 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

SPCH 108

Area D Social, Social Sciences [9] (Choose three courses from at least two disciplines)

AJ 101, 103

ANTH 102, 103

BUS 121, 141

ECON 101, 102, 121, 141

ECS 100, 101

GEOG 102, 103

GBST 101, 141

HIST 101, 102, 103, 107, 108, 119, 120

HUM 101, 102, 103

POLS 101, 103, 104, 105

PSY 101, 105, 112, 113, 115, 117, 118, 119, 120

SOC 101, 102, 104, 110, 110, 120, 155, 160

SPCH 103, 110

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]

DANC 110, 120, 130

ECS 100

FCS 109, 112, 131

FSN 109, 110, 112

HED 100

HUSV 110

LS 101

PD 100, 101

PSY 106, 112, 113, 117, 118

SOC 106, 110

NOTE: Only 1 unit from the following PE or PEIA courses is applicable to Area E:

PE 120, 121, 122, 123, 130, 133, 134, 140, 141,

142, 143, 144, 146, 154, 156, 157, 158, 160, 164, 167, 170, 172

PEIA 100, 105, 110, 120, 125, 130, 135, 140, 145, 150, 155, 170, 185

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**Student Success Scorecard**

The California Community Colleges Board of Governors has established a performance measurement system that tracks student success at all California community colleges.

With data reported by gender, age and ethnicity, colleges, students and the public can also better determine if colleges are narrowing achievement gaps, which is vitally important for our students and our state's economy.

View the Student Success Scorecard online at <http://www.hancockcollege.edu/>; click about Hancock, then you should know...

Student Right to Know (SRTK)

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 1,800 graduate annually with associate of arts degrees, associate of science degrees or certificates. In compliance with the Student-Right-to-Know (SRTK) and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Allan Hancock Joint Community College District to make available its completion and transfer rates to all current and prospective students. In fall 2010, a cohort of all certificate, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Following are their completion and transfer rates. These rates do not represent the success rates of the entire student population at Allan Hancock College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 27 percent attained a certificate or degree or became 'transfer prepared' during a three-year period, from fall 2010 to spring 2013. The state average is 26 percent. Students who are 'transfer-prepared' are defined as those who have completed 60 transferable units with a GPA of 2.0 or better. The college's SRTK transfer rate was 8 percent. Students who received an AHC degree before transferring or who took more than three years to transfer are not included in this percentage.

Keep in mind that SRTK rates, as stated above, are based upon about 8 percent of AHC's student population, and while the cohort definition of tracking first-time, full-time, degree-seeking freshmen may be an appropriate measure for a four-year institution, it examines a much smaller portion of the Allan Hancock College student population.

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

The college educates many more university transfer students, but not within the narrowly-defined timeline of this study.

Others are not counted because they earned a degree before transferring or transferred to a private university not participating in the national program for data collection.

A more meaningful measure of transfer success is the acceptance rate Hancock students experience at universities. This is the percentage of students who are accepted at their university of choice, compared to the number who apply. For example, AHC students enjoyed one of the highest transfer acceptance rates at California Polytechnic University, San Luis Obispo, with 54 percent of fall 2014 AHC transfer applicants accepted compared to 24.38 percent statewide.



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. (See the section for Graduation Requirements for the Associate Degree for Transfer following this section)

AA and 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 degree for transfer (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 apply for the appropriate associate degree even though they may be planning to transfer to a four-year institution.

NOTE: The deadline to apply for an associate degree is published on Allan Hancock College's website in the "At a Glance Class Schedule"

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

1. **A MINIMUM OF 60 UNITS** have been completed satisfactorily. A maximum of 12 units of workshop and no more than 16 units of P graded courses can be applied toward an AA/AS degree. Only 100 and 300 level courses will apply to the AA or AS degree.
2. **A GRADE POINT AVERAGE OF 2.0** or better has been earned for all college work attempted.
3. **AN APPLICATION** 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 (3.5 Units)**

The purpose of the Health and Wellness graduation requirement is to promote awareness and understanding of the significance/importance of the lifelong-process of actively

increasing the quality of one's decision making such that it leads towards a more positive, comprehensive state of well-being, beyond a state of merely being free from illness, injury, and/or disease. (Not required for Associate in Art for Transfer (AA-T) or Associate in Science for Transfer (AS-T) Degrees.)

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 Health and Wellness requirement:

- Law Enforcement 320, Emergency Medical Services 301, Fire Technology 307, Nursing 103, 108, 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:

- A. Pass one of the following courses with a C or better: Math 309, Math 321, Math 331, Math 333/334 or any 100-level math course of at least three units.
- B. Receive a math placement recommendation for any 100-level math course based on the current Allan Hancock START process.

NOTE: Students should consult a counselor to see if Math 309 is best for them. STEM majors and others who intend to take Math 121 or higher, should take Math 331.

7. **A MINIMUM OF THREE UNITS IN MULTICULTURAL/ 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 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, 103, 105
 Art 101, 105, 106
 Business 107, 141
 Dance 101
 Drama 103
 Early Childhood Studies 116, 117
 Economics 141
 English 105, 130, 131, 139, 148
 Family and Consumer Sciences 131, 134
 Film 101, 102, 103, 107
 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, 106
 Philosophy 121
 Political Science 104, 105
 Psychology 120
 Sociology 101, 102, 110, 120, 122
 Spanish 102, 103, 104, 105, 112
 Speech 110

8. **MAJOR: A MINIMUM of 18 UNITS** has been completed in an AA or 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.

9. **AHC GENERAL EDUCATION CATEGORIES: A MINIMUM OF 21 SEMESTER UNITS OF GENERAL EDUCATION** have been completed, three units in each of the categories listed below. (Not required for Associate in Art for Transfer (AA-T) or Associate in Science for Transfer (AS-T) Degrees.)

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.

Agribusiness 102
 Anthropology 101, 110
 (when taken in conjunction with 101)
 Astronomy 100
 Biology 100, 120, 124, 132, 135
 Chemistry 110, 120
 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
 Political Science 101, 104, 105
 Psychology 101, 112, 113, 117, 118, 119, 120, 121
 Sociology 101, 102, 104, 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
 Multimedia Arts and Communication 101, 102
 Music 100, 101, 102, 104, 106
 Philosophy 101, 102, 105, 121, 122
 Photo 110
 Spanish 101, 102, 103, 104, 105, 112
 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
 Family and Consumer Sciences 109, 112, 120, 130, 131, 138
 Food Science and Nutrition 109, 112
 Health Education 100
 Human Services 106, 110
 Leadership 111
 Learning Skills 101
 Personal Development 100, 101, 102
 Psychology 106, 112, 113, 118, 120
 Sociology 106, 110
 Speech 103

GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE for TRANSFER

The associate in arts for transfer (AA-T) and associate in science for transfer (AS-T), 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 an associate degree for transfer and/or for more information on university admission requirements.

AA-T and AS-T Degrees

The associate degree for transfer requires the completion of the California State University General Education pattern (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern as well as the specific AA-T or AS-T major requirements. Students applying for an associate degree for transfer are required to complete the Allan Hancock College graduation requirements except for the following areas:

- Health and Wellness
- Multicultural/Gender Studies
- AHC General Education Categories

Students interested in pursuing an associate degree for transfer 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 degree for transfer major requirements.

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

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-T/AS-T 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. **AN APPLICATION** for an associate degree for transfer 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 general education transfer 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 TRANSFER PATTERN:

Completion of either the California State University General Education (CSU GE) pattern or the Intersegmental General Education Curriculum (IGETC) pattern (see Transfer Information section).

CSU GE NOTE: CSU GE transfer applicants must complete a minimum of 30 semester units including Area A and B4 on this pattern with a grade of C or better in each course (C- is not acceptable). Since there are a total of 39 units of CSU lower-division GE required for certification, the remaining 9 units may be taken for a passing grade (D- or better).

IGETC NOTE: Students completing an AA-T or AS-T, following the IGETC pattern, and transferring to CSU, must complete an IGETC Area 1 C Oral Communication course. All IGETC courses must be completed with a grade of C or better (C- is not acceptable).

IGETC NOTE: Students completing an AA-T or AS-T, following the IGETC pattern, and transferring to a UC, California Independent, or out-of-state university don't have to complete an IGETC Area 1C Oral Communication course. All IGETC courses must be completed with a grade of C or better (C- is not acceptable).

APPLICATION PROCEDURES FOR THE ASSOCIATE DEGREE (AA, AS, AA-T, or AS-T)

1. All students must file an application in order to receive a degree. The Application for a Degree form is available at the counseling office, the Vandenberg AFB and Lompoc Valley Centers. The starting date to apply for graduation is the first day of classes; closing dates for filing are listed in the college calendar, and on the college Web site.
2. All students applying for an associate degree must first see a counselor for a preliminary requirement check. The application 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 files an application.
4. External courses, grades, and units used to meet requirements for the associate degree must be from an accredited college/university. Official copies of all transcripts from other colleges attended must be on file in the Allan Hancock College Admissions and Records office before an application can be evaluated.
5. Students are notified in writing of their graduation status by the Admissions and Records office, only if there is a deficiency.
6. Diplomas are mailed within three months of the end date of the semester in which the degree was earned.

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

CERTIFICATE PROGRAMS

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.

Application Procedures

1. Students must file an application in order to receive a certificate. Applications are obtained on the Admissions and Records public webpage.
2. Students who have only attended AHC may submit the application to Admissions and Records.
3. Students who have attended another college or university must meet with a counselor to complete the application.
4. All required courses must have been completed by the end of the semester in which the student submits an application.
5. A grade of C or better is necessary in all required courses.
6. A minimum of 25 percent of the units required for the certificate must be completed at Allan Hancock College.
7. Official copies of all transcripts from other colleges attended must be on file in the Allan Hancock College counseling office.
8. External transcripts become the property of Allan Hancock College. Transcripts submitted to AHC will not be released to students, other colleges or agencies.
9. Certificates are mailed within three months of the end of the semester in which the certificate was earned. Students who do not satisfy the requirements for the certificate for which they have applied must submit a new application during a later filing period.

PROFICIENCY VERIFICATION

A verification of 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

Graduation requirements for an Associate's Degree or vocational certificates are determined according to the Catalog in effect at the time of initial enrollment. In order to maintain catalog rights, a student must be in continuous enrollment during each successive academic year. For purposes of catalog rights, the academic year begins each summer and ends the subsequent spring session. To maintain continuous enrollment, a student must attend at least one credit class in an academic year.

Students must apply for graduation within three years from the date all requirements are satisfied. It is important to note that:

1. Students who maintain continuous enrollment at Allan Hancock College, or students who are continuing at another accredited institution within the United States are eligible to graduate from AHC under the catalog in effect at the time they first enrolled at Allan Hancock College.
2. Students who stop attending AHC for a year or longer are eligible to graduate from AHC under the catalog in effect the semester the student re-enters Allan Hancock College again. One year is defined as one academic year. The student must maintain continuous enrollment thereafter.
3. If a student attends another college after they have not attended Allan Hancock College for a year or longer, and does not re-enroll at Allan Hancock College, they are eligible to graduate from Allan Hancock College under the catalog in effect the semester they petition to graduate. One year is defined as one academic year.

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 an associate in arts degree, associate in science degree, associate in arts for transfer, associate in science for transfer, or certificate are listed alphabetically on the pages that follow. Programs which lead to four-year universities and transfer, 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, if planning to complete 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 college catalog of the university to which they plan to transfer and consult with an Allan Hancock College counselor to complete an educational plan 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.



Instructional Programs



ALLAN
HANCOCK
COLLEGE

... CATALOG
... 2016-17

	<u>AAT</u>	<u>AST</u>	<u>AA</u>	<u>AS</u>	<u>CERT</u>
Accounting				X	X
Bookkeeping.....					X
Administration of Justice		X		X	
Agribusiness					
Enology/Viticulture.....			X		
Pairing Wine and Food.....					X
Viticulture.....				X	X
Wine Business.....				X	X
Anthropology for Transfer		X			
Applied Design Media					
Animation.....				X	
Multimedia Arts and Communication				X	
Graphics.....				X	
Photography.....				X	
Website Design					X
Architectural Drafting				X	X
Art				X	
<i>Studio Arts for Transfer</i>		X			
Auto Body Technology				X	
Auto Body Metal				X	
Auto Body Refinishing				X	
Automotive Technology					
Auto Engine Rebuilding				X	
Auto Service Management				X	
Auto Tune-Up & Diagnostic Procedures.....				X	
Automotive Chassis.....				X	
General Technician Tune-Up					
Emission Control Specialist.....					X
General Technician Engine,					
Power, Trains Specialist					X
Biology				X	
Business					X
Business Administration		X	X		
Management.....				X	
Marketing.....				X	
Customer Service.....				X	
Executive Leadership				X	
Human Resource Management.....				X	
Law.....				X	
Sales and Marketing.....				X	
Supervisory Management.....				X	
Chemistry				X	
Computer Business Information Systems				X	X
MAC Fundamentals for Business				X	
Office Software Support				X	
Office Systems Analysis				X	
Small Business Web Master.....				X	
Computer Business Office Software.....				X	
Database Administration.....				X	
Information Architecture.....				X	
Information Technology Fundamentals.....				X	

	<u>AAT</u>	<u>AST</u>	<u>AA</u>	<u>AS</u>	<u>CERT</u>
Computer Business Office Technology					
Administrative Assistant/Secretarial.....				X	X
Administrative Office Skills					X
Computer Business Office Skills					X
Computer Business Presentations and Publishing.....					X
Legal Secretarial.....				X	X
Word/Information Processing				X	X
Computer Science				X	
Cosmetology				X	X
Culinary Arts and Management					
Baking.....					X
Catering and Events Management.....					X
Dietetic Service Supervision.....					X
Food Production Supervision					X
Food Services Production					X
Restaurant Management.....					X
Culinology®				X	
Dance			X		X
Dental Assisting				X	X
Drama					X
Early Childhood Education					
for Transfer.....				X	
Early Childhood Studies					
General.....				X	X
Bilingual/Bicultural Emphasis				X	X
Elementary Education				X	X
Preschool/Infant Toddler Program Director				X	X
Special Education.....				X	X
Electronic Engineering Technology				X	
Electronics Technology				X	
Digital Systems Technician.....				X	
Electronic Training.....				X	
Mechatronics				X	X
w/Emphasis in Network Maintenance					
and Digital Technologies.....				X	X
Emergency Medical Services				X	X
Emergency Medical Services Academy				X	
Advanced Cardiac Life Support.....				X	
Emergency Medical Technician 1 (Basic).....				X	
EMT 1 (Basic) Refresher				X	
First Responder Update				X	
Paramedic Training.....				X	
Engineering				X	
Engineering Technology				X	
Civil Engineering.....				X	
Engineering Drafting.....				X	
Mechatronics				X	X
English		X		X	
English as a Second Language					X
Entrepreneurship				X	
Entrepreneurship and Small Business Management				X	X

	<u>AAT</u>	<u>AST</u>	<u>AA</u>	<u>AS</u>	<u>CERT</u>
Environmental Health & Safety				X	X
Environmental Health & Safety Technician.....					X
Hazardous Materials General Site Worker.....					X
HAZWOPER Refresher 8-Hour.....					X
Family and Consumer Sciences					
Fashion Merchandising					X
Fashion Studies.....					X
General.....				X	
Interior Design Merchandising.....				X	X
Film and Video Production				X	X
Fire Technology				X	X
Firefighter Academy.....					X
Global Studies				X	
History				X	
Human Services					
Addiction Studies				X	X
Addiction Studies Foundation.....					X
Addiction Studies Basic.....					X
Addiction Studies Advanced Co-Occurring Disorders.....					X
Family Services Worker 1.....					X
Family Services Worker 2.....					X
Family Services Worker 3.....					X
Family Studies.....					X
General.....				X	X
Specialized Helping Approaches.....					X
Kinesiology				X	X
Law Enforcement					
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
<i>Elementary Teacher Education for Transfer</i>					X
Machining and Manufacturing Technology				X	X
Mathematics					
Mathematics w/Computer Science Emphasis.....					X
Mathematics for Transfer.....				X	
Mathematics w/Physics Emphasis					X
Medical Assisting					X
Medical Billing and Coding.....					X
Music					X

	<u>AAT</u>	<u>AST</u>	<u>AA</u>	<u>AS</u>	<u>CERT</u>
Nursing					
"30 Unit" Option					X
Certified Home Health Aide					X
Certified Nursing Assistant					X
EKG/Monitor Observer					X
Registered Nursing (LVN to RN) A.D.N.....				X	
Restorative Aide					X
Vocational Nursing.....				X	X
Paralegal Studies				X	X
Physical Education (see Kinesiology)					
Physics				X	X
Political Science for Transfer				X	
Psychology				X	X
Recreation Management				X	X
Registered Veterinary Technician					X
Social Science				X	
Sociology for Transfer				X	
Sound Technology					X
Spanish				X	X
Language Skills Elementary Level					X
Language Skills Intermediate Level.....					X
Language Skills Advanced Level.....					X
Speech Communication				X	
Communication Studies for Transfer				X	
Communication Skills for Public Safety and Health Professionals.....					X
Communication Skills for the Business Professional					X
Communication Skills for the Professional Speaker					X
Sports Medicine				X	
Theatre					
Design/Technical Theatre					X
Professional Acting.....					X
Transfer Studies					
Intersegmental General Education Transfer Curriculum.....					X
UC/CSU Transfer Studies (Math Engineering & Science Majors).....					X
CSU General Education Breadth.....					X
Welding Technology				X	X
Metal Fabrication					X
Pipe Welding					X
Wildland Firefighting					
Logistics, Finance, Planning.....				X	X
Operations.....				X	X
Prevention, Investigation, Prescribed Burning.....				X	X

**AAT = Associate in Arts for Transfer ♦ AST= Associate in Science for Transfer ♦ AA = Associate in Arts
AS = Associate in Science ♦ CERT = Certificate of Achievement or Certificate of Accomplishment
Italics = New programs**

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.

COURSE NUMBER	TITLE	UNITS
Required core courses (21 units):		
ACCT 130	Financial Accounting	3
ACCT 140	Managerial Accounting	3
ACCT 150	Introduction to Accounting Information Systems	3
ACCT 160	Introduction to Financial Statement Analysis	3
ACCT 170	Introduction to Tax Accounting	3
BUS 101	Introduction to Business	3
CBIS 101	Computer Concepts and Applications	3

Plus a minimum of 6 units selected from the following:

BUS 104	Business Organization and Management	3
BUS 107	Human Relations in Business	3
BUS 110	Business Law	3
BUS 130	Consumer and Family Finance	3
BUS 140	Survey of International Business	3
BUS 160	Business Communications	3
CBIS 141	Microsoft Excel – Comprehensive	3
CBIS 142	Microsoft Access – Comprehensive	3

Recommended elective:

ACCT 399	Special Topics in Accounting	0.5-3
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ACCOUNTING (Certificate of Accomplishment)

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

A total of 15 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (15 units):		
ACCT 130	Financial Accounting	3
ACCT 140	Managerial Accounting	3
ACCT 150	Introduction to Accounting Information Systems	3
ACCT 160	Introduction to Financial Statement Analysis	3
ACCT 170	Introduction to Tax Accounting	3

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

COURSE NUMBER	TITLE	UNITS
Required core courses (12 units):		
ACCT 317	Bookkeeping 1	3
ACCT 318	Bookkeeping 2	3
ACCT 327	Payroll Accounting	3
ACCT 150	Introduction to Accounting Information Systems	3

ADMINISTRATION OF JUSTICE (A.S.)

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

The graduate of the AS program in administration of justice will:

- Have a fundamental knowledge of the criminal justice system and its primary components.

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

COURSE NUMBER	TITLE	UNITS
Required core courses (15 units):		
AJ 101	Introduction to Criminal Justice	3
AJ 102	Criminal Procedures	3
AJ 103	Concepts of Criminal Law	3
AJ 104	Legal Aspects of Evidence	3
AJ 105	Community Relations	3

Plus a minimum of 12 units selected from Administration of Justice courses in the Announcement of Courses section. Students are encouraged to discuss additional course choices with a member of the department and to focus their work upon their area of interest.

ASSOCIATE in SCIENCE in ADMINISTRATION OF JUSTICE for TRANSFER (AS-T)

The associate in science in administration of justice for transfer degree provides an educational foundation for persons aspiring to careers in law enforcement, probation, parole, court administration, corporate security or custodial corrections. The Associate in Science in Administration of Justice for Transfer program will prepare students for further studies toward a California State University (CSU) baccalaureate degree in administration of justice or criminology. The graduate of the AS-T in administration of justice for transfer will:

- Understand the interdisciplinary nature of criminal justice issues in law enforcement, courts, and corrections.
- Effectively communicate key terms, concepts, and theories in criminal justice
- Reflect critically on criminal justice policy and its relationship in society.

Associate Degree for Transfer Requirements

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

- 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]
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- 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 Administration of Justice for Transfer Program Requirements

- GENERAL EDUCATION:** Complete one of the following:
 - CSU General Education Pattern 39 units
 - Intersegmental General Education Transfer Curriculum 37 units
 Total GE Units: 37-39 units
- MAJOR CORE COURSES:** A major of 18 units is required for the associate in science in administration of justice for transfer degree.

COURSE NUMBER	TITLE	UNITS
Required core courses (6 units):		
AJ 101	Introduction to Criminal Justice	3
AJ 103	Concepts of Criminal Law	3
Select 4 courses from the following (12 units)		
AJ 102	Criminal Procedures (not required at any CSU campus)	3
AJ 104	Legal Aspects of Evidence (CSU East Bay, CSU Sacramento)	3
AJ 105	Community Relations (CSU East Bay, CSU Sacramento)	3
AJ 111	Criminal Investigation (CSU East Bay, CSU Sacramento CSU San Bernardino, Humboldt State and San Jose State)	3
AJ 120	Juvenile Law and Procedures (CSU Chico)	3
AJ 130	Introduction to Criminal Corrections (CSU Los Angeles)	3

- DOUBLE COUNTING:** A maximum of 6 units can be double counted for CSU GE and a maximum of 6 units can be doubled counted for IGETC.

Total CSU GE and AS-T in Administration of Justice units: 51
Total IGETC and AS-T in Administration of Justice units: 49

- Select additional courses**, if needed, to achieve the 60 units required for the Associate in Science in Administration of Justice for Transfer Degree.

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 in the vineyard.
- Describe and demonstrate proficiency in pruning, irrigation, canopy management, pest and disease control, fruit quality assessment and determining time of optimal harvest.
- Demonstrate the ability to make sound viticultural decisions during the entire year to ensure quality fruit and healthy vines.
- 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 22 units is required for the associate in arts degree.

COURSE NUMBER	TITLE	UNITS
Required core courses (10 units):		
AG 101	Introduction to Winemaking/Enology	3
AG 102	Introduction to Viticulture	3
CHEM 120	Introductory Chemistry	4
Plus a minimum of 12 units selected from the following:		
AG 103	Sensory Evaluation of Wine	3
AG 114	Wine Business	3
AG 125	Soils and Plant Nutrition	4
AG 135	Grapevine Physiology	1
AG 315	Fertilizers and Plant Nutrition	4
BIOL 128	Microbiology	5
BIOL 154	Botany	5
BUS 121	Economics	3
or		
ECON 121	Economics	3
CHEM 140	Introductory Organic Chemistry	4
CHEM 150	General Chemistry 1	5
CHEM 151	General Chemistry 2	5
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

AGRIBUSINESS: WINE BUSINESS (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 business 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 22 units is required for the associate in science degree and certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (9 units):		
AG 101	Introduction to Winemaking/Enology	3
AG 102	Introduction to Viticulture	3
AG 114	Wine Business	3
Plus a minimum of 13 units selected from the following:		
ACCT 130	Financial Accounting	3
AG 103	Sensory Evaluation of Wine	3
AG 104	Advanced Sensory Evaluation of Wine	3
AG 105	Wine Marketing and Sales	3
or		
BUS 102	Marketing	3
AG 149	Cooperative Work Experience: Occupational (related to Wine Making and Marketing)	1-8
AG 301	Pairing Wine and Food	0.5
AG 302	Advanced Pairing Wine and Food	0.5
AG 303	Epicurean Wine and Food	0.5
AG 320	Wine Tasting Room Sales	2
BUS 101	Introduction to Business	3
BUS 103	Advertising	3
BUS 104	Business Organization and Management	3
BUS 160	Business Communications	3
BUS 110	Business Law	3
CBIS 101	Computer Concepts and Applications	3
or		
CS 102	Introduction to Computing with HTML	3

AGRIBUSINESS: VITICULTURE (A.S. & Certificate of Achievement)

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

The graduate of the AS or certificate program in viticulture will:

- Use basic ideas and concepts in viticulture, including biology, and ecophysiology of vines and grape cultivars, to work in the viticulture industry.
- Assess and differentiate effects of viticultural activities and processes in final grapes 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 26 units is required for the associate in science degree and certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (17 units):		
AG 102	Introduction to Viticulture	3
AG 120	Viticulture Operations 1	3
AG 121	Viticulture Operations 2	3
AG 125	Soils and Plant Nutrition	4
AG 130	Integrated Pest Management for Grapes	4
Plus a minimum of 9 units selected from the following:		
AG 101	Introduction to Winemaking/Enology	3
AG 103	Sensory Evaluation of Wine	3
AG 114	Wine Business	3
AG 122	Viticulture Operations 3	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 307	Vineyard Irrigation	3
AG 308	Wine Analysis	3
AG 310	Winemaking Operations I	2
AG 311	Winemaking Operations II	2
AG 312	Viticulture II	3
AG 314	Organic/Biodynamic Wine	3
AG 315	Fertilizers and Plant Nutrition	4
BIOL 154	General Botany	5
CHEM 120	Introductory Chemistry	4

AGRIBUSINESS: PAIRING WINE AND FOOD (Certificate of Accomplishment)

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

The graduate of the certificate program in pairing wine and food will:

- Analyze and suggest appropriate and innovative food pairings to most common wines.
- Be able to prepare these foods and comment about the pairing 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.

COURSE NUMBER	TITLE	UNITS
AG 301	Pairing Wine and Food	0.5
AG 302	Advanced Pairing Wine and Food	0.5
AG 303	Epicurean Wine and Food	0.5
AG 304	Dessert Wine and Food Pairing	0.5
AG 305	Pairing the Wines and Foods of Provence	0.5
AG 306	Pairing the Wines and Foods of Tuscany	0.5

ASSOCIATE in ARTS in ANTHROPOLOGY for TRANSFER (AA-T)

Anthropology is the study of humans, past and present. To understand the full sweep and complexity of cultures across all of human history, anthropology draws and builds upon knowledge from the social and biological sciences as well as the humanities and physical sciences. A central concern of anthropologists is the application of knowledge to the solution of human problems (AAA, 2012). The anthropology program at AHC provides courses that enable students to complete lower division prerequisites and general education requirements for transfer to institutions of higher learning and/or receive an associate degree. The goal of AHC's anthropology program is to prepare students to use anthropology's holistic perspective, research methods, and general knowledge to gain a greater understanding of people in general and the world as a whole and is designed to prepare the student for seamlessly transferring to a CSU to earn a baccalaureate degree in anthropology.

The graduate of the associate in arts in anthropology for transfer will:

- Explain the importance of human biological and/or cultural variation.
- Ability to think critically and demonstrate an understanding of discipline related issues, problems, and research.
- Ability to communicate effectively about topics in and related anthropology.
- Demonstrate proficiency in anthropological concepts and terminology.

Associate Degree for Transfer Requirements

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

- 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.]
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- 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 Anthropology for Transfer Program Requirements

- GENERAL EDUCATION:** Complete one of the following
 - CSU General Education Pattern 39 units
 - Intersegmental General Education Transfer Curriculum 37 units
 Total GE Units: 37-39 units
- MAJOR CORE COURSES:** A major of 19-20 units is required for the associate in arts in anthropology for transfer degree.

COURSE NUMBER	TITLE	UNITS
Required core courses (13 units):		
ANTH 101	Introduction to Biological Anthropology	3
ANTH 110	Biological Anthropology Lab	1
ANTH 102	Introduction to Cultural Anthropology	3
ANTH 103	Introduction to Archaeology	3
ANTH 105	Language and Culture	3
Select two courses from the following (6-7 units):		
GEOG 102	Human Geography (CPSLO)	3
MATH 123	Elementary Statistics (CPSLO, CSUB, CSUEB, HSU, CSULB, CSUMB, SDSU, SJSU)	4
SOC 104	Social Science Research Methods	3

- DOUBLE COUNTING:** A maximum of 16 units can be double counted for the major and CSU GE or IGETC general education requirements.
- Select additional courses,** if needed, to achieve the 60 units required for the associate in arts in anthropology for transfer degree.

Major Total:	19-20 units
CSU-GE Breadth or IGETC:	37-39 units
CSU Transferrable Electives (as needed):	17-20 units
Double-Counted:	16 units
Degree Total:	60 units

APPLIED DESIGN/MEDIA: ANIMATION (A.S.)

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

The graduate of the AS program in animation will:

- Generate multiple characters and stories in response to a specific concept.
- Design and model characters and environments for animation.
- Plan and storyboard animated sequences for traditional and digital formats.
- Use animation techniques and principles expressively in creating short animated films.

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

COURSE NUMBER	TITLE	UNITS
Required core courses (25 units):		
ART/GRPH 108	Design 1 on the Computer	3
ART/MMAC 115	Introduction to Animation	3
ART 120	Drawing 1	3
ART 122	Life Drawing 1	3
FILM/ MMAC 117	3D Computer Animation 1	3
FILM/ MMAC 127	Digital Video Design and Post Production	3
GRPH 111	Digital Imagery Lab	1
GRPH 112	Digital Imagery	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 107	Computer Fine Art	3
ART 110	Design 1	3
ART 123	Life Drawing 2	3
FILM 110	Introduction Motion to Picture and Video Production	4
MMAC/ FILM 114	Dynamic Internet Design	3
FILM/MMAC 116	Intermediate Animation	3
FILM/MMAC 118	3D Computer Animation 2	2
FILM/MMAC 125	Computer Video Editing	3
FILM/MMAC 126	Intro to Motion Graphics	3
GRPH 130	3D Modeling for Production	3
MUS 118	Introduction to Electronic Music	3

APPLIED DESIGN/MEDIA: GRAPHICS (A.S.)

The applied design-graphics program is designed to prepare students for entry-level employment and entrepreneurship, and transfer to a four-year university graphics program. A variety of design career options are available including illustration, graphic design, design for print and digital publishing, web design and 3D modeling. 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 to create a collective portfolio of student work.

The graduate of the AS program in graphics will:

- Apply methods of critical thinking through research, analysis, conceptualization and prototyping in the development of effective design solutions for a selection of visual communication problems.
- Create and develop visual form in response to graphic communication problems using the principles of visual organization and composition, information hierarchy, symbolic representation, typography, aesthetics, and the construction of meaningful images.
- Demonstrate proficiency in specific technologies to digitally create, capture and manipulate imagery and design components in the development of professional quality graphics for print and/or digital publishing.
- Integrate artistic expression, professional attitudes and effective working habits as individuals or as members of a team.
- Produce a digital portfolio that showcases individual graphic design competencies.

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
or		
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 117	Typography	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
FILM/		
MMAC 126	Intro to Motion Graphics	3
GRPH 118	Introduction to Web Graphics	3
GRPH 127	History of Graphic Design	3
GRPH 120	Advanced Design for Publishing	3
GRPH 130	3D Modeling for Production	3
GRPH 189	Independent Projects	1-3
MMAC 114	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 arts and communication will:

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

A major of 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
or		
ART 104	Art History – Renaissance to Modern	3
or		
FILM 101	Film as Art and Communication	3
ART/GRPH 108	Design 1 on the Computer	3
FILM 110	Introduction to Motion Picture and Video Production	4
	Digital Imagery Lab	1
GRPH 111	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	3
Plus a minimum of 9 units selected from the following:		
ART 107	Computer Fine Art	3
ART/MMAC 115	Introduction to Animation	3
FILM 111	Intermediate Motion Picture and Video Production	4
FILM/		
MMAC 117	3D Computer Animation 1	3
FILM/		
MMAC 118	3D Computer Animation 2	3
FILM/		
MMAC 125	Computer Video Editing	2
FILM/		
MMAC 126	Intro to Motion Graphics	3
FILM/		
MMAC 127	Digital Video Post-Production	3
FILM/		
MMAC 128	Intermediate Motion Graphics	3
MMAC 114	Dynamic Internet Design	3
GRPH 116	Digital Portfolio	3
GRPH 118	Introduction to Web Graphics	3
GRPH 130	3D Modeling Production	3
MUS 116	Sound Production Techniques	3
MUS 117	MIDI Technology and Its Applications	3

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 or	3
ART 110	Design 1	3
PHTO 110	Basic Photography	3
FILM 110	Introduction to Motion Picture and Video Production	4
GRPH 110	Introduction to Graphic Design	3
MMAC 101	Introduction to Multimedia Processes	2
MMAC 102	Introduction to Multimedia Lab	1
PHTO 170	Digital Photography	3

Plus a minimum of 9 units selected from the following:

PHTO 120	Materials and Processes	3
PHTO 130	Advanced Black and White Photography	3
PHTO 140	Introduction to Color Photography	3
PHTO 150	Introduction to Commercial Photography	2
PHTO 179	Experimental Courses in Photography	0.5-3
PHTO 189	Independent Projects in Photography	1-3

Plus a minimum of 6 units selected from the following:

ART 101	Art Appreciation	3
ART 104	Art History – Renaissance to Modern	3
ART 106	Art of the 20th Century	3
ART 107	Computer Fine Art	3
ART 110	Design 1	3
FILM 101	Film as Art and Communication	3
FILM 102	Hollywood and the American Film	3
FILM 111	Intermediate Motion Picture and Video Production	4
GRPH 111	Digital Imagery Lab	1
GRPH 112	Digital Imagery	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:

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

A total of 15 units is required for the certificate.

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

Plus a minimum of 3 units selected from the following:

ART 107	Computer Fine Art	3
ART/GRPH 108	Design 1 on the Computer	3
GRPH 111	Digital Imagery Lab and	1
GRPH 112	Digital Imagery	3
PHTO 170	Digital Photography	3

ARCHITECTURAL DRAFTING (A.S. & Certificate of Accomplishment)

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

The graduate of the AS or certificate program in architectural drafting will:

- Develop manual and computer-aided graphic communication skills.
- Produce a complete set of architectural 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.
- Develop the ability to use appropriate technologies to locate, access, select and manage the information.
- Become familiar with the latest building code requirements and be able to make job site judgments based on the code.
- Participate in a positive cooperative group learning environment.

A major of 40 units is required for the associate in science degree. Courses marked with an asterisk (*) are required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (33 units):		
ARCH 111*	Architectural Graphics and Design I	3
ARCH 112*	Architectural Graphics and Design II	3
ARCH 121*	Architectural Drawing 1	4
ARCH 122*	Architectural Drawing 2	4
ARCH 131*	Building Construction Methods & Materials	3
ARCH/ET 160	Digital Tools in Architecture	3
ARCH 151	Architectural Design Studio 1	5
ARCH 152	Architectural Design Studio 2	5
ART 110	Design 1	3

Plus a minimum of 7 units selected from the following:

ARCH 320	Uniform Building Code	3
ARCH 370	SkillsUSA	3
ART 103	Art History – Ancient to Medieval	3
ART 104	Art History – Renaissance to Modern	3
ART 105	Art History of Mexico	3
ART 113	Three Dimensional Design	3
ART 127	Painting in Watercolor I	3
ART 128	Painting in Watercolor II	3
ENGR 152	Statics	3
ENGR 161	Materials Science	3
ENGR 162	Materials Science Lab	1
GEOL 100	Physical Geology	4

ART (A.A.)

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

The graduate of the AA program in art will:

- Demonstrate understanding of concepts, materials, and processes involved in the creation of visual art throughout history by participation in discussions, knowledge of terminology and successful execution of projects and assignments.
- Participate in a variety of visual arts, demonstrating accomplishment of skills, techniques, and processes involved in their creation, through a portfolio of work.

A major of 30 units is required for the associate in arts degree.

COURSE NUMBER	TITLE	UNITS
Required core courses (27 units):		
ART 103	Art History – Ancient to Medieval	3
ART 104	Art History – Renaissance to Modern	3
ART 106	Art of the 20th Century	3
ART 107	Computer Fine Art	3
ART 108	Design 1 on the Computer	3
or		
ART 110	Design 1	3
ART 112	Design Color Theory	3
ART 113	Three Dimensional Design	3
or		
ART 160	Ceramics 1	3
or		
ART 164	Sculpture 1	3
ART 120	Drawing 1	3
ART 121	Drawing 2	3
or		
ART 122	Life Drawing 1	3
Plus a minimum of 3 units selected from the following:		
ART 105	Art History of Mexico	3
ART 109	Art History American Art	3
ART 123	Life Drawing 2	3
ART 137	Life Drawing 3	3
ART 124	Mixed Media	3
ART 144	Mixed Media 2	3
ART 125	Painting in Acrylics 1	3
ART 126	Painting in Acrylics 2	3
ART 146	Painting in Acrylics 3	3
ART 127	Painting in Watercolor 1	3
ART 128	Painting in Watercolor 2	3
ART 129	Painting in Oils 1	3
ART 130	Painting in Oils 2	3
ART 150	Painting in Oils 3	3
ART 131	Portraits	1.5
ART 132	Landscape	1.5
ART 133	Composition Studies: Human Figure 1	0.5
ART 134	Composition Studies: Human Figure 2	0.5
ART 154	Composition Studies: Human Figure 3	0.5
ART 160	Ceramics 1	3
ART 164	Sculpture 1	3
ART 199	Special Topics in Art	0.5-3
ART/MMAC 115	Introduction to Animation	3
FILM 110	Intro to Motion Picture & Video Production	4
PHOTO 110	Basic Photography	3
GRPH 110	Introduction to Graphic Design	3
GRPH 116	Digital Portfolio	3
PHTO 120	Materials and Processes	3

ASSOCIATE IN ARTS IN STUDIO ARTS FOR TRANSFER (A.A.T.)

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 Associate in Arts in Studio Arts for Transfer will prepare students for further studies toward a California State University (CSU) baccalaureate degree in Art, Ceramics, Commercial Art, Digital Media, Fine Arts, Painting, Photography and Sculpture.

The graduate of the associate in arts in studio arts for transfer program will:

- participate in a variety of visual arts, demonstrate accomplishment of skills, techniques and processes involved in their creation through a portfolio of work.
- demonstrate understanding of concepts, materials, and processes involved in the creation of visual art throughout history by participation in discussions, knowledge of terminology and successful execution of projects and assignments.

Associate Degree for Transfer Program Requirements

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

- 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.]
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- 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 Studio Arts for Transfer Program Requirements**1. GENERAL EDUCATION:** Complete one of the following:

- CSU General Education Pattern 39 units
- Intersegmental General Education Transfer Curriculum 37 units
Total GE Units: 37-39 units

2. MAJOR CORE COURSES: A major of 24 units is required for the associate in arts in studio arts for transfer program.

COURSE NUMBER	TITLE	UNITS
Required core courses (15 units):		
ART 103	Art History - Ancient to Medieval	3
ART 104	Art History - Renaissance to Modern	3
ART 110	Design 1	3
ART 113	Three Dimensional Design	3
ART 120	Drawing 1	3
List A: Select three courses from three different areas (9 units):		
Digital Art Area		
ART 107	Computer Fine Art	3
Color Area		
ART 112	Design Color Theory	3
Drawing Area		
ART 121	Drawing 2	3
or		
ART 122	Life Drawing 1	3

Painting Area			
ART 125	Painting in Acrylics 1		3
or			
ART 127	Painting in Watercolor 1		3
or			
ART 129	Painting in Oils 1		3
Ceramics Area			
ART 160	Ceramics 1		3
Sculpture Area			
ART 164	Sculpture 1		3
Photography Area			
PHTO 110	Basic Photography		3
		CSU	IGETC
Total Major Units:		24	24
General Education Units:		37	39
Transferable Electives (as needed):		3	3
Double Counted Units:		6	6
Total Degree Units (maximum):		60	60

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

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

COURSE NUMBER	TITLE	UNITS
Required core courses (17 units):		
AB 351	Auto Body - Metal	3
AB 353	Auto Body - Repair	3
AB 356	Automotive Painting Techniques	3
AB 358	Automotive Refinishing	3
AB 360	Collision Repair	5
Plus a minimum of 6 units from the following:		
AB 300	Shop Math and Measurement	3
AT 303	Automotive Electricity	5
WLDT 106	Beginning Welding	3
AB 370	SkillsUSA	3

AUTO BODY METAL (Certificate of Achievement)

The graduate of the certificate program in auto body metal will:

- Develop, practice and apply 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 total of 19 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
AB 351	Auto Body - Metal	3
AB 353	Auto Body - Repair	3
AB 356	Automotive Painting Techniques	3
AB 360	Collision Repair	5
AT 303	Automotive Electricity	5

AUTO BODY REFINISHING (Certificate of Accomplishment)

The graduate of the certificate program in auto body refinishing will:

- Develop, practice and 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.
- Identify estimating processes used in the collision industry.

A total of 15 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
AB 351	Auto Body - Metal	3
AB 354	Selected Auto Body Paint Projects	1
AB 356	Automotive Painting Techniques	3
AB 358	Automotive Refinishing	3
AB 360	Collision Repairs	5

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 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 30 units is required for the associate in science degree.

COURSE NUMBER	TITLE	UNITS
Required core courses (18 units):		
AT 100	Automotive Fundamentals	4
AT 133	Automotive Engine Rebuilding	5
AT 303	Automotive Electricity	5
AT 314	Suspension and Alignment	4
Plus a minimum of 12 units from the following		
AT 117	Print Reading and Interpretation	3
AT 300	Shop Math and Measurement	3
AT 306	Auto Air Conditioning Systems	4
AT 313	Automotive Brakes	4
AT 323	Power Trains	5
AT 324	Automatic Transmissions	5
AT 334	Automotive Machining 1	4
AT 341	Fuel Injection/Turbocharging	5
AT 343	Engine Performance Diagnosis	5
AT 344	Emission Control BAR/CAC	4
AT 370	SkillsUSA	3
AT 389	Independent Projects in Automotive Tech	1-3
AT 399	Special Topics in Automotive Technology	2
BUS 104	Business Organization & Management	3
BUS 107	Human Relations in Business	3

AUTOMOTIVE TECHNOLOGY: AUTO TUNE-UP AND DIAGNOSTIC PROCEDURES (A.S.)

Designed to prepare the student to enter the automotive service profession as a tune-up and diagnostics specialist.

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 30 units is required for the associate in science degree.

COURSE NUMBER	TITLE	UNITS
Required core courses (19 units):		
AT 100	Automotive Fundamentals	4
AT 303	Automotive Electricity	5
AT 341	Fuel Injection/Turbocharging	5
AT 343	Engine Performance Diagnosis	5
Plus a minimum of 11 units from the following		
AT 117	Print Reading and Interpretation	3
AT 133	Automotive Engine Rebuilding	5
AT 300	Shop Math and Measurement	3
AT 306	Auto Air Conditioning Systems	4
AT 323	Power Trains	5
AT 324	Automatic Transmissions	5
AT 334	Automotive Machining 1	4
AT 344	Emission Control BAR/CAC	4
AT 370	SkillsUSA	3
AT 389	Independent Projects in Automotive Tech	1-3
AT 399	Special Topics in Automotive Technology	0.5-3

AUTOMOTIVE TECHNOLOGY: AUTO ENGINE REBUILDING (A.S.)

Designed to prepare the student to enter the automotive service profession as a specialist in engine rebuilding and machining.

The graduate of the AS program in auto engine rebuilding will:

- Demonstrate an understanding of the science of the automotive engine.
- Demonstrate the ability to work with a high degree of precision and accuracy using all of the machine tools involved in rebuilding of the automotive engine.
- 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 33 units is required for the associate in science degree.

COURSE NUMBER	TITLE	UNITS
Required core courses (21 units):		
AT 100	Automotive Fundamentals	4
AT 133	Automotive Engine Rebuilding	5
AT 334	Automotive Machining 1	4
AT 336	Automotive Machining 2	4
MT 109	Survey of Machining and Manufacturing	4

Plus a minimum of 12 units from the following

AT 117	Print Reading and Interpretation	3
AT 300	Shop Math and Measurement	3
AT 306	Auto Air Conditioning Systems	4
AT 323	Power Trains	5
AT 324	Automatic Transmissions	5
AT 341	Fuel Injection/Turbocharging	5
AT 344	Automotive Emission Control	4
AT 370	SkillsUSA	3
AT 389	Independent Projects in Automotive Tech	1-3
AT 399	Special Topics in Automotive Technology	0.5-3

AUTOMOTIVE TECHNOLOGY: AUTOMOTIVE CHASSIS (A.S.)

Designed to prepare the student to enter the automotive service profession as a specialist in brake and front end work.

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 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 30 units is required for the associate in science degree.

COURSE NUMBER	TITLE	UNITS
Required core courses (22 units):		
AT 100	Automotive Fundamentals	4
AT 303	Automotive Electricity	5
AT 313	Automotive Brakes	4
AT 314	Suspension and Alignment	4
AT 323	Power Trains	5

Plus a minimum of 8 units selected from the following:

AT 117	Print Reading and Interpretation	3
AT 133	Automotive Engine Rebuilding	5
AT 300	Shop Math and Measurement	3
AT 306	Auto Air Conditioning Systems	4

AT 324	Automatic Transmissions	5
AT 334	Automotive Machining 1	4
AT 341	Fuel Injection/Turbocharging	5
AT 370	SkillsUSA	3
AT 389	Independent Projects in Automotive Tech	1-3
AT 399	Special Topics in Automotive Technology	0.5-3

AUTOMOTIVE TECHNOLOGY: GENERAL TECHNICIAN - TUNE-UP EMISSION CONTROL SPECIALIST (Certificate of Achievement)

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

The graduate of the certificate program in 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.
- 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 total of 30 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (24 units):		
AT 100	Automotive Fundamentals	4
AT 133	Automotive Engine Rebuilding	5
AT 303	Automotive Electricity	5
AT 341	Fuel Injection/Turbocharging	5
AT 343	Engine Performance Diagnosis	5

Plus a minimum of 6 units selected from the following:

AT 117	Print Reading and Interpretation	3
AT 300	Shop Math and Measurement	3
AT 306	Automotive Air Conditioning Systems	4
AT 323	Power Trains	5
AT 324	Automatic Transmissions	5
AT 334	Automotive Machining 1	4
AT 370	SkillsUSA	3

AUTOMOTIVE TECHNOLOGY: GENERAL TECHNICIAN - 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 general technician: engine, power trains specialist will:

- Demonstrate an understanding of the automotive drive train systems.
- Demonstrate the ability to communicate effectively with customers, co-workers and the employer.

- Demonstrate the ability to diagnose problems with the various systems of the automobile using systematic procedures and logical methods.
- Demonstrate the ability to identify what technical specifications are needed, where to find them and how to use them in the course of performing their duties.
- Demonstrate the required mechanical skills and the ability to use the trade tools at a level of proficiency that is expected in the profession.
- Demonstrate the use of the proper procedure for dealing with hazards encountered in the automotive repair work place.
- Demonstrate the ability to perform all of the NATEF tasks in each of the core courses in the option or certificate.

A total of 30 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (24 units):		
AT 100	Automotive Fundamentals	4
AT 133	Automotive Engine Rebuilding	5
AT 303	Automotive Electricity	5
AT 323	Power Trains	5
AT 324	Automatic Transmissions	5

Plus a minimum of 6 units selected from the following:

AT 117	Print Reading and Interpretation	3
AT 300	Shop Math and Measurement	3
AT 306	Auto Air Conditioning Systems	4
AT 313	Automotive Brakes	4
AT 314	Suspension and Alignment	4
AT 334	Automotive Machining 1	4
AT 341	Fuel Injection/Turbocharging	5
AT 343	Engine Performance Diagnosis	5
AT 344	Automotive Emission Control	4
AT 370	SkillsUSA	3
AT 389	Independent Projects in Automotive Tech	1-3
AT 399	Special Topics in Automotive Technology	0.5-3

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.

COURSE NUMBER	TITLE	UNITS
Required core courses (15 units):		
BIOL 150	Cellular Biology	5
BIOL 154	General Botany	5
BIOL 155	General Zoology	5

Plus a minimum of 8 units selected from the following, all of which are required for the baccalaureate degree:

CHEM 150	General Chemistry 1	5
CHEM 151	General Chemistry 2	5
PHYS 141	General Physics 1	4
PHYS 142	General Physics 2	4

Recommended electives:

BIOL 132	Marine Biology	4
BIOL 145	Desert Ecology	2
BIOL 179	Experimental Courses in Biology	1-3
BIOL 189	Independent Projects in Biology	1-3
BIOL 199	Special Topics in Biology	1-3

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.

COURSE NUMBER	TITLE	UNITS
Required core courses (25 units):		
ACCT 130	Financial Accounting	3
ACCT 140	Managerial Accounting	3
BUS 101	Introduction to Business	3
BUS 110	Business Law	3
CBIS 101	Computer Concepts and Applications	3
ECON 101	Principles of Economics: Macroeconomics	3
ECON 102	Principles of Economics: Microeconomics	3
MATH 123	Elementary Statistics	4

Recommended electives:

BUS/ECON 141	/GBST 141 Global Economics	3
MATH 135	Calculus with Applications	4

ASSOCIATE in SCIENCE in BUSINESS ADMINISTRATION for TRANSFER (AS-T)

The associate in science in business administration for transfer degree prepares students to begin upper-division work leading to a California State University 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 AS-T 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.

Associate Degree for Transfer Requirements

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

- 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 Business Administration 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 25-26 units is required for the associate in science in business administration for transfer degree.

COURSE NUMBER	TITLE	UNITS
Required core courses (15 units):		
ACCT 130	Financial Accounting	3
ACCT 140	Managerial Accounting	3
BUS 101	Introduction to Business	3
ECON 101	Principles of Macro-Economics	3
ECON 102	Principles of Micro-Economics	3

List A - select one course from the following (4 units):

MATH 123	Elementary Statistics <i>(Required at Cal Poly Pomona, Cal Poly SLO, CSUB, CSUCI, CSUEB, CSU Fresno, CSULB, CSUMB, CSUN, CSU Sac, CSUSB, HSUSFSU)</i>	4
MATH 135	Calculus with Applications <i>(Required at Cal Poly Pomona, Cal Poly SLO, CSUB, CSUC, CSUEB, CSU Fullerton, CSULB, CSUN, CSU Sac, CSUSB, CSUSM, SDSU, SFSU, SJSU & SSU)</i>	4

List B – select 2 courses below OR one course below and the course not selected in List A above (6-7 units):

CBIS 101	Computer Concepts and Applications <i>(Required at CSUS & SJSU)</i>	3
BUS 110	Business Law <i>(Required at CCP, CSUB, CSUCI, CSUEB, CSUF, CSULB, CSULA, SDSU, and SJSU)</i>	3

3. **DOUBLE COUNTING:** A maximum of 10 units can be double counted for the major and CSU GE or IGETC General Education requirements.
4. **Select additional courses**, if needed, to achieve the 60 units required for the Associate in Science in Business Administration for Transfer Degree.

BUSINESS: MANAGEMENT (A.S.)

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

The graduate of the AS program in business 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):		
ACCT 100	Accounting for Entrepreneurs	3
or		
ACCT 130	Financial Accounting	3
BUS 101	Introduction to Business	3
BUS 104	Business Organization and Management	3
BUS 107	Human Relations in Business	3
BUS 110	Business Law	3
BUS 160	Business Communications	3
BUS 302	Essentials of Management	3
CBIS 101	Computer Concepts and Applications	3
or		
CBIS 141	Microsoft Excel - Comprehensive	3
or		
CBOT 131	Introduction to Word Processing	3
Plus a minimum of 9 units selected from the following:		
BUS 102	Marketing	3
BUS 106	Small Business Management	3
BUS 111	Internet Marketing	3
BUS/		
ECON 121	Business Economics	3
or		
ECON 102	Principles of Economics: Micro-Economics	3
BUS 140	Survey of International Business	3
BUS 149	Cooperative Work Experience: Occupational (related to Business Management)	1-8

BUSINESS: MARKETING (A.S.)

The associate of science degree program in marketing 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		
ACCT 100	Accounting for Entrepreneurs	3
or		
ACCT 130	Financial Accounting	3
BUS 101	Introduction to Business	3
BUS 102	Marketing	3
BUS 104	Business Organization and Management	3
BUS 107	Human Relations in Business	3
BUS 110	Business Law	3
BUS 160	Business Communications	3
BUS 302	Essentials of Management	3

CBIS 101	Computer Concepts and Applications	3
or		
CBIS 142	Microsoft Access - Comprehensive	3
or		
CBOT 333	Business Desktop Publishing	3
Plus a minimum of 6 units selected from the following:		
BUS 103	Advertising	3
BUS 106	Small Business Management	3
BUS 111	Internet Marketing	3
BUS 140	Survey of International Business	3
BUS 149	Cooperative Work Experience: Occupational (related to Marketing)	1-8
BUS 303	Sales and Marketing	3

BUSINESS (Certificate of Achievement)

The business certificate prepares students for immediate employment in entry-level management positions. The coursework can be applied to the associate of science degree program in business. Students will recall and apply significant business principles, produce work-based learning projects and demonstrate the ability to follow oral and written instructions.

The graduate of the certificate program in business will:

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

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

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

BUSINESS: HUMAN RESOURCE MANAGEMENT (Certificate of Accomplishment)

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

The graduate of the certificate program in human resource 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
BUS 363	Management: Conflict	0.5
BUS 369	Employment Law	0.5
BUS 370	Ethics and Integrity	0.5
BUS 371	Sexual Harassment Law/Prevention	0.5
BUS 372	Workplace Diversity	0.5
BUS 396	Performance Measurement	0.5
Complete all 6 courses above or		
BUS 391	Human Resource Management: Series	3

BUSINESS: LAW (Certificate of Accomplishment)

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

COURSE NUMBER	TITLE	UNITS
Required core courses (2 units)		
BUS 369	Employment Law	0.5
BUS 370	Ethics and Integrity	0.5
BUS 371	Sexual Harassment Law	0.5
BUS 373	Forming a Small Business	0.5
Plus a minimum of 1 unit selected from the following:		
BUS 372	Workplace Diversity	0.5
BUS 374	Business Incorporation	0.5
BUS 375	Patents and Copyright Law	0.5
BUS 396	Performance Measurement	0.5
or the following 3 unit course		
BUS 390	Business Law: Series	3

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.

COURSE NUMBER	TITLE	UNITS
BUS 357	Management: Listening	0.5
BUS 362	Management: People Skills	0.5
BUS 363	Management: Conflict	0.5
BUS 370	Ethics and Integrity	0.5

BUS 377	Managing Service Quality	0.5
BUS 394	Managing Verbal Communication	0.5

Complete 6 courses above or

BUS 389	Customer Service: Series	3
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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.

COURSE NUMBER	TITLE	UNITS
BUS 360	Introduction to Supervision	0.5
BUS 362	Management: People Skills	0.5
BUS 363	Management: Conflict	0.5
BUS 365	Managing Teams	0.5
BUS 367	Managing Change	0.5
BUS 377	Managing Service Quality	0.5

Complete all 6 courses above or

BUS 302	Essentials of Management	3
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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.

COURSE NUMBER	TITLE	UNITS
BUS 356	Managing Organizations	0.5
BUS 361	Your Leadership Style	0.5
BUS 362	Management: People Skills	0.5
BUS 367	Managing Change	0.5
BUS 376	Strategic Planning	0.5
BUS 397	Executive Leadership	0.5

Complete all 6 courses above or

BUS 387	Executive Leadership: Series	3
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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.

COURSE NUMBER	TITLE	UNITS
BUS 357	Management: Listening	0.5
BUS 366	Promoting Small Business	0.5
BUS 378	Effective Sales Methods	0.5
BUS 380	Marketing Strategies	0.5
BUS 381	Entering Global Markets	0.5
BUS 382	Advertising and Public Relations Strategies	0.5

Complete all 6 courses above or

BUS 303	Sales and Marketing	3
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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:

- Demonstrate mastery of the approach and rationale of the scientific method and be able to apply these principles to solve problems.
- Demonstrate mastery of stoichiometric calculations.
- Demonstrate mastery of laboratory technique.

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

COURSE NUMBER	TITLE	UNITS
Required core courses (40 units):		
CHEM 150	General Chemistry 1	5
CHEM 151	General Chemistry 2	5
MATH 181	Calculus 1	5
MATH 182	Calculus 2	5
MATH 183	Multivariable Calculus	5
PHYS 161	Engineering Physics 1	5
PHYS 162	Engineering Physics 2	5
PHYS 163	Engineering Physics 3	5

Recommended electives:

CHEM 140	Introduction to Organic Chemistry	4
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COMPUTER BUSINESS INFORMATION SYSTEMS (A.S. & Certificate of Achievement)

If you enjoy using technology and helping others then a career in information technology may be for you. The Computer and Business Information Systems (CBIS) program is a comprehensive degree where you will learn business concepts along with needed technical skills to help support a company's information systems' needs. Other CBIS program options allow you to specialize in applications, Web development and software support. Discover the possibilities of a

career in information technology. This is a Tech Prep program (see "Programs of Study" 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.

COURSE NUMBER	TITLE	UNITS
Required core courses (27 units)		
ACCT 130	Financial Accounting	3
BUS 101	Introduction to Business	3
CBIS 101	Computer Concepts and Applications	3
CBIS 108	Networking and Administration	3
CBIS 112	Introduction to Programming	3
CBIS 141	Microsoft Excel - Comprehensive	3
CBIS 142	Microsoft Access - Comprehensive	3
CBIS 321	Internet Business Applications	3
EL 105	PC Preventive Maintenance and Upgrading	3
Recommended electives:		
BUS 102	Marketing	3
BUS 104	Business Organization and Management	3
BUS 106	Small Business Management	3
CBIS 399	Special Topics in Computer Business Information Systems	0.5-3

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:

- 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 total of 5 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
CBIS 373	Intro to Windows	1
CBIS 371	Intro to Excel	1
CBIS 372	Intro to Access	1
CBOT 360	Word - Basics	1
CBOT 361	Intro to PowerPoint	1

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:

- 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 total of 17.5 units is required for the certificate.

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

COMPUTER BUSINESS INFORMATION SYSTEMS: INFORMATION ARCHITECTURE (Certificate of Accomplishment)

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

The graduate of the certificate program in information architecture will:

- 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 total of 16.5 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (6.5 units)		
BUS 380	Marketing Strategies	0.5
CBIS 321	Internet Business Applications	3
CBIS 327	Building Business Web Sites	3
Plus a minimum of 10 units selected from the following:		
BUS 111	Internet Marketing	3
BUS 366	Promoting Small Business	0.5
BUS 377	Managing Service Quality	0.5
CBIS 318	Programming for the Web	3
CBIS 343	Applied Project Management 1	1.5
CBIS 372	Intro to Access	1
CS 102	Introduction to Computing with HTML	3
MMAC 114	Dynamic Internet Design	3

COMPUTER BUSINESS INFORMATION SYSTEMS: OFFICE SYSTEMS ANALYSIS (Certificate of Accomplishment)

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

The graduate of the certificate program in office systems analysis will:

- 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 total of 13.5 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
CBIS 101	Computer Concepts and Applications	3
CBIS 112	Introduction to Programming	3
CBIS 141	Microsoft Excel - Comprehensive	3
CBIS 142	Microsoft Access - Comprehensive	3
CBIS 343	Applied Project Management 1	1.5

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

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

The graduate of the certificate program in office software support will:

- 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 total of 15 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
CBIS 101	Computer Concepts and Applications	3
or		
CBOT 132	Advanced Word Processing	3
CBIS 141	Microsoft Excel - Comprehensive	3
CBIS 142	Microsoft Access - Comprehensive	3
CBIS 321	Internet Business Applications	3
CBIS/CBOT 337	Presentation Design-PowerPoint	3

COMPUTER BUSINESS INFORMATION SYSTEMS: INFORMATION TECHNOLOGY FUNDAMENTALS (Certificate of Accomplishment)

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

The graduate of the certificate program in information technology fundamentals will:

- 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 total of 9 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
CBIS 101	Computer Concepts and Applications	3
CBIS 301	Computer Fundamentals 1	3
CBIS 321	Internet Business Applications	3

COMPUTER BUSINESS INFORMATION SYSTEMS: MAC FUNDAMENTALS FOR BUSINESS (Certificate of Accomplishment)

The certificate of accomplishment in Mac Fundamentals for Business prepares a student to manage a Mac computer environment and utilize Office software to develop solutions for business and school needs.

The graduate of the certificate program in Mac Computer Fundamentals for Business 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 total of 3 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
CBIS 381	Introduction to Mac OS	1
CBIS 382	Office Apps for the Mac	2

COMPUTER BUSINESS INFORMATION SYSTEMS: SMALL BUSINESS WEBMASTER (Certificate of Accomplishment)

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

The graduate of the certificate program in small business Webmaster 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 total of 10 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (6 units)		
CBIS 321	Internet Business Applications	3
CBIS 327	Building Business Web Sites	3
Plus a minimum of 4 units selected from the following:		
BUS 111	Internet Marketing	3
BUS 366	Promoting Small Business	0.5
BUS 377	Managing Service Quality	0.5
BUS 380	Marketing Strategies	0.5
CBIS 318	Programming for the Web	3
CBIS 372	Intro to Access	1
CS 102	Introduction to Computing with HTML	3
MMAC 114	Dynamic Internet Design	3

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 software applications such as word processing, desktop publishing, presentation graphics and records management. Business communication and administrative operations and procedures are also emphasized.

The graduate of the AS or certificate program in administrative assistant/secretarial will:

- 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 29 units is required for the associate in science degree and certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (23 units):		
BUS 160	Business Communications	3
CBIS 141	Microsoft Excel – Comprehensive	3
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:

ACCT 100 or ACCT 130 or ACCT 317	Accounting for Entrepreneurs	3
BUS 107	Financial Accounting	3
CWE 149	Bookkeeping 1	3
	Human Relations in Business	3
	Cooperative Work Experience: (related to CBOT Administrative Assistant/ Secretarial)	1-3
CBIS 142	Microsoft Access - Comprehensive	3
CBIS 373	Intro to Windows	1
CBIS 371	Intro to Excel	1
CBIS 372	Intro to Access	1
CBOT 312	Keyboarding Speed and Development	1
CBOT 336	Intro to Internet Explorer	1
CBOT 362	Intro to MS Publisher	1

COMPUTER BUSINESS OFFICE TECHNOLOGY: LEGAL SECRETARIAL (A.S. & Certificate of Achievement)

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:

- Apply proper administrative operations and procedures for business.
- 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 30 units is required for the associate in science degree and certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (21 units):		
BUS 110	Business Law	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
PLGL 101	Intro to Paralegal Studies	3

Plus a minimum of 9 units selected from the following:

ACCT 100 or ACCT 130	Accounting for Entrepreneurs	3
BUS 107	Financial Accounting	3
CWE 149	Human Relations in Business	3
	Cooperative Work Experience: Occupational (related to CBOT Legal Secretarial)	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
PLGL 107	Ethics for Paralegals	1

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

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

The graduate of the AS or certificate program in word/information processing will:

- 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 24 units is required for the associate in science degree and certificate.

COURSE NUMBER	TITLE	UNITS
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	Introduction 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 BUSINESS OFFICE TECHNOLOGY: COMPUTER BUSINESS OFFICE SKILLS (Certificate of Accomplishment)

Computer Business Office Skills is designed to provide the basic clerical and customer service skills needed to work in an office. Computer skills such as word processing and Internet browser software are emphasized along with customer service skills. This certificate contains five courses and is intended to allow students to move quickly into an office position.

The graduate of the certificate program in computer business office skills will:

- 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 total of 4 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
BUS 362	Management: People Skills	0.5
or		
BUS 401	Management: Listening	0.5
BUS 377	Managing Service Quality	0.5
CBIS 373	Intro to Windows	1
CBOT 336	Intro to Internet Explorer	1
CBOT 360	Word - Basics	1

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:

- 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 total of 4.5 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
BUS 382	Advertising and Public Relations Strategies	0.5
CBOT 336	Intro to Internet Explorer	1
CBOT 360	MS Word - Basics	1
CBOT 361	Intro to PowerPoint	1
CBOT 362	Intro to MS Publisher	1

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:

- 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 total of 15 units is required for the certificate.

COURSE NUMBER	TITLE	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

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.

COURSE NUMBER	TITLE	UNITS
Required core courses (13 units):		
CS 111	Fundamentals of Programming 1	4
CS 112	Fundamentals of Programming 2	4
MATH 181	Calculus 1	5

Plus a minimum of 6 units selected from the following:

CS 131	Computer Organization	3
CS 161	Discrete Structures	3
CS 181	Game Programming	3

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.
- Contribute to the management and operational procedures of a beauty salon.
- Use cosmetology products, tools and equipment in a safe, healthy and effective manner.
- Render styles and applications that are fashionable, artistic and technical in nature.

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

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

CULINARY ARTS AND MANAGEMENT: 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 the certificate.

COURSE NUMBER	TITLE	UNITS
CA/FCS 120	Principles of Foods 1	4
CA 121	Basic Baking and Pastry	3
CA 122	Advanced Baking and Pastry	3
CA 124	Sanitation, Safety, and Equipment	3
CA 323	Specialty and Wedding Cakes	1
CA 324	Cake Decorating and Decorative Work	1

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	0.5-3

CULINARY ARTS AND MANAGEMENT: CATERING AND EVENTS MANAGEMENT (Certificate of Accomplishment)

The graduate of the certificate program in catering & events management will:

- Denote the variety of services and business variations existing in the catering and events management sector of the hospitality industry.
- Demonstrate competency in safe, sanitary and efficient production and service operations.
- Analyze and respond to differing business climates based on best accounting and forecasting practices.
- Demonstrate competency in oral, written and electronic communications.
- Supervise and train a diverse employee pool in best industry practices.
- Follow all the governmental laws and regulations pertaining to food and beverage production.

A total of 15 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
CA 118	Beverage Management	1
CA 119	Introduction to the Hospitality Industry	2
CA/FCS 120	Principles of Foods 1	4
CA 124	Sanitation, Safety, and Equipment	3
CA 129	Catering and Events Management	3
CWE 149	Cooperative Work Experience: Occupational (related to Catering)	2

Recommended electives:

AG 301	Pairing Wine and Foods	0.5
AG 302	Advanced Pairing Wine and Foods	0.5
CA/FCS 123	Principles of Foods 2	2
FCS/FSN 109	Basic Nutrition for Health	3
FCS 131	Life Management	3
FCS 199	Special Topics in Foods and Nutrition	0.5-3

CULINARY ARTS AND MANAGEMENT: DIETETIC 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.

COURSE NUMBER	TITLE	UNITS
CA/FCS 120	Principles of Foods 1	4
CA 124	Sanitation, Safety, and Equipment	3

CA 125	Supervision and Training Techniques	3
CA 126	Food Production Cost, Control and Management	3
FCS/FSN 109	Basic Nutrition for Health	3
FSN 127	Supervised Field Experience-Food Services	2
FSN 128	Supervised Field Experience-Dietetics	2

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

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

- Denote the variety of services and business variations existing in the catering and events management sector of the hospitality industry.
- Demonstrate competency in safe, sanitary and efficient production and service operations.
- Analyze and respond to differing business climates based on best accounting and forecasting practices.
- Demonstrate competency in oral, written and electronic communications.
- Supervise and train a diverse employee pool in best industry practices.
- Follow all the governmental laws and regulations pertaining to food and beverage operations.

A total of 10 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
CA 119	Introduction to the Hospitality Industry	2
CA 125	Supervision and Training Techniques	3
CA 126	Food Production Cost, Control & Management	3
CWE 149	Cooperative Work Experience: Occupational (related to Food Production Supervision)	2

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.

COURSE NUMBER	TITLE	UNITS
CA 119	Introduction to the Hospitality Industry	2
CA/FCS 120	Principles of Foods 1	4
CA/FCS 123	Principles of Foods 2	2
CA 124	Sanitation, Safety, and Equipment	3
CWE 149	Cooperative Work Experience: Occupational (related to Food Production Supervision)	2

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.

COURSE NUMBER	TITLE	UNITS
CA 118	Beverage Management	1
CA/FCS 120	Principles of Foods 1	4
CA 121	Basic Baking and Pastry	3
CA/FCS 123	Principles of Foods 2	2
CA 124	Sanitation, Safety and Equipment	3
CA 125	Supervision and Training Techniques	3
CA 126	Food Production Cost, Control and Management	3
CA 129	Catering and Event Management	3
CWE 149	Cooperative Work Experience: Occupational (related to Restaurant Management)	3
FCS/FSN 109	Basic Nutrition for Health	3
or		
FSN 110	Nutrition Science	3
FCS 131	Life Management	3
FSN 132	Introduction to Culinary Profession	1

Recommended electives:

AG 301	Pairing Wine and Foods	0.5
AG 302	Advanced Pairing Wine and Foods	0.5
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 Culinary® prepares students to transfer to a four-year institution to pursue a baccalaureate degree in Culinary®. 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 Culinary® 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.

COURSE NUMBER	TITLE	UNITS
Required core courses (23 units):		
CA/FCS 120	Principles of Foods 1	4
CA 121	Basic Baking and Pastry	3
CA/FCS 123	Principles of Foods 2	2
CA 124	Sanitation, Safety and Equipment	3
FCS/FSN 134	Food, Nutrition, Customs and Culture	4
FSN 110	Nutrition Science	3
FSN 132	Introduction to Culinology® Professions	1
FSN 133	Introduction to Food Science	3

DANCE (A.A. & Certificate of Achievement)

The dance department offers training programs for both beginning and advanced students in the areas of ballet, modern, and jazz. The emphasis is on technique, choreography, and extensive performance opportunities.

The graduate of the AA or certificate program in dance will:

- Demonstrate proficiency in two of the following dance styles; modern, ballet, and jazz.
- Exhibit accomplished technique in tap and folkloric dance.
- Demonstrate competency through public performances.
- Develop and informed viewpoint of dance as an art form.
- Demonstrate choreographic skills including supervisory and effective communicative abilities.

A major of 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
Required core courses (27 units):		
DANC 101	Dance Appreciation	3
DANC 170	Music for Dancers	1
DANC 171	Dance Composition/Choreography	3
DANC 180	Performance Lab	3
DANC 182	Technical Production Lab	3
DANC 183	Dance Ensemble	3
DANC 185	Introduction to Performance Skills	3

Plus 2 courses selected from the following:

DANC 115	Advanced Modern Dance	3
DANC 125	Advanced Ballet	3
DANC 135	Advanced Jazz	3

Plus 1 course selected from the following:

DANC 140	Beginning Folklorico	2
or		
DANC 152	Beginning Tap	2

Plus a minimum of 5 units selected from the following:

DRMA 104	Introduction to Acting	3
MUS 100	Music Appreciation	3
DANC 133	Hip Hop Dance	2
DANC 142	Intermediate Folklorico	0.5
DANC 145	Folklorico Zapateados	0.5
DANC 148	Folklorico Concert Production	3
DANC 151	Clinic in Tap	0.5
DANC 153	Intermediate Tap	2
DANC 154	Pointe and Partnering Clinic	1
DANC 155	Clinic in Pilates	0.5
DANC 156	Techniques for Stretch	1
DANC 167	Clinic in Intermediate Tap	0.5
DANC 172	Beginning Ballroom Dance	0.5
DANC 174	Intermediate Ballroom	0.5
DANC 175	Clinic in Salsa	0.5
DANC 176	Choreography Field Work	2
DANC 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.
- Practice assisting skills that demonstrate a working knowledge of infection control protocols.
- Demonstrate office management skills including computer skills technology to perform the following tasks; scheduling, inventory management, ordering supplies, treatment planning and patient charting.
- Complete requirements to obtain a certificate in pit and fissure sealants.
- Complete requirements to obtain a dental x-ray certificate.
- Complete requirements to obtain a coronal polishing certificate.
- Recognize the role of the dental assistant during a medical emergency.
- Explain the purpose of the state Dental Practice Act.

A major of 32.5 units is required for the associate in science degree or the certificate.

COURSE NUMBER	TITLE	UNITS
Mandatory		

1st Semester (Summer Session) 1 unit

DA 310	Exploring Career Opportunities	1
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2nd Semester (Fall Semester) 16 units

DA 314	Intro to Bio-Dental Science	3
DA 317	Dental Assisting Theory	7
DA 318	Basic Dental Assisting Skills	3
DA 319	DA Administrative Skills	3

3rd Semester (Spring Semester) 15.5 units

DA 325	Clinical Dental Procedures	3
DA 326	Dental Radiography	4
DA 327	Dental Screening	0.5
DA 328	Pit & Fissure Sealants	1
DA 329	Dental Assisting Practicum	5
DA 330	Coronal Polish	1
DA 332	RDA Law and Ethics	0.5
DA 348	RDA: Success Seminar	0.5

Recommended electives (for both 2nd & 3rd semesters):

DA 380	Dental Assisting Skills Lab	0.5
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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.

COURSE NUMBER	TITLE	UNITS
Required core courses (9 units):		
DRMA 103	Introduction to Theatre	3
DRMA 110	History of World Theatre 1	3
DRMA 111	History of World Theatre 2	3

Plus a minimum of 6 units selected from the following:

DANC 101	Dance Appreciation	3
DANC 135	Advanced Jazz	3
DANC 152	Beginning Tap	2
DRMA 104	Acting I	3
DRMA 106	Intermediate Acting/Scene Study	3
DRMA 128	Stage Make-Up	3

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.
- Develop an environment that honors the diversity of the learning 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):		
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 of Teaching Young Children	3
ECS 105	Observation and Assessment	3
ECS 106	Introduction to Early Childhood Curriculum	3
ECS 115	Infant and Toddler Care and Education	3
ECS 116	Teaching in a Diverse Society	3
ECS 118	Practicum: Preschool	3
ECS 119	Practicum: Infant/Toddler	3
ECS 122	Positive Child Guidance	3

Plus a minimum of 6 units selected from the following:

ECS 112	Introduction to Young Children with Special Needs	3
ECS 113	Curriculum and Strategies for Children with Special Needs	3
ECS 114	Parent/Child Relationships	3
ECS 117	Teaching the Hispanic Child	3
ECS 125	Curriculum for School-Age Children	3
ECS 303	Introduction to Early Childhood	2
ECS 310	Art for Young Children	0.5
ECS 311	Creating Learning Materials	0.5
ECS 312	Music for Early Childhood Educators	0.5
ENGL 137	Children's Literature	3
FCS/FSN 109	Basic Nutrition for Health	3
or		
FSN 110	Nutrition Science	3
SPAN 101	Elementary Spanish I	5

ASSOCIATE in SCIENCE in EARLY CHILDHOOD EDUCATION for TRANSFER (AS-T)

The associate in science in early childhood education for transfer degree is designed to prepare students for transfer into the CSU system to complete a baccalaureate degree in early childhood education or similar major. Completion of an associate in science in early childhood education for transfer 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. In addition, students will be prepared to enter the workforce as a teacher of young children, infancy through pre-school, a teacher of school-age children in child education care, and/or a director of children's program or centers.

The graduate of the associate in science in early childhood education for transfer 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.

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 Early Childhood Education for Transfer Program Requirements

- 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
- MAJOR CORE COURSES:** A major of 24 units is required for the associate in science in early childhood education for transfer degree.

COURSE NUMBER	TITLE	UNITS
Required core courses (24 units):		
ECS 100	Child Growth & Development	3
ECS 101	Child, Family & Community	3
ECS 102	Child Health, Safety & Nutrition	3
ECS 104	Principles & Practices of Teaching Young Children	3
ECS 105	Observation & Assessment	3
ECS 106	Introduction to Early Childhood Curriculum	3
ECS 116	Teaching in a Diverse Society	3
ECS 118	Practicum: Preschool	3

- DOUBLE COUNTING:** A maximum of 6 units can be double counted for the major and CSU GE or IGETC General Education requirements
- Select additional courses,** if needed, to achieve the 60 units required for the Associate in Science in Early Childhood Education for Transfer degree.

EARLY CHILDHOOD STUDIES: ELEMENTARY EDUCATION (A.S. & Certificate of Achievement)

Completion of the Elementary Education program would qualify students up to a MasterTeacher-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 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 - through empowerment, equity, respect and dignity.

A major of 42 units is required for the associate in science degree and certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (39 units):		
ECS 100	Child Growth and Development	3
ECS 101	Child, Family and Community	3
ECS 104	Principles and Practices of Teaching Young Children	3
ECS 105	Observation and Assessment	3
ECS 106	Introduction to Early Childhood Curriculum	3
ECS 116	Teaching in a Diverse Society	3
ECS 117	Teaching the Hispanic Child	3
ECS 118	Practicum: Preschool	3
ECS 119	Practicum: Infant/Toddler	3
ECS 125	Curriculum for School-Age Children	3
ECS/EDUC 130	Exploring Teaching	3
ECS/EDUC 132	Child Identity and Learning	3
ECS/EDUC 133	Technology for Educators	3

Plus a minimum of 3 units selected from the following:

ECS 102	Child Health, Safety and Nutrition	3
ECS 122	Positive Child Guidance	3
ECS 303	Introduction to Early Childhood	2
EMS 102	First Aid and Safety	3
ENGL 137	Children's Literature	3
FCS/FSN 109	Basic Nutrition for Health	3
or		
FSN 110	Nutrition Science	3
MUS 110	Music Fundamentals	2

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

Completion of the Elementary Education with Bilingual/ Bicultural Emphasis 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 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 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):		
ECS 100	Child Growth and Development	3
ECS 101	Child, Family and Community	3
ECS 104	Principles and Practices of Teaching Young Children	3
ECS 105	Observation and Assessment	3

ECS 106	Introduction to Early Childhood Curriculum	3
ECS 116	Teaching in a Diverse Society	3
ECS 117	Teaching the Hispanic Child	3
ECS 118	Practicum: Preschool	3
ECS 119	Practicum: Infant/Toddler	3
ECS 125	Curriculum for School-Age Children	3
ECS /EDUC 130	Exploring Teaching	3
ECS /EDUC 132	Child Identity and Learning	3
ECS/EDUC 133	Technology for Educators	3

Plus a minimum of 3 units selected from the following:

ECS 102	Child Health, Safety and Nutrition	3
ECS 122	Positive Child Guidance	3
ECS 303	Introduction to Early Childhood	2
EMS 102	First Aid and Safety	3
ENGL 137	Children's Literature	3
MUS 110	Music Fundamentals	2
SPAN 104	Intermediate Spanish II	5

Note: Proficiency in English may be demonstrated by the completion of English 101 and 102 with grades of "C" or better. 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: PRESCHOOL/ 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 5, 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 through empowerment, equity, respect and dignity.

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

COURSE NUMBER	TITLE	UNITS
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 of Teaching Young Children	3
ECS 105	Observation and Assessment	3
ECS 106	Introduction to Early Childhood Curriculum	3
ECS 111	Administration I: Programs in Early Childhood Education	3
ECS 115	Infant and Toddler Care and Education	3
ECS 118	Practicum: Preschool	3
ECS 119	Practicum: Infant Toddler	3
ECS 120	Adult Supervision and Mentoring in Early Care Education	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:		
ACCT 317	Bookkeeping 1	3
BUS 106	Small Business Management	3
BUS 107	Human Relations in Business	3
ECS 112	Introduction to Young Children with Special Needs	3
ECS 113	Curriculum and Strategies for Children with Special Needs	3
ECS 114	Parent/Child Relationships	3
ECS 117	Teaching the Hispanic Child	3
ECS 122	Positive Child Guidance	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

EARLY CHILDHOOD STUDIES: SPECIAL EDUCATION (A.S. & Certificate of Achievement)

Completion of the Special Education 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 special education will:

- Understand and apply child development theories and principles.
- Identify and implement observation, documentation and other assessment strategies.
- Value and cultivate collaborative family and community relationships.
- Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children's behavior and learning.
- Develop self-reflective habits and grow as members of the early childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
- Develop an environment that honors the diversity of the learning community through empowerment, equity, respect and dignity.

A major of 41 units is required for the associate in science degree and certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (38 units)		
ASL 120	American Sign Language 1	3
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 of Teaching Young Children	3
ECS 105	Observation and Assessment	3
ECS 106	Introduction to Early Childhood Curriculum	3
ECS 112	Introduction to Young Children with Special Needs	3
ECS 113	Curriculum and Strategies for Children with Special Needs	3
ECS 118	Practicum: Preschool	3
ECS 119	Practicum: Infant/Toddler	3
ECS 122	Positive Child Guidance	3
LS 312	Adaptive Computer and Learning Skills	2
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	0.5
ECS 311	Creating Learning Materials	0.5
ECS 312	Music for Early Childhood Educators	0.5

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.
- 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
EL 119	Fundamentals of DC & AC Circuit Analysis Lab	2
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
MATH 181	Calculus 1	5
PHYS 141	General Physics 1	4
PHYS 142	General Physics 2	4

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
EL 119	Fundamentals of DC & AC Circuit Analysis Lab	2
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
EL 119	Fundamentals of DC & AC Circuit Analysis Lab	2
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 unit 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
EL 119	Fundamentals of DC & AC Circuit Analysis Lab	2
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

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
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Required core courses (37 units):

CS 111	Fundamentals of Programming 1	4
EL/CEL/ET 104	Introduction to Robotics & Mechatronics	3
EL 118	Fundamentals of DC & AC Circuit Analysis	3
EL 119	Fundamentals of DC & AC Circuit Analysis Lab	2
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 117	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 and Manufacturing	4
ET 140	Engineering Drawing	3
SP 128	Materials and Processes	3

Plus a minimum of 15 units selected from the following:

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	Mechatronic Systems 1	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 24 units is required for the associate in science degree and certificate.

COURSE NUMBER	TITLE	UNITS
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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
EL 119	Fundamentals of DC & AC Circuit Analysis Lab	2

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
and		
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
EL 370	SkillsUSA	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 patient's forms of trauma.
- Demonstrate the principles and practices for organizing an accident scene when an ambulance is required including: a) analyzing a multiple casualty incident (MCI) and directing resources approximately in a timely manner, 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 34 units is required for the associate in science degree and certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (16 units):		
AJ 308	Drugs and Drugs Dependency	1.5
EMS 300	Intro to Emergency Medical Services	1
EMS 301	EMS Academy 1A (EMT)	6
EMS 306	CPR for Healthcare Providers	0.5
EMS/FT 319	Emergency Response to Terrorism	3
ENVT 156	First Responder Operational	1
PSY 127	Emotional Intelligence	3
Plus a minimum of 18 units selected from the following:		
EMS 102	First Aid and Safety	3
EMS 130	Principles of Emergency Management	3
EMS 134	Internship Seminar	3
EMS 149	Cooperative Work Experience: Occupational (related to EMS)	1-8
EMS 302	EMS Academy 1B (Advanced)	7
EMS 303	Paramedic Prep	1.5
EMS 304	EMT Clinical Experience	1.5
EMS 307	Wilderness First Aid and Survival	2.5
EMS 309	Basic Trauma Life Support	1
EMS 310	Child Care First Aid and CPR	0.5
EMS 313	Intermediate ICS – 1st Responders	1
EMS 314	Advanced ICS – 1st Responders ICS-400	1
EMS 315	Ambulance Strike Team Provider	1
EMS 316	Ambulance Strike Team Leader	1
EMS 321	Advanced Cardiac Life Support (ACLS)	1
EMS 322	Pediatric Advanced Life Support	1

EMS 325	Lifeguard Certification	2
EMS 333	Paramedic Theory	10
EMS 338	Land Navigation	1.5
EMS 343	Paramedic Clinical Laboratory	4
EMS 353	Paramedic Field Internship	10
EMS 378	Wilderness EMS: EMT Wilderness Transition	2.5
FT 307	Firefighter Academy 1A	6
FT 310	Fire Service Physical Fitness	2
FT 374	First Responder Medical	2
LE 341	Emergency Vehicle Operations/ Non-Law Enforcement	0.5
WFT 301	Introduction to ICS (1-100)	0.5
WFT 302	Basic Incident Command System (I-200)	0.5
AJ 101	Intro to Criminal Justice	3
BIOL 100	Introductory Biology	4
BIOL 124	Human Anatomy	4
BIOL 125	Human Physiology	4
PE 130	Self-Defense	1
PE 146	Strength and Flexibility	1
PE 141	Physical Fitness Lab	0.5

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:

- Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and/or Emergency Medical Services.
- Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

A total of 6.5 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
EMS 301	EMS Academy 1A (EMT)	6
EMS 306	CPR for Healthcare Providers	0.5

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 demonstrate:

- Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and/or Emergency Medical Services.
- Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

A total of 29 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
EMS 303	Paramedic Prep	1.5
EMS 333	Paramedic Theory	10
EMS 343	Paramedic Clinical Laboratory	7.5
EMS 353	Paramedic Field Internship	10

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:

- Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and/or Emergency Medical Services.
- Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

A total of 7.5 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
LE 341	Emergency Vehicle Operations— Non-Law Enforcement	0.5
EMS 302	EMS Academy 1B (Advanced)	7

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:

- Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and/or Emergency Medical Services.
- Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

A total of 1.5 – 2 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
EMS 401	Emergency Medical Technician 1 (Basic) Refresher	1.5
or		
EMS 410	EMT 1 (Basic Skills Refresher Module A)	0.5
EMS 411	EMT 1 (Basic Skills Refresher Module B)	0.5
EMS 412	EMT 1 (Basic Skills Refresher Module C)	0.5
EMS 413	EMT 1 (Basic Skills Refresher Module D)	0.5

EMERGENCY MEDICAL SERVICES: ADVANCED CARDIAC LIFE SUPPORT (Certificate of Accomplishment)

The graduate of the certificate program in advanced cardiac life support will:

- Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and/or Emergency Medical Services.
- Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

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:

- Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and/or Emergency Medical Services.
- Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

A total of 0.5 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
EMS 461	First Responder Update	0.5

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 NUMBER	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
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.

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 117	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.
- Become familiar with force systems and equilibrium condition 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 131	Building Construction Materials & Methods	3
ENGR 152	Statics	3
GEOL 100	Physical Geology	4
MATH 181	Calculus 1	5
PHYS 141	General Physics 1	4
PHYS 142	General Physics 2	4

ENGINEERING TECHNOLOGY: ENGINEERING DRAFTING (Certificate of Accomplishment)

The certificate in engineering 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 engineering 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 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 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
Required core courses (12 units):		
ET 100	Computer Aided Drafting and Design	3
ET 140	Engineering Drawing	3
ET 145	Advanced Engineering Drawing	3
ET 117	Print Reading and Interpretation	3

Plus a minimum of 3 units selected from the following:

ARCH 111	Architectural Graphics and Design I	3
ARCH 121	Architectural Drawing 1	4
ARCH 122	Architectural Drawing 2	4
ET 189	Independent Projects in Engineering Technology	1-3
ET 370	Skills USA	3

ENGINEERING 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
Required core courses (37 units):		
CS 111	Fundamentals of Programming 1	4
EL 118	Fundamentals of DC & AC Circuit Analysis	3
EL 119	Fundamentals of DC & AC Circuit Analysis Lab	2
EL 125	Digital Devices and Circuits	3
EL 126	Digital Devices and Circuits Lab	2
EL/CEL/ET 104	Introduction to Robotics and Mechatronics	3
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 and Manufacturing	4
MT 117	Print Reading and Interpretation	3

or		
WLDT 306	Layout and Fabrication Interpretation	3
SP 128	Materials and Processes	3
Plus a minimum of 15 units selected from the following:		
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
PHSC 111	Matter, Energy and Molecules	4
or		
PHYS 100	Concepts in Physics	3
or		
PHYS 110	Introductory Physics	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.

COURSE NUMBER	TITLE	UNITS
Required core course (3 units):		
ENGL 102	Freshman Composition: Literature	3
Plus a minimum of 9 units selected from the following:		
ENGL 130	American Literature to 1865	3
ENGL 131	American Literature 1865 to present	3
ENGL 145	British Literature to 1800	3
ENGL 146	British Literature 1800 to Present	3
(Any of the above courses not taken to meet the above requirement may be included among the selected units.)		
Plus a minimum of 9 units selected from the following:		
ENGL 104	Technical Writing	3
or		
ENGL 110	Grammar for College & Career	3

ENGL 105	Language & Culture	3
ENGL 106	Creative Writing	3
ENGL 107	Literary Arts Journal 1	3
or		
ENGL 108	Literary Arts Journal 2	3
ENGL 132	Literature and Film	3
ENGL 133	Modern Fiction	3
ENGL 135	Introduction to Poetry	3
ENGL 138	Introduction to Shakespeare	3
ENGL 139	Ideas of Difference in Contemporary American Literature	3
ENGL 144	Literature: The Ancient and Classical World	3
ENGL 148	Hispanic Literature in Translation	3

ASSOCIATE in ARTS in ENGLISH for TRANSFER (AA-T)

In today's information society, reading comprehension and writing skills are essential for everyone. The English major offers a rich and varied education in the vital areas of literature, critical thinking, media study, and writing. The program deepens understanding of our cultural traditions, provides a breadth of knowledge and skills appropriate for many degree and vocational programs, and prepares students for transfer to four-year institutions. English majors possess analytical, creative, and observant minds, and enter varied professional fields such as publishing, advertising, law, teaching, public relations, corporate communications, and journalism. To ensure that their transfer objectives are being met, English majors should consult with a counselor. The associate in arts in English for transfer degree is designed to prepare students for transfer into the California State University (CSU) system to complete a baccalaureate degree in English.

The graduate of the associate in arts in English for transfer will:

- Be able to engage, with college level fluency, a variety of texts towards a variety of ends

Associate Degree for Transfer Requirements

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

- 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.]
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- 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 English for Transfer Program Requirements

- GENERAL EDUCATION:** Complete one of the following:

- CSU General Education Pattern 39 units
 - Intersegmental General Education Transfer Curriculum 37 units
- Total GE Units: 37-39 units

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

COURSE NUMBER	TITLE	UNITS
Required core courses (18 units):		
ENGL 102	Freshman Composition; Literature	3
ENGL 103	Critical Thinking & Composition	3
ENGL 130	American Literature to 1865	3
ENGL 131	American Literature 1865 to Present	3
ENGL 145	British Literature to 1800	3
ENGL 146	British Literature 1800 to Present	3

- DOUBLE COUNTING:** Up to 9 units may be double counted for the CSU GE and/or the IGETC general education requirements.

- Total CSU GE and AA-T in English units: 51 units
- Total IGETC and AA-T in English units: 49 units

- Select additional course(s)** to achieve the 60 units required for the associate in art for transfer degree.

ENGLISH AS A SECOND LANGUAGE (Certificate of Accomplishment)

The graduate of the certificate of accomplishment (credit) program in English as a second language will:

- Read an advanced ESL passage and respond in writing.
- Write a well-organized, cohesive paragraph with minimal errors.
- Use advanced grammatical structures appropriately in a variety of contexts.
- Participate in conversations in a variety of settings (social, academic, medical, etc.)
- Be independent language learners and have core competencies in English reading, writing, grammar, speech, and listening to achieve their personal, vocational, and academic goals.

A major of 14 units is required for the English as a second language certificate of accomplishment.

Required core courses for the major (11 units):

ESL 540	ESL: Reading Skills 4	4
ESL 541	ESL: Writing Skills 4	4
ESL 552	ESL: Grammar 3	3

Plus a minimum of 3 units selected from the following:

ESL 544	Listening & Speaking Skills 3	3
ESL 555	ESL: Pronunciation Skills	3
ESL 572	Public Speaking Skills	3

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 science degree.

COURSE NUMBER	TITLE	UNITS
Semester 1 Fall Required Courses (9 units):		
BUS 102	Marketing	3
CBOT/CBIS 337	Presentation Design PowerPoint	3
ENTR 101	Introduction to Entrepreneurship	3
Semester 2 Spring Required Courses (9 units):		
BUS 106	Small Business Management	3
BUS 110	Business Law	3
CBOT 333	Business Desktop Publishing	3
Semester 3 Fall Required Courses (9 units):		
BUS 390	Business Entrepreneurship Law	3
BUS 111	Internet Marketing	3
ENTR 102	Entrepreneurship Projects	3
Semester 4 Spring Required Courses (9 units):		
ACCT 100	Accounting for Entrepreneurs	3
or		
ACCT 130	Financial Accounting	3
BUS 107	Human Relations in Business	3
ENTR 103	New Venture Laboratory	1-3

ENTREPRENEURSHIP: 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.

COURSE NUMBER	TITLE	UNITS
Semester 1 Fall Required Courses (10 units):		
BUS 302	Essentials of Management	3
BUS 303	Sales and Marketing	3
BUS 366	Promoting a Small Business	0.5
BUS 377	Managing Service Quality	0.5
ENTR 101	Introduction to Entrepreneurship	3
Semester 2 Spring Required Courses (7.5 units):		
BUS 364	Winning Business Plans	0.5
BUS 382	Advertising and Public Relations Strategies	0.5
BUS 390	Business Entrepreneurship Law	3
ENTR 102	Entrepreneurship Projects	3

ENVIRONMENTAL HEALTH & SAFETY (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:

- Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and/or Emergency Medical Services.
- Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

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

COURSE NUMBER	TITLE	UNITS
Required core courses (30 units):		
BIOL	Any four-unit biology course	4
BIOL 120	Humans and the Environment	3
CHEM	Any four-unit chemistry course	4
ENVT 101	Introduction to Environmental Hazardous Materials	3
ENVT 150	Hazardous Materials-General Site Worker	2
ENVT 151	Hazardous Materials-Site Supervisor	1
ENVT 152	Identification & Assessment of Hazardous Materials	3
ENVT 153	Industrial Safety	1
ENVT 154	Monitoring and Sampling	2
ENVT 155	Respiratory Protection-Administration	0.5
ENVT 156	First Responder Operational	1
ENVT 157	First Aid for HazMat Workers	1.5

ENVT 158	Hazardous Waste Minimization and Emissions Reduction	1
ENVT 159	Hazardous Materials and Hazardous Waste Permitting	1
ENVT 160	Air and Water Pollution Permitting and Compliance	2

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

Recommended elective:

ENVT 199	Special Topics in ENVT	0.5-3
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ENVIRONMENTAL HEALTH AND SAFETY TECHNICIAN (Certificate of Accomplishment)

Technician-level training provides students with the knowledge and skills needed for entry into a wide range of careers related to environmental health and safety. Focus is on basic principles and techniques used to identify, evaluate and manage or eliminate hazards in the workplace.

The graduate of the certificate program in environmental health & safety technician will:

- Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and/or Emergency Medical Services.
- Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

A total of 16 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (16 units):		
ENVT 150	Hazardous Materials-General Site Worker	2
ENVT 151	Hazardous Materials-Site Supervisor	1
ENVT 152	Identification & Assessment of Hazardous Materials	3
ENVT 153	Industrial Safety	1
ENVT 154	Monitoring and Sampling	2
ENVT 155	Respiratory Protection-Administration	0.5
ENVT 156	First Responder Operational	1
ENVT 157	First Aid for HazMat Workers	1.5
ENVT 158	Hazardous Waste Minimization and Emissions Reduction	1
ENVT 159	Hazardous Materials and Hazardous Waste Permitting	1
ENVT 160	Air and Water Pollution Permitting and Compliance	2

ENVIRONMENTAL HEALTH & SAFETY: HAZARDOUS MATERIALS – GENERAL SITE WORKER (Certificate of Accomplishment)

A certificate of accomplishment in Hazardous Materials – General Site Worker (40 Hour) provides the initial training required by regulation (29CFR1910.120(e), 8CCR5192(e) for persons engaged in hazardous substance removal or other activities which expose or potentially expose workers to hazardous substances and health hazards. The certificate of accomplishment provides necessary background for employment including environmental field technicians, household hazardous waste technicians, and environmental remediation technicians. Public and private employment sectors include environmental site management, environmental laboratory services, environmental engineering, surveyors, archaeologists, safety and health, solid and hazardous waste management, environmental remediation, oil and gas exploration and production, construction, and manufacturing.

The graduate of the certificate program in hazardous materials general site worker will

- Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and/or Emergency Medical Services.

- Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

A total of 2 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (2 units):		
ENVT 150	Hazardous Materials-General Site Worker	2

ENVIRONMENTAL HEALTH & SAFETY: HAZWOPER REFRESHER 8-HOUR (Certificate of Accomplishment)

A certificate of accomplishment in HAZWOPER Refresher-8 Hour provides refresher and updated training to employees (such as but not limited to equipment operators, general laborers, supervisors, and managers) engaged in hazardous waste operations where exposure to hazardous substances, health hazards or safety hazards is possible. The HAZWOPER Refresher – 8 Hour facilitates employer compliance with regulation (29CFR1910. 1209(e)(8), 8CCR5192(e)(8)) requirements for annual hazardous waste operations and emergency response general site worker training.

The graduate of the certificate program in HAZWOPER Refresher - 8 Hour will:

- Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and/or Emergency Medical Services.
- Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

A total of 0.5 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core course (0.5 units):		
ENVT 450	HAZWOPER Refresher 8-Hour	0.5

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.

COURSE NUMBER	TITLE	UNITS
BUS/ECON/ FCS 130	Consumer and Family Finance	3
FCS/CA 120	Principles of Foods 1	4
FCS/CA 123	Principles of Foods 2	2
FCS 139	Textiles	3
FCS 140	Apparel Construction	2
FSN 110	Nutrition Science	3

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

FCS 138	Personal and Professional Apparel Selection	3
PSY 118	Human Development-Lifespan	3

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

ECS 100	Child Growth and Development	3
ECS 101	Child, Family, and Community	3

FAMILY AND CONSUMER SCIENCES: FASHION STUDIES (Certificate of Accomplishment)

The associate degree and certificate program in fashion studies prepares students to transfer to universities and technical schools of fashion and costume design and merchandising. Students integrate fashion principles, textile characteristics and personal style with marketing strategies to create and present projects and a portfolio tailored to their chosen career. Job opportunities include working with the design, production and merchandising of clothing with large manufacturers or small specialty businesses.

The graduate of the 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.

A major of 17 units is required for the certificate

COURSE NUMBER	TITLE	UNITS
Required core courses (17 units):		
ART 110	Design 1	3
or		
ART 108	Design 1 on the Computer	3
or		
ART 120	Drawing 1	3
FCS 137	Fashion Industry and Marketing	3
FCS 138	Professional and Personal Apparel Selection	3
FCS 139	Textiles	3
FCS 140	Apparel Construction	2
FCS 144	Historic Fashion/Costume	3

Recommended electives:

FCS 131	Life Management	3
FCS 199	Special Topics in Family and Consumer Science (related to Fashion Studies)	0.5-3

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.

COURSE NUMBER	TITLE	UNITS
Required core courses (16 units):		
BUS 103	Advertising	3
FCS 137	Fashion Industry and Marketing	3
FCS 138	Professional and Personal Apparel Selection	3
FCS 139	Textiles	3
FCS 144	Historic Fashion/Costume	3
FCS 149	Cooperative Work Experience: Occupational (related to Fashion Merchandising)	1
Recommended electives:		
BUS 102	Marketing	3
BUS 377	Managing Service Quality	0.5
BUS 378	Effective Sales Methods	0.5
BUS 380	Marketing Strategies	0.5
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, interiors promotion and sales representatives.

The graduate of the AS or certificate program in interior design merchandising will:

- Integrate fashion principles with respect to industry changes and marketing strategies and present project.
- Analyze textile characteristics for sensory appeal and present project.
- Create a portfolio and project using interior design elements and principles by selecting color and furniture combinations and placements which achieve the desired interior character and effect.

- Compare and contrast various types of window treatments, wall coverings, soft and hard surface floor coverings, paints, glass, metals, plastics, woods, fabrics and lighting fixtures. See business department for Business SLO's (BUS 102 103).

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

COURSE NUMBER	TITLE	UNITS
Required core courses (18 units):		
BUS 102	Marketing	3
BUS 103	Advertising	3
FCS 137	Fashion Industry and Marketing	3
FCS 139	Textiles	3
FCS 170	Interior Design	3
FCS 171	Interior Design Materials	3
Plus a minimum of 6 units selected from the following:		
ART 110	Design 1	3
or		
ART 108	Design 1 on the Computer	3
ART 112	Design Color Theory	3
ART 113	Three Dimensional Design	3
ARCH 121	Architectural Drawing 1	4
BUS 106	Small Business Management	3
CBIS 101	Computer Concepts and Applications	3
FCS 131	Life Management	3
FCS 149	Cooperative Work Experience: Occupational (related to Interior Design Merchandising)	1
FCS 199	Special Topics in Family and Consumer Science (related to Interior Design Merchandising)	0.5-3

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.

COURSE NUMBER	TITLE	UNITS
Required core courses (23 units):		
FILM 105	Film and Television Writing 1	3
FILM 110	Introduction to Motion Picture and Video Production	4
FILM 111	Intermediate Motion Picture and Video Production	4
FILM / MMAC 125	Computer Video Editing	3
FILM / MMAC 126	Intro to Motion Graphics	3
PHTO 110	Basic Photography	3

FILM 101	Film as Art and Communication	3
or		
FILM 107	History of World Cinema	3
Plus a minimum of 13 units selected from the following:		
FILM 102	Hollywood and the American Film	3
FILM 103	Contemporary Latin American Film	3
FILM 106	Film and Television Writing II	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
FILM /MMAC 127	Digital Video Post-Production	3
FILM 189	Independent Projects	1-3
FILM 199	Special Topics in Film	0.5 - 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 inservice fire personnel in their present positions or prepare inservice personnel for promotional opportunities.

The graduate of the AS or certificate program in fire technology will:

- Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and/or Emergency Medical Services.
- Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

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

COURSE NUMBER	TITLE	UNITS
Required core courses (18 units):		
FT 101	Fire Protection Organization	3
FT 102	Fire Prevention Technology	3
FT 103	Fire Protection Equipment and Systems	3
FT 104	Building Construction for Fire Protection	3
FT 105	Fire Behavior and Combustion	3
FT 106	Principles of Fire & Emergency Safety & Survival	3
Plus a minimum of 15 units selected from the following:		
FT 307	Firefighter Academy 1A	6
FT 308	Firefighter Academy 1B	6
EMS 301	EMS Academy 1A (EMT)	6
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)	1-6

FIRE TECHNOLOGY: FIREFIGHTER ACADEMY (Certificate of Accomplishment)

The graduate of the certificate program in firefighter academy will:

- Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and/or Emergency Medical Services.
- Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

A total of 12 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
FT 307	Firefighter Academy 1A	6
FT 308	Firefighter Academy 1B	6

Note: A grade of "C" or better in both courses is required for certification.

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 international/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 NUMBER	TITLE	UNITS
Required core courses (18 units)		
GBST 101	Introduction to Global Studies	3
BUS /ECON/ GBST 141	Global Economics	3
ECON 102	Principles of Economics: Micro Economics	3
GEOG 103	World Regional Geography	3
HIST/HUM 102	World Civilizations Since 1500	3
or		
HIST/HUM 105	Western Civilizations Since 1650	3
POLS 104	Introduction to International Relations	3
Plus 6 units selected from the following:		
ANTH 102	Introduction to Cultural Anthropology	3
BUS 140	Survey of International Business	3
ECON 101	Principles of Economics: Macro Economics	3
PHIL 121	Religions of the Modern World	3
POLS 101	Introduction to Political Science	3

Plus a minimum of 10 units of foreign language
(French or Italian or Spanish) selected from the following:

FRCH 101	Elementary French	5
FRCH 102	Elementary French	5
ITAL 101	Elementary Italian	5
ITAL 102	Elementary Italian	5
SPAN 101	Elementary Spanish I	5
SPAN 102	Elementary Spanish II	5
SPAN 103	Intermediate Spanish I	5
SPAN 104	Intermediate Spanish II	5
SPAN 110	Elementary Spanish Conversation	2
SPAN 111	Intermediate Spanish Conversation	2

Recommended elective: A second year of foreign language

ASSOCIATE in ARTS in HISTORY for TRANSFER (AA-T)

History is the study of continuity and change in human societies over time. The history major fosters an understanding of ourselves and our world through the study of the past-both remote and recent. It is by nature an extremely broad discipline that includes an analysis of individuals and groups, events and phenomena, long-term trends and short-term trends, institutions, societies, and cultures. The primary objectives of the associate in arts in history for transfer degree are: to prepare students for transfer to a California State University and completion of general education requirements for the students planning to enroll in a four-year institution.

The graduate of the AA-T in history will:

- Identify connections between specific people, groups, events and ideas and larger historical themes, developments and topics.
- Describe how the social, political, intellectual, and economic systems of a particular society change over time.
- Critically analyze primary and secondary sources in college-level essays, written assignments, and research papers.

Associate Degree for Transfer Requirements

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

- 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.]
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- 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 History for Transfer Program Requirements

- GENERAL EDUCATION:** Complete one of the following:
 - CSU General Education Pattern 39 units
 - Intersegmental General Education Transfer Curriculum 37 units
 Total GE Units: 37-39 units
- MAJOR CORE COURSES:** A major of 18 units is required for the associate in arts in history for transfer degree.

COURSE NUMBER	TITLE	UNITS
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Required core courses (18 units):

HIST 101	World Civilizations to 1600	3
HIST 102	World Civilizations Since 1500	3
HIST 104	Western Civilization to 1650	3
HIST 105	Western Civilization Since 1650	3
HIST 107	U.S. History to 1877	3

HIST 108	U.S. History 1877 to Present	3
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- DOUBLE COUNTING:** A maximum of 12 units may be double counted for the CSU GE and/or IGETC general education requirements.
 - Total CSU GE and AA-T in History Units: 42
 - Total IGETC and AA-T in History Units: 49
- Select additional course(s)**, if needed to achieve the 60 units required for the Transfer Associate Degree.

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. 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 graduate of the AS or 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 breached. They will demonstrate an understanding of the principles of culturally competent practice.
- Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

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

COURSE NUMBER	TITLE	UNITS
Required core courses (22 units):		
FCS 131	Life Management	3
HUSV 101	Becoming a Helping Professional	3
HUSV 102	Case Management of Diverse Clients	3
HUSV 103	Basic Counseling Skills	3
HUSV 106	Family Systems, Addiction and Trauma	3
HUSV 108	Crisis Intervention Strategies	3

HUSV 120	Human Services Practicum	2
or		
HUSV 170	Concurrent HUSV Practicum	2
HUSV 121	Human Services Practicum Seminar	2
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/PSY 106	Alcohol, Drugs, and Addiction	3
PSY 112	Human Sexuality	3
PSY 118	Human Development Across the 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 of achievement 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. They will be skillful in both individual and group counseling contexts.
- Ethics and Boundaries: Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be breached. They will demonstrate an understanding of the principles of culturally competent practice.
- Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.
- 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)		
FCS 131	Life Management	3
HUSV 101	Becoming a Helping Professional	3
HUSV 102	Case Management of Diverse Clients	3
HUSV 103	Basic Counseling Skills	3
HUSV 104	Group Dynamics	3
HUSV 106	Family Systems, Addiction and Trauma	3
HUSV 108	Crisis Intervention Strategies	3
HUSV 110/		
SOC/PSY106	Alcohol, Drugs, and Addiction	3
HUSV 111	Addiction Treatment and Recovery	3
HUSV 124	Substance Abuse Prevention and Education	3
or		
HUSV 142	Co-occurring Disorders Engagement	3
HUSV 130	Addiction Studies Practicum	4
HUSV 131	Addiction Studies Practicum Seminar	2
HUSV/PSY 132	Drugs, the Brain and the Body	3

Plus a minimum of 3 units selected from the following:

FSN 112	Nutrition, Weight Management, and Eating Disorders	3
HUSV 107	Serving Culturally Diverse Clients	3
HUSV 113	Women and Addiction	3

Recommended electives:

HUSV 122	States of Consciousness	3
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HUMAN SERVICES: ADDICTION STUDIES FOUNDATION (Certificate Of Accomplishment)

This certificate of accomplishment provides a foundation of knowledge and skills needed for a student to undertake basic and advanced courses in addiction studies. The graduate of the certificate of accomplishment program in addiction studies foundation will:

- Possess and be prepared to perform basic counseling and case management skills.
- Name and describe at least two helping professions.

COURSE NUMBER	TITLE	UNITS
Required core courses (12 units)		
FCS 131	Life Management	3
HUSV 104	Group Dynamics	3
HUSV 108	Crisis Intervention	3
HUSV 110	Alcohol, Drugs, and Addiction	3

HUMAN SERVICES: ADDICTION STUDIES BASIC (CERTIFICATE OF ACCOMPLISHMENT)

This certificate of accomplishment provides basic knowledge and skills needed for a student to undertake advanced courses in addiction studies. The graduate of the certificate of accomplishment program in addiction studies basic will:

- Recognize and intervene with clients who are experiencing a crisis and will be prepared to organize and conduct a group
- Program or intervention.
- Explain what addiction is and describe at least three drugs to which a person may become addicted.
- Define cultural competence and explain how to work with culturally diverse clients..

COURSE NUMBER	TITLE	UNITS
Required core courses (12 units)		
HUSV 104	Group Dynamics	3
HUSV 107	Serving Culturally diverse Clients	3
HUSV 108	Crisis Intervention	3
HUSV 110	Alcohol, Drugs, and Addiction	3

HUMAN SERVICES: ADDICTION STUDIES ADVANCED (CERTIFICATE OF ACCOMPLISHMENT)

This certificate of accomplishment provides advanced knowledge and skills in addiction studies. The graduate of the certificate of accomplishment program in addiction studies advanced will:

- Explain how family systems are affected by addiction in a family member, and describe the symptoms of post traumatic stress disorder.
- Describe how at least two drugs to which people may become addicted affect the human brain.
- Describe and be prepared to provide the core competencies of an addiction counselor.
- Name and describe two mental disorders that often co-occur with substance use disorders.

COURSE NUMBER	TITLE	UNITS
Required core courses (12 units)		
HUSV 106	Family Systems, Addiction, & Trauma	3
HUSV 111	Addiction Treatment and Recovery	3
HUSV 132	Drugs, the Brain, and the Body	3
HUSV 142	Co-Occurring Disorders: Engagement	3

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 breached. They will demonstrate an understanding of the principles of culturally competent practice.

- Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

A total of 28 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (22 units):		
HUSV 101	Becoming a Helping Professional	3
HUSV 102	Case Management of Diverse Clients	3
HUSV 103	Basic Counseling Skills	3
HUSV 106	Family Systems, Addiction and Trauma	3
HUSV 108	Crisis Intervention Strategies	3
HUSV 113	Women and Addiction	3
HUSV 150	Family Studies Practicum	2
or		
HUSV 170	Concurrent HUSV Practicum	2
HUSV 151	Family Studies Practicum Seminar	2

Plus a minimum of 6 units selected from the following:

ECS 101	Child, Family and Community	3
ECS 114	Parent/Child Relationships	3
FSN 109	Basic Nutrition for Health	3
FCS 130	Consumer and Family Finance	3
HUSV 107	Serving Culturally Diverse Clients	3
HUSV 189	Independent Projects in Human Services	1-3
SOC 110	Introduction to Marriage and Family	3

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. They will understand the importance of, and demonstrate the ability to work as part of, a comprehensive, continuous, integrated system of care.

- **Ethics and Boundaries:** Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be breached. They will demonstrate an understanding of the principles of culturally competent practice.
- **Documentation:** Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

A total of 49 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (46 units):		
FCS 131	Life Management	3
HUSV 101	Becoming a Helping Professional	3
HUSV 102	Case Management of Diverse Clients	3
HUSV 103	Basic Counseling Skills	3
HUSV 104	Group Dynamics	3
HUSV 106	Family Systems, Addiction and Trauma	3
HUSV 108	Crisis Intervention Strategies	3
HUSV 110/		
SOC/PSY106	Alcohol, Drugs, and Addiction	3
HUSV 111	Addiction Treatment and Recovery	3
HUSV 130	Addiction Studies Practicum	4
HUSV 131	Addiction Studies Practicum Seminar	2
HUSV/PSY 132	Drugs, the Brain and the Body	3
HUSV 140	Co-occurring Disorders Practicum	2
or		
HUSV 170	Concurrent HUSV Practicum	2
HUSV 141	Co-occurring Disorders Practicum Seminar	2
HUSV/PSY 142	Co-occurring Disorders: Engagement	3
HUSV/PSY 143	Co-occurring Disorders: Treatment	3
Plus a minimum of 3 units selected from the following:		
FCS/FSN 112	Nutrition, Weight Management, and Eating Disorders	3
HUSV 107	Serving Culturally Diverse Clients	3
HUSV 113	Women and Addiction	3
Recommended electives:		
HUSV 122	States of Consciousness	3

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 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 breached. They will demonstrate an understanding of the principles of culturally competent practice.
- **Documentation:** Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

A total of 15 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (15 units):		
ECS 100	Child Growth and Development	3
ECS 101	Child, Family and Community	3
FCS 131	Life Management	3
HUSV 101	Becoming a Helping Professional	3
HUSV 102	Case Management of Diverse Clients	3

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

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

COURSE NUMBER	TITLE	UNITS
HUSV 106	Family Systems, Addiction and Trauma	3
HUSV 160	Family Services Worker 2 Practicum	2
or		
HUSV 170	Concurrent HUSV Practicum	2
HUSV 161	Family Services Worker 2 Practicum Seminar	2

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

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

COURSE NUMBER	TITLE	UNITS
ECS 105	Observation and Assessment	3
ECS 112	Introduction to Young Children with Special Needs	3
FCS/FSN 109	Basic Nutrition for Health	3
FCS 130	Consumer and Family Finance	3
HUSV 103	Basic Counseling Skills	3
HUSV 107	Serving Culturally Diverse Clients	3
HUSV 108	Crisis Intervention Strategies	3
PSY 118	Human Development Across the Lifespan	3

HUMAN SERVICES: SPECIALIZED HELPING APPROACHES (Certificate of Accomplishment)

Recipients of the Specialized Helping Skills Certificate will possess a set of interconnected skills and knowledge that go beyond and enhance the interpersonal helping skills and knowledge that the other Human Services certificates provide. The skills and knowledge that they will gain fall under the following three rubrics: (1) Happiness, Thriving, and Ability to Cope; (2) Consciousness and Alteration of Conscious States; and (3) Additional Evidence-Based Helping Skills.

The graduate of the certificate program in specialized helping approaches will:

- Happiness, Thriving, and Ability to Cope: Graduates will be able to list practices associated with positive emotion, life satisfaction, and personal thriving; know how to deal effectively with their own emotions and the emotions of others; and possess skills for creating positive mental states in themselves and others.
- Consciousness and Alteration of Conscious States: Graduates will understand the human need to alter mental and emotional states; be able to list methods that people use for doing so; grasp the difference between constructive, healthy methods, and destructive, unhealthy ones; and be able to practice methods that engender constructive, healthy mental and emotional states.
- Additional Evidence-Based Helping Skills: Graduates will gain a set of helping skills that are gentle and non-confrontive and that introduce clients to the benefits of a lifelong personal recovery program.

A total of 15 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
HUSV 112	Gentle Comm Skills for Change	3
HUSV 126	Meditation, Mindfulness, and Relaxation	3
HUSV/PSY 127	Emotional Intelligence	3
HUSV/PSY 128	Positive Psychology	3
HUSV 144	Twelve Step Facilitation	3

KINESIOLOGY (A.A.)

The associate degree in kinesiology prepares students to move into a curriculum in a four-year institution to pursue a baccalaureate degree in such areas as exercise physiology, kinesiology, physical therapy and teaching. The physical educator with a baccalaureate degree is prepared to enter graduate or professional programs of specialized study such as adapted physical education, coaching, exercise physiology, physical therapy and education.

The graduate of the AA program in kinesiology 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.

COURSE NUMBER	TITLE	UNITS
Required core courses (15 units):		
BIOL 124	Human Anatomy	4
BIOL 125	Human Physiology	4
HED 100	Health and Wellness	3
PE 100	Introduction to Kinesiology	3
Plus a minimum of 1 unit selected from physical education activity (PE) and/or physical education intercollegiate athletic courses (PEIA).		
Plus a minimum of 6 units selected from the following:		
ATH 104	Care and Prevention of Athletic Injuries	3
ATH 106	Orthopedic Injury Assess/Rehab	4
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

ASSOCIATE in ARTS in KINESIOLOGY for TRANSFER (AA-T)

The associate in arts in kinesiology for transfer will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in such areas as exercise physiology, kinesiology, physical therapy, and teaching.

The graduate of the associate in art in kinesiology for transfer will:

- Demonstrate and evaluate the factors that contribute to a healthy lifestyle and contribute to the prevention of the adult related diseases such as diabetes, obesity, and cardiovascular disease.
- Synthesize health education information and apply principles of exercise in order to improve personal wellness and longevity.
- Acquire program specific information from various sources with which to better appreciate, analyze, and communicate in different situations, involving diverse individuals and viewpoints.

Associate Degree for Transfer Requirements

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

- 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.
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- 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 Kinesiology for Transfer Program Requirements

- 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
- MAJOR CORE COURSES:** A major of 21-23 units is required for the associate in arts in kinesiology for transfer degree.

COURSE NUMBER	TITLE	UNITS
Required core courses (14 units):		
BIOL 124	Human Anatomy	4
BIOL 125	Human Physiology	4
PE 100	Introduction to Kinesiology	3
Plus a maximum of one (1) course from any three (3) of the following areas (3 units minimum):		
Aquatics		
PE 120	Beg/Int Swimming (CSUDH and CSULB)	1
PE 123	Aerobic Swim (CSULB)	1
Combatives		
PE 130	Self Defense (CPSLO and CSULB)	1
PE 132	Cardio Kick Boxing (CSULB)	1
PE 134	Martial Arts Techniques (CSUDH and CSULB)	1
Fitness		
PE 133	Yoga Fitness (CSULB)	1
PE 143	Step Aerobics (CSUDH and CSULB)	1

PE 144	Weight Training (CSUDH and CSULB)	1
PE 154	Jogging/Walking (CSULB)	1
Individual Sports		
PE 156	Golf (CPSLO and CSUDH)	1
PE 160	Tennis (CPSLO and CSUDH)	1
Team Sports		
PE 164	Soccer (CPSLO, CSUDH and CSULB)	1
PE 167	Basketball (CSUDH and CSULB)	1
PE 170	Softball (CSUDH and CSULB)	1
PE 172	Volleyball (CSUDH and CSULB)	1

Restricted electives: select 2 courses (7-9 units) from the following:

EMS 102	First Aid & Safety	3
MATH 123	Elementary Statistics	4
PHYS 141	General Physics	4
or		
PHYS 161	Engineering Physics 1	5

3. **DOUBLE COUNTING:** A maximum of 7-10 units can be double counted for the major and CSU GE or IGETC general education requirements.

4. **Select additional courses,** if needed, to achieve the 60 units required for the associate in arts in kinesiology for transfer.

Major Units:	21-23 units
CSU-GE Breadth/IGETC:	37-39 units
CSU Transferable Electives (as needed):	4-12 units
Double-Counted:	7-10 units
Degree Total (maximum):	60 units

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

10 hours lecture, 30 hours lab weekly. (Total: 840 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:

- Meet the California Commission on Peace Officers Standards and Training (POST) requirements for basic and advanced law enforcement officer training.
- Successfully complete academy in an environment of serious study, rigorous physical training, and law enforcement disciplinary procedures.

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

A total of 22.5 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
LE 320	Basic Law Enforcement Academy	22.5

LIBERAL ARTS (A.A.) (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 a total of 60 associate degree applicable units
- Complete 18 units in one "Area of Emphasis" from those listed below.

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.) (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.

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

DRMA 103, 104, 110, 111

FCS 144

FILM 101, 102, 107, 110, 115

GRPH 110

MMAC 115

MUS 100, 101, 102, 104, 106, 110

PHTO 110

Humanities

ASL 121, 138

ENGL 102, 106, 130, 131, 132, 133, 135, 137, 138, 139, 144, 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: 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

DRMA 103, 104, 110, 111

FCS 144

FILM 101, 102, 107, 110, 115

GRPH 110

MMAC 115

MUS 100, 101, 102, 104, 106, 110

PHTO 110

Humanities

ASL 121, 138

ENGL 102, 106, 130, 131, 132, 133, 135, 137, 138, 139, 144, 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.)
(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.

A total of 18 units with a minimum of one course in biological science, one course in physical science and one course in mathematics

Biological Sciences

ANTH 101, 110

BIOL 100, 120, 124, 125, 128, 132, 135, 150, 154, 155

Mathematics

MATH 100, 105, 121, 123, 131, 135, 141, 181, 182, 183, 184

Physical Sciences

ASTR 100

CHEM 110, 120, 150, 151

GEOG 101

GEOL 100, 114, 131, 141

PHSC 111, 112

PHYS 100, 110, 141, 142, 161, 162, 163

**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 acquisition of scientific knowledge has on the development of the world's civilizations.

The graduate of the AA program in liberal arts (transfer) - mathematics & sciences will:

- Develop an appreciation of the beauty and values that have shaped and enriched our culture.
- Develop mathematical and quantitative reasoning skills beyond the level of intermediate algebra.

- Demonstrate an ability to think logically and critically in solving problems; explaining conclusions; and evaluating, supporting or critiquing the thinking of others.
- 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.

A total of 18 units with a minimum of one course in biological science, one course in physical science and one course in mathematics

Biological Sciences

ANTH 101, 110

BIOL 100, 120, 124, 125, 128, 132, 135, 150, 154, 155

Mathematics

MATH 100, 105, 121, 123, 131, 135, 141, 181, 182, 183, 184

Physical Sciences

ASTR 100

CHEM 110, 120, 150, 151

GEOG 101

GEOL 100, 114, 131, 141

PHSC 111, 112

PHYS 100, 110, 141, 142, 161, 162, 163

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.

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

Administration of Justice

AJ 101, 103

Anthropology

ANTH 102, 103

Early Childhood Studies

ECS 100, 101

Economics

BUS 121, 141

ECON 101, 102, 121, 141

Geography

GEOG 102, 103

Global Studies

GBST 101, 141

History

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

HUM 103

Political Science

POLS 101, 103, 104, 105

Psychology

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

Sociology

SOC 101, 102, 104, 110, 120, 155, 160

Speech

SPCH 103, 110

LIBERAL ARTS: SOCIAL & BEHAVIORAL SCIENCES (A.A.) (Transfer Option)

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 (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

Administration of Justice

AJ 101, 103

Anthropology

ANTH 102, 103

Early Childhood Studies

ECS 100, 101

Economics

BUS 121, 141

ECON 101, 102, 121, 141

GBST 141

Geography

GEOG 102, 103

Global Studies

GBST 101

History

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

HUM 103

Political Science

POLS 101, 103, 104, 105

Psychology

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

Sociology

SOC 101, 102, 104, 110, 120, 155, 160

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 (4 units)

B. Communication and Analytical Thinking

ENGL 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 102 (3 units)

PHSC 111 (4 units)

PHSC 112 (4 units)

MATH 105 OR MATH 131 OR MATH 135 OR MATH 141 OR MATH 181 (3-5 units) - also fulfills math proficiency requirement

Recommended electives:

CBIS 101 (3 units)

HIST 119 (3 units)

MATH 123 (4 units)

PSY 117 (3 units)

PHIL 102 OR PHIL 105 (3 units)

Please see a counselor for specific CSU campus requirements.

ASSOCIATE in ARTS in ELEMENTARY TEACHER EDUCATION for TRANSFER (A.A.T.)

The Associate in Arts in Elementary Teacher Education for transfer is designed to provide students who intend to enroll in California State University 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.

The graduate of the associate in arts in elementary teacher education for transfer program will:

- Complete the prescribed pattern of general education courses (37-39 units).
- Complete the major core requirements (50 units).
- Complete a total of 60 transfer applicable units.

Associate Degree for Transfer Requirements

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

- 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.]
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- 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 Elementary Teacher Education for Transfer Program Requirements

- GENERAL EDUCATION:** Complete one of the following:
 - CSU General Education Pattern 39 units
 - Intersegmental General Education Transfer Curriculum 37 units
Total GE Units: 37-39 units
- MAJOR CORE COURSES:** A major of 50 units is required for the associate in arts in elementary teacher education for transfer degree.

COURSE NUMBER	TITLE	UNITS
Required core courses (47 units):		
ART 101	Art Appreciation	3
BIOL 100	Introductory Biology	4
ECS 100	Child Growth and Development	3
EDUC 130	Exploring Teaching	3
ENGL 101	Freshman Composition: Exposition	4
ENGL 102	Freshman Composition: Literature	3
GEOG 103	World Regional Geography	3
HIST 101	World Civilizations to 1600	3
HIST 107	U. S. History to 1877	3
MATH 105	Mathematics for Teachers	4
PHSC 111	Matter, Energy, and Molecules	4
PHSC 112	Earth and the Universe	4
POLS 103	American Government	3
SPCH 101	Public Speaking	3

List A: Select one course from the following (3 units):

ENGL 103	Critical Thinking and Composition	3
PHIL 114	Critical Thinking	3

List B: Restricted electives: select the course not selected in List A above plus additional courses from List B below to total 10 units, or select all 10 units from the courses in List B below:

BIOL 124	Human Anatomy (CSUN, CSUStan)	4		
BIOL 125	Human Physiology (CSUN, CSUStan)	4		
CHEM 110	Chemistry and Society (CSUN, CSUSB)	4		
ECS/EDUC 132	Child Identity & Learning (CP, SLO)	3		
GEOL 100	Physical Geology (CSUSac, HSU, SFSU)	4		
GEOL 114	Oceanography (CSUN, CSUStan)	3		
HED 100	Health and Wellness (CSUEB, CSUSB)	3		
HIST 102	World Civilizations Since 1500 (CSUC, CSULA)	3		
HIST 108	U. S. History from 1877 to the Present (CSUDH, SDSU)	3		
HIST 118	United States History (CSUC, CSUSB)	3		
HIST 119	History of California (CPSLO, CSUB, CSUCI, CSUSB)	3		
MATH 123	Elementary Statistics (CPSLO, CSUC)	4		
PHIL 105	Ethics (CSUSB, CSUStan.)	3		
PHIL 112	Logic (CSUN, CSUSB, CSUStan, SDSU)	3		
PSY 101	General Psychology (CPSLO)	3		
PSY 117	Child Psychology (CSUN, CSUSac, CSUSB, CSWUSM, SDSU)	3		
PSY 118	Human Development Across the Lifespan (SDSU, SJSU)	3		
SPCH 102	Small Group Communication (CSUC, CSUStan, SDSU)	3		
SPCH 106	Argumentation and Debate (CSUSB, CSUStan, SDSU)	3		
			CSU	IGETC
Total Major Units:			50	50
General Education Units:			39	37
Transferable Electives (as needed):			10	10
Double Counted Units:			39	34-37
Total Degree Units (maximum):			60	60

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

Machining and Manufacturing Technology is an occupational program designed to prepare students for a variety of entry-level positions in a manufacturing environment. These positions may include manual machine operator, computer numerical control operator, computer aided drafting and manufacturing (CAD/CAM) designer, manufacturing generalist or programmer.

Classes are designed for first-time college students, re-entry students, and current industry employees requiring skill enhancement or upgrade training. Learned skills may include the ability to operate conventional and computer numerical controlled (CNC) machinery, program CNC machinery, operate various CAD/CAM systems and interpret blueprints.

A degree or certificate in Machining and Manufacturing Technology is structured to encourage transfer to a comparable program at a four-year college or university.

- The graduate of the AS or certificate program in machining and manufacturing technology will:
- Understand the importance of attendance and punctuality.
 - Have experience working in collaboration with others.
 - Possess essential academic skills in reading, writing, math, using and locating information and basic computer competency.
 - Communicate effectively and interpret key instructions.
 - Understand the basics of safety, quality assurance and continuous improvement, or lean manufacturing.
 - Function effectively in a manufacturing environment containing a variety of production, welding, machining and metal-forming or CNC equipment.
 - Possess a variety of basic and high-tech skills consistent with modern manufacturing processes.
- A major of 30 units is required for the associate in science degree and certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (18 units):		
MT 109	Survey of Machining and Manufacturing	4
MT 110	CNC Principles and Practices 1	4
MT 111	CNC Principles and Practices 2	4
MT 115	Lean Manufacturing	3
MT 117	Print Reading and Interpretation	3
Plus 12 units in the following area of specialization:		
MT 112	CNC Principles and Practices 3	4
MT 113	SolidWorks 1	3
MT 114	SolidWorks 2	3
MT 116	Mastercam	3
MT 118	Understanding and Measuring GD&T	3
MT 300	Shop Math and Measurement	3
MT 301	Introduction to Safety	2
MT 302	Quality & Process Improvement	2
MT 303	Manufacturing Processes and Production	2
MT 304	Maintenance Awareness	2

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 Transfer Curriculum 37 units
 - Total GE Units: 37-39 units
- 2. **MAJOR CORE COURSES:** A major of 23-25 units is required for the associate in arts in mathematics for transfer degree.

COURSE NUMBER	TITLE	UNITS
Required core courses (20 units):		
MATH 181	Calculus 1	5
MATH 182	Calculus 2	5
MATH 183	Multivariable Calculus	5
MATH 184	Differential Equations w/Linear Algebra	5

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

CS 111	Fundamentals of Programming 1 <i>(CPSLO, CSUB, CSUDH, CSUEB, CSUF, CSU Fullerton, CSUS, CSUSB, CSUSM, HSU, SFSU), SJSU & SSU)</i>	4
CS 161	Discrete Structures <i>(CSULA, CSUMB & SJSU)</i>	3
MATH 123	Elementary Statistics <i>(CSUB, CSULA & CSUSM)</i>	4
PHYS 161	Engineering Physics 1 <i>(CPSLO, CSUDH, CSUF, CSULB, CSULA, CSUN, CSUSB, SJSU)</i>	5

- 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 in mathematics for transfer degree.

MATHEMATICS 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.

COURSE NUMBER	TITLE	UNITS
Required core courses (27 units):		
CS 111	Fundamentals of Programming 1	4
CS 161	Discrete Structures	3
MATH 181	Calculus 1	5
MATH 182	Calculus 2	5
MATH 183	Multivariable Calculus	5
MATH 184	Linear Algebra/Diff Equations	5

MATHEMATICS 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.

COURSE NUMBER	TITLE	UNITS
Required core courses (25 units):		
MATH 181	Calculus 1	5
MATH 182	Calculus 2	5
MATH 183	Multivariable Calculus	5
MATH 184	Linear Algebra/Diff Equations	5
PHYS 161	Engineering Physics 1	5

Plus 5 units selected from the following:

PHYS 162	Engineering Physics 2	5
PHYS 163	Engineering Physics 3	5

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.
- Utilize critical thinking and decision-making skills while providing competent clinical and administrative service in healthcare settings.
- Demonstrate respect for the human dignity and the rights of all individuals with awareness of cultural differences.

A total of 26.5 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Semester 1 (14 units)		
MA 305	Body Systems and Disease	5
MA 350	Medical Assisting Fundamentals	2
MA 351	Medical Assisting Clinical Procedures 1	3
MA 352	MA Administrative Procedures	4
Semester 2 (12.5 units)		
MA 353	Medical Assisting Clinical Procedures 2	5
MA 355	Medical Assisting Pharmacology	4
MA 356	Medical Assisting Job Success Externship	3.5

MEDICAL ASSISTING: MEDICAL BILLING & CODING (Certificate of Accomplishment)

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 Billing and Coding Certificate program, the student must complete an application and the required prerequisites, ENG 514 and MATH 531.

The graduate of the certificate program in medical billing and coding will:

- Develop communication skills necessary to effectively communicate with other health care team members, patients, and physicians.
- Utilize critical thinking and decision-making skills while providing competent clinical and administrative service in healthcare settings.
- Demonstrate respect for the human dignity and the rights of all individuals with awareness of cultural differences.

A total of 16 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (16 units):		
MA 305	Body Systems and Diseases	5
MA 352	MA Administrative Procedures	4
MA 360	Medical Billing and Insurance	4
MA 361	Coding for Medical Insurance	3

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:

- Demonstrate familiarity with language, concepts and practice of music.

A major of 32 units is required for the associate in arts degree.

COURSE NUMBER	TITLE	UNITS
Required core courses (24 units):		
MUS 101	Music History-Ancient to Baroque	3
MUS 102	Music History-Classical to 20th Century	3
MUS 111	Comprehensive Music Theory 1	4
MUS 112	Comprehensive Music Theory 2	4
MUS 113	Comprehensive Music Theory 3	4
MUS 114	Comprehensive Music Theory 4	4
MUS 120	Beginning Piano (+)	1
MUS 121	Intermediate Piano (+)	1

Plus a minimum of 4 units selected from the following performance ensembles (students may repeat those courses designated as repeatable for degree credit):

MUS 130	Mixed Ensemble	2
MUS 132	Masterworks Chorale	2
MUS 133	Chamber Voices	2
MUS 137	Concert Chorale	1
MUS 140	Symphonic Band	2
MUS 143	Jazz Band	1
MUS 144	Jazz Improvisation	1
MUS 145	Big Band Jazz	1
MUS 146	Jazz Ensemble	1
MUS 150	Instrumental Ensemble	1
MUS 151	Concert Band	1

Plus a minimum of 4 units selected from the following:

MUS 100	Music Appreciation	3
MUS 104	Roots of Pop, Rock and Jazz	3
MUS 106	World Music	3
MUS 115	Introduction to Sound Recording & Mixing	3
MUS 116	Sound Production Techniques	3
MUS 117	MIDI Technology and Its Applications	3
MUS 118	Introduction to Electronic Music	3
MUS 119	Electronic Music Studio Techniques	1
MUS 122	Piano Repertoire	1
MUS 123	Class Vocal Techniques	2
MUS 124	Intermediate Class Vocal Techniques	2
MUS 125	Beginning Guitar	1
MUS 126	Intermediate Guitar	1
MUS 127	Vocal Repertoire	2
MUS 160	Music Business	2

(+) May be waived by examination.

NURSING: REGISTERED NURSING (LVN-TO-RN ONLY) ASSOCIATE DEGREE IN NURSING (A.D.N.)

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 for college. Applicants to this curriculum alternative must meet with the program director for advisement.

The graduate of the ADN 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.
- Develop work-role relationships with members of the health team.
- Practice nursing that is responsive to current and changing health care needs.
- Enact the advocacy and leadership roles of the Registered Nurse.

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

COURSE NUMBER	TITLE	UNITS
Required core courses (26 units)		
Fall Semester		
NURS 106	Leadership and Management	2
NURS 108	RN Practicum 2	5
NURS 109	Medical Surgical Nursing 2	2.5
NURS 110	Mental Health Nursing	2.5
NURS 111	Intermediate RN Skills	0.5
NURS 112	Advanced RN Skills	0.5

COURSE NUMBER	TITLE	UNITS
Spring Semester		
NURS 101	Foundations for Caring	2
NURS 102	Community Med-Surg Nursing	3
NURS 103	RN Practicum 1	5
NURS 104	Medical/Surgical Nursing 1	3

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 NUMBER	TITLE	UNITS
BIOL 125	Human Physiology	4
BIOL 128	Microbiology	5
NURS 103	RN Practicum 1	5
NURS 104	Medical Surgical Nursing 1	3
NURS 106	Leadership and Management	2
NURS 108	RN Practicum 2	5
NURS 109	Medical Surgical Nursing 2	2.5
NURS 110	Mental Health Nursing	2.5

NURS 111	Intermediate RN Skills	0.5
NURS 112	Advanced RN Skills	0.5

NURSING: VOCATIONAL NURSING (A.S. & Certificate of Achievement)

The vocational nursing program is a one-year curriculum designed to prepare the CNA to function as a licensed vocational nurse. Upon satisfactory completion of each of the prerequisites and all of the nursing courses in the one-year program, including summer, the student is positioned to take the National Council Licensure Examination for Vocational Nurses.

The graduate of the AS or certificate program in vocational nursing will:

- Be prepared to take and pass the National Council Licensure Examination for Vocational Nurses.
- 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.
- 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
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Required core courses (47 units):

Fall Semester (3 units)		
NURS 310	Pharmacology	3

First/Spring Semester (17.5 Units)		
NURS 311	Medication Administration	1.5
NURS 317	Fundamentals of Nursing	3.5
NURS 318	Clinical Lab 1	8
NURS 323	Respiratory System	2
NURS 329	Endocrine and Reproductive Systems	2.5

Second/Summer Semester (10 units)		
NURS 320	Gerontology	2
NURS 327	Digestive and Urinary Systems	2.5
NURS 335	Skin & Musculoskeletal Systems	2.5
NURS 328	Clinical Lab 2	3

Third/Fall Semester (16.5 units)		
NURS 322	Maternal and Infant Health	2
NURS 330	Pediatrics	1.5
NURS 331	Circulatory System	2
NURS 332	Neurosensory System	2
NURS 337	Professional Relationships	1
NURS 338	Clinical Lab 3	8

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 facilities.
- Demonstrate theoretical concepts as they apply to patient care.
- Identify and demonstrate an understanding of the Standards of Professionalism for the health care provider.

A total of 16 units constitute the certificate.

COURSE NUMBER	TITLE	UNITS
NURS 300	Certified Nursing Assistant	12

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
NURS 416	Certified Home Health Aide	2

NURSING: RESTORATIVE AIDE (Certificate of Accomplishment)

The CNA will be awarded a restorative aide certificate upon successful completion of this course. The CNA is then allowed to work in physical therapy or rehabilitation 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
NURS 420	Restorative Aide	1.5

NURSING: EKG / MONITOR OBSERVER (Certificate of Accomplishment)

This certificate course prepares the CNA to function in the role of monitor observer for those patients requiring continuous EKG monitoring.

The graduate of the certificate program in EKG/monitor observer will:

- Identify the role and responsibilities of the monitor observer as a member of the health care team.
- Recognize normal electrical patterns of the heart.
- Recognize life-threatening abnormal rhythms of the heart.
- Apply monitor leads correctly.
- Explain the use of the cardiac monitor as a diagnostic and monitoring tool

A total of 1.5 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
NURS 422	EKG/Monitor Observer	1.5

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 a:

- Recall significant paralegal issues, theories, and applications.
- Apply paralegal 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 science degree.

COURSE NUMBER	TITLE	UNITS
Required core courses (24 units):		
BUS 110	Business Law: Contract and Sales	3
CWE 149	Cooperative Work Experience	2
PLGL 101	Intro to Paralegal Studies	3
PLGL 102	Criminal Law and Procedure	3
PLGL 103	Civil Litigation	3
PLGL 104	Legal Research and Writing	3
PLGL 105	Legal Analysis and Writing	3
PLGL 106	Case Management	3
PLGL 107	Ethics for Paralegals	1

Plus a minimum of 12 units selected from the following:

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

PARALEGAL STUDIES (Certificate of Achievement)

The Certificate of Achievement in Paralegal Studies is designed to help students gain the basic knowledge and skills necessary for an entry-level paralegal position. All courses in the Certificate of Achievement Program are also required courses in the Associate Degree program in Paralegal Studies so students have a seamless pathway to paralegal certification and career advancement.

The graduate of the certificate program in paralegal studies will have a:

- Recall significant paralegal issues, theories, and applications.
- Apply paralegal principles to produce work-based learning projects.
- Demonstrate the ability to follow instructions on assignments and class activities.

A total of 24 units constitute the certificate

COURSE NUMBER	TITLE	UNITS
BUS 110	Contract Law	3
CWE 149	Cooperative Work Experience	2
PLGL 101	Intro to Paralegal Studies	3
PLGL 102	Criminal Law and Procedure	3
PLGL 103	Civil Litigation	3
PLGL 104	Legal Research and Writing	3
PLGL 105	Legal Analysis and Writing	3
PLGL 106	Case Management	3
PLGL 107	Ethics for Paralegals	1

PHYSICS (A.A.)

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

The graduate of the AA program in physics will:

- Demonstrate knowledge of the fundamental laws of physics and physical terminology.
- Apply physical principles to solve a variety of simple problems.
- Demonstrate the proper use of physical apparatus for testing and observing physical theories.
- Write scientific reports on a given experiment indicating the significance of the experiment and the degree to which the results verify a principle or law.
- Analyze complex problems to identify single principle components and synthesize solutions from multiple concepts.

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

COURSE NUMBER	TITLE	UNITS
Required core courses (35 units):		
CHEM 150	General Chemistry 1	5
CHEM 151	General Chemistry 2	5
MATH 181	Calculus 1	5
MATH 182	Calculus 2	5
PHYS 161	Engineering Physics 1	5
PHYS 162	Engineering Physics 2	5
PHYS 163	Engineering Physics 3	5
Recommended electives:		
MATH 183	Multivariable Calculus	5
MATH 184	Linear Algebra and Differential Equations	5
PHYS 121	Project and Design Lab 1	1

ASSOCIATE in SCIENCE in PHYSICS for TRANSFER (AS-T)

The associate in science in physics for transfer program prepares students to begin upper-division work leading to a baccalaureate degree in physics or engineering physics. The Associate in Science in Physics for Transfer will specifically prepare students for further studies toward a California State University (CSU) baccalaureate degree in Physics.

The graduate of the associate in science in physics for transfer program 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 from multiple concepts

Associate Degree for Transfer Requirements

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

- The completion of the Intersegmental General Education Transfer Curriculum (IGETC). [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- 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 Physics for Transfer Program Requirements.

- 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
- MAJOR CORE COURSES:** A major of 30 units is required for the associate in science in physics for transfer degree.

COURSE NUMBER	TITLE	UNITS
Required core courses (30 units):		
MATH 181	Calculus 1	5
MATH 182	Calculus 2	5
MATH 183	Multivariable Calculus	5
PHYS 161	Engineering Physics 1	5
PHYS 162	Engineering Physics 2	5
PHYS 163	Engineering Physics 3	5
3. DOUBLE COUNTING: A maximum of 7 units can be double counted for the major and CSU GE or IGETC general education requirements.		
4. Select additional courses , if needed, to achieve the 60 units required for the associate in arts in physics for transfer degree.		
Major Units:		30 units
IGETC:		37 units
CSU Transferable Electives (as needed):		0 units
Double-Counted:		7 units
Degree Total (maximum):		60 units

ASSOCIATE in ARTS in POLITICAL SCIENCE for TRANSFER (AA-T)

The associate in arts in political science for transfer program provides quality general education opportunities, which enhance student learning by developing critical thinking skills and increasing student understanding of the institutions and policies of American Government, the importance of ethics in political systems, as well as the role of citizenship in the democratic process. The associate in arts in political science for transfer will prepare students for further studies toward a California State University (CSU) baccalaureate degree in political science.

The graduate of the associate in arts in political science for Transfer will:

- Explain the key concepts, terms and processes involved in the study of political science
- Analyze and evaluate competing theories within the field of political science
- Compare the different cultural and political values that influence political decisions
- Evaluate the role of individuals and groups in the political process

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 Political Science 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 39 units
 Total GE Units: 37-39 units
2. **MAJOR CORE COURSES:** A major of 18-19 units is required for the associate in arts in political science for transfer degree.

COURSE NUMBER	TITLE	UNITS
Required core course (3 units):		
POLS 103	American Government	3
List A – Select three courses from the following:		
MATH 123	Elementary Statistics	4
POLS 101	Introduction to Political Science	3
POLS 104	International Relations	3
POLS 105	Comparative Politics	3
List B – Select two courses not selected in List A or from the following:		
AJ 101	Introduction to Criminal Justice	3
AJ 103	Concepts of Criminal Law	3
ANTH 102	Introduction to Cultural Anthropology	3
ECON 101	Principles of Macro-Economics	3
ECON 102	Principles of Micro-Economics	3
ECON 141	Global Economics	3
GEOG 102	Human Geography	3
HIST 101	World Civilization to 1600	3
HIST 102	World Civilization Since 1500	3

HIST 104	Western Civilization to 1650	3
HIST 105	Western Civilization Since 1650	3
HIST 119	History of California	3
HIST 120	History of the Mexican-American	3
SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	3
SOC 104	Social Science Research Methods	3
SOC 120	Race & Ethnic Relations	3

3. **DOUBLE COUNTING:** A maximum of 9-15 units can be double counted for the major and CSU GE or IGETC general education requirements.

4. **Select additional courses**, if needed, to achieve the 60 units required for the associate in arts in political science for transfer degree.

Major Units:	18-19 units
CSU-GE Breadth/IGETC:	37-39 units
CSU Transferable Electives (as needed):	11-20 units
Double-Counted:	9 -15 units
Degree Total (maximum):	60 units

PSYCHOLOGY (A.A.)

The associate degree program in psychology prepares students to move into a curriculum in a four-year institution leading to a baccalaureate degree in psychology.

The graduate of the AA program in psychology will:

- 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 from conception through death from the perspectives of various psychological theories including psychodynamic, behavioral, cognitive, epigenetic, and sociocultural theoretical perspectives.
- 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 and will be able to apply the knowledge gained in statistics to psychological research designs.
- Critically evaluate the soundness of information which they encounter in the media and popular psychology publications.
- Understand the cultural influences on human behavior and mental processes.
- Describe major research findings regarding human behavior and mental processes.

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

COURSE NUMBER	TITLE	UNITS
Required core courses (13 units):		
MATH 123	Elementary Statistics	4
PSY 101	General Psychology	3
PSY 113	Theories of Personality	3
PSY 117	Child Psychology	3
or		
PSY 118	Human Development Across the Lifespan	3
Plus a minimum of 12 units selected from the following:		
ANTH 101	Introduction to Biological Anthropology	3
ANTH 102	Introduction to Cultural Anthropology	3
HUVS 106	Family Systems and Codependency	3
PSY 112	Human Sexuality	3
PSY 119	Abnormal Psychology	3

PSY 120	Cultural Psychology	3
PSY 121	Social Psychology	3
SOC 101	Introduction to Sociology	3
SOC 110	Introduction to Marriage and Family	3
Recommended electives:		
BIOL 100	Introductory to Biology	4
BIOL 124	Human Anatomy	4
BIOL 125	Human Physiology	4
MATH 135	Calculus with Applications	4
PSY/HUSV 128	Positive Psychology	3

ASSOCIATE IN ARTS IN PSYCHOLOGY FOR TRANSFER (A.A.T.)

The associate in arts in psychology for transfer program will prepare students for further studies and seamless transfer to a California State University into a baccalaureate degree program in psychology.

The graduate of the associate in arts in psychology for transfer program will:

- 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 from conception through death from the perspectives of various psychological theories including psychodynamic, behavioral, cognitive, epigenetic, and sociocultural theoretical perspectives.
- Define, describe and evaluate the psychosocial human lifespan/development starting from conception through death; including major concepts related to behavior, sexuality, nutrition, health, stress, environmental relationships, and implication of death and dying.
- Describe and compare the basic knowledge about statistical analysis of data, including descriptive and inferential statistics and will be able to apply the knowledge gained in statistics to psychological research designs.
- Critically evaluate the soundness of information which they encounter in the media and popular psychology publications.
- Understand the cultural influences on human behavior and mental processes.
- Describe major research findings regarding human behavior and mental processes.

Associate Degree for Transfer Requirements

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

- 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.]
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- 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 Psychology for Transfer Program Requirements

- GENERAL EDUCATION:** Complete one of the following:
 - CSU General Education Pattern
Intersegmental General Education 39 units
 - Transfer Curriculum 37 units
 Total GE Units: 37-39 units
- MAJOR CORE COURSES:** A major of 20 units is required for the associate in arts in psychology for transfer degree.

COURSE NUMBER TITLE UNITS

Required core courses (14 units):

BIOL 100	Introductory Biology	4
MATH 123	Elementary Statistics	4
PSY 101	General Psychology	3
PSY 105	Research Methods in Psychology	3

List A select 1 course from the following (3 units):

PSY 117	Child Psychology (CSUSB)	3
PSY 118	Human Development Across the Lifespan (CPSLO, CSUCI, CSUSB)	3
PSY 121	Social Psychology (CPSLO)	3

List B select 1 course from any not selected above or from the following (3 units):

PHIL 114	Critical Thinking (CPP, SSU)	3
PSY 112	Human Sexuality	3
PSY 113	Theories of Personality	3
PSY 119	Abnormal Psychology	3
PSY 120	Cultural Psychology	3
SOC 101	Introduction to Sociology (CPP)	3

- Double Counting:** a maximum of 13-16 units may be double counted for the major and CSU or IGETC general education requirements.
- Select additional courses** if needed, to achieve the 60 units required for the associate in arts in psychology for transfer degree.

Major Units:	20 units
CSU-GE Breadth or CSU IGETC:	37- 39 units
CSU Transferable Electives (as needed):	14-19 units
Double-Counted:	13-16 units
Degree Total (maximum):	60 units

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.

COURSE NUMBER TITLE UNITS

Required core courses (15 units)

REC 101	Intro to Recreation Management	3
REC 103	Leadership in Recreation Services	3
REC 105	Program Planning for Recreation	3
REC 107	Recreational Sports Programming	3

CWE 149	Cooperative Work Experience	3
Plus a minimum of 6 units selected from the following:		
ATH 104	Care/Prevention of Athletic Injuries	3
EMS 102	First Aid and Safety	3
H ED 100	Health and Wellness	3
SOC 120	Race and Ethnic Relations	3
SPCH 102	Small Group Communication	3
BUS 102	Marketing	3

REGISTERED VETERINARY TECHNICIAN (Certificate of Achievement)

Allan Hancock College's Veterinary Technician Program is designed to provide students with the skills and knowledge necessary to pursue a career as a Registered Veterinary Technician. This field may include various types of animal care, veterinary laboratory procedures and surgical techniques as well as x-ray technology, dental extractions, general animal nursing, emergency care, and veterinary office procedures. This program will also assist the student in qualification for the California Registered Veterinary Technician Examination by providing the educational requirements mandated by the California Veterinary Medical Board (CA VMB). In addition to the academic preparation provided by the AHC RVT program, students must complete 4,416 hours of work experience supervised by a licensed veterinarian to qualify for the licensing examination. The CA VMB eligibility requirements are subject to change at any time and without notice. Allan Hancock College does not control the requirements of the CA VMB.

Completers of the registered veterinary technician certificate program will:

- Demonstrate skills and knowledge necessary to successfully complete the state and national Veterinary Technician examinations.
- Correctly perform the clinical skills required of the Veterinary Medical Board as stated in the Registered Veterinary Technician Task List-Proof of Experience.
- Perform animal nursing and critical care for common domestic animals including: restraint, administering medications, diagnostic sampling for laboratory evaluation, maintaining fluid therapy, applying and removing bandages, and applying emergency protocols.
- Provide competent assistance with office procedures, telephone contacts, admitting and discharging patients, and maintaining medical and financial records.

The Registered Veterinary Technician Certificate of Achievement program requires 20 units as required by the California Veterinary Medical Board (Title 16, Section 2068.5). The courses are specifically designed to meet the application requirements for the Alternative Route, with specific content coverage in the following areas:

- Dental prophylaxis & extractions
 - Anesthetic instrumentation, induction and monitoring
 - Surgical nursing, assisting and instrumentation, suturing techniques, and application of casts & splints
 - Radiology & radiation safety (may include diagnostic imaging)
 - Diseases and animal nursing including zoonotic diseases and emergency veterinary care
 - IV Catheter placement
- One additional unit is available for students who want a structured setting to prepare for the state exam. Students must have completed BIOL 100 and CHEM 120 (or the equivalent) as well as be eligible for MATH 311.

A major of 20 units is required for the certificate of achievement. To complete the program in one year the following course sequence is suggested, but not required. RVT 301 must be taken first for entrance into the program.

COURSE NUMBER	TITLE	UNITS
Required core courses (20 units)		
Fall semester courses:		
RVT 301	Veterinary Anatomy, Physiology and Terminology	3
RVT 302	Veterinary Office Procedures	2
RVT 303	Veterinary Pharmacology	2
RVT 304	Clinical Pathology & Microbiology	3
Spring semester courses:		
RVT 305	Medical Nursing and Animal Care	4
RVT 306	Surgical Nursing and Dentistry	4
RVT 307	Radiology and Radiation Safety	2
Elective (not required)		
RVT 308	Seminar for Registered Veterinary Technicians	1

SOCIAL SCIENCE (A.A.)

The social sciences are concerned with the study of human behavior and the human condition. The various disciplines within social science are united in their quest to understand the "whys," "causes," and "consequences" of human experience and action. The social science major is designed to provide the student with an integrated liberal arts background that focuses on social science and fulfills the lower-division requirements for specific upper-division majors. Occupational choices for social scientists are numerous and varied in both the private and public sectors. Depending on the individual's specialization, career opportunities may be found most frequently in the areas of human services, education, law and criminal justice, government and business administration.

The graduate of the AA program in social science will:

- Synthesize and apply social science concepts.
- Use information/data from multiple sources and demonstrate knowledge of research methodologies and multiple theoretical perspectives.
- Have the ability to use social science methods to identify, formulate and study social problems.
- Understand the interdisciplinary nature of knowledge and view issues from a holistic perspective.
- Have college-level knowledge and skills in critical thinking, analysis and written communication.
- Understand the global society and processes of globalization from non-Western, Western and indigenous perspectives.
- Make informed, reasoned and ethical personal and public choices.

A major of 18 units is required for the associate in arts degree.

COURSE NUMBER	TITLE	UNITS
Required core courses (18 units):		
ANTH 102	Intro to Cultural Anthropology	3
GEOG 102	Human Geography	3
HIST/ HUM 105	Western Civilization Since 1650	3
PSY 101	General Psychology	3
POLS 101	Introduction to Political Science	3
or		
POLS 104	Introduction to International Relations	3
SOC 101	Introduction to Sociology	3
Recommended electives:		
BUS/ECON/ GBST 141	Global Economics	3
ECON 102	Principles of Economics: Micro-Economics	3
or		
SOC 122	Sociology of the Hispanic Culture	3

ASSOCIATE in ARTS in SOCIOLOGY for TRANSFER (AA-T)

The Sociology Program provides quality general education opportunities, which enhance student learning by developing critical thinking skills and by increasing student awareness and understanding of our world's rich and diverse cultures and human social organization. Sociology is the study of human social behavior, groups, culture and how environments and relationships influence behavior. Sociologists are concerned with social phenomena, such as social stratification, deviant behavior, effects of mass media, urban organization, educational systems, and how societies develop and change. The Associate in Arts in Sociology for Transfer degree is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Sociology at a California State University.

The graduate of the AA-T in Sociology for transfer will:

- Develop an awareness of the diversity of cultures around the world.
- Understand social phenomena from a sociological perspective.
- Demonstrate a proficiency in sociological concepts and terminology.
- Develop skills in using digital technologies to inquire and communicate sociological data, concepts and theories.

Associate Degree for Transfer Requirements

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

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.]

- A minimum of 18 semester units in a major or area of emphasis, as determined by the community College district.
- 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 Sociology for Transfer Program Requirements

- GENERAL EDUCATION:** Complete one of the following:
 - CSU General Education Pattern 39 units
 - Intersegmental General Education Transfer Curriculum 37 units
 Total GE Units: 37-39 units
- MAJOR CORE COURSES:** A major of 18-19 units is required for the associate in arts in sociology for transfer degree.

COURSE NUMBER	TITLE	UNITS
Required core courses (12 units):		
SOC 101	Introduction to Sociology (All CSU campuses except Maritime)	3
SOC 102	Social Problems (CPP, CSUCI, CSULB, CSUS, HUS, SFSU, SJSU, SDSU)	3
SOC 110	Introduction to Marriage and Family (CSUN)	3
SOC 120	Race & Ethnic Relations (No CSU requires such a course for the major)	3

List A: Select 1 course from the following (3-4 units):

MATH 123	Elementary Statistics (CPSLO, CPP, CSUB, CSUDH, CSUEB, CSUF, HSU, CSULB, CSULA, CSUMB, CSUN, SDSU, SJSU, CSUSM, CSUStan)	4
SOC 104	Social Science Research Methods (CPP, CSUCI, CSULB, CSU, CSUS, SDSU)	3

List B: Select 1 course from any not selected in List A or from the following (3 units):

ANTH 102	Introduction to Anthropology (CSPSLO, CSULB)	3
ECON 141	Global Economics (CPSLO)	3
GBST 101	Introduction to Global Studies (No CSU requires such a course the major)	3
GEOG 102	Human Geography (CPSLO)	3
SOC 155	Media & Society (No CSU requires such a course the major)	3
SOC 160	Cities & Urban Life (No CSU requires such a course for the major)	3

3. **DOUBLE COUNTING:** A maximum of 9-12 units can be double counted for the major and CSU GE or IGETC general education requirements.

4. **Select additional courses,** if needed, to achieve the 60 units required for the associate in art in sociology for transfer.

Major Units:	18-19 units
CSU-GE Breadth/IGETC:	37-39 units
CSU Transferable Electives (as needed):	11-15 units
Double-Counted:	9-12 units
Degree Total (maximum):	60 units

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
EL 119	Fundamentals of DC & AC Circuit Analysis Lab	2
FILM 110	Introduction to Film and Video Production	4
MUS 104	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.

ASSOCIATE in ARTS in SPANISH for TRANSFER (AA-T)

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 Associate of Arts in Spanish for Transfer degree is on language; however, students also gain historical, economic and cultural insights into the Hispanic world. The Associate in Arts in Spanish for Transfer major will prepare students for further studies toward a baccalaureate degree in Spanish at the California State University.

The graduates of the Associate in Arts in Spanish for Transfer will:

- Be independent language learners and possess core competencies in grammar and vocabulary, reading, writing, oral and listening skills, and the cultural awareness needed to achieve personal, vocational and academic goals.

Associate Degree for Transfer Program Requirements

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

- 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.]
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- 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 Spanish for Transfer Program Requirements

- GENERAL EDUCATION:** Complete one of the following:
 - CSU General Education Pattern 39 units
 - Intersegmental General Education Transfer Curriculum 37 units
 Total GE Units: 37-39 units
- MAJOR CORE COURSES:** A major of 20-25 units is required for the associate in arts in Spanish for transfer degree.

COURSE NUMBER	TITLE	UNITS
Option 1: Required core courses (25 units):		
SPAN 101	Elementary Spanish I	5
SPAN 102	Elementary Spanish II	5
SPAN 103	Intermediate Spanish I	5
SPAN 104	Intermediate Spanish II	5
SPAN 105	Advanced Composition & Grammar	5
Option 2: Required Core Courses (22 units)		
SPAN 102	Elementary Spanish II	5
SPAN 103	Intermediate Spanish I	5
SPAN 104	Intermediate Spanish II	5
SPAN 105	Advanced Composition & Grammar	5
SPAN 111	Intermediate Spanish Conversation	2
Option 3: Required Core Courses (20 units)		
<i>Students that score 3 or higher on the AP Spanish Language examination are credited 5 units for SPAN 103</i>		
SPAN 103	Intermediate Spanish I (or AP Spanish credit)	5
SPAN 104	Intermediate Spanish II	5
SPAN 105	Advanced Composition & Grammar	5
SPAN 111	Intermediate Spanish Conversation	2
SPAN 112	Advanced Spanish Conversation	3

- DOUBLE COUNTING:** A maximum of 6-9 units can be double counted for the major and CSU GE or IGETC general education requirements.

- Select additional courses,** if needed, to achieve the 60 units required for the associate in arts in Spanish for transfer degree.

	CSU	IGETC
Major Units:	20-25	20-25
General Education Units:	39	37
CSU Transf. Electives:	2-7	4-9
Double Counted Units:	6	6
Total Degree Units:	60	60

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 I	5
SPAN 104	Intermediate Spanish II	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
ITAL 103	Intermediate Italian	5
ITAL 104	Intermediate Italian	5
SPAN 105	Advanced Composition & Grammar	5
SPAN 111	Intermediate Spanish Conversation	2
SPAN 112	Advanced Spanish Conversation	3

Recommended electives:

ART 105	Art History of Mexico	3
ASL 120	American Sign Language 1	3
ASL 121	American Sign Language 2	3
BUS 140	Survey of International Business	3
BUS/ECON		
GBST 141	Global Economics	3
DANC 140	Beginning Folklorico	2
DANC 142	Intermediate Folklorico	0.5
ECS 116	Teaching in a Diverse Society	3
ECS 117	Teaching the Hispanic Child	3
ENGL 130	American Literature to 1865	3
ENGL 133	Modern Fiction	3
FILM 103	Contemporary Latin American Film	3
HIST 120	History of the Mexican-American	3
POLS 104	International Relations	3
SPAN 110	Elementary Spanish Conversation	2
SPCH 101	Public Speaking	3
SOC 122	Sociology of the Hispanic Culture	3
ENGL 148	Hispanic Literature in Translation	3

SPANISH LANGUAGE SKILLS – ELEMENTARY LEVEL (Certificate of Accomplishment)

The demand for on-the-job Spanish language skills has increased in the past few years. In California alone, Spanish is in high demand for careers in education, social work, law enforcement, the medical/dental/nursing profession, viticulture, agricultural sciences, global studies, business

and many other careers where contact with the public is a must. Functional knowledge of elementary level assists people who would be using it for business, or in routine work, such as developing contacts, exchanging information, confirming meeting arrangements, and other administrative tasks typical of line supervisors, receptionists, clerical and/or administrative staff in direct contact with the public.

The graduate of the Elementary Spanish Language Skills certificate will:

- Reflect a set of language proficiency skills – reading, writing, and speaking -- at the elementary level.
- Use and understand up to 1,000 of the most frequently encountered words and phrases.
- Develop and maintain functional linguistic skills in Spanish that are appropriate for this level.

A total of 13-15 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses		
SPAN 101	Elementary Spanish I	5
SPAN 102	Elementary Spanish II	5
SPAN 110	Elementary Spanish Conversation	2
SPAN 189	Independent Projects in Spanish	1-3

SPANISH LANGUAGE SKILLS – INTERMEDIATE LEVEL (Certificate of Accomplishment)

The demand for on-the-job Spanish language skills has increased in the past few years. In California alone, Spanish is in high demand for careers in education, social work, law enforcement, the medical/dental/nursing profession, viticulture, agricultural sciences, global studies, business and many other careers where contact with the public is a must. Functional knowledge of Spanish at the intermediate level would allow users to successfully handle most uncomplicated communicative tasks, as well as routine and social interactions, such as providing instructions or guidelines, exchanging information, and other administrative tasks typical of line supervisors, administrators, and/or administrative staff.

The graduate of the Intermediate Spanish Language Skills certificate will:

- Reflect a set of language proficiency skills – reading, writing, and speaking -- at the intermediate level.
- Use and understand up to 1,500 words in basic sentence structures.
- Develop and maintain functional linguistic skills in Spanish that are appropriate for this level.

A total of 13-15 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses		
SPAN 103	Intermediate Spanish I	5
SPAN 104	Intermediate Spanish II	5
SPAN 111	Intermediate Spanish Conversation	2
Plus a minimum of 1 – 3 units selected from the following:		
SPAN 189	Independent Projects in Spanish	1-3

SPANISH LANGUAGE SKILLS – ADVANCED LEVEL (Certificate of Accomplishment)

The demand for on-the-job Spanish language skills has increased in the past few years. In California alone, Spanish is in high demand for careers in education, social work, law enforcement, the medical/dental/nursing profession, viticulture, agricultural sciences, global studies, business and many other careers where contact with the public is a must. Functional knowledge of Spanish at the advanced level would allow users to successfully handle most communicative tasks, including unfamiliar situations, as well as routine and social interactions.

Advanced Spanish speakers can purchase and describe familiar equipment, negotiate an agreement or terms of employment, establish professional contacts, deal with official procedures, and/or give advice or give suggestions concerning health and safety.

Advanced Spanish linguistic skills is an appropriate target for those whose work involves extensive contact with Spanish speaking colleagues and/or customers, and in activities such as handling customer inquiries or participating more fully in business meetings and discussions typical of technical or research personnel and senior administrators.

The graduate of the Advanced Spanish Language Skills certificate will:

- Reflect a set of language proficiency skills – reading, writing, and speaking -- at the advanced level.
- Use and understand up to 2,000 words in sentence structures requiring different verbal tenses.
- Develop and maintain functional linguistic skills in Spanish that are appropriate for this level.

A total of 9-11 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses		
SPAN 105	Advanced Composition & Grammar	5
SPAN 112	Advanced Spanish Conversation	3
SPAN 189	Independent Projects in Spanish	1-3

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	Intro to 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 Civilizations to 1650	3
HIST/HUM 105	Western Civilizations Since 1650	3
MATH 123	Elementary Statistics	4
PHIL 114	Critical Thinking	3
PSY 101	General Psychology	3
SOC 120	Race and Ethnic Relations	3

ASSOCIATE in ARTS in COMMUNICATION STUDIES for TRANSFER (AA-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:

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

- GENERAL EDUCATION:** Complete one of the following:
 - CSU General Education Pattern 39 units
 - Intersegmental General Education Transfer Curriculum 37 units
 Total GE Units: 37-39 units
- MAJOR CORE COURSES:** A major of 18 units is required for the associate in arts in communication studies for transfer 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	3
SPCH 110	Intercultural Communication	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
- Select additional course(s)** to achieve the 60 units required for the associate degree.

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.

COURSE NUMBER	TITLE	UNITS
SPCH 103	Interpersonal Communication	3
SPCH 110	Intercultural Communication	3
SPCH 189	Independent Projects	1-3

SPEECH COMMUNICATION: COMMUNICATION SKILLS FOR THE BUSINESS PROFESSIONAL (Certificate of Accomplishment)

The graduate of the certificate program in communication skills for the business professional will:

- Demonstrate knowledge of communication theories.
- Demonstrate competent communication behaviors to be used in the field of business.

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

COURSE NUMBER	TITLE	UNITS
SPCH 102	Small Group Communication	3
SPCH 103	Interpersonal Communication	3
SPCH 110	Intercultural Communication	3
SPCH 189	Independent Projects	1-3

SPEECH COMMUNICATION: COMMUNICATION SKILLS FOR THE PROFESSIONAL SPEAKER (Certificate of Accomplishment)

The graduate of the certificate program in communication skills for the professional speaker will:

- Demonstrate knowledge of communication theories.
- Demonstrate competent communication behaviors to be used as a professional speaker.

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

COURSE NUMBER	TITLE	UNITS
SPCH 101	Public Speaking	3
SPCH 106	Argumentation and Debate	3
SPCH 108	Oral Interpretation of Literature	3
SPCH 189	Independent Projects	1-3

SPORTS MEDICINE (A.S.)

Allan Hancock College's (AHC) sports medicine program is designed to provide students with the skills and knowledge necessary to transfer and pursue a career in athletic training, exercise science, physical therapy, and other sports medicine related fields. Identification, prevention, evaluation, treatment, and rehabilitation of sport and activity related injuries are emphasized. The program stresses the importance of transfer to four-year institutions offering Commission on Accreditation of Athletic Training Education (CAATE) accredited baccalaureate degrees. The program also prepares students to obtain internships or entry-level positions in a physical therapy/sports medicine workplace. General education requirements are met by following the CSU or IGETC pattern.

The graduate of the Associate of Science in Sports Medicine will:

- demonstrate techniques associated with the recognition, evaluation, and immediate
- treatment of sport and physical activity related injury.
- understand and apply techniques related to sport and physical activity injury
- prevention and risk management.
- demonstrate skills and techniques related to rehabilitation and repairing of sport
- and physical activity related injury.
- understand and relate anatomical, physiological, and biomechanical systems to sport and physical activity.
- demonstrate effective communication, professionalism, legal and ethical understanding, and general organization and administration within a sports medicine setting.
- understand the educational preparation required for specifically attaining status as a certified, and licensed sports medicine professional.

A major of 33-39 units is required for the associate in science degree.

COURSE NUMBER	TITLE	UNITS
ATH 104	Care and Prevention of Athletic Injury	3
ATH 106	Orthopedic Injury Assess/Rehab	4
BIOL 100	Introductory Biology	4
BIOL 124	Human Anatomy	4
BIOL 125	Human Physiology	4
FSN 110	Nutrition Science	3
PE 100	Introduction to Kinesiology	3
PE 129	First Aid-CPR: Educator/Coach	1
PE 149 or		
CWE 149	Co-op Work Experience Occupational and	4-8
MATH 100	Nature of Modern Mathematics	3
or		
MATH 181	Calculus 1	5
	CSU	IGETC
Total Major Units:	33-39	33-39
General Education Units:	39	37
Transferable Electives (as needed):	0	0
Double Counted Units:	10-12	9
	(Area B2, B4, & E)	(Area 5B & 2)
Total Degree Units (maximum):	(60 - 62) - (66 -68)	61 - 67

THEATRE: PROFESSIONAL ACTING (Certificate of Achievement)

A two-year vocational training program designed to develop the skills in acting or 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 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.

COURSE NUMBER	TITLE	UNITS
Required core courses:		
Semester 1		
THEA 101	Applied Professional Acting I	10
DRMA 110	History of World Theatre 1	3
THEA 110	Beginning Production Lab	3
THEA 114	Beginning Performance Lab	3
THEA 103	Beginning Professional Theatre Dance Styles	2
Semester 2		
THEA 102	Applied Professional Acting II	10
DRMA 111	History of World Theatre 2	3
THEA 111	Intermediate Production Lab	3
THEA 115	Intermediate Performance Lab	3
THEA 104	Intermediate Prof. Theatre Dance Styles	2
Semester 3		
THEA 112	Advanced-Intermediate Production Lab	3
THEA 116	Advanced Intermediate Performance Lab	3
THEA 120	Advanced Professional Acting I	10
THEA 122	Advanced Intermediate Professional Dance Styles	2
Semester 4		
THEA 113	Advanced Production Lab	3
THEA 117	Advanced Performance Lab	3
THEA 121	Advanced Professional Acting II	10
THEA 123	Advanced Prof. Theatre Dance Styles	2
Recommended electives:		
DANC 120	Beginning Ballet	2
DANC 130	Beginning Jazz	2
DRMA 189	Independent Projects in Drama	1-3
THEA 310	Beginning Summer Repertory Production	10
THEA 311	Intermediate Summer Repertory Production	10
THEA 312	Advanced Intermediate Summer Repertory Production	10
THEA 313	Advanced Summer Repertory Production	10

THEATRE: DESIGN/TECHNICAL THEATRE (Certificate of Achievement)

A two-year vocational training program designed to develop the skills in 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 Theatre. Admittance to program is by audition/interview.

The graduate of the certificate program in design/technical theater 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 minimum of 64.5 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Semester 1		
THEA 110	Beginning Production Lab	3
THEA 114	Beginning Performance Lab	3
THEA 305	Tools and Techniques 1	10
Semester 2		
THEA 111	Intermediate Production Lab	3
THEA 115	Intermediate Performance Lab	3
THEA 306	Tools and Techniques 2	10
Semester 3		
THEA 112	Advanced-Intermediate Production Lab	3
THEA 116	Advanced Intermediate Performance Lab	3
THEA 307	Planning, Production, and Management 1	10
Semester 4		
THEA 113	Advanced Production Lab	3
THEA 117	Advanced Performance Lab	3
THEA 308	Planning, Production, and Management 2	10
Plus a minimum of 0.5 units selected from the following:		
DRMA 189	Independent Projects in Drama	1
DRMA 199	Topics in Drama	0.5-6
THEA 198	Topics in Theatrical Performance	0.5-3
THEA 199	Topics in Theatre Stagecraft	0.5-3
THEA 301	Beginning Preparation for Repertory	1
THEA 302	Intermediate Preparation for Repertory Production	1
THEA 303	Advanced Intermediate Preparation for Repertory Production	1
THEA 304	Advanced Preparation for Repertory Production	1
THEA 310	Beginning Summer Repertory Production	10
THEA 311	Intermediate Summer Repertory Production	10
THEA 312	Advanced Intermediate Summer Repertory Production	10
THEA 313	Advanced Summer Repertory Production	10

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

See transfer information section for course requirements.

Completion of all these requirements will permit you to transfer to any CSU 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 communicate effectively, to reason using quantitative models and to maintain their physical and mental wellbeing.

The graduate of the transfer studies program in CSU general studies breadth will:

- Correctly setup, solve, and interpret the results of a variety of computational and non-computational problems relevant to the natural sciences by applying the language, critical thinking, and mathematical skills acquired in previous courses.
- 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.

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.

The graduate of the transfer studies program in IGETC will:

- Demonstrate an ability to think logically and critically in solving problems; explaining conclusions; and evaluating, supporting or critiquing the thinking of others.
- Demonstrate an understanding of how societies and social subgroups operate.
- Critically explain how people act and have acted in response to their societies.
- Evaluate and interpret the ways in which people throughout the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation.
- Develop mathematical and quantitative reasoning skills beyond the level of intermediate algebra.
- Understand the acts and principles which 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.
- Be able to develop basic speaking, listening, reading and writing skills in a foreign language.

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

- California State University General Education/Breadth (CSU GE) 39-40 units
- 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 meet with a counselor to develop a student education plan to ensure a smooth transfer process.

The graduate of the transfer studies program in UC/CSU transfer studies (math, engineering and science majors) will:

- Develop mathematical and quantitative reasoning skills beyond the level of intermediate algebra.
- Demonstrate an ability to think logically and critically in solving problems; explaining conclusions; and evaluating, supporting or critiquing the thinking of others.
- Understand the acts and principles which 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.

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-verticle 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.

COURSE NUMBER	TITLE	UNITS
Required core courses (16 units):		
MT 109	Survey of Machining and Manufacturing	4
WLDT 106	Beginning Welding	3
WLDT 107	Advanced Welding	3
WLDT 306	Layout and Fabrication Interpretation	3
WLDT 300	Shop Math and Measurement	3

Plus a minimum of 15 units selected from the following:

MT 110	CNC Principles and Practices 1	4
WLDT 307	G.M.A.W. Welding	3
WLDT 308	T.I.G. Welding	3
WLDT 312	Pipe Fitting and Welding	3
WLDT 315	Metal Fabrication	4
WLDT 330	Welding Certification	3
WLDT 331	Welding Certification Lab	2
WLDT 370	SkillsUSA	3

Recommended electives:

WLDT 199	Special Topics in Welding Technology	0.5-3
WLDT 305	Welded Sculptural Projects	0.5

WELDING TECHNOLOGY: METAL FABRICATION (Certificate of Achievement)

The graduate of the certificate program in metal fabrication will:

- Pass at least one welder qualification test (3G-verticle 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.
- Weld, cut and fit ferrous and non-ferrous materials to industry standard.

A total of 20 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
MT 109	Survey of Machining and Manufacturing	4
WLDT 106	Beginning Welding	3
WLDT 107	Advanced Welding	3
WLDT 306	Layout and Fabrication Interpretation	3
WLDT 315	Metal Fabrication	4
WLDT 300	Shop Math and Measurement	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-verticle 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.
- Weld, cut and fit ferrous and non-ferrous materials to industry standard.

A total of 19 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
MT 109	Survey of Machining and Manufacturing	4
WLDT 106	Beginning Welding	3
WLDT 107	Advanced Welding	3
WLDT 300	Shop Math and Measurement	3
WLDT 306	Layout and Fabrication Interpretation	3
WLDT 312	Pipe Fitting and Welding	3

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

The graduate of the AS or certificate program in wildland firefighting operations will:

- Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and/or Emergency Medical Services.
- Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

Prerequisites for all wild land firefighting courses are the following two National Wildfire Coordinating Group Incident Command System Courses.

COURSE NUMBER	TITLE	UNITS
WFT 301	Intro to Incident Command System [I-100]	0.5
WFT 302	Basic Incident Command System [I-200]	0.5

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (15 units):

WFT 101	Wildland Fire Behavior	3
WFT 102	Wildland Fire Fighter Safety and Survival	3
WFT 103	Wildland Fire Operations (Ground, Air)	3
WFT 104	Wildland Fire Public Information Officer, Prevention, and Investigation	3
WFT 105	Wildland Fire Logistics, Finance and Planning	3

Plus a minimum of 15 units selected from the following:

WFT 303	Intermediate Incident Command System [I-300]	1.5
WFT 304	Advanced Incident Command System [I-400]	1
WFT 305	Multi-Agency Coordination	0.5
WFT 306	Incident Command System for Executives	0.5
WFTO 310	Basic Fire Suppression Orientation [S-110]	0.5
WFTO 311	Firefighter Training [S-130]	2
WFTO 312	Advanced Firefighter Training [S-131]	0.5
WFTO 313	Introduction to Wildland Fire Behavior [S-190]	0.5
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]	0.5
WFTO 318	Wildfire Powersaws [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	0.5
WFTO 322	Engine Boss (Single Resource) [S-231]	0.5
WFTO 323	Dozer Boss (Single Resource) [S-232]	1
WFTO 324	Tractor/Plow Boss [S-233]	0.5
WFTO 325	Firing Methods & Procedures [S-234]1	0.5
WFTO 326	Felling Boss [S-235]	1.5
WFTO 327	Staging Area Manager [J-236]	0.5
WFTO 328	Field Observer [S-244]	2
WFTO 329	Fire Business Management Principles [S-260]	0.5
WFTO 330	Basic Air Operations [S-270]	1
WFTO 331	Helispot Manager [J-272]	0.5
WFTO 332	Intermediate Wildland Fire Behavior [S-290]	2
WFTO 333	Incident Commander, Multiple Resources [S-300]	1
WFTO 334	Leadership & Organizational Development [S-301]	1.5
WFTO 335	Task Force/Strike Team Leader [S-330]	1.5
WFTO 336	Fire Suppression Tactics [S-336]	2
WFTO 337	Division/Group Supervisor [S-339]	1
WFTO 338	Intermediate Aviation Operations [S-370]	2
WFTO 339	Helibase Manager [S-371]	2
WFTO 340	Helicopter Coordinator [S-374]	2
WFTO 341	Air Support Group Supervisor [S-375]	2
WFTO 342	Air Tanker Coordinator [S-376]	1.5
WFTO 343	Air Tactical Group Supervisor [S-378]	1.5
WFTO 344	Introduction to Wildland Fire Behavior Calculations [S-390]	2
WFTO 345	Incident Commander [J-400]	1.5
WFTO 346	Liaison Officer [S-402]	1
WFTO 347	Safety Officer [S-404]	1.5
WFTO 348	Standards for Survival [PMS-416]	0.5
WFTO 349	Hazardous Materials Awareness Program for Firefighters [PMS-418]	0.5
WFTO 350	Command and General Staff [S-420]	2
WFTO 351	Look Up, Look Down, Look Around [PMS-427]	0.5
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	0.5
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 skill set necessary for a successful career in Fire Service, Environmental Technology, and/or Emergency Medical Services.
 - Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.
- Prerequisites for all wildland firefighting courses are the following two National Wildfire Coordinating Group Incident Command System Courses.

COURSE NUMBER	TITLE	UNITS
WFT 301	Intro to Incident Command System [I-100]	0.5
WFT 302	Basic Incident Command System [I-200]	0.5

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

COURSE NUMBER	TITLE	UNITS
WFT 101	Wildland Fire Behavior	3
WFT 102	Wildland Fire Fighter Safety and Survival	3
WFT 103	Wildland Fire Operations (Ground, Air)	3
WFT 104	Wildland Fire Public Information Officer, Prevention, and Investigation	3
WFT 105	Wildland Fire Logistics, Finance, and Planning	3

Plus a minimum of 15 units selected from the following:

WFT 303	Intermediate Incident Command System [I-300]	1.5
WFT 304	Advanced Incident Command System [I-400]	1
WFT 305	Multi-Agency Coordination	0.5
WFT 306	Incident Command System for Executives	0.5
WFTP 310	Prescribed Fire for Burn Bosses [RX-300]	2
WFTP 311	Introduction to Wildfire Prevention [P-101]	2
WFTP 312	Inspecting Fire Prone Property [P-110]	0.5
WFTP 313	California Basic Fire Prevention [P-140]	2
WFTP 314	Wildfire Origin & Cause Determination [P-151]	2
WFTP 315	Introduction to Public Information Officer [S-203]	2
WFTP 316	Ignition Specialist [RX-230]	2
WFTP 317	Intermediate Fire Prevention [P-240]	2
WFTP 318	Prescribed Fire Monitoring & Analysis [RX-290]	2
WFTP 319	Burn Boss [RX-300]	2
WFTP 320	Wildfire Prevention Analysis & Planning [P-301]	2
WFTP 321	Wildfire Prevention Marketing [P-303]	2
WFTP 322	Advanced Fire Prevention [P-340]	2
WFTP 323	Introduction to Fire Effects [RX-340]	2
WFTP 324	Information Officer [S-403]	2
WFTP 325	Prescribed Fire Management [RX-420]	2
WFTP 326	Smoke Management Techniques [RX-450]	2

or the following WFTO courses

WFTO 310	Basic Fire Suppression Orientation [S-110]	0.5
WFTO 313	Introduction to Wildland Fire Behavior [S-190]	0.5
WFTO 315	Supervisory Concepts & Techniques [S-201]	1

WFTO 316	Fire Operations in the Urban Interface [S-205]	2
WFTO 325	Firing Methods and Procedures [S-234]1	0.5
WFTO 329	Fire Business Management Principles [S-260]	1
WFTO 332	Intermediate Wildland Fire Behavior [S-290]	2
WFTO 334	Leadership & Organizational Development [S-301]1	0.5
WFTO 344	Introduction to Wildland Fire Behavior Calculations [S-390]	2
WFTO 355	Training Specialist [S-445]	1
WFTO 358	Facilitative Instructor [PMS-925]	2
WFTO 362	Campbell Prediction System	1

WILDLAND FIREFIGHTING LOGISTICS, FINANCE, PLANNING (A.S. & Certificate of Achievement)

The graduate of the AS or certificate program in wildland firefighting logistics, finance and planning will:

- Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and/or Emergency Medical Services.
- Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

Prerequisites for all wildland firefighting courses are the following two National Wildfire Coordinating Group Incident Command System Courses.

COURSE NUMBER	TITLE	UNITS
WFT 301	Intro to Incident Command System [I-100]	0.5
WFT 302	Basic Incident Command System [I-200]	0.5

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (15 Units):

WFT 101	Wildland Fire Behavior	3
WFT 102	Wildland Fire Fighter Safety and Survival	3
WFT 103	Wildland Fire Operations (Ground, Air)	3
WFT 104	Wildland Fire Public Information Officer, Prevention & Investigation	3
WFT 105	Wildland Fire Logistics, Finance, and Planning	3

Plus a minimum of 15 units selected from the following:

WFT 303	Intermediate Incident Command System [I-300]	1.5
WFT 304	Advanced Incident Command System [I-400]	1
WFT 305	Multi-Agency Coordination	0.5
WFT 306	Incident Command System for Executives	0.5
WFTL 314	Base/Camp Manager [J-254]	2
WFTL 315	Equipment Manager [J-255]	1.5
WFTL 316	Tool and Equipment Specialist [J-256]	0.5
WFTL 317	Incident Communications Manager [J-257]	1.5
WFTL 310	Display Processor [S-245]	0.5
WFTL 311	Check in Recorder/Status Recorder [S-248]	0.5
WFTL 312	Ordering Manager [J-252]	0.5
WFTL 313	Receiving and Distribution Manager [J-253]	0.5
WFTL 318	Communications Equipment/Procedures [S-258]	2
WFTL 319	Security Manager [I-259]	0.5
WFTL 320	Fire Business Management Principles [S-260]	1.5
WFTL 321	Personnel Time Recorder [J-261]	1
WFTL 322	Equipment Time Recorder [J-262]	1
WFTL 323	Claims Manager [J-263]	1
WFTL 324	Compensation for Injury Manager [J-264]	1
WFTL 325	Commissary Manager [J-266]	1
WFTL 326	Documentation Unit Leader [J-342]	1
WFTL 327	Situation Unit Leader [J-346]	1.5
WFTL 328	Demobilization Unit Leader [J-347]	1
WFTL 329	Resource Unit Leader [J-348]	1.5
WFTL 330	Facilities Unit Leader [J-354]	2
WFTL 331	Ground Support Unit Leader [J-355]	0.5
WFTL 332	Supply Unit Leader [J-356]	2
WFTL 333	Food Unit Leader [J-357]	1.5
WFTL 334	Communications Unit Leader [J-358]	4
WFTL 335	Medical Unit Leader [J-359]	0.5
WFTL 336	Cost Unit Leader [I-362]	0.5
WFTL 337	Compensation/claims Unit Leader [I-363]	0.5
WFTL 338	Time Unit Leader [I-365]	0.5
WFTL 339	Procurement Unit Leader [I-368]	0.5
WFTL 340	Planning Section Chief [J-440]	2
WFTL 341	Logistics Section Chief [J-450]	2
WFTL 342	Finance Section Chief [I-460]	2

or the following WFTO Courses

WFTO 310	Basic Fire Suppression Orientation [S-110]	0.5
WFTO 315	Supervisory Concepts & Techniques [S-201]	1
WFTO 316	Fire Operations in the Urban Interface [S-205]	2
WFTO 328	Field Observer [S-244]	2
WFTO 329	Fire Business Management Principles [S-260]	1
WFTO 331	Helispot Manager J-272	0.5
WFTO 355	Training Specialist [S-445]	1
WFTO 354	Facilitative Instructor [PMS-925]	2





Announcement of Courses



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∴ CATALOG
∴ 2016-17

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 baccalaureate-level courses and will transfer to the California State University system and other four-year institutions. Please note that some of these courses would not be appropriate for specific majors or for the general education requirements for graduation. Students should check the current catalog of the institution of transfer to determine which courses are appropriate.

Courses numbered 300-399 are intended for certificate and associate degree programs. In some cases, with special arrangements, they may be acceptable for transfer to some four-year universities.

Courses numbered 400-499 are primarily vocational credit courses that are not applicable to the associate degree programs and do not transfer to four-year institutions.

Courses numbered 500-599 are college preparatory in nature and are not applicable to the associate degree programs and do not transfer to four-year institutions.

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" for a more complete description.

Experimental Courses (179, 379, 479, and 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" 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" 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.

Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course 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.

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.

CSU-CL (Credit Limitation) – limited number of units 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.

Course Repeatability: Effective fall 2013 only certain courses can be designated repeatable. Courses so designated will provide for increasing competency levels of performance in intercollegiate athletics, preparation for a bachelor's degree in specific majors, or preparation for non-athletic intercollegiate or vocational competitions. Please check this catalog for identification of course repeatability.

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, Requisites and Advisories link on myHancock at <http://www.hancockcollege.edu/Default.asp?Page=501>.

NOTE: Approval of equivalent course or prior experience used to satisfy enrollment eligibility in public safety courses, such as fire technology, law enforcement, and others, is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.

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>.

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;
3. 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 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	F1 = fall, odd years
S = spring	F2 = fall, even years
U = summer	S1 = spring, odd years
W = winter	S2 = spring, even years
	A = as needed
	D = contact department

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

C-ID ACCT 110

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

C-ID ACCT 120

Acceptable for Credit: CSU, UC

Prerequisite: ACCT 130

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

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."

ADMINISTRATION OF JUSTICE

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

C-ID AJ 110

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, sentencing, and incarceration policies. (F, S) (GR/P/NP)

AJ 102 Criminal Procedures **3 units**

C-ID AJ 122

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. (F,S) (GR/P/NP)

AJ 103 Concepts of Criminal Law **3 units**

C-ID AJ 120

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,S) (GR/P/NP)

AJ 104 Legal Aspects of Evidence **3 units**

C-ID AJ 124

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,S) (GR/P/NP)

AJ 105 Community Relations **3 units**

C-ID AJ 160

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. (F,S) (GR/P/NP)

AJ 111 Criminal Investigation **3 units**

C-ID AJ 140

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**

C-ID AJ 220

Acceptable for credit: CSU

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,S) (GR/P/NP)

AJ 130 Intro to Corrections **3 units**

C-ID AJ 200

Acceptable for credit: CSU

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. (F,S) (GR/P/NP)

AJ 149 Cooperative Work Experience: Occupational **1 to 8 units**

Acceptable for credit: CSU, UC-DAT

For course description, see "Cooperative Work Experience: Occupational."

AJ 150 Introduction to Forensics **3 units**

C-ID AJ 150

Acceptable for credit: CSU

Advisory: Eligibility for ENGL 101 or completion of ENGL 514

This course provides an introduction to the role of forensics in criminal investigations. It examines the methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, firearms, questioned documents and controlled substances. (F, S) (GR/P/NP)

AJ 189 Independent Projects in Administration of Justice **1 to 3 units**

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 10code 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, and 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)

AJ 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)

AJ 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 0.5 to 3 units
in Administration of Justice**

199 - Acceptable for Credit: CSU, UC

For course description, see "Special Topics"

AGRIBUSINESS

AG 101 Intro to Winemaking/Enology 3 units

Acceptable for credit: CSU, UC

An examination of the principles 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, and oak aging and storage conditions. Participants will survey and evaluate commercial wine styles. (F, S) (GR/P/NP)

AG 104 Advanced Sensory of 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, Burgundian 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

Advisories: BUS 121 or ECON 121

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

Prerequisite AG 101

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 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

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

Vineyard practices for the spring season including cultivation, frost control, planting, training, irrigation, and 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 3 units

Acceptable for credit: CSU

Vineyard practices for the summer season including canopy management, crop load assessment and adjustment, pest and disease monitoring and management, weed control, irrigation and grape quality improvement techniques. (U) (GR/P/NP)

AG 125 Soils and Plant Nutrition 4 units

C-ID AG-PS 128L

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*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*

Prerequisite: AG 120

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*

Prerequisite: 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*

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*Acceptable for credit: CSU, UC-DAT*

For course description, see "Cooperative Work Experience: Occupational."

AG 150 Introduction to Agribusiness 3 units*C-ID AB 104**Acceptable for credit: CSU*

Provides a basic understanding of the business and economics of the agricultural industry; an introduction to the economic aspects of agriculture and their implications to the agricultural producer, consumer and the food system; management principles encountered in the day to day operation of an agricultural enterprise as they relate to the decision making process. (A) (GR/P/NP)

AG 151 Winery Equipment 2 units*Acceptable for credit: CSU*

Prerequisite: Completion of or concurrent enrollment in AG 101

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 152 Introduction to Animal Science 3 units*Acceptable for credit: CSU, UC*

A scientific approach to the livestock industry encompassing aspects of animal anatomy, physiology, nutrition, genetics and epidemiology. Emphasis on the origin, characteristics, adaptations, and contributions of livestock to the modern agriculture industry. Field trips may be required. (A) (GR/P/NP)

AG 153 Introduction to Sustainable Agriculture 3 units*Acceptable for credit: CSU*

Introduction to the history, definitions, concepts, principles and practices of sustainable agricultural systems. Includes an examination of case studies to connect sustainable agriculture principles to actual farming practices. (A) (GR/P/NP)

AG 154 Introduction to Fruit Science 3 units*Acceptable for credit: CSU*

The botany, taxonomy, and development of major fruit, vine, and nut crops in California including variety selection, production practices including site selection establishment, fertilization, pollination, irrigation, harvest, storage, processing, marketing, pest management, and pruning. (A) (GR/P/NP)

AG 155 Introduction to Mechanized Agriculture 3 units*Acceptable for credit: CSU*

Basic mechanical skills in woodworking, cold metal, electricity, and plumbing, concrete, and project construction skills as related to farm maintenance and repair. Development of hand and power tool skills as well as emphasis on safety practices for all mechanical areas. Shop safety. (A) (GR)

AG 156 Intro to Environmental Horticulture 3 units*Acceptable for credit: CSU, UC*

General course in environmental horticulture with emphasis on nursery operations, landscaping, turf management, and floral industries including; basic botany, cultural practices, propagation, structures and layout, pest management, planting, container gardening and houseplants, floral design, plant identification, turf grass installation and care, and survey of career opportunities. (A) (GR/P/NP)

AG 157 Agricultural Sales, Communication & Leadership 3 units

Acceptable for credit: CSU

The study of principles and practices of the selling process, selling strategies and approaches, why and how people buy, prospecting, territory management, and customer service. Self-management, communication, and interpersonal skills necessary in developing managerial abilities, leadership qualities, and facilitating teamwork within the agribusiness sector will be explored. Students will gain experience through role-play, formal sales presentations, and job shadowing. The course content is organized to give students an in-depth understanding of the factors and influences that affect the agribusiness industry on a day-to-day basis. (A) (GR/P/NP)

AG 158 Agricultural Economics 3 units

Acceptable for credit: CSU, UC

The place of agriculture and farming in the economic system; basic economic concepts, and problems of agriculture; pricing and marketing problems, factors of production; and state and federal farm programs affecting the farmer's economic position. (GR/P/NP)

AG 160 Plant Propagation and Production 3 units

Acceptable for credit: CSU

Plant propagation and production practices with emphasis on nursery operations including sexual and asexual reproduction, planting, transplanting, fertilizing, plant pest and disease control; structures and site layout; preparation and use of propagating and planting mediums; use and maintenance of common tools and equipment; regulations pertaining to plant production. Laboratory required. (GR/P/NP)

AG 179, 379 Experimental Courses 0.5 to 10 units in Agribusiness

179 - Acceptable for credit: CSU, UC-DAT

For course description, see "Experimental Courses."

AG 189 Independent Projects 1 to 3 units in Agribusiness

Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."

AG 199, 399 Special Topics 0.5 to 3 units in Agribusiness

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

Advisory: AG 301

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

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, Madeira) 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

Advisory: AG 301

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 at time of registration

Advisory: AG 301

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 Winemaking Operations I 2 units

Limitation on enrollment: Must be 21 years of age or older

Advisory: AG 101

The first course in a four-semester sequence, students is introduced to winemaking from grape harvest through bottling. (F) (GR/P/NP)

AG 311 Winemaking Operations II 2 units

Limitation on enrollment: Must be 21 years of age or older

Advisory AG 101 and/or AG 310

The second course in a four-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 Advanced Viticulture 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 316 Introduction to Wine Microbiology 3 units

Prerequisite: AG 101

Introduction to the natural development, physiology, bio-chemistry and control of yeasts and bacteria, involved in the making, aging and spoilage of wine, including conditions that affect microbial growth and ecology during vinification, characteristics of various wine microorganisms, and identification and prevention of spoilage. AG 101 (Introduction to Winemaking) is a prerequisite. (A) (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 321 Winemaking Operations III 2 units

Prerequisite: AG 310

Limitation on enrollment: Student must be at least 21 years old at the time of registration

The third course in a two year sequence, students are introduced to all practical winemaking from grape harvest through bottle aging, including specific winemaking procedures. (F) (GR/P/NP)

AG 322 Winemaking Operations IV 2 units

Prerequisite: AG 311

Limitation on enrollment: Student must be at least 21 years old at the time of enrollment

The fourth course in a two year sequence (four semesters), students are introduced to all practical process of wine-making from grape harvest through bottle aging, including specific winemaking procedures such as stability treatments, personnel management, and wine packaging and quality control. Students must be at least 21 years old on the first day of class and present valid picture ID. (S) (GR/P/NP)

AG 324 Small Acreage Grape Growing 1 unit

Learn about small vineyard establishment and maintenance. Topics include: selection of site, variety and rootstock, vineyard layout, irrigation, trellising, planting and pest control. (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 (ASL) 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 American Sign Language (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

Continuing development of skills learned in American Sign Language (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. (GR/P/NP)

ASL 130 Conversational American Sign Language 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

Advisory: ENGL 514 and/or eligibility for ENGL 101

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

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

For course description, see "Independent Projects."

ANTHROPOLOGY**ANTH 101 Intro to Biological Anthropology 3 units**

C-ID ANTH 110

Acceptable for credit: CSU, UC

An introductory course on the study of human evolution that explores the history of evolutionary thought, the biological basis of life, genetics, population biology, modern human variation, paleontology, primatology and hominid evolution. Important scientific and social issues that relate to physical anthropology will also be presented. Students are encouraged to concurrently enroll in Anthropology 110. (F, S, U) (GR/P/NP)

ANTH 102 Intro to Cultural Anthropology 3 units*Acceptable for credit: CSU, UC*

An introductory course on contemporary human sociocultural adaptations from around the world. This course is a cross cultural survey of important avenues of anthropological research and attempts to understand and explain the similarities and differences in human behavior, social institutions, and total ways of life. By studying all human societies, anthropologists attempt to understand the variability of culture to gain a holistic view of the human condition. (F, S, U) (GR/P/NP)

ANTH 103 Introduction to Archaeology 3 units*Acceptable for credit: CSU, UC*

An introduction to the study of archaeological concepts, methods, and theory as well as human prehistory. The course will cover many of the fundamental principles of archaeological research and provide an overview of human prehistory. We will also explore the types of questions archaeologists ask about the human past and the scientific methods used to address these questions. (S2) (GR/P/NP)

ANTH 105 Language and 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. This course is not open to students who are enrolled in or have received credit for ENGL 105. (F, S) (GR/P/NP)

ANTH 110 Biological Anthropology Lab 1 unit*Acceptable for credit: CSU, UC*

Corequisite: ANTH 101 or completion of ANTH 101

A hands-on laboratory class designed to complement the Anthropology 101 lecture class. This lab class explores the biological basis of human life from an evolutionary perspective through the study of genetics, human variation, human osteology, non-human primates, and hominin fossil remains. (F, S, U) (GR/P/NP)

ANTH 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 PSY 122 or HUSV 122. (F, S) (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. Classes are taught offsite and certificates are given by the individual trades.

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 training received by an apprentice is in the classroom and at the worksite. Therefore, enrollment in all courses listed under apprenticeship training is limited to state registered apprentices and qualified applicants.

APRN 481 Electricity 3 units

Limitation on enrolment: limited to state registered apprentice's selected by the Santa Barbara County Electrical JATC.

Prerequisite: Applicants must meet minimum qualifications and pass an aptitude test in order to interview with the JATC. The applicant is placed on an ongoing ranked eligibility list based on the interview score. Apprenticeships are offered, in order, from the top of the list based on the industry need in Santa Barbara County.

The apprenticeship program 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, alternative energy, controls, transformers, electrical codes and ordinances, related mathematics, blueprints, and safety practices. (F, S) (GR)

APRN 484 Plumbers (Pipe Fitters) 3 units

Limitation: enrollment is through the Plumbers (Pipe Fitter)

Apprenticeship & Training Facility in Buellton, CA. Applicants can apply throughout the year. They are selected once a year for fall and enrolment is based on state employment in the plumbing and pipe trade industry.

Prerequisite: Limited to indentured apprentices or those awaiting indenture.

The apprenticeship program 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

Limitation: enrollment is through the Operating Engineers Training Facility (Camp San Luis Reserve Base, San Luis Obispo, CA).

Applicants can apply throughout the year. They are selected once a year for fall, and enrollment is based on state employment in the union electrical industry.

Prerequisite: Registration is limited to indentured apprentices and those awaiting indenture.

The apprenticeship program 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 & Design I **3 units**

Acceptable for credit: CSU, UC

Introduces the graphic tools, techniques, and conventions, and conventions include freehand drawing, architectural used to communicate architectural ideas. Tools, techniques drawing systems, paraline drawing, multi view drawing, perspective drawing, rendering of tonal values, model making, and architectural presentations. Covers the fundamental principles and application of two and three-dimensional architectural design. (S) (GR/P/NP)

ARCH 112 Architectural Graphics & Design II **3 units**

Acceptable for credit: CSU, UC

Prerequisite: ARCH 111

Continuation of ARCH 111 plus the issues, concepts, processes and skills pertaining to research methods, building form analysis, color theory, and the design and visual communication of architectural space. Projects of increasing complexity are assigned and developed using various presentation techniques and media. (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 Building Construction Materials & Methods **3 units**

Acceptable for credit: CSU

Advisory: Concurrent enrollment in ARCH 121.

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 systems. This course is strongly recommended for those entering the construction industry. (A) (GR/P/NP)

ARCH 151 Architectural Design Studio I **5 units**

Acceptable for credit: CSU

Prerequisite: ARCH 111

Advisory: ARCH 112

A continued and refined study begun in ARCH 111 & 112 of design principles and processes. Environmental and visual phenomena such as architectural form, function, context, and daylighting are studied through intermediate level design problems. (A) (GR/P/NP)

ARCH 152 Architectural Design Studio II **5 units**

Acceptable for credit: CSU

Prerequisite: ARCH 151

A continuation of the study of design principles and processes. Projects of an advanced level are assigned in which students have the opportunity to design complex, multi-use, multi-story buildings. Case studies are performed of specific building types before the design process begins. (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)

ARCH 370 SkillsUSA **3 units**

Repeatable: 4 enrollments

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. This SkillsUSA course prepares students for employment and inter-collegiate competition in Career Technical Education. Students will learn to plan projects, work in teams, solicit community support and develop a range of skills valued by employers. Students registered for this class may not register for AB 370, AT 370, EL 370, ET 370, MT 370 or WLDT 370 during the same semester. Participation in the SkillsUSA competition is required. This course may be repeated up to three times for credit with different competitions. (F, S) (G/P/NP)

ART

ART 101 Art Appreciation **3 units**

C-ID ARTH 100

Acceptable for credit: CSU, UC

Advisory: Eligibility for ENGL 101 or successful completion of either ENGL 514 or READ 110

A study of the visual arts as an expression of thought and culture. (F, S) (GR/P/NP)

ART 103 Art History – Ancient to Medieval **3 units**

C-ID ARTH 110

Acceptable for credit: CSU, UC

Advisory: Eligibility for ENGL 101 or successful completion of either ENGL 514 or READ 110

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 – Renaissance to Modern 3 units

C-ID ARTH 120

Acceptable for credit: CSU, UC

Advisory: Eligibility for ENGL 101 or successful completion of either ENGL 514 or READ 110

A survey of painting, sculpture and architecture in the western world from Renaissance to modern times. (S) (GR/P/NP)

ART 105 Art History of Mexico 3 units*Acceptable for credit: CSU, UC*

Advisory: Eligibility for ENGL 101 or successful completion of either ENGL 514 or READ 110

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***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

C-ID ARTS 100

Acceptable for credit: CSU, UC

An introduction to the visual elements and principles of design. This is a lecture/lab experience requiring specific materials. (F, S) (GR/P/NP)

ART 112 Design Color Theory 3 units

C-ID ARTS 270

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

C-ID ARTS 101

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*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*Acceptable for credit: CSU, UC*

Prerequisite: ART 120

A fundamental course in the study of the human figure including anatomy, form, and composition. Two hours lecture and four hours lab per week. (A) (GR/P/NP)

ART 123 Life Drawing 2 3 units*Acceptable for credit: CSU, UC*

Prerequisite: ART 122

A continuation of life drawing in the study of the human figure with an emphasis on movement and balance. Two hours lecture and four hours lab per week. (A) (GR/P/NP)

ART 124 Mixed Media 1 3 units*Acceptable for credit: CSU, UC*

Advisory: ART 110 or ART 125 or ART 129

An exploration of a variety of traditional and distinctly unique 2-dimensional art media as they relate to drawing and painting mediums. (F) (GR/P/NP)

ART 125 Painting in Acrylics 1 3 units*Acceptable for credit: CSU, UC*

Advisory: ART 110 and ART 120 are strongly recommended.

An introduction to acrylic painting, including the use of materials and equipment, basic techniques, and approaches to color and composition. Two hours lecture and four hours lab per week. (A) (GR/P/NP)

ART 126 Painting in Acrylics 2 3 units*Acceptable for credit: CSU, UC*

Prerequisite: ART 125

An intermediate course in acrylic painting emphasizing the development of skills and an exploration of style. Two hours lecture and four hours lab per week. (A) (GR/P/NP)

ART 127 Painting in Watercolor 1 3 units*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

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

C-ID ARTS 210

Acceptable for credit: CSU, UC

Advisory: ART 110 and ART 120 are strongly recommended

An introduction to oil painting, including the use of materials and equipment, basic techniques, and approaches to color and composition. Two hours lecture and four hours lab per week. (A) (GR/P/NP)

ART 130 Painting in Oils 2 3 units

Acceptable for credit: CSU, UC

Prerequisite: ART 129

An intermediate course in oil painting emphasizing the development of skills and an exploration of style. Two hours lecture and four hours lab per week. (A) (GR/P/NP)

ART 131 Portraits 1.5 units

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

Acceptable for credit: CSU, UC

An examination of the styles and techniques of landscape painting and drawing. (F, S) (GR/P/NP)

ART 133 Composition Studies: Figure 1 0.5 unit

Acceptable for credit: CSU, UC

Prerequisite: ART 120 or concurrent enrollment in ART 120

Advisory: Completion of or concurrent enrollment in ART 122

A beginning exploration of color, composition and style in artworks of the human figure. Students may choose to work in charcoal, pastels, acrylics, oils, watercolor, mixed media, or other appropriate media. Lecture/lab course. (F, S) (GR/P/NP)

ART 134 Composition Studies: Figure 2 0.5 unit

Acceptable for credit: CSU, UC

Prerequisite: ART 133

An intermediate exploration of color, composition and style in artworks of the human figure. Students may choose to work in charcoal, pastels, acrylics, oils, watercolors, mixed media, or other appropriate media. (F, S) (GR/P/NP)

ART 137 Life Drawing 3 3 units

Acceptable for credit: CSU

Prerequisite: ART 123

An advanced level of drawing focused on the study of the figure with an emphasis on personal style, movement and experimental process. (F, S) (GR/P/NP)

ART 144 Mixed Media 2 3 units

Acceptable for credit: CSU

Prerequisite: ART 124

An intermediate advanced level of mixed media focused on 2 and 3

dimensional art materials as they relate to composition and personal style. (F,S) (GR/P/NP)

ART 146 Painting in Acrylics 3 3 units

Acceptable for credit: CSU

Prerequisite: ART 126

An advanced course in acrylic painting emphasizing the continued growth of skills and the development of a personal style. Lecture: 2 hours per week. Lab: 4 hours per week. (F, S) (P/NP)

ART 149 Cooperative Work Experience: Occupational 1 to 8 units

Acceptable for credit: CSU, UC-DAT

For course description, see "Cooperative Work Experience: Occupational."

ART 150 Painting in Oils 3 3 units

Acceptable for credit: CSU

Prerequisite: ART 130

An advanced course in oil painting emphasizing the continued growth of skills and the development of a personal style. Lecture: 2 hours per week. Lab: 4 hours per week. (F, S) (P/NP)

ART 154 Composition Studies: Figure 3 0.5 unit

Acceptable for credit: CSU, UC

Prerequisite: ART 134

An advanced exploration of color, composition and style in artworks of the human figure. Students may choose to work in charcoal, pastels, acrylics, oils, watercolor, mixed media, or other appropriate media. Lecture/lab course. (F, S) (GR/P/NP)

ART 160 Ceramics 1 3 units

Acceptable for credit: CSU, UC

An introduction to low-fire clay and glaze processes using hand-building forming techniques. Because this is a lecture/lab course, students are expected to work 4 hours/week outside of class time. (F, S, U) (GR/P/NP)

ART 161 Ceramics 2 3 units

Acceptable for credit: CSU, UC

Advisory: ART 160

Continuation of Ceramics 1 and low-fire clay and glaze processes, using the potter's wheel, extruder, making and using molds, graphic design with low fire colored glazes. Because this is a lecture/lab course, students are expected to work 4 hours/week outside of class time. (F, S) (GR/P/NP)

ART 162 Ceramics 3 3 units

Acceptable for credit: CSU, UC

Advisory: ART 161

An introduction to high fire ceramic materials and techniques, including research into ceramic materials and experimental use of high fire glazes. Because this is a lecture/lab course, students are expected to work 4 hours/week outside of class time. (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. Because this is a lecture/lab course, students are expected to work 4 hours/week outside of class time. (F, S) (GR/P/NP)

ART 164 Sculpture 1 3 units

Acceptable for credit: CSU, UC

This is a lecture/lab course involving 2 hours of lecture and 4 hours of lab each week. It is a basic exploratory course in sculpture techniques and materials. (A) (GR/P/NP)

ART 165 Sculpture 2 3 units

Acceptable for credit: CSU, UC

This is a lecture/lab course involving 2 hours of lecture and 4 hours of lab each week. It is an expanded exploration in sculpture techniques and materials. (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

Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."

ART 199, 399 Special Topics in Art 0.5 to 3 units

Acceptable for credit: CSU, UC

For course description, see "Special Topics."

ART 366 Working the Potter's Wheel 2 units

A lecture/lab course introducing students to using the potter's wheel as a tool for shaping clay. This course provides all necessary information for students new to the use of the potter's wheel. Students will need to purchase clay and tools for their own use. Lecture: 1 hour per week. Lab: 3 hours per week. (F, S) (GR/P/NP)

ART 367 Advanced Potter's Wheel 2 units

Advisory: ART 366

A lecture/lab course which expands upon the skills of Art 366, working the Potter's Wheel. This course explores the vast array of contemporary ceramic practices based primarily on the use of the potter's wheel, while also further developing students' skills at forming clay on the wheel. Students will need to purchase clay and tools for their own use. Lecture: 1 hour per week. Lab: 3 hours per week. (F, S) (GR/P/NP)

ART 368 Modifying Forms from the Wheel 2 units

Advisory: ART 366

A lecture/lab course which expands upon the skills of ART 367, Advanced Potter's Wheel. This course focuses on the development of personal expression through use of the potter's wheel. Students will need to purchase clay and tools for their own use. Lecture: 1 hour per week. Lab: 3 hours per week. (F, S) (GR/P/NP)

ART 380 Art Lab (Ceramics) 1 0.5 unit

Corequisite: ART 160 or ART 161 or ART 162 or ART 163 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 not be concurrently enrolled in ART 380 and ART 381. (F, S) (P/NP)

ART 381 Art Lab (Ceramics) 2 0.5 to 4 units

Corequisite: ART 160 or ART 161 or ART 162 or ART 163 or ART 167 or ART 168 or ART 169 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 requisite course. Students must be enrolled in an appropriate co-requisite course

in order to enroll in Art 381. 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

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 not be concurrently enrolled in ART 382 and ART 383. (F, S) (P/NP)

ART 383 Art Lab (Sculpture) 2 0.5 to 1 unit

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 must be enrolled in an appropriate co-requisite course in order to enroll in ART 383. 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

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: BIOL 100 or equivalent

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, care prevention and rehabilitation of athletic injuries. This course includes one lab hour per week "to be arranged (TBA)" and led by the instructor. The lab hour allows students to apply concepts and techniques presented during lecture. Lecture: 3 hours weekly. Lab: 1 hour weekly TBA. (F, S) (GR/P/NP)

ATH 106 Orthopedic Injury Assess/Rehab 4 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, and health and physical 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. This course includes three lab hours per week to be arranged (TBA) and led by the instructor. The

lab hours allow for students to apply concepts and techniques presented during lecture. Lab hours can be credited as contact hours for athletic training curriculum and/or pre-physical therapy programs. Lecture: 3 hours weekly. Lab: 3 hours weekly TBA. (F, S) (GR/P/NP)

AUTO BODY TECHNOLOGY

AB 117 Print Reading & 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 AT 330, ET 330, MT 330, or AT/ET/MT117. (A) (GR/P/NP)

AB 300 Shop Math and Measurement 3 units

An introduction to the mathematics used in the Industrial Technology programs. Students will learn to solve problems using fractions, decimals, percentage, ratios and basic geometric shapes. Students will learn about the Cartesian coordinate system and how to use a variety of basic and precision measuring tools from rulers and tape measures to calipers and micrometers. This course is not open to students who are enrolled in or have received credit for AT 381, ET 381, MT 381 or WLDT 381 or AT/ET/MT/WLDT 300. (F, S) (GR)

AB 351 Auto Body Metal 3 units

This course is designed to give students a basic knowledge of auto body metal repair, which includes metal finishing and plastic filler application. (F, S) (GR/P/NP)

AB 353 Auto Body Repair 3 units

Prerequisite: AB 351

This course is designed to increase student's skill and knowledge in the areas of frame; measurement, straightening, and alignment. Course work also includes panel service, and structural panel replacement. (S) (GR/P/NP)

AB 354 Selected Auto Body Paint Projects 1 unit

Prerequisite: AB 356

Projects selected by the student and developed under the direct supervision of instructional staff in the auto collision disciplines. Work is completed under the supervision of the responsible instructor in the auto body lab. The student must have the basic knowledge of painting techniques to complete the project. (F, S) (GR/P/NP)

AB 355 Selected Auto Body Metal Projects 1 unit

Prerequisite: AB 351

Projects selected by the student and developed under the direct supervision of instructional staff in the auto collision disciplines. Work is completed under the supervision of the responsible instructor in the auto body lab. The student must have the basic knowledge of painting techniques to complete the project. (A) (GR/P/NP)

AB 356 Automotive Painting Techniques 3 units

This course is designed to increase student's skill and knowledge in the areas of automotive painting techniques. Course work includes preparation of vehicle, types of equipment, characteristics of paints, and techniques of paint application. (F, S) (GR/P/NP)

AB 358 Automotive Refinishing 3 units

Prerequisite: AB 356

This course is designed to increase student's skill and knowledge in the application of preparing, masking, painting, and detailing techniques. Course work also includes restoring corrosion protection, plastic bumper repair, and custom air brush graphics. (S) (GR/P/NP)

AB 360 Collision Repair 5 units

Prerequisite: AB 353

This course is designed to increase student's skill and knowledge in the areas of major collision repair, including vehicle construction, estimating, MIG welding, door, roof, glass, chassis, and electrical service. Students will also develop their abilities to achieve commercially acceptable speed and quality levels in auto collision repair. (F) (GR/P/NP)

AB 370 SkillsUSA 3 units

Repeatable: 4 enrollments

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. This SkillsUSA course prepares students for employment and inter-collegiate competition in Career Technical Education. Students will learn to plan projects, work in teams, solicit community support and develop a range of skills valued by employers. Students registered for this class may not register for ARCH 370, AT 370, EL 370, ET 370, MT 370 or WLDT 370 during the same semester. Participation in the SkillsUSA competition is required. This course may be repeated up to three times for credit with different competitions. (F,S) (G/P/NP)

AB 379 Experimental Courses in Auto Body Technology 0.5 to 10 units

For course description, see "Experimental Courses."

AB 389 Independent Projects in Auto Body Technology 1 to 3 units

For course description see "Independent Projects."

AUTOMOTIVE TECHNOLOGY

AT 100 Automotive Fundamentals 4 units

Acceptable for credit: CSU

Limitation on enrollment: Be willing to safely function in the automotive workplace and follow instructions.

Designed to teach the student complete automobile care, emphasizing the operating principles and service operations on all types of automobiles and light trucks. Includes investigation of the impacts that the automobile has on modern life, the economy, and the environment. (F, S, U) (GR/P/NP)

AT 117 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 or AB/ET/MT 117. (S) (GR/P/NP)

AT 133 Automotive Engine Rebuilding 5 units

Acceptable for credit: CSU

Prerequisite: AT 100

Limitation on enrollment: Must take and pass a lab safety test.

The intent of this course is to introduce the student to the diagnosis and repair of automotive engines. Laboratory experiences will include engine evaluation, removal, disassembly, precision measurement, inspection and evaluation of engine components, cylinder head reconditioning, engine reassembly and installation. (S) (GR)

AT 300 Shop Math and Measurement 3 units

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, and 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, ET 381, MT 381 or WLDT 381 or AB/ET/MT/WLDT 300. (F, S) (GR)

AT 303 Automotive Electricity **5 units**

Limitation on enrollment: Must take and pass a lab safety test.

Prerequisite: AT 100

Designed to give the student a strong background in basic automotive electricity and electronic concepts. Includes discussion and hands on practice with basic theories, operation, diagnosis, and service of the electrical, electronic, and computer control systems with an emphasis on preparing the student for professional certification testing. (F, S, U) (GR)

AT 306 Auto Air Conditioning Systems **4 units**

Prerequisite: AT 100 Advisory: AT 303

Limitation on enrollment: must take and pass a lab safety test.

In this course students study the theory, operation, diagnosis, and repair of automotive heating, air conditioning and engine cooling systems. (F, S) (GR)

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. (S) (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, trouble-shooting and intensive repair. (F) (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, and Chrysler and foreign. Emphasis is on competent repair and troubleshooting of the automatic transmission. (S) (GR/P/NP)

AT 334 Automotive Machining 1 **4 units**

Prerequisite: AT 133

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)

AT 336 Automotive Machining 2 **4 units**

Limitation on enrollment: Must take and pass a lab safety test.

Prerequisite: AT 334

An advanced course focused on precision and performance engine preparation. Topics to be covered include engine components selection, machining and measurement for maximum engine efficiency and output. (F, 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, S1) (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, F1) (GR/P/NP)

AT 344 Emission Control/BAR/CAC **4 units**

Advisory: AT 341 and AT 343

This course provides theory and diagnosis of automotive emission control systems. The course includes the BAR (Bureau of Automotive Repair) CAC (Clean Air Car) course preparation and certification. (S2) (GR/P/NP)

AT 370 SkillsUSA **3 units**

Repeatable: 4 enrollments

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. This SkillsUSA course prepares students for employment and inter-collegiate competition in Career Technical Education. Students will learn to plan projects, work in teams, solicit community support and develop a range of skills valued by employers. Students registered for this class may not register for AB 370, ARCH 370, EL 370, ET 370, MT 370 or WLDT 370 during the same semester. Participation in the SkillsUSA competition is required. This course may be repeated up to three times for credit with different competitions (GR/P/NP)

AT 379 Experimental Courses in Automotive Technology **0.5 to 10 units**

For course description, see "Experimental Courses."

AT 389 Independent Projects in Automotive Technology **1 to 3 units**

For course description see "Independent Projects."

AT 399 Special Topics in Automotive Technology **0.5 to 3 units**

Acceptable for credit: CSU, UC

For course description, see "Special Topics."

BIOLOGY

BIOL 100 Introductory Biology **4 units**

Acceptable for credit: CSU, UC-CL

Advisory: Eligibility for ENGL 101 or completion of ENGL 514

An introduction to the concepts of biology with emphasis on their relevance to current problems of the world. Designed for majors in fields other than biological science, the course stresses genetics, cell biology, evolution, reproduction, ecology, behavior and diversity of plants and animals. Lecture: 3 hours weekly. Lab: 3 hours weekly. (GR/P/NP)

BIOL 120 Humans & the Environment **3 units**

Acceptable for credit: CSU, UC

Explores contemporary problems generated by human scientific, social and ethical interaction with the environment.

Lectures examine the scope of present environmental problems, possible future impacts and potential solutions. Topics include human impact on the environment, ecological controversies, ecosystem operation, water and energy perspectives and values of wilderness preservation. Emphasis is on both local and global dimensions of the above topics. This course is not open to students who are enrolled in or have received credit for ENV5 101. Lecture: 3 hours weekly. (F, S) (GR/P/NP)

BIOL 124 Human Anatomy **4 units**

C-ID BIOL 110B

Acceptable for credit: CSU, UC

Advisory: BIOL 100; CHEM 120 and ENGL 514 or eligibility for ENGL 101

An examination of the functional anatomy of the human organism. Lectures and laboratories investigate the microscopic and macroscopic structures of the major organ systems. Lecture: 3 hours weekly. Lab: 3 hours weekly. (F, S, U) (GR/P/NP)

BIOL 125 Human Physiology **4 units**

C-ID BIOL 120B

Acceptable for credit: CSU, UC

Prerequisite: ENGL 101 and BIOL 124

Advisory: CHEM 120

A study of the functions and interactions of human cells, tissues, organs and organ systems. Metabolic processes, negative feedback mechanisms and homeostatic regulation are investigated in both lecture and laboratory sections. Emphasis is on the interaction of physiological processes responsible for the maintenance of normal body functions. Lecture: 3 hours weekly. Lab: 3 hours weekly. (F, S) (GR/P/NP)

BIOL 128 Microbiology **5 units**

Acceptable for credit: CSU, UC

Prerequisite: BIOL 100 or BIOL 124 or BIOL 125 or BIOL 150 and CHEM 110 or CHEM 120

An introduction to micro-organisms, including morphology, physiology and growth and interaction of bacteria and other microorganisms. Laboratory emphasizes microbiological techniques. Lecture: 3 hours weekly. Lab: 5 hours weekly. (F, S) (GR/P/NP)

BIOL 132 Marine Biology **4 units**

Acceptable for credit: CSU, UC

Advisory: Eligibility for ENGL 101 or completion of ENGL 301 or 514

An introductory study of the biotic and physical factors of the marine shore community, with primary emphasis on the flora and fauna of the Central California coast. Several field trips to the marine shore are required. Lecture: 3 hours weekly. Lab: 3 hours weekly. (F, S) (GR/P/NP)

BIOL 135 Natural History of California **4 units**

Acceptable for credit: CSU, UC

An exploration of the natural history of California including climatology, geology, ecology of marine and terrestrial habitats and the history of human involvement in California. Basic information from lectures and readings will be examined in detail in laboratories and field trips. Lecture: 3 hours weekly. Lab: 3 hours weekly. (S) (GR/P/NP)

BIOL 145 Desert Ecology **2 units**

Acceptable for credit: CSU, UC

Prerequisite: BIOL 100 or BIOL 124 or BIOL 128 or BIOL 132 or BIOL 150 or BIOL 154 or BIOL 155

A short, intensive course in the study of the Mojave Desert. Eight weekly two-hour lectures serve as preparation for the field trip. Lecture topics include the study of desert formation, geology, climate, plant and animal adaptations and current environmental impacts. Examples of lecture

topics are observed in 32 hours of planned field activity, including a visit to the Soda Springs field station and Devil's Playground sand dune system. Lecture: 16 hours total. Lab: 32 hours total. (S2) (GR/P/NP)

BIOL 150 Cellular Biology **5 units**

C-ID BIOL 190

Acceptable for credit: CSU, UC

Prerequisite: CHEM 150

A study of the nature of life, emphasizing its molecular and cellular aspects, particularly cellular reactions as governs organismic metabolism, biological and chemical evolution and Mendelian genetics. Lecture: 3 hours weekly. Lab: 6 hours weekly. (F, S) (GR)

BIOL 154 General Botany **5 units**

C-ID BIOL 155

Acceptable for credit: CSU, UC

Prerequisite: BIOL 100 or BIOL 150 and MATH 309 or MATH 331

A survey of the plant kingdom, including structure and functions, heredity, evolution and ecology, economic uses, taxonomic identification, the role of plants in the ecosystem and important problems common to all plants. Lecture: 3 hours weekly. Lab: 6 hours weekly. (F) (GR/P/NP)

BIOL 155 General Zoology **5 units**

C-ID BIOL 150

Acceptable for credit: CSU, UC

Prerequisite: BIOL 150

Intended for the biology major, an exploration and survey of the animal phyla and non-photosynthetic, single-celled, eukaryotic taxa. Comparative structure, function, and life cycles of animals, as well as principles of evolution, taxonomy, and systematics are covered. Topics include development, morphology and physiology, phylogeny, and behavior of animals, as well as principles of evolution, mechanisms of evolutionary change, and speciation. Lecture: 3 hours weekly. Lab: 6 hours weekly. (S) (GR)

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**

189 - Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."

Lab: 3-9 hours weekly.

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**

C-ID BUS 110

Acceptable for credit: CSU, UC

A survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices with the U.S. and a global society.

Demonstrates how these influences impact the primary areas of business including: organizational structure and design, leadership, human resource management, organized labor practices, marketing, organizational communication, technology, entrepreneurship, legal, accounting, financial practices, the stock and securities market, and therefore affect a business' ability to achieve its organizational goals. (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 **3 units**

C-ID BUS 125

Acceptable for credit: CSU, UC

Fundamental legal principles pertaining to business transactions. Introduction to the legal process. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes. (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

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. May be taken prior to or concurrently with ECON 101 or ECON 102. (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

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 ECON 141 or GBST 141. May be taken prior to or concurrently with Econ 101 or Econ 102, or Econ 121 or Bus 121. (F, S, U) (GR/P/NP)

BUS 160 Business Communications **3 units**

Acceptable for credit: CSU

Advisory: Eligibility for ENGL 514 and the ability to keyboard 40 words per minute are strongly recommended

A study of communications used in the business world with emphasis on the content and practice of creating and writing various types of letters, memos, reports, Internet email and multimedia presentations. Spelling, correct word usage, sentence structure, punctuation, appearance of copy and organization of ideas are stressed. (F, S) (GR)

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**

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 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 Entrepreneurship Law 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

An introduction to the fundamentals of chemistry, including the composition of matter, energy and chemical reactions and their application to everyday living. Applications of chemistry in the areas of medicine, nuclear power, plastics, household products and society's effect on the environment will be emphasized. Intended for non-science majors. Not open to students who are enrolled in or have completed CHEM 100, CHEM 105 or CHEM 120. Lecture: 3 hours weekly. Lab: 3 hours weekly. (F, S) (GR/P/NP)

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. Lecture: 3 hours weekly. Lab: 3 hours weekly. (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 aliphatic 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. Lecture: 3 hours weekly. Lab: 3 hours weekly. (S) (GR/P/NP)

CHEM 150 General Chemistry 1 5 units

C-ID CHEM 110, C-ID CHEM 120S

Acceptable for credit: CSU, UC

Prerequisite: 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. Lecture: 3 hours weekly. Lab: 6 hours weekly. (F, S) (GR/P/NP)

CHEM 151 General Chemistry 2 5 units

C-ID CHEM 120S

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, coordination chemistry, thermodynamics and electro-chemistry, including an introduction to modern means of instrumental analysis. The laboratory consists of experiments in standard qualitative and quantitative analysis. Lecture: 3 hours weekly. Lab: 6 hours weekly. (F, S) (GR/P/NP)

CHEM 180 Organic Chemistry I 5 units

C-ID CHEM 160S

Acceptable for credit: CSU, UC

Prerequisite: CHEM 151

CHEM 180 focuses on organic compounds and current methods used in the laboratory to synthesize, analyze, and purify. This course discusses physical properties, reactivity, structure, and synthesis of

organic compounds and their derivatives during lecture three hours a week. Each week, there are six hours of laboratory time in which gas-chromatography (GC), infrared radiation (IR), and nuclear magnetic resonance (NMR) spectroscopic methods are used to analyze while crystallization, extraction, sublimation, and multiple methods of distillation will be used to purify the various compounds synthesized throughout the experiments. This course is designed for biochemistry, chemistry, chemical engineering, medical, pharmacy, and other majors that require a more intensive course than CHEM 140 when transferring to a four-year institution, or preparing for entrance examinations in the fields of dentistry, medicine, or pharmacy. This course may be taken one time for credit. Total 54 hours lecture, 108 hours laboratory. (A) (GR)

CHEM 181 Organic Chemistry II 5 units

C-ID CHEM 160S

Acceptable for credit: CSU, UC

Prerequisite: CHEM 180

CHEM 181 continues to focus on derivatives of organic compounds and current methods used in the laboratory to synthesize, analyze, and purify. This course discusses physical properties, reactivity, structure, and synthesis of organic compounds and even more derivatives during lecture three hours a week. Each week, there are six hours of laboratory time in which gas chromatography (GC), infrared radiation (IR), and nuclear magnetic resonance (NMR) spectroscopic methods are used to analyze while crystallization, extraction, sublimation, and multiple methods of distillation will be used to purify the various compounds synthesized throughout the experiments. This course is designed for biochemistry, chemistry, chemical engineering, medical, pharmacy, and other majors that require a more intensive course than CHEM 140 when transferring to a four-year institution, or preparing for entrance examinations in the fields of dentistry, medicine, or pharmacy. This course may be taken one time for credit. Total 54 hours lecture, 108 hours laboratory. (A) (GR)

CHEM 179 Experimental Courses 0.5 to 10 units in Chemistry

179 - Acceptable for credit: CSU, UC

For course description, see "Experimental Courses."

CHEM 189 Independent Projects 1 to 3 units in Chemistry

Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."

COMPUTER BUSINESS INFORMATION SYSTEMS

CBIS 101 Computer Concepts & Applications 3 units

C-ID BUS 140

Acceptable for credit: CSU, UC

Advisory: CBOT 100 or CBIS 301

The focus of this course is to provide the students with computer concepts and management information systems concepts as used with business computing. Additionally, the course covers changes in technology that affect how computers are used in business. The course includes hands-on experience using software applications such as Internet browsers, word processing, spreadsheets, databases and presentation software. (F, S, U) (GR/P/NP)

CBIS 108 Networking and Administration 3 units

Acceptable for credit: CSU

Advisory: CBIS 301

Assists students preparing to work as network administrators or server managers, emphasizing installation and maintenance of a Windows NT Server on a LAN. Also provides preparation for the Windows NT certification exam. (F, S) (GR/P/NP)

CBIS 112 Intro to Visual Basic Program 3 units

Acceptable for credit: CSU, UC

Advisory: CBIS 301 or CBIS 101 or CS 102

An introduction to Visual Basic, an object-oriented/event and procedure-driven programming language for the Windows environment. Provides skills necessary for the creation of professional looking applications, development of macros in Excel and the use of procedures and modules in Access. (F, S) (GR/P/NP)

CBIS 141 Microsoft Excel-Comprehensive 3 units

Acceptable for credit: CSU

Advisory: CBIS 101 or CBIS 371 or CS 102

Manage and analyze information using spreadsheets for more informed decisions. Some skills covered are applying formatting, creating calculations, using functions, creating Pivot Tables and Pivot Charts, developing macros, sharing data, and writing VBA code. (F,S) (GR/P/NP)

CBIS 142 Microsoft Access-Comprehensive 3 units

Acceptable for credit: CSU

Advisory: CBIS 101 or CBIS 372 or CS 102

Learn techniques to solve business problems and develop business decision-making processes using a database program. Some skills covered are developing and maintaining tables, relationships, queries, forms, reports, macros and code modules. Learn Microsoft Access. (F, S) (GR/P/NP)

CBIS 189, 389 Independent Projects in Computer Business Information Systems 1 to 3 units

Acceptable for credit: CSU, UC-DA

For course description, see "Independent Projects."

CBIS 301 Computer Fundamentals 1 3 units

Development of computer competency using the Windows operating system and a number of common computer peripherals. Provides students with the essential computer skills to succeed in college-level computer courses. (F, S) (GR/P/NP)

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 to advanced course on 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 Concepts 3 units

Advisory: CBIS 101, CBIS 142

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 on 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 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 350 Information Systems Applications Lab 1 unit

Corequisite: CBIS 141 or CBIS 142 or CBIS 371 or CBIS 372

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)

CBIS 351 Information Systems Lab 1 unit

Corequisite: CBIS 108 or CBIS 112 or CBIS 301 or CBIS 373

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)

CBIS 352 Information Systems Office Lab 1 unit

Corequisite: CBIS 101

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)

CBIS 371 Intro to Excel 1 unit

Provides the student with an introduction to the use of 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 database management program. Learn Microsoft Access. (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 use of the Mac operating system. Course covers fundamentals of Mac OS; managing the desktop; managing files and folders; personalizing and customizing your computer; and using system applications. (F, S, U) (P/NP)

CBIS 382 Office Apps for the Mac 2 units

Advisory: CBIS 381

An introduction to Microsoft Office applications, Word, Excel and PowerPoint, 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."

COMPUTER BUSINESS OFFICE TECHNOLOGY

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: CBOT 100

An introduction to word processing designed to develop skills in formatting and editing documents. Topics include setting tabs, creating headers and footers, inserting tables, creating newsletters, applying styles, using templates and printing envelopes and labels. Time saving tips and techniques will also be discussed. (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

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

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) (GR/P/NP)

CBOT 312 Keyboarding Speed and Development 1 unit

This course is Tech Prep articulated.

Advisory: CBOT 100

Designed to improve your keyboarding speed and accuracy using touch techniques. Students will master the skills of keyboarding and increase their speed and accuracy by the touch method, before they enter the job market. (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

An introduction to computer-based business presentations and their development using PowerPoint. Topics include creating dynamic, non-linear presentations with animation, designing colorful handouts, installing and using templates, inserting sound, action buttons, video and creating slide masters. Time saving tips and techniques will also be discussed. (F, S) (GR/P/NP)

CBOT 350 Office Technology Procedures Lab 1 unit

Corequisite: CBOT 131 or CBOT 334 or CBOT 360 or CBOT 361

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)

CBOT 351 Office Technology Software Lab 1 unit

Corequisite: CBOT 132 or CBOT 333 or CBOT 337 or CBIS 337

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)

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 course 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."

CBOT 399 Special Topics in Computer Business Office Technology 0.5 to 3 units

For course description, see "Special Topics."

COMPUTER ELECTRONICS**CEL 103 Cabling & Fiber Optics 2 units**

Acceptable for credit: CSU

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) (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, and 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)

COMPUTER SCIENCE**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*C-ID COMP 122**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, stepwise refinement and an engineering approach using a high-level language. (F, S) (GR)

CS 112 Fundamentals of Programming 2 4 units*C-ID COMP 132**Acceptable for credit: CSU, UC*

Prerequisite: CS 111

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)

CS 131 Computer Organization 3 units*C-ID COMP 142**Acceptable for credit: CSU, UC*

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. (F, S) (GR)

CS 161 Discrete Structures 3 units*C-ID COMP 152**Acceptable for credit: CSU, UC*

Prerequisite: MATH 181 and CS 111

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 179, 379 Experimental Courses 0.5 to 10 units
in Computer Sciences**

179 - Acceptable for credit: CSU, UC-DAT

For course description, see "Experimental Courses."

CS 181 Game Programming 3 units

Acceptable for credit: CSU, UC

Prerequisite: CS 111 Advisory: CS 112

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 1 to 3 units
in Computer Science**

Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."

**CS 199, 399 Special Topics 0.5 to 3 units
in Computer Science**

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**

Acceptable for credit: CSU - CL

Limitation on Enrollment: To participate in Cooperative Work Experience:

(1) students must be working in a paid or unpaid 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 will be included in the 16 unit maximum.

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**

Limitation on enrollment: To participate in Cooperative Work Experience: (1) students must be working in a paid or unpaid job; (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 302 may earn up to 3 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience will be included in the 16 unit maximum.

Supervised employment, extending classroom-based learning to an on-the-job learning environment not directly related to the student's career and/or 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. Maximum number of units = 16. (F, S) (GR/P/NP)

COSMETOLOGY**COS 301 Intro 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, and 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: CSU

An overview of the hospitality industry with an emphasis on career perspectives and wages. Topics include the restaurant business, operations, and industry organization; issues in food service management; and lodging operations, the hotel business and the role of service in all sectors. (F) (GR/P/NP)

CA 120 Principles of Foods 1 4 units

Acceptable for credit: CSU

Provides knowledge and experience in food preparation terminology, equipment, and techniques to increase proficiency, coupled with investigation of the science principles involved. Emphasis is on ingredient functions and interactions; production and sensory evaluation standards; food safety and sanitation; nutrient values; and food aesthetics and presentation. Content includes recipe and menu development, stocks, sauces, meat, poultry, fish and shellfish. This course is not open to students who are enrolled in or have received credit for FCS 120. (S) (GR/P/NP)

CA 121 Basic Baking and Pastry 3 units*Acceptable for credit: CSU*

Advisory: CA 120 or FCS 120

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: CSU*

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: CSU*

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: CSU*

An overview of basic concepts of personal and institutional sanitation and safety as applied to food service with special emphasis on the role of the food supervisor/manager in maintaining sound practices. The course also covers the concepts of sanitation and safety as related to the selection, layout and use of equipment and examines current recommended practices including local, state and federal regulations. (S) (GR/P/NP)

CA 125 Supervision & Training 3 units*Acceptable for credit: CSU*

A study of food service operations, procedures and problems encountered in the development of personnel programs and desirable labor management relationships. Topics include selection, placement, orientation, training, counseling, rating and promotion of employees. (F) (GR/P/NP)

CA 126 Food Production Cost, Control 3 units*Acceptable for credit: CSU*

A study of quantity food preparation with emphasis on food, beverage and labor cost control management in purchasing, receiving, storing, issuing and producing food products. Principles and procedures for the management of institutional, restaurant and catering food service settings are examined. (A) (GR/P/NP)

CA 129 Catering & Events Management 3 units*Acceptable for credit: CSU*

Prepares students for self-employment or working within the hotel/restaurant industry. Includes the research, design, planning, coordination and evaluation of events. Major emphasis is on managing catered events including menu development, organization, cost accounting, service, rentals, scheduling, staffing, contracts, legal requirements, and 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: CSU, UC-DAT*

For course description, see "Special Topics."

CA 323 Specialty & Wedding Cakes 1 unit

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

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, pastille and nougatine will be covered. (F) (GR/P/NP)

DANCE**DANC 101 Dance Appreciation 3 units***Acceptable for credit: CSU, UC*

An overview of the development of dance as an art form from its historical roots to contemporary trends, emphasizing multicultural/gender issues. (F) (GR/P/NP)

DANC 110 Beginning Modern Dance 2 units*Acceptable for credit: CSU, UC*

Advisory: ENGL 514

Repeatable: 4 enrollments

The study and execution of fundamental modern dance techniques, including movement skills and the basic rhythmic structure of dance. Students have the opportunity to create their own movement combinations. Attendance of AHC dance concert is required. This is a lecture/lab course. (F, S) (GR/P/NP)

DANC 111 Intermediate Modern Dance 2 units*Acceptable for credit: CSU, UC.*

Repeatable: 4 enrollments

Advisory: ENGL 514 and DANC 110

The study and execution of intermediate modern dance techniques. Students will study styles such as Martha Graham, Merced Cunningham and Jose Limon. The opportunity to create and perform their own movement combinations is part of the structure of the class. Attendance of AHC dance concert is required. This is a lecture/lab course. (F, S) (GR/P/NP)

DANC 115 Advanced Modern Dance 3 units*Acceptable for credit: CSU, UC.*

Repeatable: 4 enrollments

Advisory: ENGL 514 and DANC 111

Limitation on enrollment: Audition

The study and execution of modern dance styles such as Martha Graham, Merced Cunningham and Jose Limon at an advanced level. 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)

DANC 120 Beginning Ballet**2 units***Acceptable for credit: CSU, UC*

Repeatable: 4 enrollments

Advisory: ENGL 514

An introduction to the fundamentals of ballet movement and terminology. Barre work emphasizes the basic exercises of ballet which develop control, strength and basic body placement. Center work concentrates on basic ballet combinations of adage, jumps, waltz and turns. Students have the opportunity to create their own movement combinations. Attendance of AHC dance concert is required. This is a lecture/lab course. (F, S) (GR/P/NP)

DANC 121 Intermediate Ballet**2 units***Acceptable for credit: CSU, UC*

Repeatable: 4 enrollments

Advisory: ENGL 514 and DANC 120

A study at the intermediate level of movements appropriate to classical music, including intermediate level ballet barre, center, adagio, turns and allegro movement. Students have the opportunity to create their own movement combinations. Attendance of AHC dance concert is required. This is a lecture/lab course. (F, S) (GR/P/NP)

DANC 125 Advanced Ballet**3 units***Acceptable for credit: CSU, UC*

Repeatable: 4 enrollments

Advisory: ENGL 514 and DANC 121

Limitation on Enrollment: Audition

Emphasizes complex work in the Russian and Italian ballet techniques 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. (A) (GR)

DANC 126 Clinic in Ballet Barre**0.5 unit***Acceptable for credit: CSU, UC*

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 lab course. (A) (P/NP)

DANC 130 Beginning Jazz**2 units***Acceptable for credit: CSU, UC*

Repeatable: 2 enrollments

Advisory: ENGL 514

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. 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)

DANC 131 Intermediate Jazz**2 units***Acceptable for credit: CSU, UC*

Repeatable: 2 enrollments

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. (F, S) (GR/P/NP)

DANC 133 Hip Hop Dance**2 units***Acceptable for credit: CSU, UC*

Advisory: ENGL 514

An introduction to hip hop dance including East and West Coast dance styles. Observation and critique of a dance concert is required. This is a lecture/lab course. (F, S) (GR/P/NP)

DANC 135 Advanced Jazz**3 units***Acceptable for credit: CSU, UC*

Repeatable: 2 enrollments

Advisory: ENGL 514 and DANC 131

Limitation on enrollment: Audition

A study of jazz technique at the advanced level. 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)

DANC 137 Funk Dance**2 units***Acceptable for credit: CSU, UC*

Advisory: ENGL 514, DANC 133

A study of funk dance from the West Coast at the intermediate level. Observation and critique of a dance concert is required. This is a lecture/lab course. (F, S) (GR/P/NP)

DANC 138 Intermediate Hip Hop Dance**2 units***Acceptable for credit: CSU, UC*

Advisory: ENGL 514, DANC 133

A study of hip hop dance from the East Coast at the intermediate level. Observation and critique of a dance concert is required. This is a lecture/lab course. (F, S) (GR/P/NP)

DANC 140 Beginning Folklorico**2 units***Acceptable for credit: CSU, UC*

Advisory: ENGL 514

An introduction to the fundamentals of movements appropriate for Mexican folklorico and dances of Spain, emphasizing exercises to improve rhythmic abilities and 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***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***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***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***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***Acceptable for credit: CSU, UC*

Repeatable: 2 enrollments

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 lecture/lab course. (F, S) (GR/P/NP)

DANC 153 Intermediate Tap**2 units***Acceptable for credit: CSU, UC*

Repeatable: 2 enrollments

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. (F2) (GR/P/NP)

DANC 154 Pointe & Partnering Clinic**1 unit***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***Acceptable for credit: CSU, UC*

An introduction to Pilates-based exercise techniques. (A) (P/NP)

DANC 156 Techniques for Stretch**1 unit***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***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. (U) (P/NP)

DANC 161 Clinic in Intermediate Ballet**0.5 unit***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. (U) (P/NP)

DANC 162 Clinic in Jazz**0.5 unit***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***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. (U) (P/NP)

DANC 164 Clinic in Modern Dance**0.5 unit***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. (U) (P/NP)

DANC 165 Clinic in Hip Hop**0.5 unit***Acceptable for credit: CSU, UC*

An introduction to hip hop dance. This is a lab course. (U) (P/NP)

DANC 167 Clinic in Intermediate Tap**0.5 unit***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***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***Acceptable for credit: CSU, UC*

Advisory: ENGL 514, DANC 111, DANC 121 or DANC 131

An exploration of movement expression through improvisation 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***Acceptable for credit: CSU, UC*

Students will learn basic ballroom dances including the rumba, cha-cha, fox trot, waltz, tango, swing and samba. (P/NP)

DANC 174 Intermediate Ballroom**0.5 unit***Acceptable for credit: CSU, UC*

Advisory: DANC 172

A study of complex ballroom dances including cha-cha, tango, rumba, samba, fox trot, waltz, jive and paso doble at the intermediate level. (A) (P/NP)

DANC 175 Clinic in Salsa 0.5 unit

Acceptable for credit: CSU, UC

An introduction to salsa as a social dance form. (U) (P/NP)

DANC 176 Choreography Field Work 2 units

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

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

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 182 Technical Production Lab 3 units

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 183 Dance Ensemble 3 units

Acceptable for credit: CSU, UC

Advisory: ENGL 514

Repeatable: 4 enrollments

Limitation on enrollment: Audition

Provides the opportunity for career-oriented performers to work with staff and guest artists in the rehearsal and performance experience. Those experiences will include on campus and community outreach performances throughout the semester including a mandatory participation in American College Dance Festival competition. This course is repeatable due to intercollegiate competition. This is a lab course. (S) (GR)

DANC 185 Introduction to Performance Skills 3 units

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 3 units

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 188 Intermediate Composition Choreography 3 units

Acceptable for credit: CSU, UC

Advisory: DANC 171

Limitation on enrollment: Audition

Provides the opportunity for career-oriented choreographers to mount a full length concert piece for on campus theatre, as well as for community outreach performances throughout the semester. This is a lab course. (F, S) (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 1 unit

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

This course provides clinical experiences in dental screening skills. Emphasis is on performing four handed chairside 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. This course is offered either as a one 8-hour class, or two 4-hour classes. (S) (GR)

DA 328 Pit & Fissure Sealants 1 unit

Limitation on enrollment: Admittance to Dental Assisting Program or successful 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 333 Success in Dental Assisting Practice 0.5 unit

Limitation on enrollment: Completion of the Dental Assisting Program

This course prepares students for the challenges facing the Registered Dental Assistant (RDA) in a general practice. It refreshes the fundamentals of practices and provides opportunities to perform the functions and procedures within the scope of practice. It is designed for students who have completed a dental assisting program. It is scheduled for 5 days. (GR/P/NP)

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

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 103 Introduction to Theatre 3 units**

C-ID THTR 111

Acceptable for credit: CSU, UC

Advisory: Eligibility for ENGL 100 or ENGL 101

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. This course focuses on the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists. This course introduces students to elements of the production process including playwriting, acting, direction, design, and criticism. Students will also survey different periods, styles, and

genres of theatre through play reading, discussion, film and viewing and critiquing live theatre, including required attendance of theatre productions. (A) (GR/P/NP)

DRMA 104 Acting I 3 units

C-ID THTR 151

Acceptable for credit: CSU, UC

Advisories: ENGL 514 or READ 110

This course prepares a student to apply basic acting theory to performance and develops the skills of interpretation of drama through acting. Special attention is paid to skills for performance: doing rather than being, goal attainment (intention), memorization, stage movement vocal production, and interpretation of text. Attendance of a live performance for the purpose of evaluation is required. (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

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 World Theatre 1 3 units

C-ID THTR 113

Acceptable for credit: CSU, UC

Advisory: Eligibility for ENGL 100 or ENGL 101

The study of the history of world theatre from the origins of theatre through the 17th century. The history and development of theatre and drama are studied in relationship to cultural political and social conditions of the time. Plays are read for an analysis of structure, plot, character and historical relevance. (S) (GR/P/NP)

DRMA 111 History of World Theatre 2 3 units

Acceptable for credit: CSU, UC

Advisory: Eligibility for ENGL 100 or ENGL 101

The study of the history of World Theater from 1642 to the contemporary period. The history and development of theater and drama are studied in relationship to cultural political and social conditions of the time. Plays are read for an analysis of structure, plot, character and historical relevance. Advisories: Eligibility for ENGL 100 or ENGL 101 (F) (GR/P/NP)

DRMA 114 Intro to Theatre Laboratory 1 unit

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 122 Stage Management 2 units

Acceptable for credit: CSU

Advisory: Eligibility for ENGL 101

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 124 Stagecraft 3 units

C-ID THTR 171

Acceptable for credit: CSU, UC

Prerequisite: Completion of the program application and procedures for enrollment

Advisory: Math 521

An introduction to technical theatre and the creation of scenic elements. Includes basic concepts of design, painting techniques, set construction, set movement, prop construction, backstage organization, and career possibilities. Topics include stage management, lighting, and/or sound techniques. Lecture, reading, projects, and practical experience.

DRMA 128 Stage Makeup 3 units

C-ID THTR 175

Acceptable for credit: CSU

Students will receive instruction and practice in a lecture/laboratory setting in all phases of makeup specifically designed for theatrical use. Various conceptual and technical problems will be studied and solved. This is a lecture/lab course. (F, S) (GR/P/NP)

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

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

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)

EARLY CHILDHOOD STUDIES

ECS 100 Child Growth and Development 3 units

C-ID CDEV 100

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*C-ID CDEV 110**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*C-ID ECE 210**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*C-ID ECE 120**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*C-ID ECE 200**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*C-ID ECE 130**Acceptable for credit: CSU*

Prerequisite: ECS 105 Advisory: ENGL 513

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 Administration I: Programs in Early Childhood Education 3 units*Acceptable for credit: CSU*

Prerequisite: ECS 106 Advisory: ENGL 513

Introduction to the administration of early childhood education programs. Students will study the principles and practices in the supervision and administration of various kinds of early care and education programs, including program planning and philosophies, organizational structure, financial management, personnel administration, staff leadership, licensing requirements, accreditation standards, and advocacy for children and families. (S) (GR/P/NP)

ECS 112 Introduction to Young Children with Special Needs 3 units*Acceptable for credit: CSU*

Prerequisite: ECS 100 Advisory: ENGL 513

Provides an overview for working with preschool aged children (ages 3-5) Introduces the variations in development of young children with special needs and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs and the identification and referral process. (F) (GR/P/NP)

ECS 113 Curriculum and Strategies for Children with Special Needs 3 Units*Acceptable for credit: CSU*

Prerequisite: ECS 100 and ECS 112

Advisory: ENGL 513 and ECS 115

Course covers curriculum and intervention strategies for working with children with special needs in partnership with their families. Focuses on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. Includes the role of the teacher as a professional working with families, collaboration with interdisciplinary teams, and cultural competence. (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 Infant and Toddler Care and Education 3 units*Acceptable for credit: CSU*

Advisory: ECS 100 and ENGL 513

Students will be able to apply current theory and research to the care and education of infants and toddlers in group settings, emphasizing environments that facilitate optimum physical, social and cognitive growth and development as well as positive relationships with families. Course examines essential policies, principles, and practices that lead to quality care and developmentally appropriate curriculum and environments for children aged birth to 36 months. (F) (GR/P/NP)

ECS 116 Teaching in a Diverse Society 3 units*C-ID ECE 230**Acceptable for credit: CSU*

Advisory: ECS 101 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

Advisory: ENGL 513

Examines the cultural context of educational models and an overview of the role of the teacher, instructional aide and parents in the educational process of the Spanish speaking child. (F) (GR/P/NP)

ECS 118 Practicum: Preschool 3 units

C-ID ECE 200

Acceptable for credit: CSU

Prerequisite: ECS 106

Advisory: ENGL 513

This course requires 4.5 hours of supervised practicum teaching in the preschool area of the Allan Hancock College Children's Center lab school. The 4.5 lab hours per week that are to be arranged, in which students' work includes, but is not limited to: implementing lesson plans and environments, conducting observations of children, and completing a child assessment. The accompanying lecture focuses on teaching goals and strategies, reflections, insights, 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, 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. Lecture: 1.5 hours per week. Lab: 4.5 hours per week TBA. (F, S) (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 requires 4.5 hours of supervised practicum teaching in the infant/toddler area of the Allan Hancock College Children's Center lab school. The 4.5 lab hours per week are "to be arranged (TBA)". Students' work includes, but is not limited to: implementing lesson plans and environments, conducting observations of children, and completing a child assessment. The accompanying lecture 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. Lecture: 1.5 hours per week. Lab: 4.5 hours per week TBA. (F, S) (GR/P/NP)

ECS 120 Adult Supervision and Mentoring in Early Childhood Education 2 units

Acceptable for credit: CSU

Prerequisite: ECS 106

Advisory: ENGL 513

Methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the role and development of early childhood professionals as mentors and leaders. (F) (GR/P/NP)

ECS 122 Positive Child Guidance 3 units

Acceptable for credit: CSU

Advisory: ENGL 513

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: ENGL 513; 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 daycare programs. (F, S) (GR/P/NP)

ECS 130 Exploring Teaching 3 units

Acceptable for credit: CSU, UC

Advisory: ENGL 101

This course introduces concepts and issues related to teaching diverse learners in today's contemporary public schools. Topics include teaching as a profession and career, historical and philosophical foundations of the American Education system, contemporary educational issues, California's content and performance standards and framework and requirements for earning the teaching credential. This course requires a 48-hour structural field experience (3 hours per week to be scheduled) that provides opportunities to observe and work in an educational setting. This course is not open to students who are enrolled in or have completed EDUC 130. (F, S) (GR/P/NP)

ECS 132 Child Identity & Learning 3 units

Acceptable for credit: CSU

Advisory: ECS 100 and ENGL 513

Child development concepts applied to all aspects of the elementary school age child; special emphasis on literacy development and responsive teacher-child practices, including understanding diverse learning styles, influences of culture and language acquisition. This course requires 3 hours weekly of supervised practicum teaching in the elementary school setting, which are "to be arranged (TBA)". This course is not open to students who are enrolled in or have completed Education 132. Lecture: 3 hours weekly. Lab: 2 hours weekly TBA. (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

Acceptable for credit: CSU, UC-DAT

For course description, see "Cooperative Work Experience: Occupational."

ECS 150 Administration II: Personnel and Leadership in Early Childhood Education 3 units

Acceptable for credit: CSU

This course covers effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and developing strategies for establishing collaboration and communication for a diverse and inclusive early care and education program. (GR/P/NP)

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

Advisory: ENGL 513

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

Advisory: ENGL 513

Designed to familiarize students with diverse pedagogical strategies used to create curriculum materials suitable for use with young children. (GR/P/NP)

ECS 312 Music for Early Childhood Educators 0.5 unit

Advisory: ENGL 513

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 320 Administration: Staff Leadership 1 unit

Prerequisite: ECS 105 Advisory: ENGL 513

Review of effective leadership styles in the administration of early childhood programs that result in improved staff communication and job performances. (GR/P/ NP)

ECS 321 Administration: Professional Ethics 1 unit

Prerequisite: ECS 106

Advisories: ECS 100, ENGL 513

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/P/NP)

ECS 322 Administration: Parents as Partners 1 unit

Prerequisite: ECS 106 Advisory: ENGL 513

An analysis of set guidelines and strategies for administrators which will focus on the formation of a supportive link between school and home. (GR/P/NP)

ECONOMICS**ECON 101 Principles of Economics: Macro-Economics 3 units**

C-ID ECON 202

Acceptable for credit: CSU, UC

Prerequisite: MATH 311 or higher, or eligibility for MATH 331 or higher based upon START placement scores.

An introduction to aggregate economic analysis. Topics include market systems of basic 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. ECON 101 may be taken prior to or concurrently with ECON 102/BUS121. (F, S, U) (GR/P/NP)

ECON 102 Principles of Economics: Micro-Economics 3 units

C-ID ECON 201

Acceptable for credit: CSU, UC

Prerequisite: MATH 311 or higher, or eligibility for MATH 331 or higher based upon START placement scores

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. ECON 102 may be taken prior to or concurrently with ECON 101 or ECON/BUS 121. (F, S, U) (GR/P/NP)

ECON 121 Business Economics 3 units

Acceptable for credit: CSU

An introduction to basic economic analysis and institutions. Macroeconomic analysis of income, employment, price level and international trade. Microeconomic analysis of demand, production, competitive and noncompetitive product markets and factor markets. Emphasis is placed on the applications of economic theory in the business environment. This course is not open to students who are enrolled in or have received credit for BUS 121. May be taken prior to or concurrently with ECON 101 or ECON 102. (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 FCS 130. (F, S, U) (GR/P/NP)

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 or BUS 141 or GBST 141. May be taken prior to or concurrently with Econ 101 or ECON 102, or ECON 121 or BUS 121 (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."

EDUCATION**EDUC 130 Exploring Teaching****3 units***C-ID EDUC 200**Acceptable for credit: CSU, UC*

Advisory: ENGL 101

This course introduces concepts and issues related to teaching diverse learners in today's contemporary public schools. Topics include teaching as a profession and career, historical and philosophical foundations of the American Education system, contemporary educational issues, California's content and performance standards and frameworks and requirements for earning the teaching credential. This course requires a 48-hour structured field experience (3 hours per week to be scheduled) that provides opportunities to observe and work in an educational setting. This course is not open to students who are enrolled in or have completed ECS 130. (F, S) (GR/P/NP)

EDUC 132 Child - Identity & Learning**3 units***Acceptable for credit: CSU*

Advisory: ECS 100 and ENGL 513

Child development concepts applied to all aspects of the elementary school age child special emphasis on literacy development and responsive teacher child practices, including understanding diverse learning styles, influences of culture and language acquisition. This course requires 3 hours weekly of supervised practicum teaching in the elementary school setting, which are "to be arranged (TBA)". This course is not open to students who are enrolled in or have completed ECS 132. Lecture: 2 hours weekly. Lab: 3 hours weekly TBA. (S) (GR)

EDUC 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 ECS 133. (F, S) (GR/P/NP)

EDUCATIONAL TECHNOLOGIES**EDTC 300 Being a Successful Online Student****1 unit***Acceptable for credit: CSU*

This course is designed to prepare students for Distance Learning (DL) courses by covering the differences between the traditional classroom and the DL classroom; teaching students how to anticipate, avoid, and/or solve common DL problems and challenges; presenting practical strategies and approaches to successful DL learning; and providing students with hands-on exercises and activities aimed at familiarizing students with all aspects of a college's learning management system (LMS). (A) (GR/P/NP)

ELECTRONICS**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 Preventative Maintenance and Upgrading**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 preventative 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: EL 105 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 Networking Essentials 3 2 units*Acceptable for credit: CSU*

Prerequisite: EL 106 or EL 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 118 Fundamentals of Circuit Analysis 3 units*Acceptable for credit: CSU*

Prerequisite: MATH 311

Corequisite: Concurrent enrollment in 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, BJT's and FET's, 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, BJT's, FET's, 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, and 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 Instrument **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 123 and EL 125 and EL 126

Corequisite: EL 135

Provides hands-on laboratory experience for the study and construction of electronic testing instruments. The student is introduced to many different types of testing equipment currently used by the electronics industry. (F) (GR)

EL 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 ET 139. (A) (GR/P/NP)

EL 146 Electronic Product Design/Fabrication **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; CADD drawings, schematics, diagrams and support graphic requirements; printed circuit board layout and population techniques; technical writing; project documentation requirements; surface mount technologies; prototyping; printed circuit board testing, troubleshooting; and final documentation emphasizing hands-on experiences. The use of industry standard computer aided drafting and support software will be studied and utilized in all phases of documentation through camera ready artwork. (S) (GR/P/NP)

EL 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 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**

189 - 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 preparations 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, Wi-Fi infrastructure, and 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)

EL 370 SkillsUSA **3 units**

Repeatable: 4 enrollments

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. This SkillsUSA course prepares students for employment and inter-collegiate competition in Career Technical Education. Students will learn to plan projects, work in teams, solicit community support and develop a range of skills valued by employers. Students registered for this class may not register for ARCH 370, AB 370, AT 370, ET 370, MT 370 or WLDT 370 during the same semester. Participation in the SkillsUSA competition is required. This course may be repeated up to three times for credit with different competitions. (F,S) (G/P/NP)

EMERGENCY MEDICAL SERVICES**EMS 102 First Aid & Safety 3 units***C-ID KIN 101**Acceptable for credit: CSU, UC*

This course provides American Heart Association (AHA) "Heartsaver" first aid and cardiopulmonary resuscitation (CPR) automated external defibrillator (AED) training as a citizen responder in addition to providing Federal Emergency Management Agency (FEMA) 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 AHA "Heartsaver" first aid /CPR AED 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*Acceptable for credit: CSU, UC-DAT*

For course description, see "Cooperative Work Experience: Occupational."

EMS 199 Topics in Emergency Medical Services 0.5 to 2.5 units

This course satisfies the local, state, or federal requirements for updated and/or mandated training. Basic course or equivalent work experience as appropriate may be required for successful completion of this course. The variable format allows for flexibility of course content to meet the current training needs and provides students with basic and advanced knowledge and skills for continued education. The course is presented in an atmosphere of serious study, using adult learning techniques. (GR/P/NP)

EMS 300 Intro to Emergency Medical Services 1 unit

Advisory: ENGL 514 or equivalent

Limitation on enrollment: Admittance to the program

An exploration of the academic and interpersonal expectations required for successful completion of an entry level EMS academy training program as well as graduation requirements and eligibility for admittance to EMS 301. This course is a prerequisite to EMS 301. (F, S) (GR)

EMS 301 Emergency Medical Services Academy 1A (EMT) 6 units

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. Lecture 4 hours weekly. Lab 6 hours weekly; 24 hours will be devoted exclusively to clinical observations. (F, S, U) (GR)

EMS 302 EMS Academy 1B (Advanced) 7 units

Prerequisite: Emergency Medical Technician 1 Basic Certification or concurrent enrollment in EMS 301

Corequisite: 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

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 and Survival 2.5 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. An hour for an hour awarding of CEUs are available for EMT-1 and paramedic. (F, S) (P/NP)

EMS 309 Basic Trauma Life Support 1 unit

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, and 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

Presents advanced cardiac life support care. Includes American Heart Association ACLS certification and 16 hours for CEUs for EMT-1, paramedics and registered nurses. (S, U) (GR/P/NP)

EMS 322 Pediatric Advanced Life Support 1 unit

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

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)

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. (F) (GR)

EMS 337 Wilderness EMS — Aircraft Search Technology and Techniques 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-1 and paramedics are available. (F, S) (GR/P/NP)

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 are enrolled in or have received credit for FT 338 or ENVT 338. (F, S) (GR/P/NP)

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. (F) (GR)

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. (F, S) (GR/P/NP)

**EMS 350 Wilderness EMS-
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. (S) (GR/P/NP)

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 a minimum of (40) advanced life support contacts during this course. Upon successful completion of this phase of training, the student will become eligible for state certification as an Emergency Medical Technician-Paramedic. (S) (GR)

**EMS 360 Wilderness EMS -
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 CEU's for EMT-1 and paramedics are available. (S) (GR/P/NP)

**EMS 362 Wilderness EMS -
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. (S) (GR/P/NP)

**EMS 378 Wilderness EMS -
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. (F,S) (GR/P/NP)

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. (F, S) (GR/P/NP)

EMS 401 EMT 1 (Basic) Refresher **1.5 units**

Course may be repeated 99 times.

Prerequisite: EMT-1 Basic Certification within the past four years

Satisfies the requirements set forth by Title 22, Division 9, of the California Code of Regulations for Emergency Medical Technician 1 (Basic) refresher training. May be repeated as necessary for the purposes of certification. (GR)

**EMS 407 Wilderness EMS -
1st Aid Refresher** **0.5 unit**

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. (F, S) (GR/P/NP)

**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. (F, S) (GR/P/NP)

**EMS 409 Prehospital Trauma
Life Support (PHTLS) Refresher** **0.5 unit**

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. (F, S) (GR/P/NP)

**EMS 410 EMT 1 Basic Skills
Refresher Module A** **0.5 unit**

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 necessary for the purposes of certification. (F, S) (P/NP)

**EMS 411 EMT 1 Basic Skills
Refresher Module B** **0.5 unit**

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)

**EMS 412 EMT 1 Basic Skills
Refresher Module C** **0.5 unit**

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 often as necessary for the purposes of certification. (F, S) (P/NP)

**EMS 413 EMT 1 Basic Skills
Refresher Module D** **0.5 unit**

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)

**EMS 414 Advanced Cardiac
Life Support (ACLS) Refresher** **0.5 unit**

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)

EMS 415 Pediatric Advanced Life Support (PALS) Refresher 0.5 unit

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)

EMS 416 Child Care First Aid & CPR Refresher 0.5 unit

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)

EMS 461 Medical First Responder Update 0.5 unit

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)

ENGINEERING**ENGR 100 Introduction to Engineering 1 unit**

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,S) (GR/P/NP)

ENGR 124 Excel in Science/Engineering 1 unit

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)

ENGR 126 Matlab for Science/Engineering 1 unit

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)

ENGR 134 Internship Seminar 1 unit

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)

ENGR 149 Cooperative Work Experience: Occupational 1 to 8 units

Acceptable for credit: CSU, UC-DAT

For course description, see "Cooperative Work Experience: Occupational."

ENGR 152 Statics 3 units

Acceptable for credit: CSU, UC

Prerequisite: MATH 182 and PHYS 161 or PHYS 141

An analysis of forces on engineering structures in equilibrium. Topics include properties of forces, moments, couples and resultants. Equilibrium conditions, trusses, frames, centroids, area moments of inertia, beams under point and distributed loads, shear and moment diagrams, cables and friction are covered. Engineering modeling and problem solving are emphasized. (F) (GR)

ENGR 154 Dynamics 3 units

Acceptable for credit: CSU, UC

Prerequisite: ENGR 152 and MATH 182

An analytical study of the motions of particles and of rigid bodies. Topics include kinematics of particles in two- and three-dimensions including relative and constrained motion as well as kinetics of particles and systems of particles; equations of motion, energy and impulse-momentum methods; and collisions. Planar kinematics and kinetics of rigid bodies; absolute and relative motion, center of zero velocity; equations of motions, energy and impulse-momentum methods will also be covered. (S) (GR)

ENGR 156 Strength of Materials 4 units

Acceptable for credit: CSU, 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

C-ID ENGR 140B

Acceptable for credit: CSU, 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. (F) (GR)

ENGR 162 Materials Science Lab 1 unit*C-ID ENGR 140B**Acceptable for credit: CSU, 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. (F) (GR)

ENGR 170 Electric Circuit Analysis 3 units*Acceptable for credit: CSU, UC*

Prerequisite: MATH 182 and PHYS 163

Advisory: Concurrent enrollment in ENGR 171

Basic circuit analysis including circuit laws, resistive circuits, network theorems, op-amp circuits, capacitors and inductors; natural and forced response of RC, RL and RCL circuits, phasors, steady-state AC analysis, and AC power. Most engineering majors are required to complete the associated course (ENGR 171); the laboratory course should be taken concurrently. (S) (GR)

ENGR 171 Electric Circuit Lab 1 unit*Acceptable for credit: CSU, UC*

Prerequisite: MATH 182 and PHYS 163

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. (S) (GR)

ENGR 172 Circuits & Devices 4 units*Acceptable for credit: CSU, 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; semi-conductor 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: CSU, 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: CSU, 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"

ENGINEERING TECHNOLOGY**ET 100 Computer-Aided Drafting 3 units***Acceptable for credit: CSU, UC*

An introduction to computer-aided drafting and design (CADD) which covers operation of a computer graphics terminal (specifically AutoCAD) to create, modify, delete, transfer and plot graphic files used to produce complete engineering drawings. (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, 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 EL 104. (F, S) (GR/P/NP)

ET 117 Print Reading & 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 AT 330 or AB 330 or MT 330. (A) (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, and 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 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 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."

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."

ET 300 Shop Math and Measurement **3 units**

An introduction to the mathematics used in the Industrial Technology programs. Students will learn to solve problems using fractions, decimals, percentage, ratios and basic geometric shapes. Students will learn about the Cartesian coordinate system and how to use a variety of basic and precision measuring tools from rulers and tape measures to calipers and micrometers. 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)

ET 370 Skills USA **3 units**

Repeatable: 4 enrollments

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. This SkillsUSA course prepares students for employment and inter-collegiate competition in Career Technical Education. Students will learn to plan projects, work in teams, solicit community support and develop a range of skills valued by employers. Students registered for this class may not register for AB 370, ARCH 370, AT 370, EL 370, MT 370 or WLDT 370 during the same semester. Participation in the SkillsUSA competition is required. This course may be repeated up to three times for credit with different competitions. (F,S) (G/P/NP)

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 texts. Writing assignments and projects will similarly be based upon the types of critical thinking and analytical writing required in the students' fields of study. Research methods and skills will be emphasized. Meets the written composition graduation requirement for an AHC associate 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***C-ID ENGL 100**Acceptable for credit: CSU, UC*

Prerequisite: Recommended placement based on the START process or successful completion of ENGL 514 or READ 110.

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. This course has a prerequisite requiring a placement based on the START process or the successful completion of English 514 or the successful completion of Reading 110. (F, S, U) (GR)

ENGL 102 Freshman Comp Literature **3 units***C-ID ENGL 120**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*C-ID ENGL 130**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 and 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*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*Acceptable for credit: CSU*

Advisory: Eligibility for ENGL 514

In this course, students will begin the process of creating a literary arts journal. This course will offer hands-on training in creating and editing written and visual texts. Students will work cooperatively and explore the role of social media in the literary arts. The course will offer opportunities for publishing students' original works and is appropriate for students who are interested in publishing their work or the work of others. (F) (GR/P/NP)

ENGL 108 Literary Arts Journal 2 3 units*Acceptable for credit: CSU*

Advisory: Eligibility for ENGL 514

In this course, students will publish a literary arts journal. They will create and edit written and visual texts while working cooperatively and will use social media to market and publish original creative works. The course is appropriate for students who are interested in publishing their own work or the work of others. (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 and Career 3 units*Acceptable for credit: CSU*

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 work-shop-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 work-shop-formatted course. Students will read, critique and create literary poetry. (F, S) (GR)

ENGL 130 American Literature to 1865 3 units*C-ID ENGL 130**Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

Surveys American writers and literary movements through 1865. Either one or both semesters of American Literature partially fulfill the humanities requirement of the GE for California State Universities and the University of California. (F, U) (GR/P/NP)

ENGL 131 American Literature 1865 to Present 3 units*C-ID ENGL 135**Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

Surveys American writers and literary movements from 1865 to present. Either one or both semesters of American Literature partially fulfill the humanities requirement of the GE for California State Universities and University of California. 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 that 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 140 Graphic Novel as Literature**3 units***Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

Graphic Novel as Literature, English 140, will examine the emergence of the form, its multicultural nature, and its subversive nature. The class will require several papers including a research paper. It will transfer to CSU Long Beach and will fulfill a humanities and multicultural GE requirement. It is a three unit class.(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 British Literature to 1800**3 units***C-ID ENGL 160**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 British Literature 1800 to Present**3 units***C-ID ENGL 165**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 and of the 20th century, including Wordsworth, Shelley, Keats, Browning, Conrad, Yeats, Joyce, and Eliot. English 145 is not a prerequisite to this course. (S) (GR/P/NP)

ENGL 148 Hispanic Literature in Translation**3 units***Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

An introduction to contemporary Hispanic literature in translation. Readings from Latin America, as well as Hispanic writers in the United States, have been selected. Course will focus on the themes and symbols characteristic of such literature. Cultural differences will be explored. Students will read selected works both critically and analytically. Films and other media may be included. 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***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**

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 307 Writing Across the Curriculum 1**0.5 unit**

This course provides students with instructor-guided individualized writing practice focused on structure and organization. Not open to students currently enrolled in English 511, 512, 513, 514. (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. This course requires two lab hours per week that are to be arranged in which students' work includes, but is not limited to, completion of computer-assisted activities and assigned writing, reading, vocabulary, and grammar exercises. Lecture: 4 hours per week. Lab: 2 hours per week. (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. This course requires two lab hours per week that are to be arranged, in which students' work includes, but is not limited to, completion of computer-assisted activities and assigned writing, reading, vocabulary, and grammar exercises. Lecture: 4 hours per week. Lab: 2 hours per week TBA. (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. This course requires two lab hours per week that are to be arranged, in which students' work includes, but is not limited to, completion of computer-assisted activities and assigned writing, reading, vocabulary, and grammar exercises. Lecture: 4 hours per week. Lab: 2 hours per week TBA. (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, 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. This course requires two lab hours per week that are to be arranged, in which students' work includes, but is not limited to, completion of computer-assisted activities and assigned writing, reading, vocabulary, and grammar exercises. Lecture: 4 hours per week. Lab: 2 hours per week TBA. (F, S) (GR/P/NP)

ENGL 595 Accelerated Reading and Writing Skills **4.5 units**

Prerequisite: placement based on START process

This course is open to any student who places below English 101. It is a demanding course that uses college level material to teach critical reading, thinking and writing skills according to student need. Students who pass this course are eligible for English 101.(GR/P/NP)

ENGLISH AS A SECOND LANGUAGE**ESL 531 Reading Skills 1** **4 units**

Prerequisite: Placement based on the START process.

An introduction to reading English as a second language. This course develops students' basic reading comprehension skills and vocabulary. This course requires one lab hour per week that is to be arranged. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 4 hours per week. Lab: 1 hour per week TBA. (F, S) (P/NP)

ESL 532 Writing Skills 1 **4 units**

Prerequisite: Placement based on the START process.

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. This course requires one lab hour per week that is to be arranged. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 4 hours per week. Lab: 1 hour per week TBA (F, S) (P/NP)

ESL 534 Reading Skills 2 **4 units**

Prerequisite: ESL 531 or placement based on the START process.

A low intermediate reading course in English as a second language. This course develops students' low intermediate reading comprehension skills and vocabulary. This course requires one lab hour per week that is to be arranged. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 4 hours per week. Lab: 1 hour per week TBA. (F, S) (P/NP)

ESL 535 Writing Skills 2 **4 units**

Prerequisite: ESL 532 or placement based on the START process.

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. This course requires one lab hour per week that is to be arranged. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 4 hours per week. Lab: 1 hour per week TBA. (F, S) (P/NP)

ESL 537 Reading Skills 3 **4 units**

Prerequisite: ESL 534 or placement based on the START process.

A high intermediate course in reading English as a second language. This course develops students' high intermediate reading comprehension skills and vocabulary. This course requires one lab hour per week that is to be arranged. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 4 hours per week. Lab: 1 hour per week TBA. (F, S) (P/NP)

ESL 538 Writing Skills 3 4 units

Prerequisite: ESL 535 or placement based on the START process.

A 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. This course requires one lab hour per week that is to be arranged. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 4 hours per week. Lab: 1 hour per week TBA. (F, S) (P/NP)

ESL 540 Reading Skills 4 4 units

Prerequisite: ESL 537 or placement based on the START process.

An advanced level course in reading English as a second language. This course develops students' advanced reading comprehension skills and vocabulary. This course requires one lab hour per week that is to be arranged. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 4 hours per week. Lab: 1 hour per week TBA. (F, S) (P/NP)

ESL 541 Writing Skills 4 4 units

Prerequisite: ESL 538 or placement based on the START process.

An advanced level writing course in English as a second language. This course introduces students to organization, grammar, vocabulary development, and mechanics at the expanded paragraph level. This course requires one lab hour per week that is to be arranged. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 4 hours per week. Lab: 1 hour per week TBA. (F, S) (P/NP)

ESL 542 Listening & Speaking Skills 1 3 units

A beginning to low-intermediate listening and speaking course for English language learners. This course develops students' basic vocabulary and conversation skills. Emphasis is on basic communication in the home, classroom, and community. This course includes cultural aspects of life in the United States. (P/NP)

ESL 543 Listening & Speaking Skills 2 3 units

An intermediate listening and speaking course for English language learners. This course develops students' intermediate vocabulary and extended conversation skills. Emphasis is on intermediate communication and formal presentations. This course includes cultural aspects of life in the United States. (P/NP)

ESL 544 Listening & Speaking Skills 3 3 units

An advanced listening and speaking course for English language learners. This course develops students' academic vocabulary and extended conversation skills. Emphasis is on advanced communication including formal presentations on researched topics. (P/NP)

ESL 550 Grammar 1 3 units

A basic grammar 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. This course requires one lab hour per week that is to be arranged. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 3 hours. Lab: 1 hour per week TBA. (F, S, U) (P/NP)

ESL 551 Grammar 2 3 units

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. This course requires one lab hour per week that is to be arranged. Student

lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 3 hours per week. Lab: 1 hour per week TBA. (F, S, U) (P/NP)

ESL 552 Grammar 3 3 units

Advisory: ESL 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. This course requires one lab hour per week that is to be arranged. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 3 hours per week. Lab: 1 hour per week TBA. (F, S, U) (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. (F, S, U) (P/NP)

ESL 572 Public Speaking Skills 3 units

Advisory: ESL 540 or ESL 541 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)

ENTREPRENEURSHIP**ENTR 101 Intro 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**ENVT 101 Introduction to Environmental Hazardous Materials Technology 3 units**

Acceptable for credit: CSU

A general overview of the environmental hazardous materials technology area. The history of pollution leading to current legislation, environmental effects of pollution and a survey of the regulatory framework will

be presented. Career opportunities in the areas of handling and management of hazardous substances will be discussed. (A) (GR)

**ENVT 149 Cooperative Work Experience:
Occupational 1 to 8 units**

Acceptable for credit: CSU, UC-DAT

For course description, see "Cooperative Work Experience: Occupational."

ENVT 150 HazMat General Site Worker 2 units

Acceptable for credit: CSU

Designed to facilitate employer compliance with mandated federal and/or state HAZWOPER General Site Worker training requirements. (A) (GR)

ENVT 151 HazMat - Site Supervisor 1 unit

Acceptable for credit: CSU

Prerequisite: ENVT 150

Specialized hazardous waste operations management training including employer's safety and health program, employee training programs, personal protective equipment program, spill containment program and health hazard monitoring procedures and techniques (Title 8 CCR 5192) advancing the HAZWOPER general site worker training person to the site supervisor level. (F, S) (GR/P/NP)

ENVT 152 ID & Assessment of HazMat 3 units

Acceptable for credit: CSU

A comprehensive technical introduction to the nature of hazardous materials. Includes the principles and mechanics of toxicology as applied to the environment and basic chemical properties and characteristics pertaining to hazardous materials. (F, S) (GR/P/NP)

ENVT 153 Industrial Safety Program 1 unit

Acceptable for credit: CSU

Provides the skills necessary to recognize and prevent health hazards in the workplace. Topics include industrial ventilation, electrical safety, lockout-tagout, blood borne pathogens, powered industrial trucks and accident "root cause" investigation. Overviews of OSHA "Injury and Illness Prevention Program" (IIPP), "Hazard Communication Program" and hazard assessment requirements are presented. (F, S) (GR/P/NP)

ENVT 154 Monitoring & Sampling 2 units

Acceptable for credit: CSU

Hazardous substance monitoring and sampling training includes device calibration requirements, data interpretation and "chain of custody." Provides students with the practical knowledge to recognize and interpret chemical identification utilizing monitoring equipment and technical references. (F, S) (GR/P/NP)

ENVT 155 Respiratory Protection-Admin 0.5 unit

Acceptable for credit: CSU

Basic administrative principles and techniques for establishing and maintaining a respiratory protection program in accordance with 8 CCR 5144 and 29 CFR 910.134. Students learn to critically analyze and determine appropriate respiratory protection and the associated sanitizing, inspection and maintenance of respiratory protective equipment to develop and apply a respiratory protection program. (F, S) (GR/P/NP)

ENVT 156 First Response Operational 1 unit

Acceptable for credit: CSU

Designed to prepare the student to respond to a hazardous materials incident in a safe and defensive way with the existing resources and to prevent exposures to nearby persons, property and environments. Meets OSHA requirements under Title 8 CCR 5192 and 29 CFR 1910.120. (A) (GR/P/NP)

ENVT 157 First Aid for HazMat Workers 1.5 units

Acceptable for credit: CSU

Prepares the student to recognize medical emergencies that could occur at work sites involving hazardous materials. Emphasizes basic first aid skills needed to medically support HazMat work activities and to treat injuries and illnesses until trained emergency response personnel arrive. (F, S) (GR/P/NP)

ENVT 158 Hazardous Waste Minimization 1 unit

Acceptable for credit: CSU

Presents principles of waste reduction and cleaner production processes to reduce chemical and raw materials losses, manufacturing costs and waste generation. Provides students with practical techniques for initiating or expanding pollution prevention programs. (F, S) (GR/P/NP)

**ENVT 159 Hazardous Materials
and Hazardous Waste Permitting 1 unit**

Acceptable for credit: CSU

Examination of laws, regulations and policies of regulatory agencies at federal, state and local levels covering the proper management of hazardous substances from generation to disposal. Includes in-depth examination of state hazardous waste control law requirements on Certified Unified Program Agency (CUPA) regulations for facilities permitting and site management. (F, S) (GR/P/NP)

ENVT 160 Air & Water Pollution Permit 2 units

Acceptable for credit: CSU

Presents fundamental principles of air and water pollution prevention. Emphasizes the systematic assessment methods of identifying discharges to air and water and the permitting processes that are designed to minimize air and water pollution. (F, S) (GR/P/NP)

**ENVT 199 Special Topics in
Environmental Health & Safety 0.5 to 2.5 units**

Acceptable for credit: CSU

This course satisfies local, state or federal requirements for updated and/or mandated training. Basic course or equivalent work experience as appropriate may be required for successful completion of this course. The variable format allows for flexibility of course content to meet specialized training needs and provides students with knowledge and skills for employment or continued employment in environmental health and safety sectors. Topics will be offered as necessary to maintain currency with environmental health and safety training standards. (P/NP)

ENVT 338 Land Navigation 1.5 units

A study of mapping and GPS skills as applied to fire, HazMat and EMS 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 FT 338 or EMS 338. (F, S) (GR/P/NP)

**ENVT 399 Special Topics in
Environmental Technology 0.5 to 3 units**

For course description, see "Special Topics."

ENVT 450 HAZWOPER Refresher 8 Hour 0.5 unit

Designed to facilitate employer compliance, with regulation (29CFR1910.1209 (e) (8), 8CCR5192 (e) (8)) requirements, for annual hazardous waste operations and emergency response general site worker training. (F, S) (GR/P/NP)

ENVT 454 Respiratory Protection/QNFT 0.5 unit

A review of the general requirements of respiratory protection regulations, respirator use, limitations and care of respirators, and respirator quantitative fit testing. Designed to facilitate employer compliance with state and federal respiratory protection regulations. (A) (GR/P/NP)

ENVT 455 Respirator QNFT/ Train the Trainer **1 unit**

Provides Occupational Safety Officers/Respiratory Protection Program Administrators with regulatory updates and skills necessary to conduct respirator quantitative fit testing (QNFT). Not open to students who are enrolled in or who have completed FT 359 Respirator QNFT/Train the Trainer. (GR/P/NP)

ENVT 456 FRO Refresher **0.5 unit**

Designed to facilitate employer compliance with mandated federal and/ or state First Responder Operations training requirements (29 CFR 1910.120 and 8CCR5192 subpart (q).) (F/S)

ENVT 457 FRO Decontamination **0.5 unit**

A course designed to advance the first responder's awareness to decontamination procedures. (GR/P/NP)

EXPERIMENTAL COURSES

179, 379 Experimental Courses (0.5 to 10) units

179 - *Acceptable for credit: CSU, UC-DAT*

Lecture and/or lab as required by unit formula; 12 units may be applied toward graduation requirements.

Formerly known as "Workshops," these are courses designed in specific disciplines to test new curriculum before adopting it as part of an academic program. These courses meet specific needs in the college and community as they are identified. Each class will carry a specific title relating to the discipline concerned. Advanced level experimental course may require academic or equivalent prerequisite or corequisite. Experimental courses labeled 179 are transferable; those labeled 379 are non-transferable.

FAMILY AND CONSUMER SCIENCES

FCS 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 lifestyles, inherited health risks, tastes and needs at all stages of the lifecycle. The course examines current controversies and claims to distinguish fact from fallacy and assists in adapting research on diet and health to individual needs. This course is not open to students who are enrolled in or have received credit for FSN 109. (F, S) (GR/P/NP)

FCS 112 Nutrition, Weight Management & Eating Disorders **3 units**

Acceptable for credit: CSU

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 FSN 112. (S) (GR/P/NP)

FCS 120 Principles of Foods 1 **4 units**

Acceptable for credit: CSU

Provides knowledge and experience in food preparation

Terminology, equipment and techniques to increase proficiency in, 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; 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 CA 120. (S) (GR/P/NP)

FCS 123 Principles of Foods 2 **2 units**

Acceptable for credit: CSU

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 CA 123. (F) (GR/P/NP)

FCS 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 ECON 130. (F, S) (GR/P/NP)

FCS 131 Life Management **3 units**

Acceptable for credit: CSU

Advisory: Eligibility for ENGL 513

Provides individuals with skills for understanding and using internal and external resources to function effectively in our present and future society. Major topics include: effects of cultural forces and future trends on values, standards and goals; skills for decision making, time, energy, stress and conflict management; and techniques for improving self-understanding and interpersonal relationships in a culturally diverse society. Students who have received credit for more than three life management modules may not enroll in this course. (F, S) (GR/P/NP)

FCS 134 Food/Nutrition/Customs/Culture **4 units**

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*

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: 1 to 8 units
Occupational***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***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

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. (F, S, U) (P/NP)

FCS 361 Fashion Design/Construction 0.5 unit

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. (F, S, U) (P/NP)

FILM**FILM 101 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 102 Hollywood & the American Film 3 units*Acceptable for credit: CSU, UC*

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 103 Contemporary Latin American Film 3 units*Acceptable for credit: CSU, UC*

A study of recent Latino cinema in the Americas in a historical and cultural context. Representation of Latino culture is examined in the context of the global Hollywood structure and in light of various national cinemas. Major social, cultural and aesthetic movements within Latino cinema are explored. (S) (GR/P/NP)

FILM 104 Documentary Studies 3 units*Acceptable for credit: CSU*

An examination of the documentary form, its impact on culture and society, and its artistic development from the early days of motion pictures through the modern era. (GR/P/NP)

FILM 105 Film and Television Writing I 3 units

Acceptable for credit: CSU

A study of the technique of screenwriting for the conventional narrative film and for television. Students are required to complete writing exercises, outlines, character sketches and short screenplays. (F, S) (GR/P/NP)

FILM 106 Film and 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 110 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 111 Intermediate Motion Picture & Video Production 4 units

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. (S) (GR/P/NP)

FILM 112 Studio Production 4 units

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 114 Local Programming 2 units

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 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 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) (GR/P/NP)

FILM 116 Intermediate Animation 3 units

Acceptable for credit: CSU

Prerequisite: ART 115 or FILM 115 or MMAC 115

A continuation of FILM 115 emphasizing the development and refinement of animation skills through involvement in class and individual projects. This course is not open to students who are enrolled in or have received credit for 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: CSU

Advisory: 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

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 show reels. 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 mix-down 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

Acceptable for credit: CSU

Advisory: FILM 110

The study and practice of the skills and procedures involved in directing short narrative films. (F, S) (GR/P/NP)

FILM 125 Computer Video Editing 3 units*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 compositing powerful visual imagery for use in film/video, multimedia, and design. Includes integration of graphics, video, text, and sound on desktop computers. This course is not open to students who are enrolled in or have received credit for 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*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

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 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

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 courses. (F, S) (P/NP)

FILM 386 Film Festival Production Lab 2 units

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)

FIRE TECHNOLOGY**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 3 units*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 suppression systems. (A) (GR)

FT 103 Fire Protection Equipment & Systems 3 units*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 3 units*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 3 units*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 3 units*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 3 units*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 111 Developing a Personal Philosophy of Leadership 2 units*Acceptable for credit: CSU*

This is the first of four courses in the Public Safety Leadership and Ethics Program that centers on the students introspective look at what makes a good leader and setting a plan to personally move in that direction. (A) (GR)

FT 112 Leading others 1.5 units*Acceptable for credit: CSU*

Prerequisite: FT 111

Provides the student with a deepened understanding of self as it relates to leadership philosophies, knowledge, skills and abilities in the public safety environment. (A) (GR)

FT 113 Organizational Leadership 2 units*Acceptable for credit: CSU*

Prerequisite: FT 112

Provides a deepened understanding of self as it relates to leadership philosophies, knowledge, skills and abilities in the public safety environment. (A) (GR)

FT 114 Ethics and Challenge of Leadership 2 units*Acceptable for credit: CSU*

Prerequisite: FT 113

This is the final course in the series of the California Public Safety Leadership and Ethics Program. In this course the participant will correlate personal core values and characteristics to ethical decisions and behaviors. In addition, the participant will explore ethical and principled leadership, including ethical systems, ethical dilemmas, and ethical decision-making models. The participant will also examine challenges and develop strategies for leading in public safety organizations serving diverse and dynamic communities. The participant will use a variety of learning modalities including case studies, video analyses, and critical thinking scenarios to explore ethics and the challenges of leadership. (GR)

FT 120 Fire Command 2A: Tactics at Major Fires 2.5 units*Acceptable for credit: CSU*

Advisory: WFT 303 and FT 320 or equivalents

This course provides the student with command tactics and incident management skills, principles of safety, risk management, and decision making skills. Students will work together on assuming or transferring command during major structure fires, understand the considerations of major fire incidents, and learn how to utilize information to enhance safety and survival at major structure fires. The prerequisite courses are the State Fire Marshall courses, WFT 303, Incident Command I-300, and FT 320, Fire Command 1A from another institution or certified instructor. (GR)

FT 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 EMS 130. (F, S, U) (GR)

FT 131 Fire Management 2A: Organizational Leadership and Human Relations 2.5 units*Acceptable for credit: CSU*

Prerequisite: FT 326 or equivalent

This course provides the student with the basic grounding in some of the principles of managing in fire service organizations. Students will work together to develop some job-related skills such as general skills of managers, diversity, self-knowledge, problem solving values, motivation, performance management and organizational politics. The prerequisite for this course is FT 326. The prerequisite equivalent is the State Fire Marshal course "Fire Management 1" from another institution or certified instructor. (GR)

FT 149 Cooperative Work Experience: Occupational 1 to 8 units*Acceptable for credit: CSU, UC-DAT*

For course description, see "Cooperative Work Experience: Occupational."

FT 307 Firefighter 1 Academy 1A 6 units

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 6 units

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 2 units

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 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, and 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 Command 1A 2 units

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)

FT 321 Fire Command 1B 2 units

Designed to provide the student with the information required to direct a fire company in the operations necessary to control a hazardous material emergency. This course emphasizes preplanning, identification and behavior of hazardous materials, resources, and tactics and simulation exercises. (A) (GR)

FT 322 Fire Prevention 1 **2 units**

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 **2 units**

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 Training Instructor 1A **2 units**

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 Training Instructor 1B **2 units**

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 **2 units**

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 **2 units**

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 **2 units**

Advisory: 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 **2 units**

Prerequisite: FT 328

Designed to familiarize the student with fire prevention practices pertaining to flammable liquids and gasses. (A) (GR)

FT 330 Fire Investigation 2A **2 units**

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 332 Command 1C **2 units**

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 **2 units**

Advisory: FT 320 and FT 321 and FT 379

Designed for the fire officer that may have the responsibility of commanding a wild land 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 Theory **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 .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 373 Ocean Lifeguard I 2 units

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 379 Experimental Courses 0.5 to 10 units in Fire Technology

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 399 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 wild land 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 establishes 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 recertification. (F,S) (GR)

FT 483 Competency of Ignition Sources 0.5 unit

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) (P/NP)

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 lifestyles, inherited health risks, tastes, and needs at all stages of the lifecycle. The course examines current controversies and claims to distinguish fact from fallacy and assists in adapting research on diet and health to individual needs. This course is not open to students who are enrolled in or have received credit for FCS 109. (F,S) (GR/P/NP)

FSN 110 Nutrition Science 3 units

Acceptable for credit: CSU, UC

A survey course in the scientific concepts of nutrition relating nutrient structures, requirements, food sources, functions in basic life processes, and nutrition status to health, fitness, and disease. Included is a computerized diet analysis, an emphasis on individual needs throughout the lifespan, guidelines for consumer decision making, and use of the scientific method to examine current nutrition controversies. (F,S) (GR/P/NP)

FSN 112 Nutrition, Weight Management & 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. (S) (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 Culinary® 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 Culinary®, 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 I 5 units

Acceptable for credit: CSU, UC

This course is an introduction to the French language, presenting students with the basic skills for vocabulary and grammar recognition and use, as well as stressing pronunciation, oral skills, reading, and writing at the elementary level. Using a communicative style, students practice French grammar and vocabulary, sentence structure, and oral skills [listening and speaking]. This course also includes an introduction to cultural aspects of the French-speaking world. Lecture: 5 hours per week.

FRCH 102 Elementary French II 5 units

Acceptable for credit: CSU, UC

Prerequisite: FRCH 101 or two years of high school French

This course is a continuation of FRCH 101, presenting students with the basic skills for vocabulary and grammar recognition and use, as well as stressing pronunciation, oral skills, reading, and writing at the elementary level. Using a communicative style, students practice French grammar, sentence structure, vocabulary, and oral skills [listening and speaking]. Lecture: 5 hours per week.

FRCH 189 Independent Projects in French 1 to 3 units

Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."

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

C-ID GEOG 120

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

C-ID GEOG 125

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

GEOLOGICAL 100 Physical Geology 4 units

C-ID GEOLOG 100

Acceptable for credit: CSU, UC

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)

GEOLOGICAL 114 Oceanography 3.5 units

Acceptable for credit: CSU, UC

Advisory: ENGL 101 and MATH 311

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)

GEOLOGICAL 131 Geology of California 3 units

C-ID GEOLOG 200

Acceptable for credit: CSU, UC

Advisory: ENGL 101

An overview of the geologic features and history of California emphasizing an understanding of California's past and present plate tectonic setting, unique landscape features, resources and hazards. (F,S) (GR/P/NP)

GEOLOGICAL 141 Environmental Geology 3 units

C-ID GEOLOG 130

Acceptable for credit: CSU, UC

Advisory: ENGL 101 and MATH 311

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 have received credit for ENVS 102. (F,S) (GR/P/NP)

GEOLOGICAL 179 Experimental Courses in Geology 0.5 to 10 units

Acceptable for credit: CSU, UC-DAT

For course description, see "Experimental Courses."

GEOLOGICAL 189 Independent Projects in Geology 1 to 3 units

Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."

GEOLOGICAL 199 Special Topics In Geology 0.5 to 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

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. May be taken prior to or concurrently with Econ 101 or Econ 102, or Econ 121 or Bus 121. (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

Advisory: 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

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. (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

Advisory: CBIS 381

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. (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 current version of Adobe InDesign and other Adobe Creative Suite 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 5 software such as Photoshop, Illustrator and Acrobat. (F,S) (GR/P/NP)

GRPH 117 Typography 3 units

Acceptable for credit: CSU

Advisory: GRPH 108, GRPH 110

This class is an investigation of the expressive potential of typography as a critical element of visual communication and digital media. Students will be introduced to the history of letterforms, elements of basic typography, typographic style and production techniques. Projects focus on the mechanics of type design, visual appropriateness, and type legibility. Students explore the creative use of typography as a fundamental communication tool using both traditional and digital media. This 3 unit course is a lecture/lab combination and lab work is on Apple computers using current Adobe Creative Suite Software. Advisories: GRPH 110 Introduction to Graphics, GRPH 108 Design 1 on the Computer. (F) (GR)

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 websites. 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 CS5 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 127 History of Graphic Design 3 units*Acceptable for credit: CSU, UC*

A study of the development of visual communication in art, graphic design, illustration and popular culture. Emphasis is on the role of graphic designers and illustrators, the impact and interpretation of graphic images, symbols, and typography used in informative and persuasive media. The course is designed for graphics majors who want to transfer and is a Humanities elective for general education requirements. (F) (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 an elective for Applied Design/ Media degrees and may be time. (F,S) (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*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."

GRPH 360 Applied Design Graphics Lab 1 0.5 to 1 unit

Corequisites: Completion of or concurrent enrollment in any of the following: GRPH 108, 110, 112, 113, 115, 116, 117, 118, 120, 130.

This lab is designed to provide beginning level students the opportunity to refine and expand artistic and technical skills learned in the corequisite course. Students work diverse imaging software including Adobe Creative Suite, Maya, and Mudbox on Apple Macintosh computers and have access to digital printers. (GR/P/NP)

GRPH 361 Applied Design Graphics Lab 2 0.5 to 1 unit

Corequisites: GRPH 108, 110, 112, 113, 115, 116, 117, 118, 120, 130

This lab is designed to provide intermediate design students opportunities to refine and expand intermediate level artistic and technical skills learned in the corequisite course. Students work on diverse imaging software including Adobe Creative Suite, Maya, and Mudbox on Apple computers and have access to digital printers. (GR/P/NP)

GRPH 362 Applied Design Graphics Lab 3 0.5 to 1 unit

Prerequisite: GRPH 361

Completion of, or concurrent enrollment in any of the following: GRPH 108,110, 112, 113, 115, 116, 117, 118, 120, or 130

This lab is designed to provide advanced design students opportunities to refine and expand advanced level artistic and technical skills learned in the corequisite course. Students work on diverse imaging software including Adobe Creative Suite, Maya, and Mudbox on Apple computers and have access to digital printers. (GR/P/NP)

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)

HISTORY**HIST 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)

HIST 102 World Civilizations Since 1500 3 units*C-ID HIST 160**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 South-east Asia. Important ideas, events and discoveries are explored through literature, folklore, art history, philosophy, and science. This course is not open to students who are enrolled in or have received credit for HUM 103. (F,S,U) (GR/P/NP)

HIST 104 Western Civilization to 1650 3 units

C-ID HIST 170

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

C-ID HIST 180

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

C-ID HIST 130

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 from 1877 to the Present 3 units

C-ID HIST 140

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."

HUMANITIES

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 HIST 101. (S) (GR/P/NP)

HUM 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 HIST 102. (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 South-east Asia. Important ideas, events and discoveries are explored through literature, folklore, art history, philosophy, and science. This course is not open to students who are enrolled in or have received credit for 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*179 - 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*

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*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

A survey of the theory, practice and process of addiction treatment. (F) (GR)

HUSV 112 Gentle Comm Skills for Change 3 units*Acceptable for credit: CSU*

This course presents three gentle, non-confrontational communication approaches designed to help people change who suffer from substance use, mental health, medical health and lifestyle problems. The course presents theory and provides opportunities to practice these evidence-based communication skills, which include Motivational Interviewing, Nonviolent Communication, and Customer Service strategies. (F,S) (GR/P/NP)

HUSV 113 Women & Addiction 3 units*Acceptable for credit: CSU*

An overview of major issues related to women who use and abuse substances. Topics include effects on pregnancy, drug exposed children, family relationships, feminist issues, women's reactions to substances and women's specific addiction treatment needs. (S) (GR/P/NP)

HUSV 120 Human Services (General) Practicum 2 units*Acceptable for credit: CSU*

Limitation on Enrollment: Permission of instructor required if student has not satisfactorily completed all other requirements in the degree or certificate prior to enrolling. To participate in Cooperative Work Experience in HUSV 120: (1) students must be volunteering or working in the social services or interpersonal helping 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 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 120 may earn 2 units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid.

Provides student practicum supervised work experience in a social service or interpersonal helping agency or facility (2 units/120-150 hours required). Permission of instructor is required if the student has not satisfactorily completed all other requirements in the degree or certificate prior to enrolling. (F,S) (GR)

HUSV 121 Human Services (General) Practicum Seminar **2 units**

Acceptable for credit: CSU

Provides student with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to Human Services. Designed for the student who is concurrently enrolled in HUSV 120. (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 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 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 **4 units**

Acceptable for credit: CSU

Limitation on Enrollment: Permission of instructor required if student has not satisfactorily completed all other requirements in the degree or certificate prior to enrolling. To participate in Cooperative Work Experience in HUSV 130: (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 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 130 may earn either 4 units of credit by completing 240 hours of work experience if unpaid or 300 hours if paid.

Provides students with practicum/supervised work experience in an addiction treatment program or facility (4 units/240-300 hours required). Permission of instructor is required if the student has not satisfactorily completed all other requirements in the degree or certificate prior to enrolling. (F,S) (GR)

HUSV 131 Addiction Studies Practicum Seminar **2 units**

Acceptable for credit: CSU

Provides student with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to Human Services. Designed for the student who is concurrently enrolled in HUSV 130 (F,S) (GR)

HUSV 132 Drugs, the Brain and the Body **3 units**

Acceptable for credit: CSU

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)

HUSV 140 Co-occurring Disorders Practicum **2 units**

Acceptable for credit: CSU

Limitation on Enrollment: Permission of instructor required if student has not satisfactorily completed all other requirements in the certificate prior to enrolling. To participate in Cooperative Work Experience in HUSV 140: (1) students must volunteer or work in an agency or facility that serves clients 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 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 140 may earn two units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid.

Provides students with practicum/supervised work experience in a helping agency or facility that serves clients with co-occurring substance use and mental disorders. Permission of instructor is required if the student has not satisfactorily completed all other requirements in the certificate prior to enrolling. (F,S) (GR)

HUSV 141 Co-occurring Disorders Practicum Seminar 2 units*Acceptable for credit: CSU*

Provides student with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to co-occurring disorders. Designed for the student who is concurrently enrolled in HUSV 140 (F,S) (GR)

HUSV 142 Co-occurring Disorders: Engagement 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 PSY 142. (F,S) (GR/P/NP)

HUSV 143 Co-occurring Disorders: Treatment 3 units*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 3 units*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 2 units*Acceptable for credit: CSU*

Limitation on Enrollment: Permission of instructor required if student has not satisfactorily completed all other requirements in the certificate prior to enrolling. To participate in Cooperative Work Experience in HUSV 150: (1) students must be volunteering or work 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 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 150 may earn two units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid.

Provides students with practicum/supervised work experience in a social service or interpersonal helping agency or facility focusing on the needs of families and children (2 units/120-150 hours required). Permission of instructor is required if the student has not satisfactorily completed all other requirements in the certificate prior to enrolling. (F,S) (GR)

HUSV 151 Family Studies Practicum Seminar 2 units*Acceptable for credit: CSU*

Provides student with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to family studies. Designed for the student who is concurrently enrolled in HUSV 150 (F,S) (GR)

HUSV 160 Family Services Worker 2 Practicum 2 units*Acceptable for credit: CSU*

Limitation on Enrollment: Permission of instructor required if student has not satisfactorily completed all other requirements in the certificate prior to enrolling. To participate in Cooperative Work Experience in HUSV 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 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 160 may earn 2 units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid.

Provides students with practicum/supervised work experience in a social service or interpersonal helping agency or facility focusing on the needs of family and children (2 units/120-150 hours required). Permission of instructor is required if the student has not satisfactorily completed all other requirements in the certificate prior to enrolling. (F,S) (GR)

HUSV 161 Family Services Worker 2 Practicum Seminar 2 units*Acceptable for credit: CSU*

Provides student with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to family services worker 2. Designed for the student who is concurrently enrolled in HUSV 160 (F,S) (GR)

HUSV 170 Concurrent Human Services Practicum 2 to 4 units*Acceptable for credit: CSU*

Limitation on Enrollment: Permission of instructor required if student has not satisfactorily completed all other requirements in the certificate prior to enrolling. Permission of instructor required. For students undertaking a second or second and third practicum concurrently with an internship (HUSV 120, 130, 140, 150, or 160). To participate in Cooperative Work Experience in HUSV 170: (1) students must volunteer or work in a social service or helping 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 170 may earn 2-4 units of credit by completing 120-250 hours of work experience if unpaid or 150-300 hours if paid. Completion of HUSV 170 concurrently with HUSV 120, 130, 140, 150, or 160 will meet the internship requirement for the Human Services (General) degree or certificate or the Co-occurring Disorders or Family Studies or Family Service worker 2 certificates, depending on completion of remaining degree or certificate requirements.

Allows students to expedite degree or certificate completion by undertaking an additional practicum concurrently with one of the Human Services program internships (HUSV 120, 130, 140, 150, or 160). Provides students with a combination of practicum/supervised work experience in a social services or helping setting (2-4 units/120-300 hours required). The internship course in which the student is concurrently enrolled provides a seminar format in which to discuss, analyze, and critically evaluate their experience in this practicum. Permission of instructor is required. This course may not be used to meet the internship requirement for the Addiction Studies degree/certificate. (F,S) (GR)

HUSV 179 Experimental Courses in Human Services 0.5 to 10 units

Acceptable for credit: CSU, UC-DAT

For course description, see "Experimental Courses."

HUSV 189 Independent Projects in Human Services 1 to 3 units

Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."

INDEPENDENT PROJECTS**189, 389 Independent Projects 1 to 3 units**

189 - Acceptable for credit: CSU, UC-DAT

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. (GR/P/NP)

Students wishing to enroll in Independent Projects should contact the appropriate Academic Dean, or an instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed.

All contracts for these classes must be completed and approved by the appropriate dean before the last day of enrollment.

Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline and are based on the following formula:

- 1 unit - 48 hours per semester
- 2 units - 96 hours per semester
- 3 units - 144 hours per semester

ITALIAN**ITAL 101 Elementary Italian I 5 units**

Acceptable for credit: CSU, UC

An introduction to current Italian, stressing pronouncing, understanding, speaking, writing and reading the language. In a question and answer format, students receive oral and written practice in sentence structure, vocabulary and idiomatic Italian. Includes an introduction to some cultural aspects of Italy. (F,S,U) (GR/P/NP)

ITAL 102 Elementary Italian II 5 units

Acceptable for credit: CSU, UC

Prerequisite: ITAL 101 or two years of high school Italian

This course is a continuation to ITAL 101. Students work on further vocabulary and grammar skills, pronunciation, oral and listening skills, reading skills, and writing skills. This course also includes cultural aspects of the Italian-speaking world not covered in ITAL 101 and/or expands on cultural aspects presented in ITAL 101, such as Italian history, art, music, food, customs and folklore. (F,S) (GR/P/NP)

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

Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."

LAW ENFORCEMENT**LE 310 Intro to LE Academy (Pre-Academy) 0.5 unit**

Limitation on enrollment: Admission by application

An orientation course designed to prepare students for the Law Enforcement Academy. A series of self-assessment activities and exercises will help students understand the academy challenges and requirements. This course is presented in a rigorous and disciplined training environment. Students will participate in activities designed to simulate the Allan Hancock College Law Enforcement Academy to assess individual emotional, mental and physical readiness for the academy. Students with pre-existing injuries or disabilities or who have physical, emotional or mental limitations should contact the course coordinator or college student services office for advisement. (GR)

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 22.5 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 42 or higher on the POST PELLETB 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 law enforcement 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. Students who successfully complete the academy are awarded a certificate that qualifies them to be employed as law enforcement trainees by any California POST certified law enforcement agency. (F,S) (GR)

LE 329 State Hospital Peace Officer 17 units

Prerequisite: LE 424

Limitation on enrollment: State-required minimum qualifications for employment as a State Hospital Peace Officer, completion of a 40 hour Arrest and Control Course (LE 424, or equivalent course from another institution), and Department of Justice clearance letter to possess a firearm.

This course, delivered over fifteen weeks, provides the student with the basic knowledge and skills for entry into the on-the-job training program for peace officers at state hospitals such as Atascadero State Hospital. To enroll, students must meet the state required minimum qualifications for employment as a State Hospital Peace Officer, completion of a 40-hour arrest and control course (LE 424, or equivalent at another institution), and have a Department of Justice clearance letter to possess a firearm. The course is presented in an atmosphere of serious study and standard law enforcement discipline. Lecture: 10 hours per week. Lab: 21 hours per week. (GR)

LE 341 Emergency Vehicle Operations Course (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 office or appointment as a law enforcement agency training manager.

This P.O.S.T. certified 24-hour course is designed to update the law enforcement agency training manager or coordinator with changes in regulation and case law, challenges, opportunities, and trends in the training environment.

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 evidence. This course satisfies the requirement for the universal elective for ICI certification pursuant to California Penal Code 13519.9. (F,S) (GR)

LE 357 Instructor Development 2.5 units

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

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

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 operations simulator 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. May be repeated as often as necessary for purposes of recertification. (GR/P/NP)

LE 362 LE Driving Simulator/EVOC 0.5 unit

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/Arrest & Control 0.5 unit

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/Arrest & Control 0.5 unit

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 instructions 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

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 to 1 unit

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 368 Law Enforcement Agency Emergency Vehicle Operations Course Training 1 unit

This course is designed to satisfy POST requirements for basic training in vehicle operations for recruits/cadets enrolled in a POST certified Law Enforcement Academy. The student will learn defensive driving principles and techniques, recognize that emergency response (Code 3) driving demands a high level of concentration and instant reactions, understand that a vehicle pursuit is never more important than the safety of officers and the public, and be proficient in the operation of the emergency vehicle and understand dynamic forces. (A) (P/NP)

LE 370 Arrest & Control Instructor Update 1.5 unit

Limitation on enrollment: State-required minimum professional education to qualify as a fully trained, professional law enforcement arrest and control skills instructor pursuant to P.O.S.T regulations 1070/1082.

Course consists of review and update of arrest and control skills, teaching and training methods including safety, liability, control techniques, handcuffing and searching, grappling and pugilistic. Previous state certification as an Arrest & Control Instructor is required. May be repeated as often as necessary for purposes of recertification. (GR)

LE 371 Arrest & Control Instructor Cert 2.5 unit

Limitation on enrollment: State-required minimum professional education to qualify as a fully trained, professional law enforcement officer. Freedom from illness or disability that would prevent the student from safely performing the required exercises and physical skills demonstrations and assessments.

This P.O.S.T. certified course is designed to prepare the student as an instructor in arrest and control methods and meets the P.O.S.T. training requirements for Arrest & Control Instructor pursuant to regulations 1070/1082 for arrest and control courses. (GR)

LE 372 Physical Training Instructor 2.5 unit

Limitation on enrollment: State-required minimum professional education to qualify as a fully trained, professional law enforcement officer. Freedom from illness or disability that would prevent the student from safely performing the required exercises and physical skill demonstration and assessments.

This P.O.S.T. certified course is designed to prepare the student as an instructor in physical training methods and meets the P.O.S.T. training requirements for Law Enforcement Basic Academy Physical Training Instructors pursuant to regulation 1070/1082 for the regular basic course. (GR)

LE 379, 479 Experimental Courses 0.5 to 10 units in Law Enforcement

For course description, see "Experimental Courses."

LE 399, 499 Special Topics in Law Enforcement 0.5 to 10 units

For course description, see "Experimental Courses."

LE 421 Complaint Dispatcher 4.5 units

Emphasizes the responsibilities and tasks of the public safety dispatcher in law enforcement and fire agencies. Students learn and demonstrate in practical simulations acceptable telephone and radio procedures as well as effective decision-making. (F,S) (GR)

LE 424 PC 832 Arrest 2.5 units

Limitation on enrollment: Freedom from illness or disability that would prevent the student from safely performing the required arrest and control physical skills.

This course is a survey of the laws of arrest, search and seizure and use of force. Course includes skill development and assessment of physical arrest and control methods. Meets all requirements for certification under California Penal Code section 832 in laws and methods of arrest for limited function peace officers and other public officers as required by statute. (F,S,U) (GR)

LE 425 PC 832 Firearms 1.5 units

Limitation on enrollment: Freedom from illness or disability that would prevent the student from safely participating in live shooting activities. Students not employed (as a peace officer) or sponsored by a California law enforcement agency are required to obtain a CA DOJ Firearms Clearance (PC13411.5).

This course is a basic knowledge and skills course in firearms for peace officers newly assigned to carry a firearm in the course of their duties. Course includes skill development and assessment of fundamentals of shooting, firearms nomenclature, maintenance and safety. Meets requirements for certification under California Penal Code section 832 for limited function peace officers to carry and use firearms as required by statute. Presented over three consecutive days including two full days on a local firing range. (F,S,U) (GR)

LE 426 Rifle Course 0.5 Units

Limitation on enrollment: Students must 1) Be free of felony convictions; 2) possess a valid California Driver's License; 3) undergo a fingerprint and criminal history check; 4) be a minimum of 18 years of age; 5) be a United States high school graduate; pass the GED, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university; and 6) complete a medical suitability examination.

Prerequisite: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.

Patrol Rifle Course, long/short barrel, meets POST 1081 Mandate and Penal Code section 33220(b). P.O.S.T. describes this course as a rifle course part II. The course covers law update, review of use of force issues, agency policies, mission, safety issues, nomenclature, specifications, capabilities, firearm care, breakdown, and cleaning, tactical considerations, skill development and qualifications. (GR)

LE 440 Advanced Driving Skills I 0.5 unit

This course is designed to improve basic driving skills to include defensive driving techniques, collision avoidance, slow speed precision driving maneuvers and driving simulator practice. Students are required to study the California Driver Handbook prior to the class and bring the California Driver Handbook to the class. (F,S,U) (GR/P/NP)

LE 441 Advanced Driving Skills II 0.5 unit

Prerequisite: LE 440 or AJ 440

This course is designed to reinforce basic driving skills in addition to advanced simulator training and vehicle control techniques to include skid control, braking, acceleration and turning. Students are required to study the California Driver Handbook prior to the class and bring the California Driver Handbook to the class. (F,S,U) (GR/P/NP)

LE 480 Women in Public Safety Careers 3 units

Limitation on enrollment: Students may be prohibited from enrolling based on health and safety issues. Students will be participating in rigorous physical activities including lifting weights from the floor to overhead strength training with weight machines and free weights, calisthenics such as push-ups and sit-ups, running distances of 1.5 miles or farther, sprinting 200 yards, climbing 6-foot fences and walls, climbing ladders, walking and climbing embankments, and stairways with ambulance gurneys and stretchers, climbing flights of stairs while dragging fire hoses and wearing several pounds of equipment.

This course is designed to prepare women for successful completion of a Public Safety Basic Academy in Law Enforcement, Fire Technology or Emergency Medical Services. This course will focus on physical, academic, emotional and psychological preparation. (F,S,) (GR/P/NP)

LE 499 Topics in Law Enforcement 0.5 – 1 unit

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). (F,S) (GR)

LEADERSHIP

LDER 111 Principles & Practices of Student Government 3 units

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

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

Assists students in considering 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 1 unit

Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."

LS 312 Adaptive Computer and Learning Skills 2 units

An overview of adaptive computer technologies and learning strategies for students with learning, physical, and/or visual disabilities. Topics include assistive software, handheld devices, adaptive computer strategies, adaptive learning strategies, and new technologies. Lecture: 1 hour per week. Lab: 3 online. (F,S) (GR/P/NP)

LS 501 Individual Learning Assessment 1 unit

This course is designed to provide an individualized assessment and introduction to special services and learning strategies for students whose learning styles may interfere with academic success in the community college setting. Students will develop an awareness of their cognitive strengths and weaknesses and knowledge of appropriate support services and compensatory strategies. An appointment with a Learning Assistance Program faculty member prior to enrolment is strongly advised. (F,S) (P/NP)

LIBRARY

LBRY 170 Library Research Methods 2 units

Acceptable for credit: CSU, UC

Advisory: 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 term papers and lifelong learning while exploring the changing world of information. (F,S) (GR/P/NP)

MACHINE TECHNOLOGY

MT 109 Survey of Machining and Manufacturing **4 units**

Acceptable for credit: CSU

An introduction to machining and manufacturing technology where students will learn basic tool geometry, blueprint reading, shop math, use of precision measuring tools, coordinate systems and how to safely operate a variety of industrial equipment. (F,S) (GR/P/NP)

MT 110 CNC Principles and Practices 1 **4 units**

Acceptable for credit: CSU

Advisory: MT 109

An introduction to computer-numerical-controlled (CNC) programming where students will learn to program, set-up and operate two and three axis CNC machines using the Cartesian coordinate system, G-codes (preparatory commands) and M-codes (miscellaneous commands). This course is not open to students who have received credit for MT 179D or MT 179E. (F,S) (GR/P/NP)

MT 111 CNC Principles and Practices 2 **4 units**

Acceptable for credit: CSU

Advisory: MT 110

An intermediate course in computer-numerical-controlled (CNC) machining where students will learn to set-up, operate and program CNC machines using Mastercam computer-aided-design/computer-aided-manufacturing software (CAD/CAM). This course is not open to students who have received credit for MT 179F. (F, S) (GR/P/NP)

MT 112 CNC Principles and Practices 3 **4 units**

Acceptable for credit: CSU

Advisory: MT 111

An advanced course in computer-numerical-controlled (CNC) machining where students will learn to design complex parts using Mastercam and produce them on 4 and 5 axis CNC milling machines and lathes with "live tooling." (F) (GR/P/NP)

MT 113 SolidWorks 1 **3 units**

Acceptable for credit: CSU

An introduction to three dimensional computer-aided-design (CAD) where students will learn to design complex objects using SolidWorks. At the end of the course, students will be prepared for the Certified SolidWorks Associate (CSWA) assessment. It is recommended that students be capable of using a personal computer and managing computer files. (F,S) (GR/P/NP)

MT 114 SolidWorks 2 **3 units**

Acceptable for credit: CSU

Advisory: MT 313

An advanced course in three dimensional computer-aided-design (CAD) where students will learn to design complex assemblies from individual components using SolidWorks. Students will learn to simulate the function of these assemblies. Includes an introduction to the SolidWorks stress analysis function. (A) (GR/P/NP)

MT 115 Lean Manufacturing **3 units**

Acceptable for credit: CSU

An introduction to the theory and practice of continuous improvement where students will learn to identify and eliminate waste, improve quality and increase efficiency in every area of manufacturing operations. Students will participate in an actual Kaizen (or continuous improvement) event to make a change for the better in a real world setting. (F,S) (GR/P/NP)

MT 116 Mastercam 1 (CAD/CAM) **3 units**

Acceptable for credit: CSU

An introduction to Mastercam, a leading software for computer-aided-design/computer-aided-manufacturing (CAD/CAM). Students will learn to create lines and arcs, simple surfaces and solids. Students will create tool paths and machine code for CNC lathes, mills and routers. (F,S) (GR/P/NP)

MT 117 Print Reading & Interpretation **3 units**

Acceptable for credit: CSU

Prepares students to read engineering drawings, evaluate print specifications, recognize orthographic views and visualize the actual objects or projects shown in an illustration. This course is not open to students who are enrolled in or have received credit for AB 330 or AT 330 or ET 330 or AB 117 or AT 117 or ET 117. (A) (GR/P/NP)

MT 118 Understanding/Measuring GD&T **3 units**

Acceptable for credit: CSU

Advisory: MT 117

An advanced class where students will learn to interpret complex manufacturing specifications, symbols and standards, including those referred to as Geometric Dimensioning and Tolerancing (GD&T). Students will evaluate components using a coordinate measuring machine and learn to generate accurate inspection reports. (S) (GR/P/NP)

MT 179, 379 Experimental Courses in Machine Technology **0.5 to 10 units**

179 - Acceptable for credit: CSU, UC-DAT

For course description, see "Experimental Courses."

MT 189, 389 Independent Projects in Machine Technology **1 to 3 units**

Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."

MT 300 Shop Math and Measurement **3 units**

An introduction to the mathematics used in the Industrial Technology programs. Students will learn to solve problems using fractions, decimals, percentage, ratios and basic geometric shapes. Students will learn about the Cartesian coordinate system and how to use a variety of basic and precision measuring tools from rulers and tape measures to calipers and micrometers. This course is not open to students who have received credit for AB 381 or AT 381 or ET 381 or WLDT 381 or AB 300 or AT 300 or ET 300 or WLDT 300. (F,S) (GR/P/NP)

MT 301 Introduction to Safety **2 units**

An introduction to manufacturing safety principles and practices. Students will learn about Material Safety Data Sheets (MSDS), work in confined space, lock out/tag out, zero energy state, hazardous materials, storage of flammable materials, storage of fuel gas and high pressure gas cylinders, portable powered tool safety, hand tool safety, record keeping, training, employer enforcement of safety regulations, and employee right to know. This course will prepare students for the optional Certified Production Technician (CPT) assessment through the Manufacturing Skill Standards Council (MSSC) whose materials and assessment fees are added at registration. (A) (GR/P/NP)

MT 302 Quality and Process Improvement **2 units**

An introduction to quality practices in manufacturing. Students will learn to read and interpret blueprints, understand Geometric Dimensioning and Tolerancing (GD&T), use essential measuring tools, perform root cause failure analysis, adopt methods of process improvement and employ statistical tools. This course will prepare students for the optional Certified Production Technician (CPT) assessment through the Manufacturing Skill Standards Council (MSSC). (A) (GR/P/NP)

MT 303 Manufacturing Processes and Production 2 units

An introduction to manufacturing procedures, practices and principles. Students will learn about mechanical principles, machining operations and tooling, production materials and documentation, manufacturing planning, production control, inventory management and product distribution. This course will prepare students for the optional Certified Production Technician (CPT) assessment through the Manufacturing Skill Standards Council (MSSC). (A) (GR/P/NP)

MT 304 Maintenance Awareness 2 units

An introduction to manufacturing maintenance awareness. Students will learn about basic electrical circuits, electrical, pneumatic and hydraulic power systems, lubrication concepts, bearings and couplings, belt and chain drives and the concepts of machine control and automation. This course will prepare students for the optional Certified Production Technician (CPT) assessment through the Manufacturing Skill Standards Council (MSSC). (A) (GR/P/NP)

MT 370 SkillsUSA 3 units

Repeatable: 4 enrollments

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. This SkillsUSA course prepares students for employment and inter-collegiate competition in Career Technical Education. Students will learn to plan projects, work in teams, solicit community support and develop a range of skills valued by employers. Students registered for this class may not register for AB 370, ARCH 370, AT 370, EL 370, or WLDT 370 during the same semester. Participation in the SkillsUSA competition is required. This course may be repeated up to three times for credit with different competitions. (F,S) (G/P/NP)

MATHEMATICS

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 309 or 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

C-ID MATH 120

Acceptable for credit: CSU, UC

Prerequisite: Math 331 or MATH 333/334

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)

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

C-ID MATH 110

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

College level course in algebra for majors in science, technology, engineering, and mathematics: polynomial, rational, radical, exponential, absolute value, and logarithmic functions; systems of equations; theory of polynomial equations; analytic geometry. (F,S,U) (GR)

MATH 135 Calculus with Applications 4 units

C-ID MATH 140

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 6 units

Acceptable for credit: CSU, UC - CL

Prerequisite: MATH 321 and MATH 331 or MATH 321 and MATH 333/334

Preparation for calculus: the study of polynomial, absolute value, radical, rational, exponential, and logarithmic functions, analytic geometry, and polar coordinates. The study of trigonometric function, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, and introduction to vectors. 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

C-ID MATH 210, C-ID 900S

Acceptable for credit: CSU, UC - CL

Prerequisite: Math 141 or Math 121 and Math 131

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***C-ID MATH 220, C-ID MATH 900S**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,U) (GR)

MATH 183 Multivariable Calculus**5 units***C-ID MATH 230**Acceptable for credit: CSU, UC*

Prerequisite: MATH 182

Topics include vectors, functions of several variables, differentiation and integration in several dimensions, change of variables, parameterized curves and vector fields, line and surface integrals, Green's, Stokes,' and divergence theorems. (F,S) (GR)

**MATH 184 Linear Algebra
Differential Equations****5 units***C-ID MATH 910S**Acceptable for credit: CSU, UC*

Prerequisite: MATH 182

First order ordinary differential equations, including separable, linear, homogeneous of degree zero, Bernoulli and exact with applications and numerical methods. Solutions to higher order differential equations using undetermined coefficients, variation of parameters, and power series, with applications. Solutions to linear and non-linear systems of differential equations, including numerical solutions. Matrix algebra, solutions of linear systems of equations, and determinants. Vector spaces, linear independence, basis and dimension, subspace and inner product space, including the Gram-Schmidt procedure. Linear transformations, kernel and range, eigenvalues, eigenvectors, diagonalization and symmetric matrices. (F,S) (GR)

**MATH 189 Independent
Projects in Math****1 to 3 units***Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

MATH 309 Algebra and Math Literacy**5 units**

Prerequisites: MATH 521 or MATH 531

This course will focus on mathematical modeling, including linear equations, quadratic equations and exponential equations. Fundamentals of algebra, geometry, statistics and measurement will be discussed. Numeracy, graphing and problem solving strategies will be incorporated throughout the course. (F, S) (GR/P/NP)

MATH 311 Algebra 1**4 units**

Prerequisite: MATH 531 or MATH 521 or MATH 579A

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 521 Foundations of Mathematics**5 units**

Limitation on enrollment: Not open to students who have passed Math 511.

Prepares students for the algebra sequence and updates mathematical skills for personal, career, or academic advancement. Topics include: fractions, decimals, percents, measurement, signed numbers, simple equations and modeling. The course emphasizes problem solving techniques that are useful in practical situations. Students should have knowledge of multiplication tables, division, subtraction, number operations and number sense, measurement, basic geometry, and patterns. (GR/P/NP)

MATH 531 Pre-Algebra**3 units**

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 and MATH 531.

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.

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 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 Procedures 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 355 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 356 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)

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 360 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

Corequisite: MA 360

Limitation on enrollment: Successful completion of first semester MA courses

The course covers practices and principles of health insurance and health care finance coding procedures. International Classification of Diseases 9th Revision Clinical Modification (ICD 9-CM) and Current Procedural Terminology (CPT) guidelines for coding and reporting are utilized in practical application scenarios. (F) (GR)

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

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*

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 are 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*

Prerequisite: ART 115 or FILM 115 or MMAC 115

A continuation of MMAC 115, emphasizing the development and refinement of animation skills through involvement in class and individual projects. This course is not open to students who are enrolled in or have received credit for FILM 116. Lecture: 1.5 hours per week. Lab 4.5 hours per week. (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, assets 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*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 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*Acceptable for credit: CSU*

Presents non-linear video editing including combining clips and digital source materials, editing digital movies, and preparing digital movies for the Web. This course is not open to students who are enrolled in or have received credit for FILM 125. (F,S) (GR/P/NP)

MMAC 126 Introduction to Motion Graphics 3 units*Acceptable for credit: CSU*

Advisory: GRPH 111 and GRPH 112

Explores new digital approaches for creating and compositing powerful visual imagery for use in film/video, multimedia and design. Includes integration of graphics, video, text and sound on desktop computers. This course is not open to students who are enrolled in or have received credit for FILM 126. Course software: Adobe After Effects and Photoshop. (F) (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 Encoder, 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 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 FILM 128. Course software: Adobe After Effects, Photoshop, current industry software. (F) (GR/P/NP)

MMAC 189 Independent Projects in Multimedia Arts & Communication 1 to 3 units*Acceptable for credit: CSU; UC-DAT*

For course description, see "Independent Projects."

MMAC 199 Topics in Multimedia Arts & Communication 0.5 to 3 units*Acceptable for credit: CSU*

Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.

Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 199 are not offered on a regular cycle (not within a two-year period). (A) (GR/P/NP)

MMAC 380 Web-Based Multimedia Lab 1 unit

Corequisite: MMAC 112 or MMAC 114

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)

MMAC 381 Disk-Based Multimedia Lab 1 unit

Corequisite: MMAC 101 or 102 or 116 or 117 or 118 or GRPH 116 or FILM 117 or 118

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)

MMAC 382 Video-Based Multimedia Lab 1 unit

Corequisite: MMAC 125 or 126 or 127 or 128 or FILM 125 or 126 or 127 or 128

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)

MUSIC

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 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/NP)

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, rhythmic 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 rhythmic 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*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*Acceptable for credit: CSU, UC*

A basic piano course covering music reading, basic piano techniques, scales and arpeggios, simple chords, sight reading and two handed

elementary level pieces. Recommended for prospective elementary classroom teachers and music majors who have had little or no piano training. (F,S) (GR/P/NP)

MUS 121 Intermediate Piano **1 unit**

Acceptable for credit: CSU, UC

Advisory: MUS 120

A continuation of MUS 120, covering technical problems, scales, arpeggios, chording, sight reading, fundamentals of technique and the interpretation of piano literature within the ability of each student. Recommended for prospective elementary classroom teachers and music majors who have had an introduction to piano playing. (F,S) (GR/P/NP)

MUS 122 Piano Repertoire **1 unit**

Acceptable for credit: CSU, UC

Advisory: MUS 121

A study of standard piano repertoire from style periods ranging from the Baroque period to modern works. Students will continue the study of scales, arpeggios, and correct performance practices. (F, S, U) (GR/P/NP)

MUS 123 Class Vocal Techniques **2 units**

Acceptable for credit: CSU, UC

An introduction to the fundamental techniques of vocal performance. Topics include warm-up techniques, proper breathing, phrasing, vocal production diction, as well as an introduction to vocal repertoire and associated performance practices. (F,S) (GR/P/NP)

MUS 124 Intermediate Vocal Techniques **2 units**

Acceptable for credit: CSU, UC

Prerequisite: MUS 123

A continuation of the development of vocal performance techniques introduced in MUS 123. Topics include exercises for the extension of the vocal range and improvement of diction and tone as well as the study and performance of more difficult works from the vocal repertoire. (F,S) (GR/P/NP)

MUS 125 Beginning Guitar **1 unit**

Acceptable for credit: CSU, UC

An introduction to the techniques of guitar performance including reading music and performing scales, chord patterns and beginning level pieces. The course is intended for music majors and non-majors. Students must provide his/her own acoustic guitar. (F,S) (GR/P/NP)

MUS 126 Intermediate Guitar **1 unit**

Acceptable for credit: CSU, UC

A continuation of MUS 125 covering technical problems, scales, chording, sight reading, fundamentals of technique and the interpretation of guitar literature within the ability of each student. (F,S) (GR/P/NP)

MUS 127 Vocal Repertoire **2 units**

Acceptable for credit: CSU, UC

Limitation on enrollment: Audition Advisory: MUS 124

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 128 Introduction to Piano **1 unit**

Acceptable for credit: CSU, UC

An introductory lecture/lab course designed for the first time piano student, with instruction focused on good hand and finger position, learning the notes on the keyboard and music staff, and counting simple rhythms accurately. No prerequisites required. (F,S) (GR/P/NP)

MUS 129 Introduction to Singing **2 units**

Acceptable for credit: CSU, UC

An introductory singing lecture/lab course designed for the aspiring singer with little or no knowledge of vocal and music fundamentals. Emphasis is placed on good vocal habits and instruction will include group lessons as well as private coaching, opportunities to work with a piano accompanist, and a recital performance. No prerequisites required. (F,S) (GR/P/NP)

MUS 130 Mixed Ensemble **2 unit**

Repeatable: 4 enrollments.

Acceptable for credit: CSU, UC

Designed to give singers with varying degrees of musical experience the opportunity to rehearse and perform standard choral literature in a broad range of styles, including a capella and instrumentally accompanied works. Public appearances are scheduled throughout the semester with an emphasis on community outreach. (F,S) (GR/P/NP)

MUS 132 Masterworks Chorale **2 units**

Repeatable: 4 enrollments

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**

Repeatable: 4 enrollments

Acceptable for credit: CSU, UC

Provides the opportunity to study and perform standard choral literature of the Baroque and Classical periods. A capella performance is emphasized. Public concert appearances will include repertoire in a wide range of styles, including accompanied works. Audition at first class meeting. (F,S) (GR/P/NP)

MUS 137 Concert Chorale **2 units**

Repeatable: 4 enrollments.

Acceptable for credit: CSU, UC

Designed to give singers the opportunity to rehearse and perform standard chorale literature, with emphasis on large choral works. (F,S) (GR)

MUS 140 Symphonic Band **1 unit**

Repeatable: 4 enrollments

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**

Repeatable: 4 enrollments.

Acceptable for credit: CSU, UC

Designed for members of the Allan Hancock College Jazz Band, which will perform a variety of traditional and contemporary jazz works. The ensemble will make several appearances during the semester. (F, S) (GR/P/NP)

MUS 144 Jazz Improvisation 1 unit

Repeatable: 4 enrollments

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

Repeatable: 4 enrollments.

Acceptable for credit: CSU, UC

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

Repeatable: 4 enrollments.

Acceptable for credit: CSU, UC

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

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

Repeatable: 4 enrollments.

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

Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."

NURSING

The nursing programs at Allan Hancock College provide students interested in nursing the opportunity to progress through the various levels of nursing education in a career ladder, from Nursing Assistant to Licensed Vocational Nurse to Registered Nurse. Students in all nursing programs are required by the clinical agencies to have drug screening and background checks. A positive drug screen or conviction 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 331 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 1 3 units*Acceptable for credit: CSU*

Limitation on enrollment: Admittance to RN program

The course provides a database for students to utilize in nursing decision-making. Content is arranged in learning modules relative to problems seen during the life span. Concepts of human sexuality, pathophysiology and the nursing process are applied. The caring process is applied to a variety of common health problems in the areas of neurological, renal, and endocrine problems related to prevention, maintenance and restoration. (S2) (GR)

NURS 106 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 Nursing 2 2.5 units*Acceptable for credit: CSU*

Limitation on enrollment: Admittance to the RN program and/or completion of first semester courses

The course applies caring concepts to medical surgical clients at risk. Emphasizes the application of knowledge and skills in the care of clients with cardiovascular and respiratory problems. (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 highly structured simulations to unstructured clinical scenarios. (S2) (GR)

NURS 112 Advanced RN Skills 0.5 unit*Acceptable for credit: CSU*

Limitation on enrollment: Admittance to the RN Program

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)

NURS 189 Independent Projects in Nursing 1 to 3 units*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects"

NURS 199 Special Topics in Nursing 0.5 to 3 units*Acceptable for credit: CSU, UC-Determined after admission. Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.*

Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified by 199 are not offered on a regular cycle (not within a two-year period). (GR) (A)

NURSING ASSISTANT

The Nursing Assistant courses prepare the student to enter the field of nursing as a Certified Nursing Assistant/Acute Care Aide. Upon successful completion of the course, the student must successfully pass a written and skills test given by the State of California in order to become certificated. Fees are involved. Admittance to the Nursing Assistant program requires an admission packet to be successfully completed prior to enrolling in the course.

NURS 300 CNA/Acute Care Aid 12 units

Prerequisite: Completion of program application and ENGL 101.

Limitation on enrollment: Admittance to CNA program

The course details the roles and responsibilities of the certified nursing assistant in both long-term and acute care settings. It emphasizes the importance of professionalism, responsibility and accountability. It introduces various health care professional careers. (F/S) (GR)

VOCATIONAL NURSING PROGRAM (NURS 310 - 338)

The one-year program, which qualifies the certified nursing assistant for the state board examination in vocational nursing. The student must obtain the official application forms and follow outlined procedures for enrollment. Application materials fully outline state requirements for licensure. Students are required to maintain a "C" average or better in each course to progress in the program. Information may be secured about the program in the Health Sciences office in Building M or from counseling services.

Program prerequisites: Student must be a licensed CNA and have successfully completed BIOL 124 and BIOL 125, ENGL 101, MATH 331 and NURS 310.

NURS 310 Pharmacology 3 units

Limitation on enrollment: Admittance to VN program

A study of all phases of clinical pharmacology, including types of medications, general actions and uses, adverse effects, nursing considerations and patient teaching. It includes accurate dose calculations. (S1) (GR)

NURS 311 Medication Administration 1.5 units

Limitation on enrollment: Admittance to VN program and successful completion of NURS 310

The course presents the knowledge and skills associated with safe and effective medication administration within the scope of practice of the licensed vocational nurse. (S) (GR)

NURS 317 Fundamentals of Nursing 3.5 units

Limitation on enrollment: Admittance to VN Program and successful completion of NURS 310 The course provides a foundation of theory and skills necessary to perform basic nursing techniques and procedures safely and effectively. (S1) (GR)

NURS 318 Clinical Lab 1 8 units

Limitation on enrollment: Admittance to VN Program and successful completion of NURS 310

Corequisites: NURS 311 and NURS 317

The course provides supervised clinical experiences in various health care settings where students apply knowledge and demonstrate safe and effective nursing skills. (S1) (P/NP)

NURS 320 Gerontology 2 units

Limitation on enrollment: Admittance to the VN program and/or successful completion of spring semester VN courses.

The course provides the theoretical foundation necessary for the vocational nursing student to perform safe, effective care of aging adults with a strong emphasis on self-care and health maintenance activities. (U1) (GR)

NURS 322 Maternal & Infant Health 2 units

Limitation on enrollment: Admittance to the VN program and/or successful completion of summer semester VN courses.

The course studies the phases of the maternity cycle. It includes nursing care of the obstetrical patient and the newborn infant. (F1) (GR)

NURS 323 Respiratory System 2 units

Limitation on enrollment: Admittance to the VN program and/or successful completion NURS 310.

The course prepares the vocational nursing student to perform safe, effective nursing care of patients with disorders of the respiratory tract. (S) (GR)

NURS 327 Digestive and Urinary Systems 2.5 units

Limitation on enrollment: Admittance to the VN program and/or successful completion of spring semester VN courses.

The course 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. (U) (GR)

NURS 328 Clinical Lab 2 3 units

Limitation on enrollment: Admittance to the VN program and/or successful completion of spring semester VN courses.

The course is a supervised experience in various health care settings using intermediate vocational nursing student skills. (U) (P/NP)

NURS 329 Endocrine & Reproductive Systems 2.5 units

Limitation on enrollment: Admittance to VN program and successful completion of NURS 310.

The course provides the foundations for safe and effective vocational nursing care of various disease processes of the endocrine and reproductive systems. (S1) (GR)

NURS 330 Pediatrics 1.5 units

Limitation on enrollment: Admittance to the VN program and/or successful completion of summer semester VN courses.

The course 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. (F) (GR)

NURS 331 Circulatory System 2 units

Limitation on enrollment: Admittance to the VN program and/or successful completion of summer semester VN courses.

The course provides the theory and training necessary to perform safe and effective nursing care of patients with disorders of the circulatory system. (F1) (GR)

NURS 332 Neurosensory System 2 units

Limitation on enrollment: Admittance to the VN program and/or successful completion of summer semester VN courses.

The course provides the theory and training necessary for the student to perform safe, effective vocational nursing care for patients with disorders of the brain, spinal cord and the special senses of the eye and ear. (F1) (GR)

NURS 335 Skin & Musculoskeletal System 2.5 units

Limitation on enrollment: Admittance to the VN program and/or successful completion of spring semester VN courses.

The course covers safe and effective nursing care of patients/clients with health conditions affecting the skin and musculoskeletal systems. (U1) (GR)

NURS 337 Professional Relationships 1 unit

Limitation on enrollment: Admittance to the VN program and/or successful completion of summer semester VN courses.

The course prepares the graduating vocational nursing student for the working world of nursing, licensure, Nurse Practice Act, participation in professional organizations and job seeking techniques. (F1) (GR)

NURS 338 Clinical Lab 3 8 units

Limitation on enrollment: Admittance to the VN program and/or successful completion of summer semester VN courses.

The course provides supervised clinical experience in various care settings. It has specific focus on vocational nursing leadership and clinical nursing skills and behaviors in maternity and newborn nursing, pediatric care settings, and patients with neurological and cardiovascular health problems. (F1) (P/NP)

NURS 370 Intravenous Therapy 2 units

Limitation on enrollment: Admittance to the VN program and/or successful completion of summer semester VN courses.

The course prepares the student for starting and superimposing intravenous fluids and blood and blood products. Licensed vocational nurses that successfully complete the course will be issued a California Board of Vocational Nurse and Psychiatric Technician Examiners certificate of completion. (F1) (GR)

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 certification. (U) (G)

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

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)

PARALEGAL STUDIES**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 100

This course covers the sources and methods of legal research as related to cases, statutes and secondary materials. Students will engage in objective legal writing based upon their research. (F,S) (GR)

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, database 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

Advisories: PLGL 101, ENGL 514

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

Advisories: PLGL 101, ENGL 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)

PLGL 112 Corporations, Partnerships, LLC 3 units

Acceptable for credit: CSU

Prerequisite: PLGL 101

An entrepreneur must make a choice as to which type of business to form and operate. Corporations, partnerships, limited liability companies and sole proprietorships are among the different types of business organizations. This course reviews the law regarding the formation and operation of various forms of business organizations. It provides guidance on drafting original documents to form a business. (F,S) (GR)

PERSONAL DEVELOPMENT

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

Assists students in considering 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 0.5 to 10 units in Personal Development

179 - Acceptable for credit: CSU, UC-DAT

For course description, see "Experimental Courses."

PHILOSOPHY

PHIL 101 Survey of Philosophy 3 units

C-ID PHIL 100

Acceptable for credit: CSU, UC

An overview of the central issues and movements in philosophy. Topics to be selected from such areas as ethics, political philosophy, metaphysics (the study of reality), epistemology (the study of knowledge), logic, aesthetics, phenomenology and existentialism. (F,S,U) (GR/P/NP)

PHIL 102 Existence & Reality 3 units

Acceptable for credit: CSU, UC

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)

PHIL 105 Ethics 3 units

C-ID PHIL 120

Acceptable for credit: CSU, UC

An introduction to 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)

PHIL 112 Logic 3 units

C-ID PHIL 110

Acceptable for credit: CSU, UC

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)

PHIL 114 Critical Thinking 3 units

Acceptable for credit: CSU, UC

Prerequisite: ENGL 101

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. (F,S) (GR/P/NP)

PHIL 121 Religions of the Modern World 3 units

Acceptable for credit: CSU, UC

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)

PHIL 122 Exploring Religious Issues 3 units

Acceptable for credit: CSU, UC

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)

**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."

**PHIL 189 Independent Projects
in Philosophy 1 to 3 units**

Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."

PHOTOGRAPHY

PHTO 110 Basic Photography 3 units

C-ID ARTS 260

Acceptable for credit: CSU, UC

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)

PHTO 120 Materials & Processes 3 units

Acceptable for credit: CSU

Prerequisite: PHTO 110 or PHTO 170

A 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 or digital photography. Students are responsible for providing cameras, paper, mat board and other miscellaneous supplies necessary to the completion of work. Process chemicals are supplied. (S) (GR/P/NP)

**PHTO 130 Advanced Black & White
Photography 3 units**

Acceptable for credit: CSU

Prerequisite: PHTO 110

A course investigating theories and working techniques in black and white photography, using analog and hybrid digital systems to produce negatives and prints. Exploration of advanced techniques for controlling the printing process. Emphasizes the utilization of those techniques in pursuit of a personal visual style. Students are required to provide their own cameras, film, and paper. (A) (GR/P/NP)

PHTO 140 Intro to Color Photography 3 units

Acceptable for credit: CSU; UC

Prerequisite: PHTO 110

A course designed to introduce students to the fundamentals of color photography, including the practical application of color theory to problems involving the use of color negative film and color prints as a means of personal expression along with scanning of film for digital output. Includes an examination of contemporary trends in color imagery. Students are required to supply their own cameras, film, and paper. (F) (GR/P/NP)

**PHTO 150 Intro to Commercial
Photography 2 units**

Acceptable for credit: CSU

Prerequisite: PHTO 110

A combined lab and lecture course that provides the student with an overview of photography as a career. Introduces professional

photographic equipment and techniques in actual studio situations. Students will produce photographs of architecture, portraits and advertising subjects as they would for a commercial client. Adjustable 35 mm camera suggested, school cameras available. (A) (GR/P/NP)

PHTO 170 Digital Photography 3 units

Acceptable for credit: CSU

An introductory course on the tools of digital photography including the cameras, scanners, printers, and Adobe Lightroom software. Topics include image capture, enhancement and presentation, including ink jet prints, and digital slideshows. For this course Mac skills are useful, but not essential. (A) (GR/P/NP)

**PHTO 179, 379 Experimental Courses
in Photography 0.5 to 10 units**

179 - Acceptable for credit: CSU, UC-DAT

For course description, see "Experimental Courses."

**PHTO 189 Independent Projects
in Photography 1 to 3 units**

Acceptable for credit: CSU; UC-DAT

For course description, see "Independent Projects."

**PHTO 199 Special Topics
in Photography 0.5 to 3 units**

Acceptable for credit: CSU, UC-DAT

For course description, see "Special Topics."

PHTO 380 Black and White Photo Lab 1 0.5 unit

Limitation on enrollment: Students may not be concurrently enrolled in PHTO 380 and PHTO 381.

Corequisite: PHTO 110 or 120 or 130 or 150 or any 179, 189, or 199 (as related to black and white photo process only)

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. Students may not be concurrently enrolled in PHTO 380 and PHTO 381. (F,S) (P/NP)

PHTO 381 Black and White Photo Lab 2 1 unit

Limitation on enrollment: Students may not be concurrently enrolled in PHTO 380 and PHTO 381.

Corequisite: PHTO 110 or 120 or 130 or 150 or any PHTO 179, 189, or 199 (as related to black and white photo process only)

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. Students may not be concurrently enrolled in PHTO 380 and PHTO 381. (F,S) (P/NP)

PHTO 382 Color Photo Lab 1 0.5 unit

Limitation on enrollment: Students may not be concurrently enrolled in PHTO 382 and PHTO 383.

Corequisite: PHTO 140 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 not be concurrently enrolled in PHTO 382 and PHTO 383. (F,S) (P/NP)

PHTO 383 Color Photo Lab 2 1 unit

Limitation on enrollment: Students may not be concurrently enrolled in PHTO 382 and PHTO 383.

Corequisite: PHTO 140 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 not be concurrently enrolled in PHTO 382 and PHTO 383. (F,S) (P/NP)

PHTO 384 Digital Photo Lab 1 **0.5 unit**

Limitation on enrollment: Students may not be concurrently enrolled in PHTO 384 and PHTO 385

Corequisite: PHTO 170 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 not be concurrently enrolled in PHTO 384 and PHTO 385. (F,S) (P/NP)

PHTO 385 Digital Photo Lab 2 **1 unit**

Limitation on enrollment: Students may not be concurrently enrolled in PHTO 384 and PHTO 385

Corequisite: PHTO 170 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 not concurrently enroll in PHTO 384 and PHTO 385. (F,S) (P/NP)

PHYSICAL EDUCATION

PE 100 Introduction to Kinesiology **3 units**

C-ID KIN 100

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 an 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 120 Beginning & Intermediate Swimming **1 unit**

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**

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 not be concurrently enrolled in PE 122. (F,S,U) (P/NP)

PE 122 Swim Fitness Lab **0.5 unit**

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 not be concurrently enrolled in PE 121. (F,S,U) (P/NP)

PE 123 Aerobic Swim **1 unit**

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

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. (F,S) (GR/P/NP)

PE 130 Self Defense **1 unit**

Acceptable for credit: CSU, UC-CL

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. (F,S,U) (GR/P/NP)

PE 132 Cardio Kickboxing **1 unit**

Acceptable for credit: CSU, UC-CL

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. (F,S,U) (GR/P/NP)

PE 133 Yoga Fitness 1 unit*Acceptable for credit: CSU, UC-CL*

Fundamentals of physical yoga, which focus on breathing, posture, and the development of the connection between the mind and muscles of the body. (F,S,U) (GR/P/NP)

PE 134 Martial Arts Techniques 1 unit*Acceptable for credit: CSU, UC-CL*

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 workout bags. Designed to accommodate most students of various fitness levels. (F,S,U) (GR/P/NP)

PE 140 Physical Fitness Laboratory 1 unit*Acceptable for credit: CSU, UC-CL*

Designed to permit students to build muscle mass and strength, as well as develop overall physical fitness and cardiovascular conditioning. Provides students with the opportunity to utilize sophisticated conditioning equipment to accomplish their individual conditioning goals. Three hours per week with flexible scheduling. Students may not be concurrently enrolled in PE 141 or PE 145. (F,S,U) (P/NP)

PE 141 Physical Fitness Laboratory 0.5 unit*Acceptable for credit: CSU, UC-CL*

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 hours. Students may not be concurrently enrolled in PE 140 or PE 145. (F,S,U) (P/NP)

PE 142 Low Impact Conditioning Exercise 1 unit*Acceptable for credit: CSU, UC-CL*

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. (F,S,U) (GR/P/NP)

PE 143 Step Aerobics 1 unit*Acceptable for credit: CSU, UC-CL*

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. (F,S,U) (GR/P/NP)

PE 144 Weight Training 1 unit*Acceptable for credit: CSU, UC-CL*

Designed to teach students the fundamentals of weight lifting, including proper lifting techniques and safety in the weight room. (F,S,U) (GR/P/NP)

PE 146 Strength and Flexibility 1 unit*Acceptable for credit: CSU, UC-CL*

Designed to improve body alignment, flexibility, and tone and to strengthen problem areas, i.e., back, knees, and abdominals, through the use of free weights and stretching exercises. Students learn a basic strength-fitness exercise program. (F,S,U) (GR/P/NP)

PE 149 Cooperative Work Experience: Occupational 1 to 8 units*Acceptable for credit: CSU, UC-DAT*

For course description, see "Cooperative Work Experience: Occupational."

PE 154 Jogging/Walking 1 unit*Acceptable for credit: CSU, UC-CL*

In this course, students improve cardiovascular and muscular physical fitness levels and flexibility by learning the concepts and principles and applying the techniques associated with walking and jogging. (F,S,U) (GR/P/NP)

PE 156 Golf 1 unit*Acceptable for credit: CSU, UC-CL*

Introduction to golf, elementary golf skills and the values and challenge of the game. Emphasis on developing a sound, repeating one-piece golf swing. Range practice. (F,S,U) (GR/P/NP)

PE 157 Golf: The Short Game 1 unit*Acceptable for credit: CSU, UC-CL*

Designed to provide instruction and practice in the skills and strategies of the short game of golf. Emphasizes techniques for golf shots up to 100 yards. (A) (GR/P/NP)

PE 160 Tennis 1 unit*Acceptable for credit: CSU, UC-CL*

Designed to equip the student with the necessary knowledge and skills to become proficient enough to enjoy the game of tennis and participate at the beginning level. Fundamental strokes and strategy will be stressed. (F,S,U) (GR/P/NP)

PE 164 Soccer 1 unit*Acceptable for credit: CSU, UC-CL*

Designed to prepare students to learn soccer and the rules of soccer. Fundamentals, strategy, and techniques will be stressed. (F,S,U) (GR/P/NP)

PE 167 Basketball 1 unit*Acceptable for credit: CSU, UC-CL*

This course stresses the development of fundamental skills, basic team offense and defense and physical conditioning. (F,S,U) (GR/P/NP)

PE 170 Softball 1 unit*Acceptable for credit: CSU, UC-CL*

This course is designed to provide the fundamental skills and knowledge necessary to successfully participate in the game of softball. (F,S,U) (GR/P/NP)

PE 172 Volleyball 1 unit*Acceptable for credit: CSU, UC-CL*

Designed to give instruction and practice in the fundamental skills basic to successful performance in volleyball. Rules and offensive and defensive formation will be included. (F,S,U) (GR/P/NP)

PE 179, 379 Experimental Courses 0.5 to 10 units in Physical Education*179 - Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

**PE 189 Independent Projects
in Physical Education** **1 to 3 units**

Acceptable for credit: CSU, UC-CL

For course description, see "Independent Projects."

**PE 199 Special Topics
in Physical Education** **0.5 to 3 units**

Acceptable for credit: CSU, UC-DAT

For course description, see "Special Topics."

**PHYSICAL EDUCATION
INTERCOLLEGIATE ATHLETICS**

Students may enroll in and repeat a combination of intercollegiate athletic courses related to their sport, if they are CCCAA (California Community College Athletic Association) eligible. However, each student may not exceed 350 contact hours for his or her sport, per fiscal year. Of the 350 contact hours, up to 175 contact hours can come from courses dedicated to the sport, and 175 contact hours can come from courses that focus on conditioning or skill development for the sport.

PEIA 100 Intercollegiate Football **3 units**

Acceptable for credit: CSU, UC-CL

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible.

Designed to give students extensive practice and instruction in football to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (F) (GR/P/NP)

PEIA 105 Intercollegiate Soccer, Women **3 units**

Acceptable for credit: CSU, UC-CL

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible.

Designed to give students extensive practice and instruction in soccer to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (F) (GR/P/NP)

PEIA 110 Intercollegiate Soccer, Men **3 units**

Acceptable for credit: CSU, UC-CL

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible.

Designed to give students extensive practice and instruction in soccer to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (F) (GR/P/NP)

PEIA 120 Intercollegiate Cross Country **3 units**

Acceptable for credit: CSU, UC-CL

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible.

Designed to give students extensive practice and instruction in cross-country to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (F) (GR/P/NP)

PEIA 125 Intercollegiate Volleyball **3 units**

Acceptable for credit: CSU, UC-CL

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible.

Designed to give students extensive practice and instruction in volleyball to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (F) (GR/P/NP)

PEIA 130 Intercollegiate Basketball, Men **1.5 to 3 units**

Acceptable for credit: CSU, UC-CL

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible.

Designed to give students extensive practice and instruction in basketball to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (F,S) (GR/P/NP)

PEIA 135 Intercollegiate Basketball, Women **1.5 to 3 units**

Acceptable for credit: CSU, UC-CL

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible.

Designed to give students extensive practice and instruction in basketball to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (F,S) (GR/P/NP)

PEIA 140 Intercollegiate Baseball **3 units**

Acceptable for credit: CSU, UC-CL

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible.

Designed to give students extensive practice and instruction in baseball to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (S) (GR/P/NP)

PEIA 145 Intercollegiate Softball **3 units**

Acceptable for credit: CSU, UC-CL

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible.

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. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (S) (GR/P/NP)

PEIA 150 Intercollegiate Track, Men **3 units**

Acceptable for credit: CSU, UC-CL

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible.

Designed to give students extensive practice and instruction in track to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (S) (GR/P/NP)

PEIA 155 Intercollegiate Track, Women 3 units*Acceptable for credit: CSU, UC-CL*

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible

Designed to give students extensive practice and instruction in track to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (S) (GR/P/NP)

PEIA 170 Intercollegiate Golf, Men 3 units*Acceptable for credit: CSU, UC-CL*

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible.

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. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (S) (GR/P/NP)

PEIA 185 Intercollegiate Swimming, Women 3 units*Acceptable for credit: CSU*

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible.

Designed to prepare students to compete in intercollegiate competition. Fundamentals of swimming and advanced technique and strategy will be stressed as in any intercollegiate sport. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA (California Community College Athletic Association) eligible. (U) (GR/P/NP)

PEIA 195 Intercollegiate Conditioning 0.5 to 3 units*Acceptable for credit: CSU*

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible.

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 intercollegiate competition. Students may not be concurrently enrolled in PE 140 or PE 141. Students will additionally engage in a variety of activities designed to enhance skill development and performance capabilities required for successful participation in future competitive intercollegiate sport circumstances and events. Students may repeat this course if they are CCCAA (California Community College Athletic Association) eligible. (F,S,U) (GR/P/NP)

PHYSICAL SCIENCE**PHSC 111 Matter & Energy 4 units***C-ID CHEM 140**Acceptable for credit: CSU, UC-CL*

Prerequisite: MATH 311

Advisory: ENGL 514 or eligibility for ENGL 101

Introduction to the basic principles of physical science and applications of these principles in everyday life. Topics include, but are not limited to, the following: scientific method, measurements, force and motion, work and energy, heat, waves, fluids, electricity, atomic physics, matter, compounds, molecules, chemical reactions, and ions. (F) (GR/P/NP)

PHSC 112 Earth & the Universe 4 units*C-ID GEOL 121**Acceptable for credit: CSU, UC-CL*

Advisory: Eligibility for MATH 311 and eligibility for ENGL 101

Introduction to the basic principles of astronomy and earth sciences and applications of these principles to everyday life. Topics include the solar system, stars, galaxies, and cosmology. Structure and formation of the earth, earthquakes, volcanoes, plate tectonics, the atmosphere, ocean, and weather. (S) (GR/P/NP)

PHSC 149 Cooperative Work Experience: Occupational 1 to 8 units*Acceptable for credit: CSU, UC-DAT*

For course description, see "Cooperative Work Experience: Occupational."

PHSC 179 Experimental Courses in Physical Science 0.5 to 10 units*Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

PHSC 199 Special Topics in Physical Sciences 0.5 to 3 units*Acceptable for credit: CSU*

For course description, see "Special Topics."

PHYSICS**PHYS 100 Concepts in Physics 3 units***Acceptable for credit: CSU, UC*

Advisory: Eligibility for ENGL 101 or ENGL 514 and MATH 311

An overview of the major areas of physics. Emphasis is on concepts, applications and the consequences for modern life. An historical perspective on the development of physical theory and its impact on civilization is explored. (F,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 121 Project & Design Lab 1 1 unit*Acceptable for credit: CSU*

Corequisite: Concurrent enrolment in or completion of one of the following courses: PHYS 141 or PHYS 161 or CHEM 150 or BIOL 125 or BIOL 128 or BIOL 150 or BIO 154 or BIOL 155 or GEOL 100, or permission of the instructor.

This is a project based lab for science and engineering majors. In this class, students, under the guidance of a mentor, will research, design, and construct projects and develop project demonstration materials that can be used to demonstrate physical theory to a non-scientific audience. Students will participate in college sponsored events such as Friday Night Science or trips to local schools, where they will have the opportunity to demonstrate and explain physical demonstrations to others. The event component of this class will necessitate participation in off campus activities outside the scheduled class hours. (F,S) (GR/P/NP)

PHYS 122 Project & Design Lab 2 **1 unit***Acceptable for credit: CSU*

Prerequisite: PHYS 121

This is a project based lab for science and engineering majors. In this class students will research, design, and construct projects that can be used to demonstrate physical theory to a non-scientific audience. In this 2nd class in the series, students will independently choose new projects, or improve existing projects. Students will participate in college sponsored events such as Friday Night Science or trips to local schools, where they will have the opportunity to demonstrate and explain physical demonstrations to others. The service learning component of this class will necessitate participation in off campus activities outside the scheduled class hours. (F,S) (GR/P/NP)

PHYS 123 Project & Design Lab 3 **1 unit***Acceptable for credit: CSU*

Prerequisite: PHYS 122

This is a project based lab for science and engineering majors. In this 3rd class in the series, students will have the opportunity to act as mentors to other students, participate in project design and construction, and begin to learn the skills associated with science education. Students will participate in college sponsored events such as Friday Night Science or trips to local schools, where they will be responsible for providing oversight to a small group of student presenters, and also have the opportunity to demonstrate and explain physical demonstrations to others. The service learning component of this class will necessitate participation in off campus activities outside the scheduled class hours. (F,S) (GR/P/NP)

PHYS 124 Project & Design Lab 4 **1 unit***Acceptable for credit: CSU*

Prerequisite: PHYS 123

This is a project-based lab for science and engineering majors. In this fourth class in the series, students will work independently and continue to develop skills in STEM education. They will mentor students in both PHYS 121 and PHYS 122, and assist in project selection, design, and construction. They will also participate in event planning and student project critiques. Students will participate in college sponsored events such as Friday Night Science or trips to local schools where they will have the opportunity to demonstrate and explain physical demonstrations to others. The service-learning component of this class will necessitate participation in off campus activities outside the scheduled class hours. (S) (GR/P/NP)

PHYS 141 General Physics 1 **4 units***C-ID PHYS 105**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***C-ID PHYS 110**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***C-ID PHYS 205**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***C-ID PHYS 215**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***C-ID PHYS 210**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***Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

POLITICAL SCIENCE**POLS 101 Intro to Political Science** **3 units***C-ID POLS 150**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*C-ID POLS 110**Acceptable for credit: CSU, UC*

Advisory: Eligibility for ENGL 101

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*C-ID POLS 140**Acceptable for credit: CSU, UC*

Advisory: ENGL 101 and POLS 103

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 tools of analysis for understanding and predicting behavior on the international stage. (S) (GR/P/NP)

POLS 105 Comparative Politics 3 units*C-ID POLS 130**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 106 California Politics and Government 3 units*Acceptable for credit: CSU*

Advisories: ENGL 514

Introduction to the structure and function of California state government. Satisfies California state and local government requirement for students who have taken Federal, State, and Local Government without a California component or who receive Advanced Placement credit for American Government. (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*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

PROFESSIONAL DEVELOPMENT**PROD 301 3 units**

Introduces students to a decision-making process that will help them envision and plan for a future career that is productive, achievable, and stimulating. This course culminates with the development of a 10 year career/education plan used for advisory and academic purposes. This personalized 10-year plan provides students with the focus and intrinsic motivation to succeed in high school, college, at work, and in life. (F,S) (GR/P/NP)

PSYCHOLOGY**PSY 101 General Psychology 3 units***C-ID PSY 110**Advisory: ENGL 101**Acceptable for credit: CSU, UC*

An introduction to the concepts, methods and techniques of psychology including critical thinking, nervous system, perception, learning, , motivation, emotion, stress, prejudice, human interactions and social influences, psychological disorders and therapy. (F,S,U) (GR)

PSY 105 Research Methods in Psychology 3 units*C-ID PSY 200**Acceptable for credit: CSU-UC*

Prerequisite: PSY 101 and MATH 123

Advisory: ENGL 101

This psychology based research methods class will cover the scientific method and various research approaches. Topics covered consist of sampling procedures, descriptive research including observational and correlational studies, experimental research including single and multi-factorial designs, quantitative and qualitative research methods, and ethics in psychological research. Students will apply APA methodology, read, evaluate and interpret research papers, and relate the scientific method to real world situations. Math 123 and Psy 101 are prerequisites for this class. English 101 is strongly advised for this class.

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*C-ID PSY 130**Acceptable for credit: CSU, UC*

Advisory: ENGL 101 and PSY 101

This course is an introductory overview of the human sexual condition from the perspective of the diverse cultural, sociological, and psychological aspects within the United States as well as other countries/cultures. Students will be encouraged to become aware of their own sexual values, attitudes and related behaviors as well as being tolerant of sexual expression/orientation different from their own experience. This course will emphasize social patterns of sexual behavior, sexuality lifespan, sexual norms and abnormalities as well as historical and current sexual problems. (F,S) (GR/P/NP)

PSY 113 Theories of Personality**3 units***Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

Advisory: PSY 101

This course covers major contemporary personality theories, compare and contrast diverse personality perspectives, and applies the theoretical principals to personality, psychological health, and psychological growth (F,S) (GR)

PSY 117 Child Psychology**3 units***Acceptable for credit: CSU, UC*

Advisory: Completion of ENGL 101 and PSY 101

Examines the multicultural four stage development of the child from conception through adolescence: first two years, early childhood, middle childhood, and adolescence. Each stage is approached from the biosocial development, cognitive development, and psychosocial development perspectives. This course includes various psychological theories fundamental to the child's development, effects of heredity and the environment, parenting styles, attachment as well as issues related to prenatal development and birth. (F,S) (GR/P/NP)

PSY 118 Human Development Across The Lifespan**3 units***C-ID PSY 180**Acceptable for credit: CSU, UC*

Advisory: ENGL 101 and PSY 101

A balanced study of basic theories, research, and principles of physical, cognitive, and psychosocial development from conception to death presented in an integrated manner; includes behavior, sexuality, nutrition, health, stress, environmental relationships, and implications of death and dying. (F2) (GR/P/NP)

PSY 119 Abnormal Psychology**3 units***C-ID PSY 120**Acceptable for credit: CSU, UC*

Advisory: ENGL 101, READ 510 and PSY 101

This course introduces students to the scientific study of broadly defined psychopathology and atypical or abnormal behaviors. Students will be required to investigate these abnormal behaviors from a variety of perspectives including biological, psychological, and sociocultural approaches. Theory and research in abnormal behavior, as well as intervention and prevention strategies for psychological disorders are also introduced. (S) (GR/P/NP)

PSY 120 Cultural Psychology**3 units***Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

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. Topics include 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 institutions and negotiations. Students will study human behavior in other cultures and will apply what they have learned to understanding the impact of their own cultural traditions. Completion of English 101 is a prerequisite. Psychology 101 is advised. This course satisfies the Social Science and Living skills GE requirement, and the Multicultural and Gender Studies requirement. (F,S) (GR)

PSY 121 Social Psychology**3 units***C-ID PSY 170**Acceptable for credit: CSU, UC*

Prerequisite: PSY 101 and ENGL 101

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 meets the social science general education requirement. (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*

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: Engagement**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**

Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."

**PSY 199 Special Topics Courses
in Psychology** **0.5 to 3 units**

Acceptable for credit: CSU, UC-DAT

For course description, see "Special Topics."

READING

READ 110 Reading for College 4 **3 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 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. In addition, students will write well-developed paragraphs and essays in response to course readings. This class serves as a prerequisite for English 101. Lecture: 3 hours per week. Lab: 1 hour per week. (F,S,U) (GR/P/NP)

READ 310 Reading for College 3 **3 units**

Prerequisite: A recommended placement based on the START process or successful completion of READ 510 or ENGL 512

Reading 310 uses texts across disciplines to practice close and extensive reading skills. The emphasis is on improving literal, inferential, and critical comprehension and building reading stamina. Students will engage successfully a variety of texts 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

California real estate law affecting property ownership and management, contracts, transfers, probate, trust deeds and foreclosures. Includes review of recent legislation governing transactions. (A) (GR/P/NP)

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, park, 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*Acceptable for credit: CSU*

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)

REGISTERED VETERINARY TECHNICIAN**RVT 300 Introduction to Veterinary Technology 2 units**

This course introduces students to the field of veterinary technology. It will provide an overview of the various roles and responsibilities of the veterinary team. Topics will include animal care, patient handling, examination skills, surgical nursing, diagnostic procedures, and hospital safety. (GR/P/NP)

RVT 301 Veterinary Anatomy, Physiology and Terminology 3 units

Limitation on enrollment: Acceptance to the RVT program

Prerequisites: BIOL 100 and CHEM 120

This course introduces the biology of animals, the chemistry of life and medical terminology used in veterinary medicine. It includes study of basic normal anatomy and physiology (in both large and small animals) in a body systems format, along with related vocabulary and spelling. Commonly used veterinary acronyms and abbreviations are woven throughout the course where relevant. (F) (GR)

RVT 302 Veterinary Office Procedures 2 units

Limitation on enrollment: Acceptance to the RVT program.

This course covers veterinary hospital records, client relation, and medical terminology, filing of governmental reports, legal responsibilities of registered veterinary technicians and application of veterinary medical clinics. (F) (GR)

RVT 303 Veterinary Pharmacology 2 units

Limitation on enrollment: Acceptance to the RVT program

This course covers basic concepts in veterinary pharmacology, including the chemistry of pharmaceuticals and biologics commonly used in the maintenance of animal health. It also includes generic terminology, abbreviations for prescriptions, labeling requirements, state and federal laws, classification of materials, weights and measures, drug dosage flow rates, pharmacological mathematics and the metric system, side effects and drug interactions, and the safe handling of bio-hazardous material. (F) (GR/P/NP)

RVT 304 Clinical Pathology & Microbiology 3 units

Limitation on enrollment: Acceptance to the RVT program

Prerequisite: BIOL 100

This course introduces students to the expansive field of clinical pathology and microbiology. Topics include bacteriology, clinical chemistry, urinalysis, cytology, hematology, internal and external parasites, immunology, and serology. (F) (GR)

RVT 305 Medical Nursing & Animal Care 4 units

Limitation on enrollment: Acceptance to the RVT program

Prerequisite: Completion or concurrent enrollment in RVT 301

This course covers diseases and animal nursing including animal examination, handling, and restraint of various species used in an animal hospital setting; including sanitation, administration of medicine,

emergency treatment and critical care, diagnostic and therapeutic techniques, venipuncture, electrocardiology, application of casts, splints and other appliances. It includes zoonotic diseases, their causes and effects, and immunology of animals. (S) (GR)

RVT 306 Surgical Nursing & Dentistry 4 units

Limitation on enrollment: Acceptance to the RVT program

Prerequisite: RVT 301

This course covers surgical nursing, assisting and instrumentation, surgical preparation, suturing techniques, post-operative care, anesthesia instrumentation, induction and monitoring dental prophylaxis and extractions, IV catheter placement, sterilization of equipment and the maintenance of an aseptic environment. (S) (GR)

RVT 307 Veterinary Radiology and Radiation Safety 2 units

Limitation on enrollment: Acceptance to the RVT program

Advisory: Eligibility for READ 310

This course provides an introduction to the study of radiology, diagnostic imaging and equipment used in veterinary practices, radiation safety, and the safe operation of radiographic equipment. It includes image capture and processing, and patient positioning. (S) (GR)

RVT 308 Seminar for Registered Veterinary Technicians 1 unit

Acceptable for credit: CSU

This course provides an overview of the Registered Veterinary Technician field and a review of such topics as animal anatomy and physiology, nursing concepts, medications and dosage calculations, safe handling techniques for medical instruments and radiography equipment, and general office procedures. (S,U) (GR/P/NP)

SOCIOLOGY**SOC 101 Introduction to Sociology 3 units**

C-ID SOC 110

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

C-ID SOC 115

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 Sciences Research Methods 3 units

C-ID SOC 120

Prerequisite: SOC 101

Acceptable for credit: CSU, UC

An introduction to sociological research methods. The research process is explored 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 Introduction to Marriage and Family 3 units*C-ID SOC 130**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*C-ID SOC 150**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 122 Sociology 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*

This course is an introduction to the multidisciplinary field of urban studies. Taking advantage of the contributions made by disciplines such as history, sociology, economics, psychology, political science, architecture and planning, the course explores the following metropolises: the origin of cities; the physical, social and cultural characteristics of cities and metropolises; the complexity, richness and challenges of everyday life in urban society; the social problems that plague urban America; the various strategies being used to solve urban problems and enhance the metropolitan experience. The focus of the course is primarily (although not exclusively) the United States, and special attention is given 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 I 5 units***C-ID SPAN 100**Acceptable for credit: CSU, UC*

This course is designed for non-native Spanish speakers and therefore ideal for students with minimal or no exposure to Spanish. SPAN 101 offers an introduction to the Spanish language, presenting students with vocabulary and grammar, reading and writing skills as well as oral and listening skills including pronunciation. This course also includes an introduction to cultural aspects of the Spanish-speaking world. Not open to students who have received credit for Spanish 120 and 121. Lecture: 5 hours per week. (F,S,U) (GR/P/NP)

SPAN 102 Elementary Spanish II 5 units*C-ID SPAN 110**Acceptable for credit: CSU, UC*

Prerequisite: SPAN 101 or SPAN 121 or two years of high school Spanish

This course is a continuation to SPAN 101. Students work on further vocabulary and grammar skills, pronunciation, oral and listening skills, reading skills, and writing skills. This course also includes cultural aspects of the Spanish-speaking world. (F,S) (GR/P/NP)

SPAN 103 Intermediate Spanish I 5 units*C-ID SPAN 200**Acceptable for credit: CSU, UC*

Prerequisite: SPAN 102 or 3 years of high school Spanish

Advisory: ENGL 514

SPAN 103 is designed for intermediate Spanish speakers, entirely taught in Spanish, and therefore ideal for Heritage Speakers, and/or native Spanish-speakers wishing to improve reading and writing literacy. Lecture: 5 hours per week. (F,S) (GR/P/NP)

SPAN 104 Intermediate Spanish II 5 units*C-ID SPAN 210**Acceptable for credit: CSU, UC*

Prerequisite: SPAN 103 or 4 years of high school Spanish

Advisory: ENGL 514

This course is designed for intermediate Spanish speakers, entirely taught in Spanish, and therefore ideal for Heritage Speakers, and/or native Spanish-speakers wishing to improve reading and writing literacy. SPAN 104 is a continuation of SPAN 103. It covers vocabulary and grammar with an emphasis on listening/oral, reading, and writing skills at the intermediate level. This course also includes cultural components of the Spanish-speaking world. Lecture: 5 hours per week. (F,S) (GR/P/NP)

SPAN 105 Advanced Composition & Grammar 5 units

Acceptable for credit: CSU, UC

Prerequisite: SPAN 103 or SPAN 104

SPAN 105 is designed for advanced Spanish speakers, entirely taught in Spanish, and ideal for Heritage Speakers, and/or native Spanish-speakers wishing to improve their reading and writing literacy at the advanced level. This course emphasizes writing skills at the advanced level, covering the most common types of essay styles (descriptive, narrative, argumentative, academic), and focusing on the writing process as a communicative process. Students will review Spanish grammar, essay structure, and improve on formal vocabulary selection via reading and writing exercises. The oral production component is also evaluated. Also included are cultural and literary components of the Spanish-speaking world. (A) (GR/P/NP)

SPAN 110 Elementary Spanish Conversation 2 units

Acceptable for credit: CSU

Prerequisite: SPAN 101 or SPAN 121

This course is designed to practice vocabulary and grammar covered in SPAN 101 with an emphasis in pronunciation, oral, and listening skills. Reading and writing skills are covered as well. Using a communicative style, students practice Spanish grammar, sentence structure, vocabulary, and oral skills. This course also includes cultural aspects of the Spanish-speaking world. This conversation course is designed for non-native Spanish speakers and therefore ideal for students who have completed SPAN 101. Lecture: 2 hours per week. (U) (GR/P/NP)

SPAN 111 Intermediate Spanish Conversation 2 units

Acceptable for credit: CSU, UC

Prerequisite: SPAN 102 or 3 years of High School Spanish

This course is designed to practice vocabulary and grammar covered in SPAN 102 with an emphasis in pronunciation, oral, and listening skills. Reading and writing skills are covered as well. Using a communicative style, students practice Spanish grammar, sentence structure, vocabulary, and oral skills. This course also includes cultural aspects of the Spanish-speaking world. This conversation course, taught entirely in Spanish, is designed for students who have completed SPAN 102. Lecture: 2 hours per week. (F,S) (GR/P/NP)

SPAN 112 Advanced Spanish Conversation 3 units

Acceptable for credit: CSU, UC

Prerequisite: SPAN 111 or SPAN 103 or SPAN 104

This course is designed to practice vocabulary and grammar covered in SPAN 103 and SPAN 104, with emphasis in oral and listening skills at the advanced level. Reading and writing skills are covered as well. Spanish-language films are used as springboards for conversation of various themes, topics, and cultural experiences. Using a communicative style, students practice Spanish grammar, vocabulary, and oral skills. This conversation course is designed for advanced Spanish speakers, as well as Heritage speakers who wish to improve their oral skills. Lecture: 3 hours per week. (A) (GR/P/NP)

SPAN 189 Independent Projects in Spanish 1 to 3 units

Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."

SPECIAL TOPICS

199/399/499/599

Special Topics Courses

0.5 to 3 units

199 - Acceptable for credit: CSU, UC-DAT

Lecture and/or lab as required by unit formula; 12 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.

SPEECH COMMUNICATION

SPCH 101 Public Speaking

3 units

C-ID COMM 110

Acceptable for credit: CSU, UC

An introduction to the theory and practice of presenting speeches for various situations and audiences. Students become better communicators by learning how to appropriately select a topic, research, organize, outline and effectively present informative, persuasive and special occasion speeches. (F,S,U) (GR/P/NP)

SPCH 102 Small Group Communication 3 units

C-ID COMM 140

Acceptable for credit: CSU, UC

Provides an introduction to the dynamics of communication in task-oriented groups. Through practice and research, students will explore group discussion theory including problem solving, decision making, verbal/nonverbal communication, leadership styles, conflict management, participation and roles. Oral group presentations are required. (F,S,U) (GR/P/NP)

SPCH 103 Interpersonal Communication 3 units

C-ID COMM 130

Acceptable for credit: CSU, UC

Explores the theories regarding conversational behavior as it is generated, enacted, and understood in social and intimate relational contexts. Areas of study will include nonverbal messages, language, perception, power, listening, patterns, regulation, and communication competence. (F,S,U) (GR/P/NP)

SPCH 106 Argumentation & Debate 3 units

C-ID COMM 120

Acceptable for credit: CSU, UC

Advisory: ENGL 101 and SPCH 101 or SPCH 102'

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. (F,S) (GR/P/NP)

SPCH 108 Oral Interpretation 3 units

C-ID COMM 170

Acceptable for credit: CSU, UC

Through theory and practice, students will discover and communicate the intellectual, emotional, and aesthetic meaning of literature by choosing, analyzing, rehearsing, and orally presenting short selections of prose, poetry, and drama. (S) (GR/P/NP)

SPCH 110 Intercultural Communication 3 units*C-ID COMM 150**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*Acceptable for credit: CSU, UC-DAT*

For course description, see "Cooperative Work Experience Occupational."

SPCH 189 Independent Projects in Speech 1 to 3 units*Acceptable for credit: CSU; UC-DAT*

For course description, see "Independent Projects."

SCIENCE TECHNOLOGY ENGINEERING MATH**STEM 100 Success Strategies in Science, Technology, Engineering, and Math 1 unit***Acceptable for credit: CSU*

Intended for students pursuing majors in a STEM discipline. Introduces students to related career choices, academic planning, and college resources. Develops appropriate skills necessary for academic success in a STEM major. (GR/P/NP)

STEM 140 Math and Science Teaching Careers 1 unit*Acceptable for credit: CSU*

Advisory: ENGL 513 and MATH 311

This course is designed to expose math and science students to successful academic practices as well as the teaching profession. Students will explore a variety of teaching methods by observing local math and science teachers. The course introduces current issues in math and science education. This course requires 15 hours of structured field experience outside of the classroom, including an orientation and placement meeting that will provide students the opportunity to start acquiring required experience hours needed to enter a teaching credential program. This course is designed to expose math and science students to successful academic practices as well as the teaching profession. Students will explore a variety of teaching methods by observing local math and science teachers. The course introduces current issues in math and science education. This course requires 15 hours of structured field experience outside of the classroom, including an orientation and placement meeting that will provide students the opportunity to start acquiring required experience hours needed to enter a teaching credential program. Lecture: one hour weekly; Lab: one hour weekly TBA. Not open to students who have completed EDUC 140. Lecture: one hour weekly. Lab: one hour weekly TBA (F, S) (GR/P/NP)

THEATRE**THEA 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 100 or ENGL 101

This course is 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 voice and speech, two units of dramatic theory and one unit of singing techniques. This course is not open to students who have received credit for DRMA 101. (F) (GR)

THEA 102 Applied Professional Acting II 10 units*Acceptable for credit: CSU, UC*

Limitation on enrollment: Audition and interview

Prerequisite: THEA 101 or DRMA 101

A continuation of THEA 101, with emphasis on individual development. This course is not open to students who have received credit for DRMA 102. (S) (GR)

THEA 103 Beginning Professional Theatre Dance Styles 2 units*Acceptable for credit: CSU, UC*

Limitation on enrolment: Completion of program application and procedures for enrollment.

An introduction to dance styles appropriate to professional classic musical theatre productions, emphasizing vocabulary acquisition and exercises which develop body stretch and flexibility, strength, and improve rhythmic and movement coordination. This course is not open to students who have received credit for DRMA 401. (F) (GR)

THEA 104 Intermediate Professional Theatre Dance Styles 2 units*Acceptable for credit: CSU, UC*

Limitation on enrolment: Completion of program application and procedures for enrolment

Advisory: THEA 103

A study at the intermediate level of dance styles appropriate to professional contemporary as well as classic musical theatre productions, emphasizing across the floor combinations and choreography acquisition through exposure to set dance pieces from a variety of classic contemporary productions. This course is not open to students who have received credit for DRMA 401. (S) (GR)

THEA 110 Beginning Production Laboratory 3 units*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 at a beginning level in a lab environment. Students apply the necessary skills for the process of mounting a professional theatrical production. This course is not open to students who have received credit for DRMA 112. (F,S) (GR)

THEA 111 Intermediate Production Laboratory 3 units*Acceptable for credit: CSU, UC*

Advisory: THEA 110 and eligibility for MATH 311

Limitation on enrolment: Completion of program application and procedures for enrolment.

The exploration and development of a theatrical production at an intermediate level in a lab environment. Students apply the necessary skills for the process of mounting a professional theatrical production. This course is not open to students who have received credit for DRMA 112. (F,S) (GR)

THEA 112 Advanced Intermediate Production Lab 3 units

Acceptable for credit: CSU, UC

Advisory: THEA 111 and eligibility for MATH 311

Limitation on enrollment: Completion of appropriate PCPA program application and procedures for enrollment

The exploration and development of a theatrical production at an advanced-intermediate level in a lab environment. Students apply the necessary skills for the process of mounting a professional theatrical production. This course is not open to students who have received credit for DRMA 112. (F,S) (GR)

THEA 113 Advanced Production Lab 3 units

Acceptable for credit: CSU, UC

Advisory: THEA 112 and eligibility for MATH 311

Limitation on enrollment: Completion of appropriate PCPA program application and procedures for enrollment.

The exploration and development of a theatrical production at an advanced level in a lab environment. Students apply the necessary skills for the process of mounting a professional theatrical production. This course is not open to students who have received credit for DRMA 112. (F,S) (GR)

THEA 114 Beginning Performance Lab 3 units

Acceptable for credit: CSU, UC

Advisory: Eligibility for ENGL 100 or ENGL 101

Limitation on enrollment: Completion of appropriate PCPA program application and procedures for enrollment.

In this intensive beginning level laboratory course, the student can apply and develop all of the skills utilized in dramatic performances. Students may spend class hours with the instructor dealing with different performance 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. This course is not open to students who have received credit for DRMA 113. (F,S) (GR)

THEA 115 Intermediate Performance Lab 3 units

Acceptable for credit: CSU, UC

Advisory: THEA 114 and eligibility for ENGL 100 or ENGL 101

Limitation on enrollment: Completion of appropriate PCPA program application and procedures for enrollment.

In this intensive intermediate level laboratory course, the student can apply and develop all of the skills utilized in dramatic performances. Students may spend class hours with the instructor dealing with different performance 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. This course is not open to students who have received credit for DRMA 113. (F,S) (GR)

THEA 116 Advanced Intermediate Performance Lab 3 units

Acceptable for credit: CSU, UC

Advisory: THEA 115 and eligibility for ENGL 100 or ENGL 101

Limitation on enrollment: Completion of appropriate PCPA program application and procedures for enrollment.

In this intensive advanced-intermediate level laboratory course, the student can apply and develop all of the skills utilized in dramatic performances. Students may spend class 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. This course is not open to students who have received credit for DRMA 113. (F,S) (GR)

THEA 117 Advanced Performance Lab 3 units

Acceptable for credit: CSU, UC

Advisory: THEA 116 and eligibility for ENGL 100 or ENGL 101

Limitation on enrollment: Completion of appropriate PCPA program application and procedures for enrollment.

In this intensive advanced-intermediate level laboratory course, the student can apply and develop all of the skills utilized in dramatic performances. Students may spend class hours with the instructor dealing with different performance 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. This course is not open to students who have received credit for DRMA 113. (F,S) (GR)

THEA 120 Advanced Professional Acting I 10 units

Acceptable for credit: CSU, UC

Prerequisite: THEA 102 or DRMA 102

Limitation on enrollment: Completion of the program application and procedures for enrollment.

Through a series of lectures, demonstrations, activities, assigned readings and laboratory projects, the student will further explore 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, will be supplemented by more intensive classes in vocal skills (including voice production and projection, articulation, use of the International Phonetic Alphabet, Standard American Speech and various dialects) and movement techniques for the actor (including techniques of relaxation, body alignment and concentration of energy, mask techniques, combat techniques, as well as solutions to specific physical characterization challenges required of the actor by period styles and production concepts). Script analysis and advanced techniques for scoring a dramatic text will be covered. Audition techniques and business survival skills will also be covered. The class is team-taught by the drama faculty and staff in conjunction with resident and guest artists. This course is not open to students who have received credit for DRMA 120. (F) (GR)

THEA 121 Advanced Professional Acting II 10 units

Acceptable for credit: CSU, UC

Prerequisite: THEA 120 or DRMA 120

Limitation on enrollment: Audition and interview add to limitation on enrollment: completion of the program application and procedures for enrollment.

A continuation of THEA 120 with specific emphasis on personal acting issues in rehearsal and performance. This course is not open to students who have received credit for DRMA 121. (S) (GR)

THEA 122 Advanced Intermediate Professional Theatre Dance Styles 2 units

Acceptable for credit: CSU, UC

Advisory: THEA 104

Limitation on enrollment: Completion of appropriate PCPA program application and procedures for enrollment.

A study at the advanced-intermediate level of dance styles appropriate

to professional classic and contemporary musical theatre productions, emphasizing a growing mastery of musical theatre dance style techniques and rapid choreography acquisition. Students have the opportunity to create and teach their own movement combinations. This course is not open to students who have received credit for DRMA 401. (F) (GR)

THEA 123 Advanced Professional Theatre Dance Styles **2 units**

Acceptable for credit: CSU, UC

Advisory: THEA 122

Limitation on enrollment: Completion of appropriate PCPA program application and procedures for enrollment.

A study at the advanced level of dance styles appropriate to professional classic and contemporary musical theatre productions, emphasizing techniques to succeed in a professional musical theatre dance audition and callback. Students will participate in mock dance auditions for a variety of production styles. This course is not open to students who have received credit for DRMA 401. (S) (GR)

THEA 198 Topics in Theatrical Performance **0.5 – 3 units**

This course provides an opportunity to explore particular aspects of the performance disciplines which are not covered in detail in the existing program. Course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.

THEA 199 Topics in Theatre Stagecraft **0.5 – 3 units**

This course provides an opportunity to explore particular aspects of the technical disciplines which are not covered in detail in the existing program. Course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula. (GR)

THEA 301 Beginning Preparation for Repertory Production **1 unit**

Limitation on enrollment: Completion of appropriate PCPA program application and procedures for enrollment.

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 resumes and portfolios through their participation in the development and performance of a variety of theatrical productions in a repertory season. This course is not open to students who have received credit for DRMA 303. (F,S) (GR)

THEA 302 Intermediate Preparation for Repertory Production **1 unit**

Advisory: THEA 301

Limitation on enrollment: Completion of appropriate PCPA program application and procedures for enrollment.

A focused vocational course offering the opportunity for theatre practitioners, who have some beginning experience, 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 resumes and portfolios through their participation in the development and performance of a variety of theatrical productions in a repertory season. This course is not open to students who have received credit for DRMA 303. (F,S) (GR)

THEA 303 Advanced Intermediate Preparation for Repertory Production **1 unit**

Advisory: THEA 302

Limitation on enrollment: Completion of appropriate PCPA program

application and procedures for enrollment

A focused vocational course offering the opportunity for theatre practitioners, who have some intermediate level experience, 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 resumes and portfolios through their participation in the development and performance of a variety of theatrical productions in a repertory season. This course is not open to students who have received credit for DRMA 303. (F,S) (GR)

THEA 304 Advanced Preparation for Repertory Production **1 unit**

Advisory: THEA 303

Limitation on enrollment: Completion of appropriate PCPA program application and procedures for enrollment.

A focused vocational course offering the opportunity for theatre practitioners, who have some advanced-intermediate level experience, 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 resumes and portfolios through their participation in the development and performance of a variety of theatrical productions in a repertory season. This course is not open to students who have received credit for DRMA 303. (F,S) (GR)

THEA 305 Materials, Tools, and Techniques 1 **10 units**

Advisory: Eligibility for MATH 311 and ENGL 100 or ENGL 101

Limitation on enrollment: Completion of program application and procedures for enrollment.

An introductory course in the tools, materials, and production techniques employed by a professional theatrical technician. This vocational course offers the opportunity for theatre practitioners to update, develop, and refine their skills in a professional theatre setting. This course is required of all students enrolled in the Drama -- Technical Theater Certificate program. This course is not open to students who have received credit for DRMA 304. (F,S) (GR)

THEA 306 Materials, Tools, and Techniques 2 **10 units**

Advisory: THEA 305 and eligibility for ENGL 100 or ENGL 101

Limitation on enrollment: Completion of program application and procedures for enrollment.

An expansion on THEA 305 in the tools, materials, and production techniques employed by a professional theatrical technician. This vocational course offers the opportunity for theatre practitioners to update, develop, and refine their skills in a professional theatre setting. This course is required of all students enrolled in the Drama Technical Theater Certificate program. This course is not open to students who have received credit for DRMA 304. (F,S) (GR)

THEA 307 Planning, Production, and Management 1 **10 units**

Advisory: THEA 305, THEA 306, eligibility for MATH 311 and eligibility for ENGL 100 or ENGL 101.

Limitation on enrollment: Completion of program application and procedures for enrollment.

An introductory course on planning, production, and management processes and techniques employed by professional theatrical artists and craftspersons. This vocational course offers the opportunity for theatre practitioners to update, develop, and refine their skills in a professional theatre setting. This course is required of all students enrolled in the Drama Technical Theater Certificate program. This course is not open to students who have received credit for DRMA 304. (F,S) (GR)

THEA 308 Planning, Production, and Management 2 **10 units**

Advisory: THEA 307 or proof of equivalent prior training and or work experience and eligibility for Math 311 and eligibility for ENGL 100 or ENGL 101

Limitation on enrollment: Completion of program application and procedures for enrollment.

An expansion on THEA 307 in the planning, production, and management processes and techniques employed by professional theatrical artists and craftspersons. This vocational course offers the opportunity for theatre practitioners to update, develop, and refine their skills in a professional theatre setting. This course is required of all students enrolled in the DramaTechnical Theater Certificate program. This course is not open to students who have received credit for DRMA 304. (F,S) (GR)

THEA 310 Beginning Summer Touring Repertory Production **10 units**

Limitation on enrollment: Completion of program application and procedures for enrollment.

A course in which the beginning career-oriented theatre student works in every aspect of preparation for touring multiple-production season. Each student is placed in the repertory company according to proficiency in a major area of emphasis. Areas of study include acting, singing, dance, design, costume crafts, property crafts, lighting, sound and scenery crafts, marketing, house and stage management. Within the framework of preparation for touring repertory theatre, the student is challenged with the rigors of a professional experience among practicing professional artists who collaborate in a program of lecture, rehearsal, technical preparation, self-analysis, and discussion. This course is not open to students who have received credit for DRMA 115. (U) (GR)

THEA 311 Intermediate Summer Touring Repertory Production **10 units**

Advisory: THEA 310

Limitation on enrollment: Completion of program application and procedures for enrollment.

A course in which the intermediate career-oriented theatre student works in every aspect of preparation for touring multiple-production season. Each student is placed in the repertory company according to proficiency in a major area of emphasis. Areas of study include acting, singing, dance, design, costume crafts, property crafts, lighting, sound and scenery crafts, marketing, house and stage management. Within the framework of preparation for touring repertory theatre, the student is challenged with the rigors of a professional experience among practicing professional artists who collaborate in a program of lecture, rehearsal, technical preparation, self-analysis, and discussion. This course is not open to students who have received credit for DRMA 115. (U) (GR)

THEA 312 Advanced Intermediate Summer Touring Repertory Production **10 units**

Advisory: THEA 311

Limitation on enrollment: Completion of program application and procedures for enrollment.

A course in which the advanced-intermediate career-oriented theatre student works in every aspect of preparation for touring multiple-production season. Each student is placed in the repertory company according to proficiency in a major area of emphasis. Areas of study include acting, singing, dance, design, costume crafts, property crafts, lighting, sound and scenery crafts, marketing, house and stage management. Within the framework of preparation for touring repertory theatre, the student is challenged with the rigors of a professional experience among practicing professional artists who collaborate in a program of lecture, rehearsal, technical preparation, self-analysis, and discussion. This course is not open to students who have received credit for DRMA 115. (U) (GR)

THEA 313 Advanced Summer Touring Repertory Production **10 units**

Advisory: THEA 312

Limitation on enrollment: Completion of program application and procedures for enrollment.

A course in which the advanced career-oriented theatre student works in every aspect of preparation for touring multiple-production season. Each student is placed in the repertory company according to proficiency in a major area of emphasis. Areas of study include acting, singing, dance, design, costume crafts, property crafts, lighting, sound and scenery crafts, marketing, house and stage management. Within the framework of preparation for touring repertory theatre, the student is challenged with the rigors of a professional experience among practicing professional artists who collaborate in a program of lecture, rehearsal, technical preparation, self-analysis, and discussion. This course is not open to students who have received credit for DRMA 115. (U) (GR)

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**

189 - Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."

WLDT 300 Shop Math and Measurement **3 units**

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)

WLDT 301 Selected Welding Projects **1 unit**

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 305 Welded Sculptural Projects **1 unit**

The course is an introduction to fundamentals of conceptualizing sculptural forms and fabricating these forms using shop machines and tools. Students will develop skill techniques of cutting, forming, forging, welding, and finishing ferrous metal. (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) 1 unit

This course will give students enough MIG welding background to weld in metal sculpture and ornamental iron classes using 110 power MIG welders. (A) (GR)

WLDT 312 Pipe Fitting & Welding 3 units

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

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 ferrous metals, found metal objects and/or commercially available components. (A) (GR)

WLDT 317 Ornamental Iron 1 1 unit

Basics of ornamental iron work including fabrication techniques and safety training. (A) (GR)

WLDT 318 Welding and Metal Sculpture 1 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 1 unit

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 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 Advanced Welding Certification Lab 2 units

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 1 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 1 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 1 unit

Prerequisite: WLDT 106

Introduces students to craft flux core welding. Topics include types, uses, safety considerations, and fabrication techniques. (A) (GR/P/NP)

WLDT 370 SkillsUSA 3 units

Repeatable: 4 enrollments

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. This SkillsUSA course prepares students for employment and inter-collegiate competition in Career Technical Education. Students will learn to plan projects, work in teams, solicit community support and develop a range of skills valued by employers. Students registered for this class may not register for AB 370, ARCH 370, AT 370, EL 370, ET 370 or MT 370 during the same semester. Participation in the SkillsUSA competition is required. This course may be repeated up to three times for credit with different competitions. (GR/P/NP)

WLDT 399 Special Topics in Welding 0.5 to 3 units

For course description, see "Special Topics."

WILDLAND FIRE TECHNOLOGY**WFT 101 Wildland Fire Behavior 3 units***Acceptable for credit: CSU*

Advisory: 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*

Advisory: 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*

Advisory: 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*

Advisory: 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*

Advisory: 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*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

Advisory: WFT 301

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

Advisory: 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

Advisory: 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

Advisory: WFT 304

Course describing the major elements associated with developing and implementing an effective multi-agency coordination system. (A) (GR/P/NP)

WFT 306 Incident Command System for Executives (I-402) 0.5 unit

Advisory: WFT 305

Course covers the duties of command staff members, agency representatives and activation of the command and general staff positions. (A) (GR/P/NP)

WILDLAND FIRE TECHNOLOGY LOGISTICS**WFTL 310 Display Processor S-245 0.5 unit**

Advisory: 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 determine 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 J-248 0.5 unit

Advisory: 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

Advisory: 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

Advisory: 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

Advisory: 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

Advisory: 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

Advisory: 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

Advisory: 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

Advisory: 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

Advisory: 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

Advisory: 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

Advisory: 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

Advisory: 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

Advisory: 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

Advisory: 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

Advisory: 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

Advisory: 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

Advisories: 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

Advisory: 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

Advisory: 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

Advisory: WFTO 329, WFTO 344

Presents an understanding of the duties and responsibilities if the facilities unit leader in a wildland fire incident. (A) (GR/P/NP)

WFTL 331 Ground Support Unit Leader J-355 0.5 unit

Advisories: 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

Advisories: 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

Advisories: 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

Advisories: 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

Advisories: 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

Advisories: 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

Advisories: 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 preparation of claim reports in accordance with agency policy and procedures. (A) (GR/P/NP)

WFTL 338 Time Unit Leader I-365 0.5 unit

Advisories: 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

Advisories: 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

Advisories: WFT 304, WFTO 329, WFTO 334

Presents the information necessary for the student to be able to function as a planning section chief on a wildland fire incident. (A) (GR/P/NP)

WFTL 341 Logistics Section Chief J-450 2 units

Advisories: WFT 304, WFTO 329, WFTO 334

Presents the information necessary for the student to be able to function as a logistics section chief on a wildland fire incident. (A) (GR/P/NP)

WFTL 342 Finance Section Chief I-460 2 units

Advisories: WFT 304, WFTO 329, WFTO 334

Presents the information necessary for the student to be able to function as a finance section chief on a wildland fire incident. (A) (P/NP)

WILDLAND FIRE TECHNOLOGY OPERATIONS

WFTO 310 Basic Fire Suppression Orientation S-110 0.5 unit

Advisories: WFT 302

Course of study that provides information essential for a non-operations individual assigned to a wildland fire incident to have a successful first assignment. (A) (GR/P/NP)

WFTO 311 Firefighter Training S-130 2 units

Advisories: WFT 302, WFTO 313

Course of study designed to train new firefighters in basic firefighting skills and the knowledge necessary to effectively handle wildland firefighting situations. (A) (GR/P/NP)

WFTO 312 Advanced Firefighter Training S-131 0.5 unit

Advisories: WFTO 311, WFTO 313, WFTO 315, WFTO 317, WFTO 318

Course of study that provides advanced wildland firefighting training and education for those who wish to become qualified in the first level supervision position of advanced firefighter/squad boss. (A) (GR/P/NP)

WFTO 313 Intro to Wildland Fire Behavior S-190 0.5 unit

Advisory: WFT 302

Course of study that provides an introduction to wildland fire behavior issues that are important to wildland fire spread and safety to firefighters involved in suppression. (A) (GR/P/NP)

WFTO 314 Initial Attack Incident Commander S-200 1 unit

Advisories: WFT 302, WFTO 312, WFTO 325

Course of study designed for the initial attack commander of small non-complex wildland fires the ability to safely suppress the fire within the guidelines of the incident command system and agency guidelines. (A) (GR/P/NP)

WFTO 315 Supervisory Concepts & Techniques S-201 1 unit

Advisories: WFT 302, WFTO 311, WFTO 313

Course of study for the experienced wildland firefighter to be able to apply the principles of communication and super-vision required of a single resource boss to perform on a wildland fire incident. (A) (GR/P/NP)

WFTO 316 Fire Operations in the Urban Interface S-205 2 units

Advisories: WFTO 311, WFTO 314

A course of study to prepare initial attack incident commanders and company officers to effectively deal with wildland fires that threaten life, property, and improvements. (A) (GR/P/NP)

WFTO 317 Portable Pumps & Water Use S-211 0.5 unit

Advisory: WFT 302

Course of study for firefighters to gain competency in the use of portable pumps and water in wildland fire fighting. (A) (GR/P/NP)

WFTO 318 Wildfire Powersaws S-212 1.5 units

Advisory: WFTO 311

Course for those planning to operate, or directly supervise, the operation of chain saws on wildfires. (A) (GR/P/NP)

WFTO 319 Driving for the Fire Service S-216 2 units

Advisory: WFTO 311

Course designed to instruct fire personnel on proper methods and procedures for driving fire equipment on the highway and off-road conditions. (A) (GR/P/NP)

**WFTO 320 Helicopter Training
Guide S-217** **2 units**

Advisory: WFTO 311

Course covers the tactical and logistical use of helicopters in wildland fire control operations. (A) (GR/P/NP)

WFTO 321 Crew Boss S-230 **1.5 units**

Advisories: WFTO 315, WFTO 325, WFTO 330

Course is designed to identify the hazards and risks on wildland fires and teach the tactics which are appropriate for the crew boss during various wildland fire situations. The course also identifies crew boss responsibilities prior to and during mobilization, on the incident and during demobilization. (A) (GR/P/NP)

WFTO 322 Engine Boss S-231 **0.5 unit**

Advisories: WFTO 325, WFTO 329, WFTO 330

Course designed to prepare advanced firefighters/squad bosses with the ability to understand and function as an engine boss in the control of wildland fires. This course presents the issues of tactics and safety in the control of wildland fires, and identifies the mobilization and demobilization procedures of an engine crew on a wildland fire incident. (A) (GR/P/NP)

WFTO 323 Dozer Boss S-232 **1 unit**

Advisories: WFTO 325, WFTO 329, WFTO 330

Course is designed to prepare advanced firefighters/squad bosses with the ability to understand and function as a dozer boss in the control of wildland fires. Topics include the issues of tactics and safety in the control of wildland fires and identifies the mobilization and demobilization procedures of a dozer on a wildland fire incident. (A) (GR/P/NP)

WFTO 324 Tractor Plow Boss S-233 **0.5 unit**

Advisories: WFTO 325, WFTO 329, WFTO 330

Course is designed to prepare advanced firefighters/squad bosses with the ability to understand and function as a tractor/plow boss in the control of wildland fires. Topics include the issues of tactics and safety in the control of wildland fires and identifies the mobilization and demobilization procedures of a tractor/plow on a wildland fire incident. (A) (GR/P/NP)

WFTO 325 Ignition Operations S-234 **2 units**

Advisories: 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**

Advisories: WFTO 315, WFTO 329

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**

Advisories: WFTO 315, WFTO 329

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**

Advisories: WFTO 315, WFTO 321

Provides the necessary skills to function as a field observer on a wildland fire incident. The use of various types of maps in wildland fire control will be emphasized. (A) (GR/P/NP)

**WFTO 329 Fire Business Management
Principles S-260** **1 unit**

Prerequisites: WFTO 315, WFTO 321, WFTO 330

This course of study is designed to teach the basic concepts of fiscal management of wildland fire incidents. It includes correct and fiscally sound personnel and equipment procurement, time recording, and proper documentation. (A) (GR/P/NP)

WFTO 330 Basic Air Operations S-270 **1 unit**

Prerequisites: WFTO 315, WFTO 321

Course of study that defines and describes the general categories of aircraft used in fire suppression. Topics includes the four types of helicopters and the criteria that make up each type, and how to conduct safe firefighting operations when aircraft are being used. (A) (GR/P/NP)

WFTO 331 Helispot Manager J-272 **0.5 unit**

Prerequisites: WFTO 315, WFTO 320, WFTO 330

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**

Advisories: 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**

Advisories: 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-3011** **0.5 units**

Prerequisites: WFTO 314, WFTO 315, WFTO 329

Provide s the experienced wildland firefighter with the communication and supervision skills necessary to perform as a unit leader on a wildland fire incident. (A) (GR/P/NP)

**WFTO 335 Task Force/Strike Team
Leader S-330** **1.5 units**

Prerequisites: WFTO 303, WFTO 336, WFTO 344

Topics include utilization of increments of equipment in saving lives and property, and to develop the skills necessary to supervise the various types of equipment in wildland fire control. (A) (GR/P/NP)

WFTO 336 Fire Suppression Tactics S-336 2 units

Prerequisites: WFTO 315, WFTO 325, WFTO 329, WFTO 330, WFTO 344

Course 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)

WFTO 338 Intermediate Aviation Operations S-370 2 units

Prerequisites: WFTO 329, WFTO 330

This course of study is to provide incident commanders and other fire line supervisors with an understanding of the aviation tools and knowledge to effectively use aviation resources safely, effectively on a wildland fire incident. (A) (GR/P/NP)

WFTO 339 Helibase Manager S-371 2 units

Prerequisites: WFTO 320, WFTO 330

A course of study that provides the information necessary for an advanced firefighter/crew boss or helicopter manager to take over the function of a helibase on a wildland fire incident. The course covers reporting to assigned helibase and how to determine if staffing and aircraft needs are satisfactory, properly review and implement helibase checklist, identify problems that may necessitate a safety briefing and coordination with Air Support Group Supervisor and Air Tactical Group Supervisor. (A) (GR/P/NP)

WFTO 340 Helicopter Coordinator S-374 2 units

Prerequisites: WFTO 330, WFTO 336

Course is designed to teach the duties and responsibilities of the Helicopter Coordinator on a wildland incident. Topics include how to determine aircraft (air tankers and helicopters) operating within incident area of assignment, implement air safety requirements and procedures, and coordinate activities with air attack supervisor, air tanker coordinator, air support supervisor, and ground supervisor, and ground operations personnel. (A) (GR/P/NP)

WFTO 341 Air Support Group Supervisor S-375 2 units

Prerequisites: WFT 303, WFTO 334, WFTO 339

The course identifies the duties of the Air Support Group Supervisor is primarily responsible for supporting and managing logistical support for helibase and helispot operations. The course identifies resource/supplies dispatched for air support group, requests special air support items from appropriate sources through logistics section, determines need for assignment of personnel and equipment at each helibase and helispot, and maintains coordination with airbases supporting the incident. (A) (GR/P/NP)

WFTO 342 Air Tanker Coordinator S-376 1.5 units

Prerequisites: WFTO 329, WFTO 330, WFTO 338

Topics include if the restricted air space declaration has been requested through FAA, determine the location of fixed-wing facilities supporting air tanker operations, and determine if all aircraft including air tankers and helicopters operating within incident area of assignment. Survey incident area to determine situation, aircraft hazards, and other potential problems. (A) (GR/P/NP)

WFTO 343 Air Tactical Group Supervisor S-378 1.5 units

Prerequisites: WFTO 330, WFTO 340

Course is designed to provide instruction on Air Tactical Group supervisor which is primarily responsible for the coordination of aircraft operations when fixed and/or rotary-wing aircraft are operating on a wildfire. (A) (GR/P/NP)

WFTO 344 Introduction to Wildland Fire Behavior Calculations S-390 2 units

Prerequisites: WFTO 332

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)

WFTO 345 Incident Commander S-400 1.5 units

Prerequisites: WFTO 304, WFTO 329

This includes how to set up organizational elements necessary to mitigate the emergency, request additional resources as needed, how to ensure planning meetings are held as necessary, details relating to coordination of staff activity, and how and when to assume command of an incident after the overall situation is reviewed, sufficient information is available to make logical decisions, and takeover coordination can be accomplished. (A) (GR/P/NP)

WFTO 346 Liaison Officer S-402 1 unit

Prerequisites: WFT 304, WFTO 337

Topics include the flow of information between command and all agencies involved in the incident, solving problems with the various agencies involved in the incident, and the difference between assisting and cooperating agencies. (A) (GR/P/NP)

WFTO 347 Safety Officer S-404 1.5 units

Prerequisites: WFT 304, WFTO 337

Topics include how to make recommendations that will address those risks or hazards with the highest potential for accidents or injury and follow through with those of lesser degree, how to develop and present alternatives, and present issues related to direct intervention to immediately correct a dangerous situation. (A) (GR/P/NP)

WFTO 348 Standards for Survival PMS-416 0.5 unit

Prerequisite: WFT 302

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)

WFTO 350 Command & General Staff S-420 2 units

Prerequisites: WFT 304, WFTO 337

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 PMS-427 **0.5 unit**

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 **1 unit**

Prerequisites: WFT 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 **2 units**

Prerequisites: WFT 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 rule 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 **1 unit**

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 **2 units**

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 **2 units**

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 **2 units**

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 **0.5 unit**

Prerequisite: WFT 302, Hazardous Materials HAZWOPER 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 **1.5 unit**

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 **1 unit**

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 **1 unit**

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 **2 units**

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)

WFTO 367 Pre-Fire Season Safety Refresher L-381 **2 units**

Prerequisite: WFTO 311 (S-130), WFTO 313 (S-190)

Review the use of lookouts, fire communications, escape routes, safety zones, and standards for survival in wildland fires. Includes how to work with inmates. Students will participate in a practical exercise with actual deployment of fire shelters. (A) (GR/P/N)

WILDLAND FIRE TECHNOLOGY PREVENTION

WFTP 310 Prescribed Fire for Burn Bosses RX-300 **2 units**

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 dispersal, and visibility objectives within public health standards. (A) (GR/P/NP)

WFTP 311 Intro to Wildfire Prevention P-101 **2 units**

Prerequisite: WFT 302

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)

WFTP 312 Inspecting Fire Prone Property P-110 **0.5 unit**

Prerequisite: WFTP 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/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, WFTP 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 information 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: WFTP 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)



ALLAN HANCOCK COLLEGE

Administration & Faculty



ALLAN
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COLLEGE

∴ CATALOG
∴ 2016-17

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- Nohemy Ornelas Associate Superintendent/Vice President
Student Services
A.A., Allan Hancock College; B.A., University of California, Santa Barbara;
M.A., California Polytechnic State University, San Luis Obispo
- Robert Parisi Dean, Student Services & Director, Financial Aid
A.A., American River College;
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Ed.D., California Polytechnic State University / University of California,
Santa Barbara
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B.A., University of California, Irvine; B.F.A., M.A., San Francisco Art Institute
- Trevor Passage Assistant Professor, Librarian
M.L.I.S., San Jose State University
- Frederic J. Patrick Distance Education Specialist
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- Chris Pavone Assistant Professor, Mathematical Sciences
B.S., State University of New York at Plattsburgh;
M.A., M.S., Ph.D., University of California Santa Barbara
- Diana Perez Project Director, Cal-SOAP
A.A., Hartnell College; B.A., University of California, Santa Barbara;
M.A., California State University, Fresno
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B.S., M.S., University of California, Los Angeles;
M.S., California Polytechnic State University, San Luis Obispo
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B.A., Northwestern University; M.A., Northern Arizona
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B.S., M.S., California Polytechnic State University, San Luis Obispo
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Ed.D., University of the Pacific
- Ana Sofia Ramirez-Gelpi Dean, Academic Affairs
B.S., M.A., State University of New York;
Ph.D., University of Southern California, Los Angeles
- Rick Rantz Dean, The Extended Campus
B.F.A., Alliant International University; M.A., Skidmore College
- Julia Raybould-Rodgers Professor, English
B.A., Manchester Polytechnic, England; M.A., Bosphorus University, Turkey
- James L. Read Professor, English
B.A., Shepherd College; M.A., West Virginia University
- Susan Reardon Professor, Medical Assisting
Diploma, Aultman Hospital of Nursing, Ohio; B.S.N., Excelsior College
- Christine Reed Professor, MESA
B.S., M.A., California Polytechnic State University, San Luis Obispo
- Alberto Restrepo Professor, Sociology
B.A., University of San Diego; M.A., Ph.D., University of California, San Diego
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- Geraldine Royce Professor, Nursing
A.D.N., Regents College, New York
- Kerry Runkle Learning Assistance Counselor
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B.A., M.A., Azusa Pacific University
- Brian Stokes Professor, Anthropology
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M.F.A., Western Michigan University, Kalamazoo

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M.A., California Polytechnic State University, San Luis Obispo

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B.A., Stonehill College; M.S., San Diego State University;
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B.S., Black Hills State University; M.A., University of Nebraska

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M.S., California Polytechnic State University, San Luis Obispo

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M.S. San Francisco State University

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B.S., M.S., California Polytechnic State University, San Luis Obispo

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B.S.N., M.S.N., California State University, Dominguez Hills

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A.A., A.S., City College of San Francisco

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Liz West Professor, Mathematics
B.A., B.S., University of California, Santa Barbara;
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Ashley Wise Professor, Biology
B.S., M.S., University of California, Santa Barbara

Irene Wong Professor, Mathematics
A.A., College of San Mateo; B.S., California State University, Hayward;
M.S., California Polytechnic State University, San Luis Obispo

Mina Yavari Professor, Mathematics
B.S., Fachhochschule Giessen, Germany;
M.S., University of North Florida

Dayana Zepeda Noncredit Counselor
B.A., University of California, Santa Barbara;
M.S., University of La Verne, La Verne

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.

ADMINISTRATOR AND FACULTY EMERITI

Norma Ruth Adams (1976 - 2007) Early Childhood Studies

Rebecca Alarcio (1984 - 2014) Director, Public Affairs

Robert Alldredge (1971 - 2010) Electronics

Ricardo Almeraz (1973 - 2002) Social Science, Spanish

Howard G. Amborn (1970 - 2004) Professor, Business

Rosemary Arnold (1971 - 2004) Psychology

Joan Baber (1998 - 2005) CBIS

Robert Bauman (1989 - 2004) Professor, Accounting

Jay Baumgardner (1996 - 2009) Speech/Drama

Josephine Beck (1975 - 1993) Early Childhood Studies

Donna Bishop (1985 - 2001) (2001 - 2015) Counselor

Dennis L. Bethke (1979 - 1999) Director, Human Resources

Michael C. Bondello (1979 - 2011) Professor, Biology

Connie Buher (1977 - 2004) Director, Bookstore Services

Ruth Buma (2004 - 2010) Director, Auxiliary Accounting Services

Jack Camiel (1971 - 2002) Mathematics

James Carmody (1997 - 2002) Associate Dean, Community Education

Richard Carmody (2004 - 2015) Director, Business Services

Harold Case (1973 - 2002) Film

Janetta Childress (1970 - 1993) Vocational Nursing

Lillian A. Clary (1985 - 2005) Associate Dean, Learning Resources

Orrin G. Cocks III (1964 - 2004) Professor, Mathematics

William H. Cooper (1971 - 2000) English

William J. Cordero (2008-2010) Executive Vice President,
Academic Affairs/Student Services

Jay Cortright (1956 - 1981) Business

Jeff Cotter (2010 - 2015) Executive Director, Foundation

Kenneth Coxon (1971 - 2001) Engineering Technology

Henry T. Davis (1975 - 2004) Professor, Counseling

William Denneen (1960 - 1985) Life Science

Richard Dixon (1966 - 1999) Machine Technology

Ronald J. Domingos (1976 - 2012) Automotive Technology

Greg Dossey (1999 - 2014) Law Enforcement

Barney J. Eames (1969 - 2001) Physical Education

Gary R. Edelbrock (1977 - 1991) President/District Superintendent

David Edwards (1975 - 2007) Director, Plant Services

Edwin Edwards (1975 - 1989) Special Education

Joan C. Edwards (1977 - 2002) Physical Education

Marcus Engelmann (1986 - 2016) Music

Paul Fahey (1997 - 2008) Learning Disabilities Specialist

- Elizabeth Farmer (1986 - 2009) Mathematics
 Klaus Fischer (1990 - 2014) Professor, Philosophy
 Nancy Fitch (1972 - 1989) Philosophy/Sociology
 John P. Forsmark (1968 - 1995) Business
 Ann E. Foxworthy (1992 - 2005) Superintendent/President
 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
 Agnes Grogan (1965 - 1988) Dean, Liberal Arts & Sciences
 Frank Grosbayne (2001 - 2006) Vice President, Student Services
 Jacqueline Groshart (2000 - 2005) Special Services Counselor
 Joann Hanneforth (1975 - 2002) Anthropology
 Mary Harvey (1999 - 2006) Counseling
 Tomas K. Hawkins (1977 - 1993) Counseling
 Edda M. Hayes (1990 - 2008) Family/Consumer Science
 Marvin Heupel (1971 - 1996) Agribusiness
 Ruth Higgins (1957 - 1962) Dean of Women, English
 Allen Hire (1983 - 2010) Mathematics
 Ray Hobson (1975 - 2008) Dean, Academic Affairs
 Barbara J. Horner (1983 - 1995) Director, Vocational Nursing
 Orville Howells (1971 - 1985) Counseling
 Jeanette Hyatt (1963 - 1992) Health Coordinator & Nurse
 Earl E. James (1982 - 2004) Automotive Technology
 Kristi Jenkins (1997 - 2004) Coordinator/Instructor Medical Assisting
 Howard Jones (1963 - 1994) English
 Candia Katich (1979 - 2011) Family & Consumer Sciences
 Roy Wayne King (1973 - 2009) Physical Education
 Robert C. Kirker (1978 - 2004) Business
 G. Anne Kollath (1975 - 2005) Psychology
 Julie Kuras (1988 - 2000) (2000 - 2015) Nursing
 Roger Kutz (1976 - 2009) Graphics and Design
 William G. Lane (1974 - 1996) Fire Science
 Russell B. Lee (1970 - 2003) Professor, Computer Science,
 Mathematics
 Steven A. Lewis (1974 - 2008) Photography
 Ruth Lofsted (2005 - 2009) Director, Bookstore Services
 Roy M. Lyon (1969 - 1997) English
 Dominco Maceri (1980 - 2015) Italian/French
 Noé Chavez-Magana (1989 - 2016) Spanish
 Frank E. Maltagliati (1977 - 2004) Physical Education
 Judith W. Markline (1975 - 2004) Dean, Educational Services
 Wes Maroney (2009 - 2015) District Police Chief
 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
 Bahman Mesri (1985 - 2016) Mathematics
 John Miles (1960 - 2004) English
 Elizabeth A. Miller (1991 - 2014) Associate Superintendent/
 Vice President
 Gertrude Miller (1971 - 1981) Business Education, Counseling
 Lola Moe (1983 - 1996) Parent Child Study Center
 Jeanine Moret (2001-2012) Multimedia
 James Morrow (1959 - 2002) Life Science
 Leslie Mosson (1996 - 2015) Library
 Ardis Neilsen (1977 - 1979) (1988 - 2015) Dean, Academic Affairs
 Michael O'Brien (1989 - 2004) Professor, English
 John W. Osborne (1965 - 1999) Director of Athletics,
 Physical Education
 Mardi Osborne (1989 - 2009) Physical Education
 Martha J. Osborne (1974 - 1993) Associate Dean,
 Matriculation & Counseling
 Glenn Owen (1995 - 2016) Accounting
 Charles A. Pasquini (1982-2012) Mathematics
 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 Rabska (1956 - 1983) Sociology
 Howard S. Ramsden (1972 - 2004) Dean, Academic Affairs
 Robert Rauch (1968 - 1983) Electronics
 Norma R. Razo (1987 - 2005) Director, Admissions & Records
 Betty M. Reddekopp (1975 - 1999) Dental Assisting
 John Reese (1989 - 2010) Electronics
 Ethelwynne Reeves (1990 - 2013) Speech/English
 Elizabeth Regan (1980 - 2010) Professor, Early Childhood Studies
 Kathryn A. Rich (1985 - 2004) Campus Children's Center
 Renette C. Roberts (1968 - 1976) Sociology, Psychology
 Charles P. Rorabaugh (1985 - 2011) Learning Assistance Counselor
 Thomas Sadowski (1998 - 2011) Reading
 Joyce Holt Scott (1958 - 1978) Business
 Margaret Segura (1977 - 2003) Director, EOPS & Special Outreach
 David Senior (1984 - 2015) Fire Technology/Associate Dean
 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
 Richard J. Staley (1996 - 2004) Nursing
 Eugene Stevens (1969 - 1989) Director, Community Education
 John Sutherland (1965 - 1979) Engineering & Mathematics
 Ted S. Sypolt (1978 - 1990) Dean, Applied Arts & Sciences
 Donald E. Tillery (1981 - 2009) Early Childhood Studies
 Margaret Tillery (1984 - 2016) Learning Disabilities Specialist
 Mary Lou Twitchell (1990 - 2011) Physical Education/
 Community Programs
 Charles Varni (1978 - 2004) Professor, Sociology
 C. Thomas Vogt (1975 - 1999) Business
 Phil Wahl (1949 - 1989) Electronics
 Margaret Warrick (1986 - 2016) Business
 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
 Joanne Wilson (1969 - 1989) Nursery School Education
 Charles D. Witmer (1988 - 2008) Professor, Psychology
 Christopher Zarate (1975 - 2009) Counseling

A

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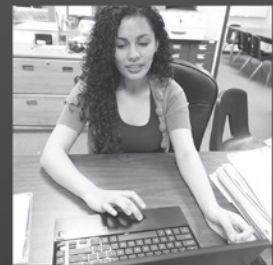
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2016-17 ACADEMIC CALENDAR

SUMMER 2016

M	June 6	10 week classes begin (only if 10 week classes are offered)
M	June 13	Classes begin – 6 & 8 week
M	Jul 4	Independence Day - College Closed
W	Jul 20	Classes end – 6 week
Th	Jul 21	Final Exams – 6 week
W	Aug 3	Classes end – 8 week
Th	Aug 4	Final Exams – 8 week
W	Aug 10	10 week classes end (only if 10 week classes are offered)
Th	Aug 11	Final Exams – 10 week (only if 10 week classes are offered)

FALL 2016

Th	Aug 18	Professional Development Day
F	Aug 19	All Staff Day
M	Aug 22	Credit day, evening, and Term 1 classes begin
M	Sept 5	Labor Day - College Closed
W	Oct 12	Term 1 classes end
Th, F	Oct 13, 14	Final Exams - Term 1
M	Oct 17	Term 2 classes begin
F,S	Nov 11,12	Veterans Day - College Closed
Th – S	Nov 24-26	Thanksgiving Recess - College Closed
Th	Dec 8	Last Day of Instruction – Term 2 classes end
F-S	Dec 9-10	Final Exams – Term 2
F-Th	Dec 9-15	Final Exams – Term 2/Semester Length

WINTER INTERSESSION IF OFFERED

M	Dec 19	Classes begin - Winter Intersession
W	Jan 18	Classes end – Winter Intersession
Th	Jan 19	Final Exams – Winter Intersession
F	Dec 23	Christmas Eve Holiday – College Closed
M	Dec 26	Christmas Holiday – College Closed

SPRING 2017

F	Dec 30	New Year's Eve Holiday – College Closed
M	Jan 2	New Year's Day – College Closed
M	Jan 16	Dr. Martin Luther King, Jr. Day– College Closed
Th	Jan 19	Professional Development Day
F	Jan 20	All Staff Day
M	Jan 23	Credit day, evening, and Term 3 classes begin
F,S	Feb 17,18	Lincoln's Day - College Closed
M	Feb 20	Washington's Day - College Closed
W	Mar 15	Term 3 classes end
Th, F	Mar 16,17	Final Exams - Term 3
M-S	Mar 20-25	Spring Recess – No Credit Classes
F	Mar 24	Spring Holiday – College Closed
M	Mar 27	Term 4 classes begin
W	May 17	Term 4 classes end
Th-S	May 18-20	Final Exams - Term 4
Th-W	May 18-24	Final Exams – Term 4/Semester Length
Th	May 25	Scholarship Awards Ceremony
F	May 26	Commencement
M	May 29	Memorial Day – College Closed



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