CATALOG 2021-22

ALLAN
HANCOCK
COLLEGE

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General Information

Catalog 2021-2022

This catalog is effective Summer Session 2021

The official catalog is the online version located at catalog.hancockcollege.edu.

College Locations And Contact Information

Santa Maria campus
800 South College Drive, Santa Maria, CA 93454-6399
805-922-6966

Lompoc Valley Center
One Hancock Drive, Lompoc, CA 93436
805-735-3366

Vandenberg Space Force Base Center
641 Utah Avenue, Bldg. 13640, Rm. 216, Vandenberg SFB, CA 93437
805-734-3500

Santa Ynez Valley Center
Santa Ynez Valley Union High School campus
2975 East Hwy 246, Santa Ynez, CA 93460
805-922-6966 ext. 3366

Toll free from Santa Barbara and San Luis Obispo counties:
1-866-DIAL-AHC (342-5242)

www.hancockcollege.edu

The Allan Hancock Joint Community College District ("District") is committed to equal opportunity in employment and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its employment opportunities, services, classes, and programs without regard to national origin, religion, age, sex or gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or military and veteran status of any person, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Allan Hancock College will provide, upon request, alternate translation of its general information documents in large print, Braille, E-text, etc., through our Learning Assistance Program.

General Information

Academic Departments

Applied Behavioral Sciences

Dean – Sofia Ramírez Gelpí
Department Chair – Thesa Roepke
Culinary Arts • Early Childhood Studies • Education • Family & Consumer Science • Fashion • Food Science & Nutrition • Interior Design

Business

Dean - Rick Rantz
Department Chair – Bob Bryant
Accounting • Business • Computer Business Information Systems • Computer Business Office Technology • Entrepreneurship • Paralegal • Real Estate

Community Education

Dean – Sofia Ramírez Gelpí
Adults with Disabilities • Basic Skills • Citizenship • Fee-Based Community Service • Health & Safety • Home Economics • Noncredit English as a Second Language • Older Adults • Parenting • Vocational Community Education • Workforce Preparation

Cooperative Work Experience

Assoc. Supt./Vice President, Academic Affairs, Robert Curry
Director, Thomas Lamica

Cosmetology

Dean – Sofia Ramírez Gelpí
Coordinator – Dana Avila

Counseling

Dean – Yvonne Teniente-Cuello
Department Chair – Cynthia Diaz
Leadership • Learning Skills • Professional Development

English

Dean – Mary Patrick
Department Chair – Janae Dimick
English • Reading • Library Skills

Fine Arts

Dean – Rick Rantz
Artistic Director/Associate Dean, PCPA – Mark Booher
Department Chair – John Hood
Art • Dance • Drama • Film • Graphics • Multimedia Arts and Communication • Music • Photography • Theatre

Health Sciences

Dean - Margaret Lau
Department Chair – Mary Pat Nelson
Dental Assisting • Medical Assisting • Medical Billing • Nursing

Industrial Technology

Dean - Margaret Lau

Department Chair – Loren Bradbury
Apprenticeship Training • Architecture • Auto Body Technology • Automotive Technology • Electronics/Computer Electronics • Engineering Technology • Environmental Technology • Machining & Manufacturing Technology • Welding Technology

Kinesiology, Recreation, and Athletics

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

Languages and Communication

Dean – Mary Patrick
Department Chair – Andrea Sanders
American Sign Language • Educational Technologies • English as a Second Language • Foreign Languages (Spanish, French, Italian) • Speech Communication

Life and Physical Sciences

Dean – Sean Abel
Department Chair – Ashley Wise
Agribusiness • Astronomy • Biology • Chemistry • Geology • Physical Sciences • Physics • Veterinary Technology • Viticulture and Enology

Mathematical Sciences

Dean – Sean Abel
Department Chair – Dom Dal Bello
Computer Science • Engineering • Mathematics • Science, Technology, Engineering, and Math (STEM)

Public Safety

Associate Dean – Mitch McCann
Department Chair – John Ceceña
Administration of Justice • Emergency Medical Services • Emergency Medical Services Paramedic • Fire Technology/Academy • Law Enforcement Training/Academy • Wildland Fire Technology

Social and Behavioral Sciences

Dean – Rick Rantz
Department Chair - Brian Stokes
Anthropology • Economics • Ethnic Studies • Geography • Global Studies • History • Human Services • Humanities • LGBT Studies • Philosophy • Political Science • Psychology • Sociology

History

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 Space Force Base.

In 2020-2021, Allan Hancock College celebrated its 100th birthday. From its humble beginnings in 1920 with six students to its four locations with approximately 20,000 students served annually, the college has come a long way.

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 agricultural plant pathology, Latinx studies, and LGBT studies today.

To take advantage of rapidly-changing educational technology, the college began offering instruction on television in 1972, and classes via video in 1989. In 1998, online classes were incorporated into the curriculum, with more than 200 now offered each semester. The college also carries a 50-year tradition of offering extensive evening classes. In addition, classes are offered remotely via Zoom during scheduled meeting times.

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. The MESA & STEM Center, and AIM to Dream Center also provide support to help students succeed during their time at Hancock.

Students' financial needs outside the classroom have been met over the years by a growing number of support programs. During the 2019-20 academic year, the college awarded more than $22 million in financial aid to students. In the same year, the Student Emergency Fund provided more than $45,000 to financially assist Hancock students with housing, food, childcare, mental health and wellness resources. 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.

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.

In March of 2020, Hancock expanded its Food Share Because We Care program by providing pre-bagged produce and nonperishable food to any member of the public twice per week at its Santa Maria campus. The food was provided by the Food Bank of Santa Barbara County, and bagged and distributed by Hancock student ambassadors, staff, and college volunteers. To date, the program has provided food to nearly 79,179 local households and a total of 358,603 individuals as of March 2021.

Theater has formed a strong part of the college's relationship with the community. From its beginning in 1964, 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.

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

Facilities

Since the first classes taught in 1952 at the Camp Cooke Army barracks (now Vandenberg Space 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 (now Vandenberg Space Force 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. The bond modernized and changed the look of the college. Since then, the Public Safety Training Complex opened at the Lompoc Valley Center, while the Industrial Technology Complex, the track and field facility, and Student Services building were among the projects completed at the Santa Maria campus. The college relocated the Solvang Center to Santa Ynez Valley Union High School in 2017 and renamed the facility the Santa Ynez Valley Center.

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 re- model 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

2016
Dedicated the Children's Center and renamed it the Orfalea Children's Center Lab School at Allan Hancock College

2017
Opened Santa Ynez Valley Center at Santa Ynez Valley Union High School

Mission, Vision, and Values

> *Allan Hancock College fosters an educational culture that values equity and diversity and engages students in an inclusive learning environment. We offer pathways that encourage our student population to achieve personal, career, and academic goals through coursework leading to skills building, certificates, associate degrees, and transfer.*

Vision Statement

Allan Hancock College makes the following commitments to our students, our community and each other:

- We will change the odds for students by continuing to provide quality instruction while improving time to completion.
- We will work to build inclusive communities that promote trust and social justice. Allan Hancock College is committed to equity and diversity by ensuring our actions are based on an awareness of the social and historical context of inclusionary practices.
- We will work to address student financial challenges, including food and housing insecurities.
- We will prepare our students emotionally, physically, and intellectually to pursue fulfilling careers that foster economic mobility.
- We will provide an educational culture that values, nurtures, connects, and engages students.
- We will provide opportunities that enhance student learning and promote the creative, intellectual, cultural, and economic vitality of our diverse community.
- We will partner with the community to offer relevant and timely programs and services.
- We will ensure a positive community presence by responding to community needs, including outreach to nontraditional students.

We will strive to ensure fiscal integrity and responsible management of resources.

Shared Values

Student Success
Equity

Academic Freedom
Diversity
Innovation
Mutual Respect
Inclusivity
Collaboration
Lifelong Learning
Excellence
Shared Governance

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.

Other Accreditations

The **Allan Hancock College Basic Law Enforcement Academy** is approved and certified by the California Commission on Peace Officer Standards and Training (www.post.ca.gov).

The **Allan Hancock College Core Custody Academy** is approved and certified by the California Board of State and Community Corrections/Standards and Training for Corrections (www.bscc.ca.gov).

The **Allan Hancock College Regional Fire Academy** is approved by the California State Fire Marshal and the State Board of Fire Services (www.fire.ca.gov).

The **Associate Degree Registered Nursing** program is approved by the California Board of Registered Nursing (BRN, www.rn.ca.gov) and by the California Community Colleges Chancellor's Office.

The **Certified Nursing Assistant** program and the **Home Health Aide** program is approved by the California Department of Public Health.

The **Dental Assisting** program is approved by the Dental Board of California (www.dbc.ca.gov).

The **Licensed Vocational Nursing** program is approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT, www.bvnpt.ca.gov) and by the California Community Colleges Chancellor's Office.

The **Medical Assisting** program is formally affiliated with the American Medical Technologists (http://www.americanmedtech.org).

Philosophy Statement on Assessment and Learning Outcomes

The following is an 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.

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.

Institutional Learning Outcomes

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.

CRITICAL THINKING AND 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.

GLOBAL AWARENESS AND 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.

INFORMATION AND TECHNOLOGY LITERACY

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.

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.

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.
- Creating and analyzing mathematical models to solve application problems.

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.
- Demonstrating science-based knowledge in real-world situations.

PERSONAL RESPONSIBILITY AND 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 (AHC Foundation), an IRS 501(c)(3) nonprofit organization, has been providing philanthropic support to the college for more than 40 years.

Created in 1977 by a group of community and business leaders, the foundation provides, on average, more than $1 million annually to support student scholarships, academic and vocational programs, and campus clubs.

In2021 alone, more than $500,000 in scholarship funds were awarded to more than 400 students.

The Hancock Promise Fund is an initiative to provide high school graduates within the service district of Allan Hancock College (AHC) the opportunity to get their first year free at the college. The AHC Foundation, with the philanthropic support of our community and Promise partners, launched a $10 million Hancock Promise campaign in the fall of 2017 creating an endowment, in perpetuity, that will ensure the first year is free at AHC.

For more information, visit the foundation’s website at www.ahcfoundation.org or call 805-925-2004.

Viticulture and Enology Foundation

The Allan Hancock College Viticulture and 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. The foundation 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. Federal Tax ID#46-4946687.

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 and the Associated Student Body, which encompasses the Associated Student Body Government and athletic co-curricular programs.

Admission & Registration

Admission and Registration

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 instructional programs.

Hancock has adopted the use of high school course work, in the subjects of English and math, and/or coursework completed at other accredited colleges and universities to determine the student ability to benefit from the various curricula Hancock officers. In addition, the student may meet with a Hancock counselor to utilize other measures to determine placement.

Those students whose non-native speaking status, learning disability or physical status precludes accurate assessment by the placement process 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 Hancock: 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 webpage 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/their 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. Each requirement must be as close to one year as possible.

Requirement One:

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.

Requirement Two:

Clearly verify an intent to make California a permanent place of residency by:

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.

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.

Requirement Three:

Not be involved in conduct inconsistent with a claim of California. 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 no residency 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, or being claimed as dependent in a tax return filed in another.

Questions? Contact Admissions and Records (bldg. A) at the Santa Maria campus, or 805-922-6966 ext.3248, or bldg. 1 at the Lompoc Valley Center or 805-735-3366.

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 and must currently reside in the state of California to be eligible for the exemption.

SECTION 1.

Section 68130.5 of the Education Code, as amended by Section 1 of Chapter 675 of the Statutes of 2014, was amended in October 2017 to read:

68130.5.

Notwithstanding any other law:

(a) A student, other than a non-immigrant within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, shall be exempt from paying nonresident tuition at the California State University and the California Community Colleges if the student meets all of the following requirements:

(1) Satisfaction of the requirements of either subparagraph (A) or subparagraph (B):

(A) A total attendance of, or attainment of credits earned while in California equivalent to, three or more years of full-time attendance or attainment of credits at any of the following:

(i) California high schools.

(ii) California high schools established by the State Board of Education.

(iii) California adult schools established by any of the following entities:

(I) A county office of education.

(II) A unified school district or high school district.

(III) The Department of Corrections and Rehabilitation.

(iv) Campuses of the California Community Colleges.

(v) A combination of those schools set forth in clauses (i) to (iv), inclusive.

(B) Three or more years of full-time high school coursework, and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of California elementary and secondary schools.

(C) (i) Full-time attendance at a campus of the California Community Colleges counted towards the requirements of this paragraph shall comprise either a minimum of 12 units of credit per semester or quarter equivalent per year or a minimum of 420 class hours per year or semester or quarter equivalent per year in noncredit courses authorized pursuant to Section 84757. Attendance in credit courses at a campus of the California Community Colleges counted towards the requirements of this paragraph shall not exceed a total attendance of two years of full-time attendance.

(ii) Full-time attendance at a California adult school counted towards the requirements of this paragraph shall be a minimum of 420 class hours of attendance for each school year in classes or courses authorized pursuant to Section 41976 or Sections 2053 to 2054.2, inclusive, of the Penal Code.

(2) Satisfaction of any of the following:

(A) Graduation from a California high school or attainment of the equivalent thereof.

(B) Attainment of an associate degree from a campus of the California Community Colleges.

(C) Fulfillment of the minimum transfer requirements established for the University of California or the California State University for students transferring from a campus of the California Community Colleges.

(3) Registration as an entering student at, or current enrollment at, an accredited institution of higher education in California not earlier than the fall semester or quarter of the 2001–02 academic year.

(4) In the case of a person without lawful immigration status, the filing of an affidavit with the institution of higher education stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he/she/they is eligible to do so.

(b) A student who is exempt from nonresident tuition under this section may be reported by a community college district as a full-time equivalent student for apportionment purposes.

(c) The Board of Governors of the California Community Colleges and the Trustees of the California State University shall prescribe rules and regulations for the implementation of this section.

(d) Student information obtained in the implementation of this section is confidential.

SEC. 1.5.

Section 68130.5 of the Education Code, as amended by Section 1 of Chapter 675 of the Statutes of 2014, is amended to read:

68130.5.

Notwithstanding any other law:

(a) A student, other than a nonimmigrant within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, shall be exempt from paying nonresident tuition at the California State University and the California Community Colleges if the student meets all of the following requirements:

(1) Satisfaction of the requirements of either subparagraph (A) or subparagraph (B):

(A) A total attendance of, or attainment of credits earned while in California equivalent to, three or more years of full-time attendance or attainment of credits at any of the following:

(i) California high schools.

(ii) California high schools established by the State Board of Education.

(iii) California adult schools established by any of the following entities:

(I) A county office of education.

(II) A unified school district or high school district.

(III) The Department of Corrections and Rehabilitation.

(iv) Campuses of the California Community Colleges.

(v) A combination of those schools set forth in clauses (i) to (iv), inclusive.

(B) Three or more years of full-time high school coursework, and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of California elementary and secondary schools.

(C) (i) Full-time attendance at a campus of the California Community Colleges counted towards the requirements of this paragraph shall comprise either a minimum of 12 units of credit per semester or quarter equivalent per year or a minimum of 420 class hours per year or semester or quarter equivalent per year in noncredit courses authorized pursuant to Section 84757. Attendance in credit courses at a campus of the California Community Colleges counted towards the requirements of this paragraph shall not exceed a total attendance of two years of full-time attendance.

(ii) Full-time attendance at a California adult school counted towards the requirements of this paragraph shall be a minimum of 420 class hours of attendance for each school year in classes or courses authorized pursuant to Section 41976 or Sections 2053 to 2054.2, inclusive, of the Penal Code.

(2) Satisfaction of any of the following:

(A) Graduation from a California high school or attainment of the equivalent thereof.

(B) Attainment of an associate degree from a campus of the California Community Colleges.

(C) Fulfillment of the minimum transfer requirements established for the University of California or the California State University for students transferring from a campus of the California Community Colleges.

(3) Registration as an entering student at, or current enrollment at, an accredited institution of higher education in California not earlier than the fall semester or quarter of the 2001–02 academic year.

(4) In the case of a person without lawful immigration status, the filing of an affidavit with the institution of higher education stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

(b) A student who is exempt from nonresident tuition under this section may be reported by a community college district as a full-time equivalent student for apportionment purposes.

(c) The Board of Governors of the California Community Colleges and the Trustees of the California State University shall prescribe rules and regulations for the implementation of this section.

(d) Notwithstanding Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code, information obtained in the implementation of this section is confidential, shall be used only to administer tuition payments pursuant to this section, shall not be open to the public for inspection, and shall not be disclosed without the written consent of the student, except as necessary to administer this section, or as otherwise required by California law or a state or federal court order. This subdivision does not prohibit the disclosure of aggregate data if it is disclosed in a manner that would prevent it from being used to determine the identities of the persons upon whom the data is based.

Seasonal Agricultural Exemption

A student may be classified as a resident if they live with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, the parent lives within the district which maintains the community college attended by the student, and parent claims the student as a dependent on his or her California state or federal personal income tax returns if he has sufficient income to have personal income tax liability. or evidence showing the student earns a livelihood primarily by performing agricultural labor for hire in California and other states and that such labor has been performed in California 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" and therefore, are not eligible for the California College Promise Grant (CCPG).

Reference: ECS 68100, T5 54048;

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

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)

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 G.I. Bill®-Active Duty (MGIB-AD) and Post-9/11 G.I. 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 their 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 their 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;
3. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 G.I. 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;
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 they 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 G.I. Bill®-Active Duty or Post-9/11 G.I. 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.

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 California College Promise Grant.

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, they 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 they live 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 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 before the first day of the semester in which they are registering. Students may not request a change in classification after the semester has officially begun. 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.

Veteran 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. Transcripts may also be requested online at https://jst.doded.mil/

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.

The Allan Hancock College Veteran Success Center is located in bldg. G101 on the Santa Maria campus. 805-922-6966 ext. 3925.

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 by the Admissions and Records office. 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.

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, transfer 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 and copies are not provided. Programs with special requirements such as nursing, fire academy, police academy, and athletics 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. Official transcripts should be directed to:

Allan Hancock College Admissions and Records Office
Attn: Transcript Evaluator
800 S. College Dr.
Santa Maria, CA 93454-6399

External transcripts may also be sent electronically from the issuing institution to transcripts@hancockcollege.edu.

The Admissions and Records 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:

1. Placement in reading, writing and math (via high school and/or external college transcripts);
2. Orientation to the college (available online via the student portal); and
3. Register and attend an Educational Planning Workshop (EPW).
   EPWs allow students to meet with a counselor to create a first year plan using DegreeWorks. The counseling team will help students get off to a good start. Be sure to bring a current copy of your high school transcript.

A schedule of EPWs is available on the counseling workshops webpage at:
https://www.hancockcollege.edu/counseling/workshops.php. You can also call the Counseling office at 805-922-6966 ext. 3293, or visit Counseling in bldg. A on the Santa Maria campus or bldg. 1 at the Lompoc Valley Center.

English and Math Placement

For many years, community colleges have required students to prove, through standardized placement assessments, they have what it takes to perform at transfer-level English and math courses. Now, students have the right to choose their own path using evidence that better reflects their experiences and strengths. Pursuant to Education Code section 78213, students have the right to access transfer-level coursework in English, mathematics (or quantitative reasoning), and credit English as a Second Language.

Students should meet with a counselor to ensure they are enrolled in the classes that will help them complete their goals faster and save them time and money. Hancock provides multiple levels of support to help students succeed, such as advising, tutoring, and co-requisite concurrent supporting courses. A counselor can direct you to these support services.

Student Success and Support Program (3SP)

(Allan Hancock College Board Policy 5050)

The Student Success and Support Program (3SP) brings the student and Allan Hancock College into agreement regarding the student’s educational goal through Hancock's established programs, policies, and requirements.

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: Appeals Procedure

If a student feels that placement, 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 Hancock approved courses. All high school students are required to meet with their high school counselor to discuss eligibility for enrollment, obtain necessary signatures of approval, and 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 Hancock. 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 Hancock campus locations, with college level students. Concurrent Enrollment is a program offered to high school students enrolled in college level courses, offered through Hancock, 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, 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. *College Now!* students must remain in good standing at Hancock 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: a junior/senior standing and/or enrolling in excess of six units. Appeal forms are available online on the Counseling department web page and in the Counseling department.

NOTE: Students are not be able to appeal to register into 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 Hancock 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 goal.
2. Provide evidence in the use of the English language to ensure proper progression in an academic program. To provide this evidence, Hancock 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 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 Hancock, 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 Hancock, 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 Hancock's approved transcript evaluation agencies, please contact the Office of Admissions and Records at 805-922-6966 ext. 3329 or 3288.
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 2.00 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 the district cashiers prior to enrolling.

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

Registration

Priority Registration

(Allan Hancock College Board Policy and Administrative Procedure 5055)

All courses of Allan Hancock College shall be open to enrollment, subject to a priority system that may be established.

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites (See BP and AP 4260 titled Prerequisites and Co-requisites).

Enrollment may be limited due to the following:

- health and safety considerations;
- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and
- contractual requirements.

Hancock will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

The following students will have first priority for enrollment:

- Students who have completed orientation, placement, and developed a student education plan and are eligible as a member of the armed forces or a veteran pursuant to Education Code Section 66025.8 or as a foster youth or former foster youth pursuant to Education Code Section 66025.9 or homeless youth pursuant to Education Code Section 66025.9.
- Students who have completed orientation, placement, and developed a student education plan and are eligible and receiving services through Disabled Student Programs and Services or Extended Opportunity Programs and Services.
- Students who have completed orientation, placement, and developed a student education plan and are eligible and receiving services through CalWORKS.
- Students who have completed orientation, placement, and developed a student education plan and are Tribal TANF recipients.

The following students will have second tier priority for enrollment:

- Students who are continuing students, not on academic or progress probation for two consecutive terms as defined in these policies and procedures, and first-time students who have completed orientation, placement, and developed a student education plan.

These registration priorities do apply to courses offered during summer or intersessions.

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in BP 4250 Probation, Disqualification, and Readmission; AP 4250 Probation; and AP 4255 Disqualification and Readmission for two consecutive terms; or
- Has earned 100 or more degree-applicable semester or quarter equivalent units at Hancock.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in BP and AP 4230 Grading and Academic Record Symbols. This 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by the Chief Instructional Officer.

Hancock shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. Hancock shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. Hancock shall notify students who have earned 75 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner.

Students enrolled in high unit majors or programs as designated by the Chief Instructional Officer may also appeal the loss of priority registration. The dean, Student Services or designee will determine the appeal in his/her/their sole discretion.

Hancock will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

Day 2 priority registration is granted to qualified students in the following groups:

- College Achievement Now (CAN)
- MESA
- LAP note takers
- Athletes
- Preapproved nursing students
- Students who have completed 50–100 units at AHC
- Puente

Day 3 priority registration is granted to:

- New students who have completed orientation, placement, and have completed a student educational plan.
- Students who have completed 30-49.5 units at Hancock and who are not in an academic standing which prevents priority registration.

Day 4 priority registration is granted to:

- Students who have completed 12-29.5 units at Hancock and who are not in an academic standing which prevents priority registration.

Day 5 priority registration is granted to:

- Qualified first time transfer students.
- Student who have completed .5-11.5 units at Hancock and who are not in an academic standing which prevents priority registration.

Open Registration

- Students who have completed more than 100 units.
- All other eligible students.

References: Title 5 Sections 51006, 58106, and 58108

Fees and Expenses

(Allan Hancock College Board Policy 5030)

Fees are payable at the time of registration. For additional questions regarding fees, contact the Cashier Services office at cashiering@hancockcollege.edu or call 805-922-6966 ext. 3270.

Schedule of Classes

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

Enrollment and Nonresident Tuition Fees

- **$46** Enrollment Fee - per unit

Nonresident tuition for non-California residents

- **$243** per unit (**$279** per unit beginning Fall 2021)- plus **$46** per unit enrollment fee.
- Payment plans available for non-resident tuition fees ($243 per unit).
    - Review and complete the Non-Resident Tuition Payment Plan.
    - Down payment is required.
    - If you are anticipating Financial Aid, complete the FAFSA prior to enrolling in your classes.

(Fees above may increase each year due to state legislation and Board action.)

Health Fee

- **$21**- Fall and Spring semester
- **$18**- Summer semester and Winter intersession

Health fees are charged to all students. All health fees collected are used exclusively to provide health services. The health fee covers the following benefits:

- student accident insurance
- free health consultation by the college nurse
- mental health counseling
- substance abuse prevention.

HEALTH FEE EXEMPTIONS

(Education Code Section 76355)
Students are exempt from paying the health fee if:

- they depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization, provided that you present documentary evidence of such affiliation.
- they are attending Hancock under an approved apprenticeship program.
  (Board Policy 6300)
- they are a continuing EOPS student as of fall 2016.
- they are a prisoner of the Lompoc Federal Corrections Institute (FCI).
- they are a resident of the Atascadero State Hospital.

Materials Fee

A materials fee may be required for certain courses listed in the class schedule. See individual course listings in the current class schedule for this information.

Student ID Card

- **Free** Photo ID card

Photo ID cards may be obtained at the time of registration, or any time during the semester from the Admissions and Records office or Community Education office on the Santa Maria campus, or the Lompoc Valley Center Administrative office during regular office hours.

The Hancock ID card is required to access the following areas:

- Computer Resources Centers
- Language Lab
- Library Services
- Math Center
- Open Access Computer Labs
- Physical Fitness Lab
- Writing Center

In addition to the privileges listed above, students may use the photo ID card to purchase tickets at a discount for performances of the Pacific Conservatory Theatre (PCPA) and receive free admission to all Hancock home athletic events.

Student Center Fee

- **$1 per unit**, up to a maximum of **$10** per academic year for classes held at the Santa Maria campus. Summer session through spring semester.

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. Students are not required to pay a fee for classes taken at the Lompoc Valley Center, Vandenberg SFB or Santa Ynez Valley 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 the California College Promise Grant.

Eligibility for these exemptions must be verified through the Financial Aid office.

Student Representation Fee

- **$2** per semester (Optional)

The Student Representation Fee of $2 provides support for student representatives to lobby for legislation such as bills to keep enrollment fees at the lowest possible level and to be expended to establish and support the operations of the statewide community college student organization. Assembly Bill 1504 was recently passed in the state legislature mandating this fee. However, this fee may be waived by selecting the "opt out" box online during the registration process.

Intercollegiate Athletics Equipment Fees

Students who are in physical education courses or athletic programs will be assessed fees for not returning any issued equipment or uniforms. Holds will be place on student accounts.

Parking Fees

Four-wheel and two-wheel motor vehicles.

- **$20** - Fall & Spring semesters
- **$10** - Summer sessions

Permits are needed for campus parking 8 a.m. to 10 p.m. Monday - Thursday and 8 a.m. to 4 p.m. Friday.
(Santa Maria campus and the Lompoc Valley Center only).
For more information, visit https://www.hancockcollege.edu/police/parking.php.

One-day 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 at the Santa Maria campus and Lompoc Valley Center. Cash, coin, and credit/debit cards are accepted. For cash, exact change is required. No change or refunds are given.

There is no parking fee on the south side of the Columbia Business Center (CBC), at the Workforce Resource Center (WRC), or at the Vandenberg Space Force Base (VSFB) and Santa Ynez Valley centers. A special no-charge permit is required by VSFB for entry onto the base. For classes held at the Vandenberg SFB Center, students must go to the Visitor Center at the main gate prior to entering. You must bring your class schedule, current drivers license, and proof of your vehicle insurance.

Parking fees are collected for the maintenance and improvement of the parking lots and for the control of traffic. Such fees apply to all student and staff vehicles parked on the Santa Maria campus and at the Lompoc Valley Center. Parking permits may be purchased three weeks prior to the first day of instruction through the myHancock portal.

For further information about traffic and parking regulations, students should refer to the Hancock District Police Department webpage https://www.hancockcollege.edu/police/index.php 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 Services and Financial Aid offices.

Textbooks

All students provide their own textbooks. The cost varies according to the degrees/certificates. Please go to the Financial Aid Cost of Attendance website for more information. 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. There are no college dormitories. Please refer to the Financial Aid Cost of Attendance website for Campus Based Budget information.

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 refund deadlines for courses are listed online in Class Search within the CRN link. Students may also view course refund deadlines on their schedule bill by logging on to the myHancock portal and selecting Refund/Drop Deadlines in the Student Account channel. For one-week classes, students must drop no later than the day before class begins. Students may apply for a refund online or complete the Refund Request Form and submit to a cashiering office or email to cashiering@hancockcollege.edu. Routine refunds are processed within 30 days.

The health fee and parking permit fee are refundable if the student drops all classes prior to the first day of the semester.

The enrollment fee, nonresident tuition fee, student representation fee, Mechanics Bank Student Center fee, physical education facilities fee, and materials fees are refundable. Classes must be dropped within 10 percent of the scheduled class time.

Canceled Classes

In the event that the college cancels a class for any reason and the student chooses not to re-enroll in another course, the student may obtain a refund of those fees. 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/fees/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

Student Services

AIM to Dream Center

The goal of the Advance, Innovate, and Maintain (AIM) to Dream Center is to help students overcome the unique challenges that get in the way of achieving academic, personal, and professional excellence. The center is committed in advocating for undocumented students that pursue the dream of higher education. This is done building rapport and collaborating with different academic and student services departments in order to provide the best services for students.

The AIM to Dream Center was established to assist disadvantaged students at Allan Hancock College to feel connected, directed, nurtured, focused, valued, and engaged. The overarching theme includes advancement, both in terms of student progress and success and in resource development to support them; innovation, in pedagogy and technology; and maintaining successful strategies in approaches to student persistence and success. The center conducts academic, AB540, California DREAM Act, scholarship, DACA and personal statement workshops, presentations and more.

In addition, the center provides online resources 24/7 free to students. The center has a computer and hot spot lending program. Academic and personal development student field trips are organized, and every year the AIM scholarship is awarded to students not eligible for state or federal funds to help pay their tuition. To apply to the AIM scholarship, learn about free legal immigration service, utilize drop-in tutoring, study spaces, and other learning resources, visit the AIM to Dream Center located in bldg. K, Room 11C on the Santa Maria campus, and in bldg. 2, Room 111 at the Lompoc Valley Center, or visit us in the virtual AIM to Dream Center at www.hancockcollege.edu/aimtodream.

For more information, call the AIM to Dream Center at 805-922-6966 ext. 3177.

Basic Needs Initiative

The Allan Hancock College's Basic Needs Program is used to help students who face a basic necessity insecurity. The efforts are in support of the CSU Chancellor's office Basic Needs Initiative model. The main purpose of the program is to serve students who may be experiencing food insecurity, housing insecurity, and other emergency or crisis situations. All of these areas play a crucial role on the students mental and physical well being, assisting them with these necessities will help the students to best focus their attention on their academic success. For more information visit www.hancockcollege.edu/basicneeds or contact basicneeds@hancockcollege.edu.

The Hancock Promise

Starting summer 2018, the Hancock Promise provides high school graduates with the opportunity to get their first year of tuition for free at Allan Hancock College. The program removes financial barriers and creates pathways to increase college readiness, access, affordability, and success for all students and their families.

The Hancock Promise is open to all students who enroll at Hancock immediately after graduating from a high school, including public, charter, private or home schools, or complete a GED or a HiSET credential, located within the Allan Hancock Joint Community College District. Undocumented students, whether AB540 eligible or not, are eligible for the Hancock Promise as long as they graduated from a district high school and immediately enroll at Allan Hancock College.

To be eligible, students must submit application to the college; complete financial aid applications; meet with a counselor to complete a first-year plan; and register for a minimum of 12 units in fall semesters at Hancock. Promise students must maintain a 2.00 GPA in the fall in order to be eligible for the Hancock Promise in the spring semester; and complete one math and one English class during their first year at the college.

Funding for the Hancock Promise comes entirely from public donations from generous people and business in the community.

For more information about the Hancock Promise, call 805-347-7550, send an email to promise@hancockcollege.edu or visit www.hancockcollege.edu/promise.

Counseling

Allan Hancock College Board Policy 5050

The Counseling department at Allan Hancock College is committed to helping each student develop his/her/their 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 school and 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 in their academic journey.
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 Hancock students on an appointment or walk-in basis at the Santa Maria campus and at the Lompoc Valley, Santa Ynez Valley and Vandenberg SFB centers. For more information, call 805-922-6966 ext 3293.

Educational Planning

Hancock counseling faculty provide a variety of services to assist new and continuing students with their educational planning. These include visiting high schools in the district and facilitating the New Student Orientation. Counselors also conduct placement 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 Hancock 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;
- 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 second term;
- Diligently attend class and complete assigned coursework;
- Complete courses and maintain progress toward an educational goal.

For more ways, contact the Counseling department at 805-922-6966 ext 3293.

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 engaging 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.

Leadership Courses

Hancock's Leadership 111 & 112 courses prepare students for leadership roles at the college, in the classroom, at the workplace, and beyond. Students discover their personality types using the Meyers-Briggs Type Indicator (MBTI). Using this knowledge, students are exposed to a variety of leadership styles, finding the style that best suits them. Students are exposed to best practices in event planning, shared governance at the college, and other aspects of the Associated Student Body Government (ASBG) while enrolled in the course.

Puente

The Puente Project is a national program that helps increase the number of educationally underserved students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors for succeeding generations. The Puente Project is open to all students. Puente eligibility: eligible for English 101 with English 112; plan to transfer to a university; make a one-year commitment to all Puente Project components; minimum 2.00 GPA. For more information, please contact Ricardo Navarette, counselor, at ricardo.navarette@hancockcollege.edu or 805-922-6966 ext 3634.

Early Alert Program

Hancock's Early Alert Program is designed to help all students succeed academically. Instructional faculty refer students to support services across campus with the goal of increasing their knowledge of campus services. Referred students are contacted by trained professionals and counselors, with the hope of offering intrusive counseling to assist students in any way possible. For more information, contact Early Alert Counselor Ben Britten in bldg. A, or benjamin.britten@hancockcollege.edu or call 805-922-6966 ext 3293.

Student Athlete Retention Program

In keeping with Hancock'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 in the student-athlete success program. The academic counselor works closely with the coaches and athletic director in order to monitor academic progress through grade checks and ensure academic eligibility standards are met. One-on-one meetings with student success instructors and/or study hall is required of all student-athletes.

Additional services include tutoring, assistance with financial aid and a dedicated counselor to assist with personal, academic and career needs. For more information, contact Athletics Counselor Lainey Campos in bldg. N, or lainey.campos@hancockcollege.edu or call 805-922-6966 ext 3449.

Veteran Success Center

The Veteran Success Center serves as a gathering place for student veterans to connect, socialize, and to receive information about veteran benefits, financial aid, and admissions and registration. The center provides information for on-campus services and referrals to off-campus veteran services. The center also provides counseling services to discuss educational and vocational goals and to develop student educational plans to achieve those goals. The Veteran Success Center is located on the Santa Maria campus in the Mechanics Bank Student Center in Room G-101. For more information, call 805-922-6966 ext 3925.

Noncredit Student Success and Support Program (NC3SP)

The mission of the Noncredit Counseling department is to help students enrolled in adult basic education, noncredit English as a second language, citizenship, and short-term vocational skills classes navigate the educational system of the college from admission until students reach their educational goals. Our program provides the following services:

- Orientation
- Assessment and placement
- Counseling and advising (academic, career, and personal)
- Student Educational Planning (SEP)
- Follow-up services
- Registration assistance
- FAFSA/CA Dream Act assistance
- Workshops
- Campus tours

Students can obtain the following Community Education certificates:

- Advanced ESL
- Basic ESL
- Basic Skills (Reading, Writing, Math)
- Beginning Computer Skills
- Career Preparation
- Clothing Alterations
- Clothing Construction
- Commercial Truck Driving
- Floral Design
- Green Landscaping and Gardening
- Income Tax Preparation
- Microsoft Office Basics
- Secondary Education/High School Equivalency Exam Preparation

Other classes offered by Community Education include:

- Citizenship
- Spanish literacy
- College for Kids (fee-based)
- GED (classes are available in Spanish)
- Career training classes
- Courses for adults with disabilities
- Parent education
- Courses for older adults

University Transfer Center

The University Transfer Center (UTC) 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 UTC to assist students with this goal.

The mission of the UTC 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 UTC also provides workshops and personalized support to assist students with completing university applications, understanding financial aid, and clarifying the major/career related questions that typically arise during the transfer process. University field trips are held each semester for Hancock students to expose them to university programs and support services.

The UTC is located at the Santa Maria campus in bldg. A, Room 205.

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 Hancock'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, VSFB campus*

* Admits all eligible Hancock transfer students

Hancock has a number of guarantees to Historically Black Colleges and Universities.

To contact the UTC, call 805-922-6966 ext 3363.

Website: www.hancockcollege.edu/utc

Health Services

Allan Hancock College Board Policy 5200

The objective of Student Health Services is to promote and preserve the physical and mental health of students. Clinical care services include: nursing assessment of current health problems; interventions; health counseling; treatment of minor injuries; referrals to other health providers when appropriate; first aid and basic emergency care; and investigation and control of communicable disease. Students access services on a walk-in basis or by appointment. To maintain a high level of wellness, Student Health Services provides health education, health screenings, health and nutrition counseling, and a variety of campus-wide programs. Services are available at the Santa Maria campus and the Lompoc Valley Center. Services are supported by the student health fee and there is no charge for most services.

More information is available at the following link: www.hancockcollege.edu/studenthealth.

Mental Health Services

Students who are experiencing personal challenges which may be interfering with their college experience 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 Student Health Services office. Students may be seen by appointment or on an emergency drop-in basis. There is no charge for these counseling services.

More information is available at the following link www.hancockcollege.edu/studenthealth/counseling

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.

Student Health Services provides information about health insurance policies that students may purchase at www.hancockcollege.edu/studenthealth.

Contact Information

Santa Maria campus
Bldg. W-12, 805-922-6966, ext. 3212

Lompoc Valley Center
Bldg. 1-109, 805-735-3366, ext. 5207

Financial Assistance Programs

Allan Hancock College Board Policy 5130

Allan Hancock College offers many financial aid options to assist students with their educational costs. The money that is available comes from several sources: the federal government, state government, Hancock, and the community. Financial assistance comes in the form of grants, loans, scholarships, and/or work study assignments. Grants and scholarships are free student aid that does not need to be paid back. Loans are federal funds that must be repaid by the student when a student is enrolled in less than six units, withdraws from college or graduates. Work study funds are funds earned by the student through part-time work for the college.

To be considered for student financial aid, the student must complete the Free Application for Federal Student Aid (FAFSA) or the California Dream Act application. A general description of each program follows. The Financial Aid office will provide additional information to anyone interested. The Financial Aid office is located in Student Services, bldg. A, Room 101 on the Santa Maria campus; and bldg. 1, at the Lompoc Valley Center. Information is also available at www.hancockcollege.edu/finaid.

Informacion de la ayuda financiera y aplicaciones son disponible en Español.

Grant Programs

California College Promise Grant

California community colleges provide the California College Promise Grant for students who need assistance paying enrollment fees. Enrollment fees will be paid for the academic year (summer, fall, winter, and spring semesters), whether taking one class or a full-time load. California residents or AB 540 students may be eligible for a California College Promise Grant if any one of the following criteria is met:

1. Complete a Free Application for Federal Student Aid (FAFSA) or Dream Act application for financial aid;
2. Student or family is receiving CalWORKs, SSI (Supplemental Security Income) or General Assistance/ General Relief; or
3. Meet prescribed low-income guidelines published annually by the California Community Colleges Chancellor's Office.

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 grant.

Federal Pell Grants

The Federal Pell Grant Program is the largest federal student grant program. Pell Grants range in amounts from $657 to $6,345 (assuming full-time enrollment). Although $6,345 is the maximum Pell Grant scheduled award, a student may be eligible to receive Pell Grant funds for up to 150 percent of the student's Pell scheduled award. The student must meet certain conditions under the Year-Round Pell regulations to qualify for the 150 percent award. You may contact the Financial Aid office for further information. A student must complete the FAFSA to qualify for a Pell Grant. The student must be in an eligible academic program and enrolled in course required for that academic 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. A student must complete the FAFSA to be considered for this grant. The student must be in an eligible academic program and taking course required for that program in order to receive this grant.

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 complete 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. A full-time student may receive a Cal Grant for a maximum of four years. In order to complete an associate degree in two years, a student needs to take 15 units per semester or 30 units per year.

To know more about the Cal Grant eligibility requirements, steps to apply and deadlines, and Cal Grant resources, visit our Cal Grant website at www.hancockcollege.edu/finaid/cal%20grants

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. The grant amount will vary depending on the tuition and fees charged by the 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 for students with low income. A minimum grade point average of 2.00 is required for assistance. The maximum award for a full-time student is $1,672. 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. The maximum amount of the grant for a full-time student is $1,094. 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 at full-time equivalent in length.

Student Success Completion Grant (SSCG)

The SSCG pays full-time Cal Grant recipients $1,298 annually for 12 to 14.99 units per term and $4,000 annually for 15 units or more units per term. Only full-time students receiving Cal Grant B or Cal Grant C can receive this grant.

Students with Dependent Children (SWD)

Students attending a UC, CSU, or California Community College (CCC) who have dependent children under the age of 18 by July 1, 2020 for whom they provide more than half of their support during the academic year may be eligible for an increase to their Cal Grant. Awards may be up to $6,000 for qualifying Cal Grant A and B recipients and up to $4,000 for eligible Cal Grant C recipients.

Financial Aid Disbursement

Students who are eligible for federal and state student financial aid such as federal Pell Grant, FSEOG, Direct Student Loans, and Cal Grant will only be eligible for aid based on the number of units the student is enrolled in as of the freeze date for each semester. The freeze date is determined by the Financial Aid office which is on the third week of each semester. Retroactive disbursements, for semesters that have already ended, will be made to eligible students based on the number of units completed for that semester.

Retaking Coursework in Term Programs

Students may receive federal and state aid for only one course repetition after a course has been satisfactorily passed ("D" grade or higher). Students may continue to be paid for repeatedly failed courses. However, Satisfactory Academic Policy (SAP) will apply to those courses. If a student withdraws before completing the course that they are being paid federal and state funds for retaking, then that is not counted as one allowed retake for that class. However, if a student passed a class once, then is repaid for retaking the class and fails the second time, that failure counts as their paid retake and the student may not be paid for retaking the class a third time. If you are retaking a course, you may wish to contact the Financial Aid office regarding payment eligibility for that course.

Programs and Courses not Eligible for Financial Aid

Students within certain academic programs or taking courses within those programs are not eligible to receive federal aid or Cal Grants. For the 2020/21 academic year, Cosmetology, Certified Nursing Assistant (CNA), and Registered Veterinary Technician/Veterinary Technology programs are not eligible. All 400 level course are not eligible for federal and state aid.

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 is 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 California Student Aid Commission, P.O. Box 419027, Rancho Cordova, CA, 95814, for application materials. Students may also call 1-888-CA-GRANT (888-224-7268).

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. Native American students must apply through their tribe, home agency or area office of Indian Education.

Satisfactory Academic Progress Standards

Satisfactory Academic Progress Standards For California College Promise Grant (CCPG)

Once a student has qualified for the California College Promise Grant, It's important to ensure that they are meeting the academic and progress standards in order to avoid losing the fee waiver.

Academic - Sustain a GPA of 2.00 or higher

If the student's cumulative GPA falls below 2.00 for two consecutive primary terms (fall/spring semesters, or fall/winter/spring quarters), student may lose the fee waiver eligibility.

Progress - Complete more than 50 percent of your coursework

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

Combination of Academic and Progress Standards

Any combination of two consecutive terms of cumulative GPA below 2.00, and/or cumulative unit completion of not more than 50 percent may result in loss of fee waiver eligibility.

If a student loses eligibility for the California College Promise Grant, they may contact the Financial Aid office or the Counseling department regarding the appeal process.

Satisfactory Academic Progress Standards (SAP)

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. Student's progress will be evaluated at the end of the summer, fall, and spring semesters by the standards listed below. Special note: All periods of enrollment, including periods of enrollment from other colleges for units accepted at Hancock 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. Student's satisfactory academic progress will be calculated using units for all classes that appear on their academic transcript, with the exception of EW grades posted due to extenuating circumstances occurring during COVID-19 pandemic. Check with the Financial Aid office before dropping classes to determine how dropping classes will affect future aid.

GRADE POINT AVERAGE (GPA) STANDARD

Students must maintain a minimum 2.00 cumulative GPA 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. Even though a D is considered a passing grade, the total cumulative GPA must not fall below 2.00. CR, NC, P, NP, W, MW, or EW grades will not be included in the GPA calculations. Students who receive all CR, P, W, MW, or EW notations will be considered to have a satisfactory GPA for that semester; however, their cumulative GPA must remain above 2.00. Incomplete courses notated with an I will be treated as an F unless changed to an alternate letter grade. The student must notify the Financial Aid office once grade is changed to have SAP status adjusted.

Students enrolled at Hancock for more than two years must have a minimum cumulative GPA of 2.00 at the end of the second year to continue eligibility for financial aid. Two years is defined as attempting 60 units or more including units that were transferred from other institutions.

Warning for not Meeting the GPA Standard

If a student does not meet the GPA standard, they will be placed on GPA warning for one semester. The student's academic progress status will be displayed on the myHancock portal under the financial aid tab. Financial aid funding will be continued during the warning semester. A student may remove warning status by bringing cumulative GPA up to a 2.00 GPA the next semester. If the student does not meet the GPA standard again while on warning, financial aid will be canceled.

Reinstatement

Student's financial aid canceled due to not meeting the cumulative semester GPA minimum standard of 2.00 will be eligible for reinstatement when they have achieved, without financial aid, a cumulative GPA of 2.00 or better. Students who meet the GPA standard at the end of a semester will be automatically reinstated during the SAP review process.

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

Students are required to complete at least 67 percent of the cumulative units attempted. Courses that the Admissions and Records office has evaluated as equivalent to Hancock courses will be counted into both the attempted and completed unit calculations for pace. A student's satisfactory academic progress will be calculated using all units which appear on their academic transcript, with the exception of EW grades posted due to the extenuating circumstances occurring during the COVID-19 pandemic. Check with the Financial Aid office before dropping classes to determine how dropping classes will affect future aid. Unit progress will be reviewed at the end of every semester.

Warning for not Meeting the Unit Progression Standard (Progress Toward Educational Objective Standard)

If a student does not meet the progress standard, they will be placed on Unit Progression Warning for one semester. Student's academic progress status will be displayed on the myHancock portal under the financial aid tab. Financial aid funding will be continued during the warning semester. If a student does not meet the progress standard the next semester, 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 reinstated during the warning semester.

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 Hancock courses, as well as all transfer courses that the Admissions and Records office has evaluated as equivalent to Hancock courses, will be counted towards a student’s maximum units attempted regardless of whether financial aid was received. Student's satisfactory academic progress will be calculated using all units that appear on their academic transcript, with the exception of EW grades posted due to extenuating circumstances occurring during the COVID-19 pandemic. Check with the Financial Aid office before dropping classes to determine how dropping classes will affect future aid.

English as a Second Language (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 Hancock Programs

Associate Degree: The associate degree requires completion of a minimum of 60 units at Hancock. Students must complete their goal by the time they have attempted 90 units. All units that appear on their academic transcript including units from other colleges will be counted in units towards the degree.

Certificate: Hancock 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. All units that appear on their academic transcript including units from other colleges will be counted in units towards the certificate.

Transfer four-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 Hancock 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 Hancock. Students must complete their transfer goal by the time they have attempted 90 units. All units that appear on your academic transcript including units from other colleges will be counted towards the degree.

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; or

- Serious medical condition affecting the student or immediate family member; or

- Family emergency directly affecting the student; or

- Other documented extenuating circumstances.

A Satisfactory Academic Progress Appeal Form may be obtained from the Financial Aid office or at www.hancockcollege.edu/finaid under “Financial Aid Forms.” 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 emailed once a decision is reached. The committee makes the final and binding decision.

Appeals can only be approved for the current or future semesters. Federal regulations do not allow financial aid eligibility to be reinstated to semesters that have already ended. NOTE: Students who enrolled in courses in Summer 2010 through Summer 2014 and were dropped at census by their instructor will not show a 'W' grade on their academic transcript. However, according to institutional policy, those units should show as a 'W' grade and will be counted in the unit completion and maximum time standards. The correct unit totals can be viewed on the students’ myHancock Financial Aid tab under Satisfactory Academic Progress Status.

SAP policy 2019-2020/Rev. 8-3-2020

For questions, contact the Financial Aid office, please call 805-922-6966, ext. 3200 or email finaid@hancockcollege.edu

Website: www.hancockcollege.edu/finaid

Student Employment

Federal Work Study Program

Federal Work Study (FWS) provides part-time jobs for students with financial need, allowing them to earn money to help pay educational expenses and to gain valuable work experience. The program encourages work related to the student's program of study. Employment opportunities are posted through the Career Center.

Students must complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility for the FWS program. There are limited FWS funds available at the college. Students interested in FWS should visit the work study page (www.hancockcollege.edu/finaid/workstudy.php) or contact the Financial Aid office at 805 922-6966 ext. 3200 or email finaid@hancockcollege.edu or visit www.hancockcollege.edu/finaid/workstudy.

The Career Center will assist eligible students in locating a job either on or off-campus.

Scholarships

General Scholarship Program

The Allan Hancock College Foundation offers an array of student scholarships, made possible via the generosity of individuals, service clubs, and businesses. Scholarships are awarded each May for the following academic year. Awards can range from $500 to $10,000 and vary by academic area and scholarship criteria. Scholarships are available to current Hancock students continuing their education at Allan Hancock College, as well as to those transferring to a four-year college or university. Additional information about the application process can be found on the foundation website at www.hancockcollege.edu/foundation.

Outside Scholarships

Many community organizations provide scholarships to students Allan Hancock College. The scholarship funding is mailed 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 the Allan Hancock College Financial Aid office and enrollment is confirmed, the scholarship dollars are placed on the student’s account.

The Financial Aid office receives scholarship announcements from outside agencies. These announcements seeking applicants are listed on the Scholarship tab located on the Financial Aid webpage www.hancockcollege.edu/finaid/scholarships.php.

This information is updated as scholarship notifications are received from outside agencies.

Student 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 federal grants before eligibility for a direct loan can be determined. After eligibility for all other aid has been completed by the Financial Aid office, the student may contact the Financial Aid office regarding the Federal Direct Student Loan Application process.

The direct loan repayment date is based on the anticipated completion/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/graduation date or when the student leaves school or drops below half-time status.

To contact the Financial Aid office, please call 805-922-6966 ext. 3200 or email finaid@hancockcollege.edu or www.hancockcollege.edu/finaid.

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, tutoring, and help navigating the financial aid process. An eligible student may receive a cash grant, book voucher, food card, priority registration, and/or graduation regalia. EOPS students are invited to attend workshops and annual social and cultural activities.

Eligibility Requirements

To be eligible for EOPS, a student must meet EOPS income and educational criteria as determined by Title 5 guidelines:

- be a California resident or be exempt from paying non-resident tuition pursuant to section 68130.5 of the Education Code;
- be enrolled as a full-time student (typically a minimum of 12 units, or four units in any summer session or winter intersession). The EOPS director may authorize up to 10 percent of the EOPS students accepted to be enrolled for 9 units, or have Learning Assistance Program (LAP) certification for a reduced unit load as a student with a verified disability, or be determined full-time equivalent (typically a minimum of 9 units) as a CARE or NextUp participant;

- have not completed more than 70 units of degree-applicable credit coursework in any combination of postsecondary higher education institutions;
- qualify to receive the California College Promise Grant (A, B, or C with estimated family contribution of $0); and
- be educationally disadvantaged as determined by the EOPS director or designee. In making that determination, one or more of the following factors shall be considered:

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  - not qualified for enrollment into the minimum level English or mathematics course that is applicable to the associate degree
  - not have graduated from high school or obtained the General Education Diploma (GED)
  - graduated from high school with a grade point average below 2.50 on a 4.00 scale
  - have been previously enrolled in remedial education
  - other factors set forth in Hancock's EOPS Plan submitted to the Chancellor’s Office pursuant to Title 5 Section 56270.

To remain eligible to receive programs and services, students are required to:

- Apply for state and federal aid (FAFSA or CADAA) pursuant to the file completion procedures established at Hancock.
- Maintain academic progress towards a certificate, associate degree, or transfer goal per the academic standards established by Hancock.
- Sign a Mutual Responsibility Contract.
- Complete a comprehensive student educational plan.
- Provide financial documentation within 60 days of acceptance into the EOPS program as required by the Hancock’s financial aid policies and procedures.
- Participate in a minimum of three contact sessions per semester with their EOPS counselor of which one of the three session can also be with a peer advisor or paraprofessional staff:

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  - First: Prepare, review, or update student educational plan and Mutual Responsibility Contract.
  - Second: In-Term contact session to assess academic progress and needs.
  - Third: Exit session to assess success of student in reaching objectives of term and make future plans.

Student Eligibility for EOPS Financial Aid Awards: To receive EOPS financial aid assistance students must be EOPS eligible at the time of acceptance and demonstrate financial need as determined by Financial Aid office.

Applications may be obtained from the EOPS website at www.hancockcollege.edu/eops. Bilingual services are provided upon request.

The EOPS office is located on the Santa Maria campus in bldg. A201 and the Lompoc Valley Center in bldg. 1, Room 103.
Santa Maria: 805-922-6966 ext. 3214
Lompoc Valley Center: 805-735-3366 ext. 5206

Foster Youth Educational Services

Allan Hancock College is committed to supporting students who have previously experienced the foster care system at any point under the age of 18. Supportive services may include assistance with accessing financial aid, scholarships, student services, and connecting to on and off-campus resources to promote achieving educational success, health, and well-being while attending community college. Additionally, they will assist students with setting goals to complete programs, transfer, and attain certificates and degrees. Please contact the Foster Youth Success Initiative Liaison, Alex Spiess at 805-922-6966 ext. 3978 or alex.spiess@hancockcollege.edu for additional information.

NextUp/CAFYES

The purpose of NextUp (CAFYES) is to support eligible students who experienced the foster care system in achieving higher education success, health, and well-being at the community college level. Supportive services include assistance with transportation, 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.

NextUp (CAFYES) students have access to a computer lab, study space, tutoring assistance, and center to meet with their fellow peers and the NextUp (CAFYES) specialist. An academic counselor is on-site several days a week for student convenience. For more information, call 805-922-6966 ext. 3623, or visit the CARE/NextUp (CAFYES) Center in bldg. A, Room 203.

Cooperative Agencies Resources for Education (CARE)

This program is designed to assist parents who are single head of households (single parents, etc.) receiving public assistance (CalWORKs/TANF) with supportive services and limited financial assistance to help offset 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, call 805-922-6966 ext. 3623 or visit the CARE Center in bldg. A, Room 203.

CalWORKs Services

The Allan Hancock College 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 self-sufficiency.

Available services include: new student orientation; intake and service coordination; career assessment and education planning; classes and programs (including GED and degree programs) to develop or enhance job/educational skills; referrals for on campus childcare and work-study opportunities; study labs and tutoring; school supplies; transportation, food vouchers and educational grants (when available).

For further information, please contact the CalWORKs program at 805-922-6966 ext. 3868, or visit the CalWORKs program in building A, Room 201.

Workforce Resource Center

The Workforce Resource Center offers a variety of Allan Hancock College credit and non-credit classes which are designed to increase job skills. The center 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.

Visit the Workforce Resource Center at 1410 South Broadway in Santa Maria, or call 805-614-1543.

Career Center

At the Allan Hancock College Career Center, “Start here. Go anywhere.” is more than a slogan. It is the fundamental belief that career development is a lifelong process and the Career Center staff are committed to supporting students today, tomorrow, and long after graduation from Allan Hancock College. They understand there are many tiny steps that must be completed in order for students to achieve their career goals.

The Career Center is located upstairs in the Student Services building on the Santa Maria campus. The center offers a career computer lab along with student study tables, career testing center, and many career-related resources. The center serves a diverse population of future and current students, and alumni. Services are designed to engage and empower students as they aspire to reach their academic and career goals.

The center employs career specialists and counselors along with industry professionals trained to collaborate with students and faculty to deliver high-quality, career-related programs and services. Services include: career exploration, career advising, counseling, coaching, and mentoring. Programs include: Cooperative Work Experience, Career Readiness Training Academy, Concurrent Enrollment, Articulation, and SkillsUSA Leadership Club.

The center also sponsors career-related special events such as: Career Exploration Day, Hancock Handshake, Career Connect, and CTE Showcases and Junior Days. Please stop by the Career Center for all career-related questions and support.

For Career Center hours of operation please visit www.hancockcollege.edu/careers. The center hours are subject to change depending on student need.

To schedule an appointment with a career counselor or specialist, call 805-922-6966 ext. 3374.

District 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 Hancock 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 Hancock Police Department so that an investigation can be initiated.

The Hancock 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 Hancock 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 Hancock 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 online registration. Permits may be purchased online at Credentials Solutions via the 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 at 805-922-6966 ext.3652, or on the Santa Maria campus in building S-2, or on the Lompoc Valley Center in the Administration building.

Campus Children's Center

Quality care for infants and preschoolers between three months and five years of age are available on the Santa Maria campus and Lompoc Valley Center. The centers serve 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 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 their own interests.

As an integral part of the early childhood studies program, the center provides a multicultural, anti-bias inclusion approach where children have the opportunity to experience differences in gender, race/ethnicity, abilities, learning styles, and individual needs.

The Children’s Center is available to student parents enrolled in summer, fall, and spring semesters. The center follows the academic calendar and is open Monday–Friday, 7:45 a.m. to 4:45 p.m. The Santa Maria campus offers a preschool-aged twilight program that operates Monday–Thursday, 6:15 p.m. to 9:45 p.m. Hours and days of operation may vary at each location through the year.

For further information, contact the center office at 805-922-6966 ext. 3567 or stop by bldg. I. 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). The first floor of the ARC houses the Ann Foxworthy Gallery, Tutorial Center, Writing Center, and Open Access Computer Lab (OACL). On the second floor are faculty offices, classroom L-203, and the Teacher Learning Center (TLC).

Building 1 on the Lompoc Valley Center houses the Jacoby Library. Tutorial Services and Open Access Computer Lab (OACL).

Library

The Santa Maria campus library and the Lompoc Valley Center (LVC) Jacoby Library include collections of more than 200,000 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 Hancock library. For more information, call 805-922-6966, ext. 3224 (Santa Maria campus) or ext. 5224 (Lompoc Valley Center.)

The Open Access Computer Lab (OACL)

The Open Access Computer Lab (OACL) provides computer access to registered AHC students with an ID card. Students can use the lab to access MS Office programs, print documents, or access the internet for research. For more information, call 805-922-6966, ext. 3224 (Santa Maria campus) or ext. 5224 (Lompoc Valley Center).

Tutorial Center

The Tutorial Centers provide free peer tutoring in most academic subjects on an appointment and drop-in basis. The mission of the Tutorial Center is to assist students in successfully completing their courses. Vandenberg Space Force Base students can receive tutoring 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. 3224 (Santa Maria campus) or ext. 5224 (Lompoc Valley Center).

Writing Center

The Writing Center provides help with reading and writing assignments from any discipline. 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 writing. For more information, call 805-922-6966 ext. 3501.

Distance Learning

Canvas is the official course management system supported by Allan Hancock College. To enroll in an online course, students must use the internet and their Hancock email account. Online courses may be offered completely online or partially onsite.

These courses may include an onsite orientation and/or a "To Be Announced (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 the course section and then select the blue Course Reference Number (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 Santa Maria campus or the Lompoc Valley Center for online course access, provided they have a current student Hancock ID card.

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

Personal security is as important for online students as it is for students who take classes on campus. Hancock 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 will be provided by the instructor of the class.

For more information on distance learning at Hancock, please call 805-922-6966 ext. 3928.

Learning Assistance Program (LAP)

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, mental health, and all other 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 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 application for services are available at the LAP offices on the Santa Maria campus and Lompoc Valley Center or online www.hancockcollege.edu/lap/how-to-apply. 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.

Accommodations And Academic Adjustments

The fundamental principles of nondiscrimination and accommodation in academic programs are set forth in Section 504 of the Rehabilitation Act of 1973 the Americans With Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008 (ADAAA). Accommodations and academic adjustments 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, necessary 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)
- Use of digital voice recorder for lectures
- Priority registration
- Peer tutoring
- Specialized counseling
- Adaptive technology (e.g. screen readers, voice recognition)
- Access to computers equipped with special input devices
- Sign language interpreters or real-time captioning
- Braille or electronic-formatted lecture notes, handouts, and texts
- 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 Allan Hancock College Board Policy 3440. All students, regardless of disability, are required to comply with the Hancock's Student Code of Conduct (board policy 5500).

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 college 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/their 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.

Hancock cannot grant a substitution that is inconsistent with Title 5 regulations or AP/BP 5140, 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.

To contact LAP, visit or call the program office in Santa Maria: bldg. A, Room A304, 805-922-6966 ext. 3274; Lompoc Valley Center: bldg. 1, Room 102N, 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.

Veterans Affairs

The Financial Aid/Veterans 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.

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 they were honorably discharged from active duty for a service-connected disability and served 30 continuous days after Sept. 10, 2001.
www.va.gov/education/about-gi-bill-benefits/post-9-11/

Veteran Readiness and Employment (VR& E Chapter 31)
For service members and veterans with service-connected disabilities
www.va.gov/careers-employment/vocational-rehabilitation/

Information for students using Post 9/11 G.I. Bill® benefits (Chapter 33) or Veteran Readiness and Employment (Chapter 31)
A student using Post 9/11 G.I. Bill® benefits or Veteran Readiness and Employment and Employment benefits may enroll and attend courses and access campus facilities while the campus awaits payment for tuition and fees from the VA. While waiting for receipt of funds from the VA, Allan Hancock College will not charge or otherwise penalize Post 9/11 G.I. Bill® and Veteran Readiness and Employment students.

For eligibility consideration, a Post 9/11 G.I. Bill® student must submit a VA Certificate of Eligibility (COE) or Post -911 GI Bill® Enrollment/Entitlement Status:
www.ebenefits.va.gov/ebenefits/about/feature?feature=post-911-gi-bill-enrollment-status.
The veteran's VR&E counselor will electronically provide a VAF 28-1905 to the School Certifying Official.

Additional information requested by the School Certifying Official to certify enrollment to the VA:

- DD-214 (Veteran student only, member 4 copy)
- Official prior college and military transcripts
- Student Education Plan (SEP) prepared by an academic counselor

For more information regarding this policy, contact the School Certifying Official.

G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). Additional information regarding education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

Montgomery GI Bill (Chapter 30)
The Montgomery GI Bill Active Duty (MGIB-AD) can help students pay for education and training programs. Students who served at least two years on active duty, can find out if they qualify for the MGIB-AD program.
www.va.gov/education/about-gi-bill-benefits/montgomery-active-duty/

Montgomery GI Bill Selected Reserve (MGIB-SR/Formerly Chapter 1606)
The Montgomery GI Bill Selected Reserve (MGIB-SR) program offers up to 36 months of education and training benefits. Students who are a member of the Army, Navy, Air Force, Marine Corps or Coast Guard Reserve, Army National Guard, or Air National Guard, may be eligible for this benefit.
www.va.gov/education/about-gi-bill-benefits/montgomery-selected-reserve/

Reserve Educational Assistance Program (REAP/Formerly Chapter 1607)
Reserve Educational Assistance Program (REAP) ended on November 25, 2015, but under the National Defense Authorization Act of 2016, some REAP benefits will remain in place for 3 more years. Learn more about what this change means www.va.gov/education/other-va-education-benefits/reap/

Veterans' Educational Assistance Program (VEAP)

Students may be able to continue their education by using part of their military pay to help cover the cost of school. www.va.gov/education/other-va-education-benefits/veap/

VA Education Benefits for Survivors and Dependents Survivors' and Dependents' Educational Assistance (DEA/Chapter 35)

Students who are a dependent, spouse, or child—or the surviving spouse or child—of a veteran, you may qualify for Chapter 35 benefits or job training through a GI Bill program.

Additional information requested by the School Certifying Official to certify enrollment to the VA:

- DD-214 (Veteran student only, member 4 copy)
- Official prior college and military transcripts
- Student Education Plan (SEP) prepared by an academic counselor

www.va.gov/education/survivor-dependent-benefits/

Fry Scholarship
The Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship), a scholarship for children and dependents of veterans. If student's parent or spouse was an active-duty service member who died in the line of duty on or after September 11, 2001, they may qualify for this benefit. www.va.gov/education/survivor-dependent-benefits/fry-scholarship/

Edith Nourse Rogers Science Technology Engineering Math (STEM) Scholarship
The Rogers STEM Scholarship will provide up to nine months of additional Post-9/11 GI Bill benefits (to a maximum of $30,000) to qualifying veterans and Fry Scholars seeking an undergraduate STEM degree or who have earned a STEM degree and are seeking a teaching certification. www.benefits.va.gov/gibill/fgib/stem.asp

Cal Vet College Fee Waiver
The College Fee Waiver for Veteran Dependents benefit waives mandatory system-wide tuition and fees at any State of California Community College, California State University, or University of California campus. This program does not cover the expense of books, parking, or room and board.

Students must meet the California residency requirements as determined by the college: www.calvet.ca.gov/VetServices/Pages/College-Fee-Waiver.aspx

Academic Requirements
All VA recipients are required to maintain satisfactory progress toward their educational objective and a minimum grade point average of 2.00 (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 for benefits may be obtained from the Financial Aid/Veterans office 805-922-6966 ext. 3200, Student Services, bldg. A, Santa Maria campus; the Lompoc Valley Center, and Vandenberg SFB center; or at the Santa Barbara County Veterans Service Offices: www.cacvso.org/santa-barbara-county-office/ or the San Luis Obispo County Veterans Service Office: www.cacvso.org/san-luis-obispo-county-office/.

Student Government and Activities

Allan Hancock College Board Policy 5400

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 their 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 Hancock will strive to:

- Represent the needs, interests, and perspectives of Hancock 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 Hancock.

The concerns of the student government are many and 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, including college hiring 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, faculty, and 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 Monday at 12:30 p.m. in the Mechanics Bank Student Center (Room G106A) and are open to the public.

Clubs and organizations are an integral part of campus life at Hancock. Active clubs on campus can be viewed on the ASBG website at www.hancockcollege.edu/asbg/clubs.php. Information on starting a new club is also on the website.

Other programs within Student Activities include: the Leadership Program, Student Ambassadors, the Mentorship Program, and Food Share Because We Care.

Leadership Program

Leadership 111 is an introduction to leadership and skills associated with effective leadership including parliamentary procedures, group dynamics, planning and conducting activities. Self-awareness, cultural differences, ethics, communications skills, motivation, delegations, and time management as related to organizational structure.

Leadership 112 provides an opportunity for students to enhance and apply leadership skills and practice peer mentoring. Communication, team building and activity/event planning are emphasized.

Student Ambassadors

The Student Ambassador Program recruits qualified students to represent Hancock in a number of initiatives serving as role models and mentors to all students. This group of trained student representatives provides the campus with an additional resource of student leaders to assist new and current students in the admissions/registration process, represent the college in outreach efforts, assist in campus wide events, and promote the image of Hancock, including appearing in college promotional materials.

Student Ambassadors represent a group of positive, enthusiastic, and well-informed representatives of the student body of Hancock, who are interested in working with faculty, staff, and students to promote the college’s programs and services.

Mentorship

The Hancock Mentorship Program pairs successful community leaders with Hancock students looking for educational advice, career guidance, and life lessons. Mentoring is a true fulfillment of Hancock’s motto: "Start here. Go anywhere."

Each mentor is paired with a student (the mentee) who has been chosen because he/she/they are bright, willing to learn, and eager for educational, personal, and professional advancement.

Food Share Because We Care

Hancock students can pick up free non-perishable food and produce every Thursday during the spring and fall semesters while classes are in session. Food can be picked up at the Mechanics Bank Student Center patio, located on the south side of bldg. G, starting at 11:30 a.m. and at the Lompoc Valley Center starting at 2:30 p.m. On the first and third Thursday of each month food will also be distributed outside the Joe White Memorial Gymnasium (bldg. N). Food is provided by the Santa Barbara County Foodbank and is available to all Hancock students. Dates and times subject to change.

Basic Needs

The Hancock Basic Needs Program helps students who face a basic necessity insecurity. The main purpose of the program is to serve students who may be experiencing food insecurity, housing insecurity, transportation issues, and other emergency or crisis situations.

Some of the resources include the Orfalea Children's Center Lab School, housed in the Family and Consumer Education Center (bldg. I), which provides quality care for infants and preschoolers between three months and five years of age. Food Share Because We Care provides food to students in need. Student Health Services offers a wide range of services, including medical services, health counseling, crisis and personal counseling. Additionally, the California Homeless Youth Project (CHYD) has complied a list of basic needs resources in order to make resources more accesible to students. The Basic Needs office can be reached at 805-922-6966 ext. 3011.

For additional information on these programs/services, contact the Student Activities & Outreach department at 805-922-6966 ext. 3229.

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. Hancock football competes within the Southern California Football Association, the National North Division.

Hancock provides a wide range of intercollegiate sports for both men and women. Men’s sports include baseball, basketball, football, golf, soccer, swimming, and track and field. Women’s sports include basketball, soccer, softball, swimming, cross-country, 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 2.00 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, Hancock 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 www.ope.ed.gov/athletics/.

In compliance with State and Federal Title IX laws pertaining to equitable opportunities for men and women, respective community colleges, governed under the 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.

Mathematics, Engineering, Science Achievement Program (MESA)

The MESA program provides a wide range of academic support services and activities aimed at fostering student achievement and increasing the success and participation students experience while pursuing a degree in mathematics, engineering, computer science, biology, architecture, kinesiology, or other science-based programs. MESA enables students to prepare for and graduate from a four-year university with a math-based degree. It also seeks to increase the diverse pool of transfer-ready community college students who are prepared to excel as math, engineering, and science majors.

Through the program, students develop academic and leadership skills, increase educational performance, and gain confidence in their abilities to compete academically and professionally. MESA services include: STEM tutoring; organized study groups and peer-lead supplemental instruction; a student study center and STEM learning lab; industry and university field trips and networking; scholarship and internship assistance; career and leadership development activities and transfer counseling. The STEM learning lab serves as the hub for STEM student learning on campus and provides students with a collaborative space which encourages student-to-student interaction. Students can utilize free drop-in tutoring, study spaces, and other learning resources.

For information or to apply, visit the MESA Center located in bldg. W, Room 21, on the Santa Maria campus, call MESA at 805-922-6966 ext. 3446 or visit www.hancockcollege.edu/mesa.

Cal-SOAP

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, and Dream Act completion.

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 CAN–TRIO program serves students who are first-generation, low income, and/or have a documented disability and are part of the Learning Assistance Program (LAP). The program is federally funded by the TRIO-Student Support Services program from the U.S. Department of Education (P042A150712).

CAN-TRIO is designed to:

1. increase college retention and persistence;
2. provide student support to ensure good academic standing, and;
3. increase graduation and transfer rates for underrepresented students to four-year colleges and universities.

Participation in CAN-TRIO provides students with: academic advising; transfer assistance; career guidance; tutorial assistance; financial and economic literacy; cultural and university trips; assistance with financial aid, scholarships, job seeking opportunities; laptop, calculator, and book lending library; priority registration; and access to on-campus computers and free printing.

For more information or the application, visit the CAN-TRIO center on the Santa Maria campus located in bldg. A, Room 211 or the CAN-TRIO website at www.hancockcollege.edu/can.

To contact CAN-TRIO, please call 805-922-6966 ext. 3434 or email canprogram@hancockcollege.edu.

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 www.hancockcollege.edu/ie/student_services.php

Policies & Procedures

Policies and Procedures

Allan Hancock College Board Policies

Board Policy information can be accessed at www.hancockcollege.edu/board/policies

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, Student Services, Allan Hancock College, 800 S College Dr, Santa Maria CA, 93454-6399, 805-922-6966 ext. 3659. All employee discrimination complaints should be addressed to the director, 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.

En Español

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. 3659. 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). Students 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 www.accjc.org/complaint-process if the 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 the complaint involves unlawful discrimination, go to the Chancellor's Office website at www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Programs/College-District-Discrimination-Appeals

Discrimination Complaint Procedure

A student who feels he/she/they has been or is being subjected to discriminatory treatment, including sexual harassment, or who has learned of such unlawful discrimination in his/her/their 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/they 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 www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Programs/College-District-Discrimination-Appeals.

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

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, they 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.

Standards of 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:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Superintendent/President or designee.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Encouraging, attempting, assisting, and soliciting another to do any act, which would subject a student to expulsion, suspension or other discipline pursuant to this procedure and related policy.
6. Causing or attempting to cause damage to District property or to private property on campus.
7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
8. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
9. Committing sexual harassment as defined by law or by District policies and procedures.
10. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law, on or off college premises, of the person or property of any member of the College community or members of his/her family or the threat of any such physical abuse at any College authorized or governed activity.
11. Engaging in intimidating conduct, bullying, or hazing against another student, staff or faculty through words or actions, including direct physical or verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
12. Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
13. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel, or failure to identify oneself or furnishing false identification for just cause when requested to do so by college officials acting in the performance of their duties.
14. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
15. Unauthorized entry upon or use of District facilities.
16. Computer related crimes or unauthorized, abusive, or violation of the District’s acceptable use policy or procedure including violations of software licensing agreements.
17. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
18. Sexual assault, defined as actual or attempted sexual contact with another person without that person’s consent, regardless of the victim’s affiliation with the college, including, but not limited to, any of the following: (1) Intentional touching of another person’s intimate parts without that person’s affirmative consent or other intentional sexual contact with another person without that person’s affirmative consent; (2) Coercing, forcing, or attempting to coerce or force a person to touch another person’s intimate parts without that person’s affirmative consent; and (3) Rape, which includes penetration, no matter how slight, without the person’s affirmative consent of either of the following: (A) the vagina or anus of a person by any body part of another person or by an object; (B) the mouth of a person by a sex organ of another person.
19. Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person’s consent, regardless of the victim’s affiliation with the college, including, but not limited to, any of the following: (1) Prostituting another person; (2) Recording images, including video or photograph, or audio of another person’s sexual activity, intimate body parts, or nakedness without the person’s affirmative consent; (3) Distributing images,

including video or photograph or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not affirmatively consent to the disclosure and objected to the disclosure; and (4) Viewing, another person's sexual activity, intimate body parts, or nakedness in a place where that person would have reasonable expectation of privacy, without that person's affirmative consent, and for the purpose of arousing or satisfying sexual desire.

20. Committing sexual harassment as defined by law or by District policies and procedures, which may include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, that is sufficiently severe, persistent or pervasive to limit the ability of a member of the college community (student, faculty, staff) to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.
21. Stalking or repeatedly following or harassing another person through conduct composed of a series of acts that seriously alarm, annoy, torment, or terrorize in a manner that threatens to place that person in reasonable fear for their safety or the safety of their immediate family
22. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises,
23. Violations of Board policies, administrative procedures, or campus regulations including, but not limited to, campus regulations concerning student organizations, use of District facilities, gambling and hazing.
24. The use of any electronic listening or recording device in a classroom or learning environment without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids or academic adjustments to disabled students.
25. Presentation of academic work through fraudulent or deceptive means in order to obtain credit for this Academic dishonesty includes but is not limited to:

Cheating - failure to observe the expressed procedures of an academic exercise, including but not limited to:

- Unauthorized use of commercial "research" services which are not the student's own work.
- Providing information to others without instructor's permission or allowing the opportunity for others to obtain information that provides the recipient with an advantage on an exam or assignment.
- Unauthorized communication with fellow students during a quiz or
- Copying material from another student's quiz or
- Permitting another student to copy from a quiz or
- Permitting a person to take a quiz, exam, or similar evaluation in lieu of the enrolled student
- Using unauthorized materials, information, or study aids (e.g., textbook, notes, data, images, formula list, dictionary, calculator,) in any academic exercise or exam.
- Unauthorized collaboration in providing or requesting assistance, such as sharing information on an academic exercise or
- Unauthorized use of another person's data in completing a computer or lab
- Using computer and word processing to gain access to alter and/or use unauthorized information.
- Altering a graded exam or assignment and requesting that it be re-graded - submission of altered work after grading, including but not limited to changing answers after an exam or assignment has been returned or submitting another's exam as one's own to gain

Fabrication - falsification or invention of any information in an academic exercise, including but not limited to:

- Fabricating or altering data to support research.
- Presenting results from research that was not performed--submitting material for lab assignments, class projects or other assignments, which is wholly or partially falsified, invented or otherwise does not represent work accomplished or undertaken by the student.
- Crediting source material that was not directly used for research
- Falsification, alteration or misrepresentation of official or unofficial records or documents including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions applications or related documents

Fraud, Misrepresentation, Lying - intentionally making an untrue statement or deceiving including but not limited to:

- Checking into a District class, lab, center or other District resource with the intent to deceive the instructor, staff, or the college.
- Checking in or checking out of a District class, lab, center or other District resource for another student.
- Using another student's District identification card for use in a class, lab, center or other District resource.

Plagiarism - the presentation of another's words, images or ideas as if they were the student's own, including but not limited to:

- Stealing the written, oral, artistic, or original works or efforts of others and presenting them as one's own.

- The submission of material, whether in part or whole, authored by another person or source (e.g., the internet, book, journal, etc.), whether that material is paraphrased, translated or copied in verbatim or near-verbatim form without properly acknowledging the source (it is the student's responsibility to cite all sources).
- The submission of material rewritten, in part or whole, by another person that results in the loss of the student's original voice or ideas (i.e. while an editor or tutor may advise a student, the final submitted materials must be the work of the student, not that of the editor or tutor).
- Translating all or any part of material from another language and presenting it as if it were the student's own original work.
- Unauthorized transfer and use of another person's computer file as the student's own.
- Unauthorized use of another person's data in completing a computer exercise.

FacilitatingAcademicDishonesty - assisting another to commit an act of academic dishonesty, including but not limited to:

- Taking a quiz, exam, or similar evaluation in place of another person.
- Allowing one student to copy from another.
- Attending a course posing as another student who is officially registered for that course.
- Providing material or other information (e.g., a solution to homework, a project or other assignments, a copy of an exam, exam key or any test information) to another student with knowledge that such assistance could be used to violate any other sections of this procedure.
- Distribution or use of notes or recordings based on college classes without the express written permission of the instructor for purposes other than individual or group study; this includes, but is not limited to, providing materials for distribution by services publishing class notes (This restriction on unauthorized use applies to all information distributed or in any way displayed for use in relationship to the class, whether obtained in class, via email, on the Internet or via any other media).

Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.

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 Hancock property; during any college-sponsored field trip, activity or workshop; athletic contest, home or away, 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 online 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.

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.

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 12 units in a summer session.

Participation in Distance Learning and TBA Programs

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, select on the blue CRN for details.

Apprenticeship Training

Apprenticeship courses are designed for indentured apprentices whereby students supplement on-the-job training with related classroom instruction during each year of apprenticeship. Joint Apprenticeship Committees administering each program are composed of representation from labor, management, California State Division of Apprenticeship Standards, and Allan Hancock College. These committees adopt state approved standards for operation, including eligibility and selection of apprentices, and assure equal opportunity for applicants.

A variety of apprenticeship courses listed in this catalog meet the primary objectives for indentured apprenticeship programs.

These courses are limited to state-registered apprentices or those awaiting indenture. They may not be taken on a pass/no pass basis, nor may credit be obtained by examination. For specific information, students should contact the industrial technology department at 805-922-6966 ext. 3335.

Attendance

Students must attend the first class meeting and/or orientation of each new class whether it’s a lecture or a laboratory. If a student cannot be there, they must notify the instructor in writing; via email or by phone no later than 24 hours prior to the first class session. Without prior notification, student may be dropped from the class and wait list students could be admitted in student's place. For instructor’s email addresses and telephone extensions, visit the Hancock website 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 instructor will explain the absence policy for his/her/their 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/their 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.

Adds and Drops

Allan Hancock College Administrative Procedure 5075

Adding Courses

Before semester or term classes begin, students may add/register for open classes via myHancock online registration during the established registration period, as identified in the online schedule of classes. Students are required to pay fees due by the established payment deadlines. Failure to pay fees incurred may result in an administrative drop.

Wait List

During the registration period before classes begin, a student wishing to enroll in a class that is closed (filled to capacity) may choose to place themselves on the waitlist, unless the waitlist is also filled. As enrolled students drop or are dropped for non-payment, waitlisted students are notified via email notice of an available seat in the class. Students have 24 hours to register themselves into the class via myHancock, or will be removed from the waitlist. Once the semester or term class begins, students remaining on the waitlist must attend the class on the first day in order to be considered for enrollment into the class. The waitlist does not guarantee that a student will be given an add authorization code.

Adding Courses On/or After the First Day of Instruction

To add a class on or after the first day of instruction (the first day the actual course meets) and up to the census roster due date, a student may add a class via myHancock online registration after obtaining an add authorization code from the class instructor. In order to add the course with an add authorization code, a student must be eligible to enroll and meet the necessary prerequisite(s) of the course, if applicable. The add authorization code given by the course instructor may only be used by the student to whom the code was issued. Instructors are encouraged to add students depending on the number of open spaces in the class, consideration of the waitlist, class size limits, and the amount of instruction/course content missed by the student. The decision then to provide an add authorization code to a student after the first-class meeting (for an on-campus course) or the first day of class (for an online course) is the instructor's alone.

Late Adding of Classes

After the registration period concludes, classes may only be added by formal request from the student and the instructor of record if extenuating circumstances apply, to the director, Admissions and Records. The late add period ends the last business day of the week in which the census day occurs.

Lateral Transfer

Through week 12 of semester length courses; or week 6 of eight-week courses; or week 4 of a six-week courses, students, upon petition, may transfer laterally from one section of a course to another section of the same course without paying an additional enrollment or tuition fees. Students must be actively enrolled in the course in which they are requesting transfer out of, to another section. If they have been dropped, they are not eligible for lateral transfer. Lateral transfers must be within the same part of term and require the receiving instructor's approval and explanation, and the approval of the director, Admissions and Records.

Skill Level Transfer

Students may transfer from one academic skill level in a course sequence to another academic skill level through the sixth week of the semester-length course or three weeks through summer session or a term-length course as long as they meet the stated prerequisite for the course in which they are transferring. Academic skill level transfers will be considered only with the approval and explanation of the instructor who is recommending the skill level change and the instructor who is willing to add the student to a higher level. The student must also obtain the approval of the director, Admissions and Records. The student must bring the completed Request for Level Transfer form to the Admissions and Records office. The student must be actively enrolled in the course in which they are requesting transfer out of, to another level; if they have been dropped, they are not eligible for an Academic Skill Level Transfer.

Withdrawals/Drops

Students who withdraw or drop classes during the first 20 percent of the term will receive no notation on their academic record ensuring that those students who drop or are dropped as of the census date will have no annotation on their record.

Withdrawals or drops are allowed through 75 percent of the term.

Withdrawals after the 75 percent period may only be considered if the student has extenuating circumstances that support the drop request. Requests for Late Withdrawal must be in writing and all documentation must be submitted along with a Petition to Request Withdrawal to the director, Admissions and Records. These circumstances are limited to the following conditions and must be documented:

- US Military Service (copy of orders must be provided);
- Death of an immediate family member (death certificate, obituary listing student as survivor, or administrative judgment must be provided);
- Illness or Accident (verification from treating physician must be provided).

Excused Withdrawal (EW)

The EW symbol may be used to denote withdrawal from a course(s) due to specific events beyond the student's control and based upon verifiable documentation. Such reasons include, but are not limited to, the following:

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

Verifiable documentation may include, but is not limited to, a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student's completion of a course is impractical. The Chancellor's Office defines impractical as impossible due to reasons beyond the student's control. The determination shall be made by the local college's admissions and records office.

An EW symbol may be requested by the student at any time during the semester and no later than 120 days after the end date of the semester in which the request is made. Unless the student received the California College Promise Grant or a waiver of fees from AB 19 funds the student granted the EW symbol is eligible to apply for a refund of enrollment fees and/or tuition.

Instructor Drops

Instructors shall clear their rolls of inactive students no later than the end of the last business day before the census day for all students. Instructors may submit drop forms to the Admissions and Records office, or drop inactive students via the online census roster.

"Inactive students" include:

- Students identified as no-shows;
- Students who officially withdraw;
- Students who are not attending an on-campus course or participating in an online course.

Withdrawal Limit

The college must establish the number of times that a student may withdraw from a class and receive a "W." Students will not be permitted to withdraw and receive a "W" in a class more than three times. In the case of multiple withdrawals, Hancock offers the an intervention program.

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 substandard grades will remain on the student's permanent record, ensuring a true and complete academic history.

Students may be permitted to enroll in a class after having received the maximum authorized number of “W” symbols as long as the students will receive a grade or a non evaluative symbol other than a “W” upon completion of the course.

Statement of Nondiscrimination

Hancock recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and creativity while providing positive images for all students. Hancock 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. Hancock assures that no person shall be discriminated against because of race, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation.

References: Title 5 Sections 55024 and 58004

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 Hancock's 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 Hancock 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 Hancock courses, providing that Hancock 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.

Hancock 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 Hancock.

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 and 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."

Hancock's instructional departments are responsible for identifying high school courses that are deemed equivalent to specific Hancock 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 a Hancock 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. If a student is enrolled in a course in which they believe they will receive a substandard grade, registration to repeat the course will be available after a final grade is issued. 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 substandard grades will remain on the student's permanent record, ensuring a true and complete academic history.

If a student has previously received more than one substandard grade in a course that is deemed repeatable by the institution and subsequently repeats the course, receiving a passing grade (C or better), all grades will be used in calculating the student's grade point average. All grades received in the course will remain on the student's permanent record, ensuring a true and complete academic history.

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 post-secondary institution must be submitted to Hancock's Admissions and Records office to verify the course was completed with a grade of C or better, and for equivalency consideration a Course Repetition Reciprocity Petition must be filed with the Admissions and Records office. Should a student have more than one non-passing grade in a specific course, and repeats the course at another post-secondary institution, only the first two non-passing graded units and grade points will be alleviated from the Hancock transcript. 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/her/their 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.

Hancock 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:

1. When continuing success of the student in other general and/or specific classes is dependent on additional repetitions of a specific special class; or
2. When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other classes; or
3. When the student has a student educational plan 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

Allan Hancock College Board Policy 4226

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

Allan Hancock College Board Policy 4240

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 Hancock 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 2.00 GPA at Hancock 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 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.

AP/CLEP/IB Equivalency Lists

2021-2022 Allan Hancock College AP Equivalency List

AP Examination	AP Score	AHC 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	4	Category 4B	3 sem units toward Area B4	3 sem units toward Area 2A
Calculus BC	3, 4, 5	MATH 181+182	8	Category 4B	3 sem units toward Area B4	3 sem units toward Area 2A
Calculus BC/AB Subscore	3, 4, 5	MATH 181+182	8	Category 48	3 sem units toward Area B4	3 sem units toward Area 2A

Chemistry	3, 4, 5	CHEM 120CHEM 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	3 sem units toward Area
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 Principles	3, 4, 5	N/ACS 111+112	3 (Elective) 8	N/A Category 4B w/ 4 or 5 score	3 sem units toward Area B4	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 Language and Composition and English Literature and Composition	3, 4, 5 & 3, 4, 5	ENGL 101 And ENG 102	4 And 3	Category 4A And Category 4B	6 sem units toward Area A2 & C2	3 sem units toward Area 1A **or** 3B
English Literature and Composition	3, 4, 5	ENGL 101	3	Category 4A	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 D	3 sem units toward Area 3B or
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 D	3 sem units toward Area 4
Italian Language and Culture	3, 4, 5	ITAL 103	5	Category 3	3 sem units toward Area C2	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: Virgil	3, 4, 5	No Equivalent Course	3	Category 3	Lit: N/A (F09) Virgil: N/A (F12)	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 D	3 sem units toward Area 4
Microeconomics	3, 4, 5	ECON 102	3	Category 2A	3 sem units toward Area D	3 sem units toward Area 4
Music Theory	3, 4, 5	MUS 111	4	Category 3	N/A (F09)	N/A
Physics 1	3, 4, 5	N/A	4 (Elective)	Category 1	4 sem units toward Area B1 & B3	4 sem units toward Area 5A & 5C
Physics 2	3, 4, 5	N/A	4 (Elective)	Category 1	4 sem units toward Area B1 & B3	4 sem units toward Area 5A & 5C
Physics B	3, 4, 5	N/A	4 (Elective)	Category 1	N/A (F09 & F15)	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 D	3 sem units toward Area 4
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	3(Elective)	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	3(Elective)	N/A	N/A	N/A
Studio Art: 3D Design	3, 4, 5	N/A	3(Elective)	N/A	N/A	N/A
Studio Art: Drawing	3, 4, 5	N/A	3(Elective)	N/A	N/A	N/A

U.S. Government & Politics	3, 4, 5	N/A	3	Category 2B	3 sem units toward Area D+ US-2	3 sem units toward Area 4 and US2
U. S. History	3, 4, 5	HIST 118HIST 107+108	3-6	Category 2B	3 sem units toward Area C2 or D + US-1	3 sem units toward Area 3B or 4 and US1
World History	3, 4, 5	HIST 101HIST 101+102	3-6	Category 3	3 sem units toward Area C2 or D	3 sem units toward Area 3B or 4

2021-2022 Allan Hancock College CLEP & IB Equivalency List

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 D	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	N/A F11	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 D and US-1	n/a

History, United States II	50		3	Category 2B	3 sem units towards D 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 D	n/a
Introductory Sociology	50		3	Category 2A	3 sem units towards D	n/a
Natural Sciences	50		3	Category 1	3 sem units towards B1 or B2	
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 D	n/a
Principles of Microeconomics	50		3	Category 2A	3 sem units towards D	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 D	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 D	3 sem units towards 4

Geography HL	5, 6 or 7		3	Category 2A	3 sem units towards D	3 sem units towards 4
History HL (any region)	5, 6 or 7		3	Category 2A	3 sem units towards C2 or D	3 sem units towards 3B or 4
Language A: Literature (any language, except English) HL	5, 6 or 7		3	Category 3	N/A	3 sem units towards 3B and 6A
Language A: Language and Literature (any language, except English) HL	5, 6 or 7		3	Category 3	N/A	3 sem units towards 3B and 6A
Language A: Literature (any language) HL	4 (CSU GE)5, 6 or 7		3	Category 3	3 sem units towards C2	N/A3 sem units towards 3B
Language A: Language and Literature (any language) HL	4 (CSU GE)5, 6 or 7		3	Category 3	3 sem units towards C2	N/A3 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 D	3 sem units towards 4
Theatre HL	5, 6 or 7		3	Category 3	3 sem units towards C1	3 sem units towards 3A

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 have completed a minimum of 12 units at Hancock.

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 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
FRCH 101 - Elementary French I
FRCH 102- Elementary French II
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
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 - Wildland Firefighter Safety and Survival
WFT 104 - Wildland Public Information Officer
WFT 105 - Planning, Logistics, and Finance

Academic Recognition

Students who complete all units with a grade point average of 3.50 or higher will graduate with honors. Students whose grade point average is 4.00 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 3.50 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.

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

EW: Excused Withdrawal due to Extraordinary Circumstances

F: Failing

I: Incomplete. Satisfactory but incomplete work for unforeseeable, emergency and justifiable reasons

IP: In Progress. Assigned only by the director, Admissions and Records upon extraordinary circumstances.

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

EW, IP, P, NP, RD, 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.

Hancock annotates two grade point averages on a student’s academic transcript. The Hancock cumulative GPA is based on all units attempted and units earned in all Hancock credit courses. The degree applicable total is based on the total number of units attempted and units earned in Hancock 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 on the Santa Maria campus or the administrative office at the Lompoc Valley, Santa Ynez Valley or Vandenberg SFB centers by the deadline listed on the academic calendar, which is published in the catalog, the schedule of classes, and online. A student who has declared an option may not later rescind that choice.

It is the student’s responsibility to check the college catalog or with a counselor to verify that the course is offered with the pass/no-pass option. The grades assigned to students electing the option will be P (pass) for those who have attained course objectives to the satisfaction of the instructor, NP (no-pass) for those who have not attained the course objectives, or I (incomplete). The mechanics of pass/no-pass grading are as follows:

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

Limitations on Pass/No-Pass Grades

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.

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 the date outlined in the schedule below (the academic calendar lists the last day of instruction for each term).

Deadline for completion of the Incomplete Grade:

For summer session, the deadline is the last day of instruction of the following fall semester.

For fall semester, the deadline is the last day of instruction of the following spring semester.

For the winter intersession, the deadline is the last day of instruction of the following spring semester.

For the spring semester, the deadline is the last day of instruction of the following fall semester.

The instructor may choose a deadline date shorter than the dates outlined above, but may not extend the Incomplete beyond the deadline.

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 is assigned when the student withdraws or is withdrawn by the instructor by the deadline to drop a specific course. 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 (MW)

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

Hancock 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 college 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 via the student's myHancock portal. 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 eight semester units, they will be placed on a probationary status. Hancock identifies two types of probation: academic and progress probation. Students on academic and/or progress probation will be assisted by faculty and staff in the Counseling department to regain good standing and ensure academic goal completion.

Good Standing

Hancock requires students to meet the minimum standards to be in good standing. Good standing is achieved when a student meets or exceeds a 2.00 cumulative grade point average (GPA) and completes more than 50 percent of their 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 eight semester units at Hancock and has earned below a 2.00 cumulative GPA. They will be placed on academic probation after semester grades are final.

First Academic Probation

A student is placed on first academic probation when their cumulative GPA is below a 2.00. 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 2.00
  Result: The student regains good standing.

- **Possible Outcome 2:** The student's cumulative GPA is below a 2.00
  Result: The student is placed on second academic probation. A student on second academic probation will lose priority registration privileges and the California Promise Grant (CCPG) fee waiver.

Second Academic Probation

A student is placed on second academic probation when their cumulative GPA is below a 2.00 for two consecutive semesters. At this level, the student is restricted to 9 units and has lost priority registration privileges and the California College Promise Grant (CCPG) 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 2.00
  Result: The student regains good standing.

- **Possible Outcome 2:** The student's cumulative GPA is below a 2.00 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, they are required to proceed with the reinstatement process.

Progress Probation

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

First Progress Probation

A student is placed on first progress probation when they have not completed more than 50 percent of their 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 their cumulative units.
  Result: The student has regained good standing.

- **Possible Outcome 2:** The student does not complete more than 50 percent of their cumulative units.
  Result: The student is placed on second progress probation. A student on second progress probation will lose priority registration privileges and the California College Promise Grant (CCPG) fee waiver.

Second Progress Probation

A student is placed on second progress probation when they have not completed more than 50 percent of their cumulative units. At this level, the student is restricted to 9 units and has lost priority registration privileges and the California College Promise Grant (CCPG) 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 their cumulative units.
  Result: The student has regained good standing.

- **Possible Outcome 2:** The student does not complete more than 50 percent of their 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, they 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 re-enroll 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, they are 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 they are prepared to succeed, their 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 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 their 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/their myHancock email account. The email will inform the student of their 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. The Admissions and Records office reserves up to 10 working days to process transcript requests.

Student Records - Family Educational Rights and Privacy Act (FERPA)

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. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she/they reaches the age of 18 OR attends a school beyond the high school level.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask Hancock 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 Hancock decides not to amend the record as requested by the student, the student shall be notified of the decision and advised as to his/her/their 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 Hancock in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom Hancock 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/her/their tasks; and/or consultants, volunteers, or other outside parties to whom Hancock 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, Hancock 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 Hancock to comply with the requirements of 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 Hancock 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 Hancock 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, 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 Hancock 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. Email address
4. Phone numbers
5. Age
6. Level of education
7. Degree program currently enrolled in
8. Degrees received for recent graduates
9. 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.

For more information regarding the Solomon Act and requests for information please contact the director, Admissions and Records at 1-805-922-6966 xt 3323.

Photo and Video Policy

Allan Hancock College takes photos and video of students throughout the year. These images often include students in classrooms, study areas, athletic events, etc. Hancock reserves the right to use these photographs and/or videos as a part of its publicity and marketing efforts. Students who enroll at Hancock do so with the understanding that these photographs and/or videos 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 Hancock 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 Hancock 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, F, I, P, NP, W, CR, or NC grade in a class.

Course Repetition: When a student repeats a course in which he/she/they 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 may provide units toward the degree. Units may be used toward the degree if the course is at least 300-level. A 400-level unit course may not fulfill specific requirements or be used toward degrees.

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 Hancock 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 Hancock.

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. Some noncredit courses can be graded using an "SP" grade.

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. Pass/No-Pass grading is not counted in GPA but is counted in units completed.

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 Hancock.

Transfer Information

Transfer Information

Students planning to enter a university or four-year college after attending Allan Hancock College are encouraged to consult the websites 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, Hancock offers many of the courses that are required for the major or as preparation for the major. 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.

Many 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 University Transfer Center (UTC). 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: counseling appointments and drop-ins; 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 UTC.

Transfer Admission Guarantee (TAG)

Transfer can be a complicated process. Counselors at Allan Hancock College help 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 (TAG). The following colleges and universities are included:

- Arizona State University
- Northern Arizona University
- University of California, Davis
- University of California, Irvine
- University of California, Merced
- University of California, Riverside
- University of California, Santa Barbara
- University of California, Santa Cruz
- Brandman University/Chapman University System, Santa Maria Valley campus
- University of La Verne, VSFB campus

As each participating college or university has specific requirements, students who wish to take advantage of the TAG must work with the University Transfer Center to develop and complete an approved course of study. Hancock has a number of guarantees to Historically Black Colleges and universities. Visit the University Transfer Center for more details.

Requirements for the AA-T or 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 2.00.

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 2.00 in all CSU-transferable coursework. While a minimum of 2.00 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 (UTC) 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 2.00 or better and have completed or made up missing college preparatory subject 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 UTC. 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 UTC.

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 Hancock courses acceptable at all university campuses is available in the UTC.

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 Hancock 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/her/their 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 Hancock'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 UTC.

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).

Intersegmental General Education Transfer Curriculum

The 2021-2022 approved 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, 140 #Fall 19, 144 #Fall 08, 145, 146,

148 #Fall 96

FILM 103 #Spring 06, 104#Fall 18, 109 #Fall 19, 119 #Fall 19

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

PHIL 101, 102, 105, 121, 122

SPAN 102, 103, 104, 112 #Spring 07

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, 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, 110

GEOL 100, 114, 131 #Fall 02, 141 #Fall 02

PHSC 111*, 112*

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

5B Biological Science {1}

AG 152, 161

ANTH 101, 110 #Spring 06

BIOL 100', 120, 124, 125, 132, 150, 154, 155

5C Biological Science {1}

AG 161

ANTH 110

Or

One laboratory course from Area 5A or 5B

Area 6 (University of California only) Proficiency in a

language other than English or

ASL 120 #F02, 121#S10, 124#S10

FRCH 101, 102#S10

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 2.00 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 Hancock 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/her/their 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 application for general education certification is available at the Counseling department or the University Transfer Center or online.

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.

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).

CSU Educational Pattern

The 2021-2022 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}

AG 152, 161

ANTH 101

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

B3 Laboratory Activity

AG 161

ANTH 110

GEOG 115

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,

DRMA 103, 104, 110, 111

FILM 101, 102, 107, 110, 115

GRPH 110, 129

MMAC 115

MUS 100, 101, 102, 104, 106

PHTO 110

C2 Humanities [3]

ASL 121, 138

ENGL 102, 106, 130, 131, 132, 133, 135, 137, 138, 139, 140, 144, 145, 146, 148

FILM 103, 104, 109, 119

FRCH 101, 102

HIST 101, 102, 104, 105, 138

HUM 101, 102, 104, 105

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, 105

GBST 101, 141

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

HUM 101, 102, 103

LGBT 101, 102

POLS 101, 103, 104, 105

PSY 101, 105, 112, 113, 117, 118, 119, 121

SOC 101, 102, 104, 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 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, 146, 154, 156, 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.

Graduation Requirements

Graduation Requirements

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, as of fall 2011, Hancock 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 Hancock 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 Hancock 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 associate 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 Hancock'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.
2. **A GRADE POINT AVERAGE OF 2.00** 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 55063).
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
   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 grade C or better: Math 309, Math 321, Math 331, or any 100-level math course of at least three units
   b. Successful completion of Algebra 2 or higher at an accredited collegiate institution.
   c. A score of 3 or higher on AP Statistics or any of the AP Calculus exams.
   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) programs).
   The purpose of the Multicultural/Gender Studies graduation requirement is to promote students' awareness, understanding, and appreciation of, and 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, 109, 170
   Business 107, 141
   Dance 101
   Drama 103
   Early Childhood Studies 116, 117
   Economics 141
   English 105, 130, 131, 139, 140, 148
   Ethnic Studies 121
   Family and Consumer Sciences 131
   Fashion 104
   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
   LGBT 101, 102
   Music 104, 106
   Philosophy 121
   Political Science 104, 105
   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 grade of "C" or better or "P" grade if taken on a pass/no pass basis, 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 (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 hypothesis 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 forms.
- apply their knowledge and skills to new and varied situations.

Agriculture 102 or Viticulture and Enology 102
Anthropology 101, 110 (when taken in conjunction with 101)
Astronomy 100
Biology 100, 120, 124, 132
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
Early Childhood Studies 100, 101
Economics 101, 102, 121, 141
English 105
Geography 102, 103, 105
Global Studies 141
LGBT 101, 102
Physical Education 128
Political Science 101, 104, 105
Psychology 101, 112, 113, 117, 118, 119, 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.

Ethnic Studies 121
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, 109, 170
Dance 101, 110, 120, 130
Drama 103, 110, 111
Early Childhood Studies 116
English 102, 106, 130, 131, 132, 133, 135, 138,139, 140, 144, 145, 146, 148
Fashion 104
Graphics 127
Film 101, 102, 103, 104, 108, 109, 110
French 101, 102
History 101, 102, 103, 104, 105, 120, 138
Humanities 101, 102, 103, 104, 105
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 102, 114
Economics 130
Emergency Medical Services 102
Family and Consumer Sciences 120, 130, 131
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
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 CSU transferable courses will apply to the degree.
2. **A GRADE POINT AVERAGE OF 2.00** 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 55063).
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.
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 grade of C or better or "P" grade if taken on a pass/no pass basis, 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 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

Allan Hancock College may automatically issue associate degrees and certificates of achievement to students who fulfill requirements.

Students who are identified as completing or nearly completing associate degree and general education requirements will be notified via myHancock email each summer, fall, or spring semester and provided information regarding the completion of their program and have the ability to opt out of receiving the award. Students may check with a Hancock counselor to determine if they are on the auto-award list.

For students who have attended other colleges or universities and have transferred units to Hancock, please adhere to these instructions:

1. Students must submit an application in order to receive a degree. The Application for a Degree form is available in the Counseling office, and at the Vandenberg SFB and Lompoc Valley Center offices. The form is also available online within the Counseling department public webpage. The first date to apply for for a degree is the first day of classes of the semester in which the student will graduate. The last date to apply for a degree is listed on the academic calendar, available on the college website.
2. 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 submits an application for a degree.
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 Hancock Admissions and Records office before an application for a degree may be submitted.
5. All units and grade points from all colleges attended will be used in the calculation of the graduation grade point average (GPA).
6. GPA for graduation is a cumulative GPA. If all college work is at Hancock only, student's GPA is calculated with all Hancock credit course grades. If student attended other colleges or universities, the graduation GPA is cumulative of all course work at Hancock and all other colleges. This GPA does not appear on their Hancock transcript, as the Hancock transcript only shows the GPA from Hancock.
7. To be considered for an honors annotation on the transcript and diploma, students must have a cumulative GPA of 3.50 to 3.99. All college units are used in the honors GPA calculation. If students have a cumulative GPA of 4.00 they will receive a high honors annotation on their transcript and diploma.

8. Students are notified in writing of their graduation status by the Admissions and Records office, only if there is a deficiency.
9. Students will be notified via email from Parchment, a third party company, informing them when their digital diploma/certificate and paper diploma/certificate will be available. 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.

Students who have questions regarding degree requirements may contact the Counseling department at 805-922-6966 ext. 3293 or by email at: counseling@hancockcollege.edu.

Students who have not received their diploma, as outline in step nine above, may contact the Admissions and Records office at 805-922-6966 ext. 3288 or 3277 or by email at diplomas@hancockcollege.edu.

Certificate Programs

Allan Hancock College offers three types of certificate programs: Certificate of Achievement, Certificate of Accomplishment, and Certificate of Completion (noncredit). 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

Hancock may automatically issue certificates of achievement and certificates of accomplishment to students who fulfill requirements. Until such time, please adhere to the following instructions:

1. Students must file an application in order to receive a certificate. Applications are obtained on the Admissions and Records public website.
2. Students who have only attended Hancock may submit the application to the Admissions and Records office.
3. Students who have attended another college or university must meet with a counselor to complete the certificate application.
4. All required courses must have been completed by the end of the semester in which the student applies for a certificate.
5. A grade of C or better is necessary in all required courses.
6. Official copies of all transcripts from other colleges attended must be on file in the Hancock Admissions and Records office before an application for a certificate may be submitted.
7. Certificates are mailed within three months of the end date 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.

Students who have questions regarding certificate requirements may contact the Counseling department at 805-922-6966 ext. 3293 or by email at: counseling@hancockcollege.edu.

Students who have not received their certificate, as outline in step nine above, may contact the Admissions and Records office at 805-922-6966 ext. 3278 or 3513 or by email at certificates@hancockcollege.edu.

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 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 Hancock under the catalog in effect at the time they first enrolled at Hancock.
2. Students who stop attending Hancock for a year or longer are eligible to graduate from Hancock under the catalog in effect the semester the student re-enters Hancock 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 Hancock for a year or longer, and does not re-enroll at Hancock, they are eligible to graduate from Hancock 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.

Student Right to Know (SRTK)

Each year, Allan Hancock College 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, Hancock 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 Hancock, 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 2.00 or better. The college’s SRTK transfer rate was 8 percent. Students who received an Hancock 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 Hancock’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 Hancock 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, Hancock students enjoyed one of the highest transfer acceptance rates at California Polytechnic University, San Luis Obispo. Fifty percent of Hancock students who applied to transfer to Cal Poly in fall 2018 were accepted, more than triple the state average of 15.6 percent.

Instructional Programs

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.

Degrees and Certificates

Accounting

Award Type: Associate in Science

All businesses need accounting information to measure their profitability, solvency, and liquidity. Accounting is known as the language of businesses and without it, businesses would not be able to communicate with leaders, 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 government accounting. Entry-level 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.

The graduate of the Associate in Science in Accounting will:

- Record common bookkeeping and accrual transactions in an accounting information system.
- Explain and analyze business transactions involving assets, liabilities, equities, revenues and expenses
- Prepare and read a set of financial statements consisting of an income statement, balance sheet, statement of stockholders' equity and statement of cash flows.
- Perform common managerial/cost accounting analyses to help managers make better decisions.
- Be proficient in the use of computer applications such as QuickBooks, Excel, and Access.
- Perform an effective analysis of financial statement information.
- Prepare a basic individual and small business tax return and assist an individual or small business owner with common tax issues.
- Additional learning outcomes unique to the accounting or bookkeeping certificates: Explain, analyze and record payroll tax transactions.

Program Requirements

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

Required core courses (24 units):

Course Number	Course Title	Units
ACCT 131	Financial Accounting 1	3.0
ACCT 132	Financial Accounting 2	3.0
ACCT 140	Managerial Accounting	3.0
ACCT 150	Introduction to Accounting Information Systems	3.0
ACCT 160	Introduction Financial Statement Analysis	3.0
ACCT 170	Introduction to Tax Accounting	3.0
BUS 101	Introduction to Business	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0

Plus a minimum of 6 units selected from the following:

Course Number	Course Title	Units
BUS 104	Business Organization and Management	3.0
BUS 107	Human Relations in Business	3.0
BUS 110	Business Law	3.0
BUS 130	Consumer & Family Finance	3.0
BUS 140	Survey of International Business	3.0
BUS 160	Business Communications	3.0
CBIS 142	Microsoft Access-Comprehensive	3.0

Accounting

Award Type: Certificate of Achievement

This program is designed for students preparing for, or advancing in careers in accounting and related finance careers. The program is designed to prepare students a variety of beyond entry level positions such as office manager, accounting supervisor, cost accountant, tax preparer, financial statement analyst, auditor, and commercial banker. 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) and Excel (spreadsheet software).

The graduate of the Certificate of Achievement in Accounting will:

- Record common bookkeeping and accrual transactions in an accounting information system.
- Explain and analyze business transactions involving assets, liabilities, equities, revenues and expenses.

- Prepare and read a set of financial statements consisting of an income statement, balance sheet, statement of stockholders' equity and statement of cash flows.
- Perform common managerial/cost accounting analyses to help managers make better decisions.
- 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 and Excel.
- Perform an effective analysis of financial statement information.

Program Requirements

A total of 21 units is required for the certificate.

Required core courses (21 units):

Course Number	Course Title	Units
ACCT 131	Financial Accounting 1	3.0
ACCT 132	Financial Accounting 2	3.0
ACCT 140	Managerial Accounting	3.0
ACCT 150	Introduction to Accounting Information Systems	3.0
ACCT 160	Introduction Financial Statement Analysis	3.0
ACCT 170	Introduction to Tax Accounting	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0

Accounting: Bookkeeping

Award Type: Certificate of Achievement

This program is designed for students preparing for, or advancing in careers in accounting and related business careers. The program is designed to prepare students a variety of beyond entry level positions such as office manager, accounts payable and accounts receivable supervisor, and accounting supervisor. 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).

The graduate of the Certificate of Achievement in Accounting: Bookkeeping will:

- Record common bookkeeping and accrual transactions in an accounting information system.
- Explain and analyze business transactions involving assets, liabilities, equities, revenues and expenses.
- Prepare and read a set of financial statements consisting of an income statement, statement of owner's equity, and balance sheet
- Be proficient in the use of computer applications such as QuickBooks and Excel.

Program Requirements

A total of 18 units is required for the certificate.

Required core courses (18 units):

Course Number	Course Title	Units
ACCT 105	Introduction to Accounting	3.0
ACCT 317	Bookkeeping 1	3.0
ACCT 318	Bookkeeping 2	3.0
ACCT 327	Payroll Accounting	3.0
ACCT 150	Introduction to Accounting Information Systems	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0

Administration of Justice

Award Type: Associate in Science

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 Associate in Science in Administration of Justice will:

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

Program Requirements

A major of 27 units is required for the degree.

Course Number	Course Title	Units
AJ 101	Introduction to Criminal Justice	3.0
AJ 102	Criminal Procedures	3.0
AJ 103	Concepts of Criminal Law	3.0
AJ 104	Legal Aspects of Evidence	3.0
AJ 105	Community Relations	3.0

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

Administration of Justice

Award Type: Associate in Science for Transfer

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 will prepare students for further studies toward a California State University (CSU) baccalaureate degree in Administration of Justice or Criminology. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district. 3, Obtainment of an overall minimum grade point average of 2.0. 4. Minimum grade of C (or P grade if taken on a pass/no pass basis) for each course in the major. [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Science for Transfer in Administration of Justice 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.

Program Requirements

A major of 18 units is required for the degree.

Required core courses (6 units):

Course Number	Course Title	Units
AJ 101	Introduction to Criminal Justice	3.0
AJ 103	Concepts of Criminal Law	3.0

Plus four courses (12 units) from the following

Course Number	Course Title	Units
AJ 102	Criminal Procedures	3.0
AJ 104	Legal Aspects of Evidence	3.0
AJ 105	Community Relations	3.0
AJ 111	Criminal Investigation	3.0
AJ 120	Juvenile Law and Procedures	3.0
AJ 130	Introduction to Corrections	3.0
AJ 150	Introduction to Forensics	3.0

General Education

Complete one of the following:

a) CSU General Education Breadth - 39 units

or

b) Intersegmental General Education Transfer Curriculum (IGETC) - 37 units

Double counting:

A maximum of 6 units may be double counted for the major and CSU GE or IGETC.

Select additional CSU transferrable units as needed to achieve 60 units required for the degree.

Visit **myHancock** and visit the **DegreeWorks** icon to view CSU or IGETC general education and transferrable courses.

Advanced ESL

Award Type: Certificate of Competency

The Noncredit English as a Second Language (NESL) advanced certificate is designed for non-native English-speaking students who want to read, write, listen, and speak in English at the high-intermediate/advanced level. These skills provide academic, vocational, career, and life-skills pathways towards college credit classes to obtain a credit certificate or degree, and/or jobs that require higher-level English communication skills. Along with Intro to English C and D, students must select one of the following courses: NESL 7009 Bridge from Noncredit to Credit Course, NESL 7041 Conversation for Intermediate ESL, NESL 7060 ESL Instructional Lab, NESL 550 Fundamentals of Grammar, NESL 551 Intermediate Grammar, or NESL 552 Advanced Grammar. Classes and labs are tuition-free.

The graduate of the Certificate of Competency in Advanced ESL will:

- Reflect language proficiency skills in reading, writing, listening to, and speaking English at the Advanced ESL Certificate of Competency level.
- Reflect language proficiency skills in grammatical contexts at the Advanced ESL Certificate of Competency level.
- Reflect conversational and pronunciation proficiency skills at the Advanced ESL Certificate of Competency level.

Program Requirements

Required Courses

Course Number	Course Title	Units
NESL 7005	Introduction to English C	84.0 - 102.0 hours
NESL 7007	Introduction to English D	84.0 - 102.0 hours

In addition to the courses above, one additional course is required. Select from one of the following courses:

Course Number	Course Title	Units
NESL 7009	Bridge from Noncredit to Credit Course	84.0 - 102.0 hours
NESL 7041	Conversations for Intermediate ESL	28.0 - 48.0 hours
NESL 7060	ESL Instructional Lab	8.0 hours
NESL 550	Fundamentals of Grammar	
NESL 551	Intermediate Grammar	
NESL 552	Advanced Grammar	

Advanced Noncredit ESL

Award Type: Certificate of Completion

Noncredit English as a Second Language certificates are designed for non-native English speaking students who want to effectively read, write, listen to, and speak the English language. These skills will help students to bridge the gap from survival communication skills to adequate competency for functioning in an English-speaking work and school environment. They also help students to transition to the college credit ESL program to pursue credit classes as needed to obtain an associate degree and/or jobs that require higher-level English communication skills. An ESL Computer Language Lab complements the classroom instruction and provides an opportunity to practice English skills using computer software. Classes and lab use are free.

The graduate of the Certificate of Completion in Advanced Noncredit ESL will:

- have core competencies at the certificate level in reading, writing, listening to, and speaking English in order to achieve their personal, vocational, and academic goals.

Program Requirements

The number of hours for the certificate of completion is up to 416 hours.

Course Number	Course Title	Hours
NESL 7005	Introduction to English C	84.0 - 102.0 hours
NESL 7007	Introduction to English D	84.0 - 102.0 hours
NESL 7060	ESL Instructional Lab	8.0 hours

Agribusiness: Enology/Viticulture

Award Type: Associate in Arts

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 Associate in Arts in Agribusiness: 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.

Program Requirements

A major of 22 units is required for the associate in arts degree.

Required core courses (14 units):

Course Number	Course Title	Units
VEN 101	Introduction to Winemaking/Enology	3.0
VEN 102	Introduction to Viticulture	3.0
VEN 310	Winemaking Operations I	2.0
VEN 311	Winemaking Operations II	2.0
CHEM 120	Introductory Chemistry	4.0

Plus a minimum of 8 units selected from the following:

Course Number	Course Title	Units
VEN 103	Sensory Evaluation of Wine	3.0
VEN 114	Wine Business	3.0
AG 125	Soils and Plant Nutrition	4.0
VEN 135	Grapevine Physiology	1.0
AG 315	Fertilizers & Plant Nutrition	4.0
BIOL 128	Microbiology	4.5
BIOL 154	General Botany	5.0
BUS 121	Business Economics	3.0
	or	
ECON 121	Business Economics	3.0
CHEM 140	Introductory Organic Chemistry	4.0
CHEM 150	General Chemistry 1	5.0
CHEM 151	General Chemistry 2	5.0
MATH 135	Calculus with Applications	4.0
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
PHYS 141	General Physics 1	4.0
PHYS 142	General Physics 2	4.0

Agribusiness: Pairing Wine and Food

Award Type: 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 of Accomplishment in Agribusiness: Pairing Wine and Food will:

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

Program Requirements

A total of 3 units is required for the certificate. Required core courses:

Course Number	Course Title	Units
VEN 301	Pairing Wine and Food	0.5
VEN 302	Progressive Wine and Food Pairing	0.5
VEN 303	European Wine and Food	0.5
VEN 304	Dessert Wine and Food Pairing	0.5
VEN 305	Pairing the Wines and Foods of Provence	0.5
VEN 306	Pairing the Wines and Foods of Tuscany	0.5

Agribusiness: Viticulture

Award Type: Associate in Science

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

The graduate of the Associate in Science in Agribusiness: 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.

Program Requirements

A major of 26 units is required for the degree. Required core courses (17 units):

Course Number	Course Title	Units
VEN 102	Introduction to Viticulture	3.0
VEN 120	Viticulture Operations 1	3.0
VEN 121	Viticulture Operations 2	3.0
AG 125	Soils and Plant Nutrition	4.0
AG 130	Integrated Pest Management	4.0

Plus a minimum of 9 units selected from the following:

Course Number	Course Title	Units
VEN 101	Introduction to Winemaking/Enology	3.0
VEN 103	Sensory Evaluation of Wine	3.0
VEN 114	Wine Business	3.0
VEN 122	Viticulture Operations 3	1.0
VEN 135	Grapevine Physiology	1.0
VEN 140	Viticulture Operations 4	3.0
VEN 141	Viticulture Operations 5	3.0
VEN 142	Viticulture Operations 6	1.0
AG 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units
VEN 307	Vineyard Irrigation	3.0
VEN 308	Wine Analysis	3.0
VEN 310	Winemaking Operations I	2.0
VEN 311	Winemaking Operations II	2.0
VEN 312	Advanced Viticulture	3.0
VEN 314	Organic/Biodynamic Winegrowing	3.0
AG 315	Fertilizers & Plant Nutrition	4.0
BIOL 154	General Botany	5.0
CHEM 120	Introductory Chemistry	4.0

Agribusiness: Viticulture

Award Type: 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 Certificate of Achievement in Agribusiness: 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.

Program Requirements

A total of 26 units is required for the certificate. Required core courses (17 units):

Course Number	Course Title	Units
VEN 102	Introduction to Viticulture	3.0
VEN 120	Viticulture Operations 1	3.0
VEN 121	Viticulture Operations 2	3.0
AG 125	Soils and Plant Nutrition	4.0
AG 130	Integrated Pest Management	4.0

Plus a minimum of 9 units selected from the following:

Course Number	Course Title	Units
VEN 101	Introduction to Winemaking/Enology	3.0
VEN 103	Sensory Evaluation of Wine	3.0

VEN 114	Wine Business	3.0
VEN 122	Viticulture Operations 3	1.0
VEN 135	Grapevine Physiology	1.0
VEN 140	Viticulture Operations 4	3.0
VEN 141	Viticulture Operations 5	3.0
VEN 142	Viticulture Operations 6	1.0
AG 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units
VEN 307	Vineyard Irrigation	3.0
VEN 308	Wine Analysis	3.0
VEN 310	Winemaking Operations I	2.0
VEN 311	Winemaking Operations II	2.0
VEN 312	Advanced Viticulture	3.0
VEN 314	Organic/Biodynamic Winegrowing	3.0
AG 315	Fertilizers & Plant Nutrition	4.0
BIOL 154	General Botany	5.0
CHEM 120	Introductory Chemistry	4.0

Agribusiness: Wine Business

Award Type: Associate in Science

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 Associate in Science in Agribusiness: 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.

Program Requirements

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

Required core courses (12 units):

Course Number	Course Title	Units
VEN 101	Introduction to Winemaking/Enology	3.0
VEN 102	Introduction to Viticulture	3.0
VEN 105	Wine Marketing and Sales	3.0
VEN 114	Wine Business	3.0

Plus a minimum of 13 units selected from the following:

Course Number	Course Title	Units
ACCT 105	Introduction to Accounting	3.0
VEN 103	Sensory Evaluation of Wine	3.0
VEN 104	Advanced Sensory Evaluation of Wine	3.0
VEN 106	Winery and Vineyard Financial Management	3.0
AG 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units
VEN 301	Pairing Wine and Food	0.5
VEN 302	Progressive Wine and Food Pairing	0.5
VEN 303	European Wine and Food	0.5
VEN 320	Wine Tasting Room Sales	1.5
BUS 101	Introduction to Business	3.0
BUS 103	Advertising	3.0
BUS 104	Business Organization and Management	3.0
BUS 110	Business Law	3.0
BUS 160	Business Communications	3.0

Agribusiness: Wine Business

Award Type: 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 Certificate of Achievement in Agribusiness: 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.

Program Requirements

A major of 25 units is required for the certificate. Required core courses (12 units):

Course Number	Course Title	Units
VEN 101	Introduction to Winemaking/Enology	3.0
VEN 102	Introduction to Viticulture	3.0
VEN 105	Wine Marketing and Sales	3.0
VEN 114	Wine Business	3.0

Plus a minimum of 13 units selected from the following:

Course Number	Course Title	Units
ACCT 105	Introduction to Accounting	3.0
VEN 103	Sensory Evaluation of Wine	3.0
VEN 104	Advanced Sensory Evaluation of Wine	3.0
VEN 106	Winery and Vineyard Financial Management	3.0
AG 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units
VEN 301	Pairing Wine and Food	0.5
VEN 302	Progressive Wine and Food Pairing	0.5
VEN 303	European Wine and Food	0.5
VEN 320	Wine Tasting Room Sales	1.5
BUS 101	Introduction to Business	3.0
BUS 103	Advertising	3.0
BUS 104	Business Organization and Management	3.0
BUS 110	Business Law	3.0
BUS 160	Business Communications	3.0

Agricultural Business

Award Type: Associate in Science for Transfer

The Associate in Science in Agricultural Business for Transfer provides an educational foundation for persons aspiring to careers in agribusiness. The Associate in Science in Agricultural Business for Transfer will prepare students for further studies toward a California State University (CSU) baccalaureate degree in Agriculture Business, Agriculture Studies, AgriBusiness, Ag Business and Food Industry Management. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district. 3, Obtainment of an overall minimum grade point average of 2.0. 4. Minimum grade of C (or P grade if taken on a pass/no pass basis) for each course in the major. [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Science for Transfer in Agricultural Business will:

- Explain how economic principles relate to commodity marketing and sales in agriculture. Analyze agricultural production, food processing and retailing; and their influence on food marketing, considering factors that influence consumer choice.
- Recognize and describe agricultural business organizational structures, functions of management and how they relate to the agribusiness organization. Identify the role of the agricultural manager and recognize various styles of leadership.
- Develop an awareness of the basic laws, regulations, and regulatory agencies that interact with the agriculture community. Explain the process and rationality for government regulations impacting businesses and the effect of regulations on market decisions.

- Understand theoretical concepts and principles of economics applied to agricultural sciences, including how markets work, characteristics of divergent market structures, and the major determinants of supply and demand interaction. Demonstrate the ability to apply the appropriate monetary and fiscal policies to different phases of the business cycle.
- Demonstrate comprehension of soils, fertilizers, plant nutrition, and current industry growing techniques and apply this understanding to successfully raise horticultural crops.

Program Requirements

MAJOR CORE COURSES: A major of 26-28 units is required for the associate in science transfer degree.

Required core courses (17 units):

Course Number	Course Title	Units
AG 125	Soils and Plant Nutrition	4.0
AG 150	Introduction to Agribusiness	3.0
AG 158	Agricultural Economics	3.0
MATH 123	Elementary Statistics	4.0
ECON 101	Principles of Macro-Economics	3.0

List A - select 2 courses from the following (6-7 units):

Course Number	Course Title	Units
AG 152	Introduction to Animal Science	3.0
AG 157	Agricultural Sales, Communication & Leadership	3.0
AG 161	Introduction to Plant Science	4.0

List B - select any course not selected above or 1 course from the following (3-4 units):

Course Number	Course Title	Units
BUS 110	Business Law	3.0
MATH 135	Calculus with Applications	4.0

General Education

CSU Transferrable Electives

Complete the following:

Intersegmental General Education Transfer Curriculum (IGETC): 37 units

Double Counting - Total units that may be doubled counted for the major and general education requirements: 6 units.

Electives - select additional CSU transferrable electives as needed to total 60 units required for the degree: 1-3 units

Agricultural Plant Science

Award Type: Associate in Science for Transfer

The Associate in Science for Transfer in Agricultural Plant Science provides an educational foundation for persons aspiring to careers in Agriculture. It prepares students for further studies toward a California State University (CSU) baccalaureate degree in Agriculture, Agricultural and Environmental Plant Sciences, Agricultural Science, Plant Science, Agriculture Education, and Agriculture Studies. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district. 3, Obtainment of an overall minimum grade point average of 2.0. 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Science for Transfer in Agricultural Plant Science will:

- Apply current agricultural industry standards in the agricultural sciences or related fields.
- Assess and differentiate effects of agricultural activities in plant cropping systems, while describing alternative practices in order to make sound agricultural decisions that ensure the quality and success of a crop.
- Employ effective business, sales, marketing, and communication skills when presented with an agribusiness or farm management situation.
- Demonstrate comprehension of soils, fertilizers, plant nutrition, and current industry growing techniques and apply this understanding to successfully raise horticultural crops.
- Analyze current market trends, costs, and inputs, to provide sustainable solutions in farming systems.
- Understand the importance, value, characteristics and physiology of higher plants.

Program Requirements

A major of 22 units is required for the associate in science for transfer in agricultural plant science.

Required core courses (22 units):

Course Number	Course Title	Units
AG 125	Soils and Plant Nutrition	4.0
CHEM 120	Introductory Chemistry	4.0
AG 158	Agricultural Economics	3.0
MATH 123	Elementary Statistics	4.0
AG 161	Introduction to Plant Science	4.0
AG 160	Plant Propagation and Production	3.0

General Education

Complete one of the following:

a) CSU General Education Breadth: 39 units, or

b) Intersegmental General Education Transfer Curriculum (IGETC): 37 units

Double Counting - Total units that may be counted for the major and general education requirements: 6 units.

Electives - Complete additional CSU transferrable elective units as needed to total 60 units required for the degree: 5-7 units.

Agricultural Science

Award Type: Associate in Science

Allan Hancock College's Agricultural Science Program is designed for students preparing for, or advancing in careers in agricultural sciences. The agricultural science program will prepare students for a wide variety of entry-level positions related to agribusiness and agricultural science with an emphasis on local career opportunities such as pest management and control, agronomist, agricultural mechanics, environmental horticulture, soil science, orchard/vineyard management, produce sales and marketing, agriculture equipment technician, farm management, greenhouse and nursery operations, agricultural inspection, fertilizer specialist, crop advisor, weed science, irrigation consulting, and botanist. Students will gain practical skills in effective communication, problem solving,critical thinking, collaboration, and leadership through hands-on learning and field trips to local agricultural institutions. This program will adequately prepare students to transfer for further study in many agricultural science fields including: Crop Protection, Crop Science, Agricultural Education, Agricultural Science, Soil Science, Fruit Science, Vegetable Science or Sustainable Agriculture.

The graduate of the Associate in Science in Agricultural Science will:

- apply current agricultural industry standards, laws and regulations in the agricultural sciences or related fields.
- assess and differentiate effects of agricultural activities in plant and cropping systems, while describing alternative practices in order to make sound agricultural decisions that ensure the quality and success of a crop.
- employ effective business skills using industry analysis, market trends, business plans and other standard agribusiness techniques, when presented with a farm or ranch management situation.
- demonstrate knowledge of soils, fertilizers, plant nutrition, and current industry growing techniques and apply this understanding to successfully produce agricultural crops.
- demonstrate basic worker safety practices.
- Identify common insect and disease pests and use knowledge of pest life cycles to recommend pest prevention and management plans.
- Demonstrate an understanding of crop plant biological functions and their application to successful commodity production.

Program Requirements

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

Required core courses 15 units

Course Number	Course Title	Units
AG 125	Soils and Plant Nutrition	4.0
AG 130	Integrated Pest Management	4.0
AG 150	Introduction to Agribusiness	3.0
AG 161	Introduction to Plant Science	4.0

Plus a minimum of 9 units selected from the following:

Course Number	Course Title	Units
AG 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units
AG 152	Introduction to Animal Science	3.0
AG 153	Introduction to Sustainable Agriculture	3.0

AG 154	Introduction to Fruit Science	3.0
AG 155	Introduction to Mechanized Agriculture	3.0
AG 156	Intro to Environmental Horticulture	3.0
AG 160	Plant Propagation and Production	3.0
AG 315	Fertilizers & Plant Nutrition	4.0

Agricultural Science

Award Type: Certificate of Achievement

Allan Hancock College's Agricultural Science Program is designed for students preparing for, or advancing in careers in agricultural sciences. The agricultural science program will prepare students for a wide variety of entry-level positions related to agribusiness and agricultural science with an emphasis on local career opportunities such as pest management and control, agronomist, agricultural mechanics, environmental horticulture, soil science, orchard/vineyard management, produce sales and marketing, agriculture equipment technician, farm management, greenhouse and nursery operations, agricultural inspection, fertilizer specialist, crop advisor, weed science, irrigation consulting, and botanist. Students will gain practical skills in effective communication, problem solving,critical thinking, collaboration, and leadership through hands-on learning and field trips to local agricultural institutions. This program will adequately prepare students to transfer for further study in many agricultural science fields including: Crop Protection, Crop Science, Agricultural Education, Agricultural Science, Soil Science, Fruit Science, Vegetable Science or Sustainable Agriculture.

The graduate of the Certificate of Achievement in Agricultural Science will:

- apply current agricultural industry standards, laws and regulations in the agricultural sciences or related fields.
- assess and differentiate effects of agricultural activities in plant systems while describing alternative practices in order to make sound agricultural decisions that ensure the quality and success of a crop.
- employ effective business skills using industry analysis, market trends, business plans and other standard agribusiness techniques, when presented with a farm or ranch management situation.
- demonstrate knowledge of soils, fertilizers, plant nutrition, and current industry growing techniques and apply this understanding to successfully produce agricultural crops.
- demonstrate basic worker safety practices.
- Identify common insect and disease pests and use knowledge of pest life cycles to recommend pest prevention and management plans.
- Demonstrate an understanding of crop plant biological functions and their application to successful commodity production.

Program Requirements

A major of 24 units is required for the certificate.

Required core courses 15 units:

Course Number	Course Title	Units
AG 125	Soils and Plant Nutrition	4.0
AG 130	Integrated Pest Management	4.0
AG 150	Introduction to Agribusiness	3.0
AG 161	Introduction to Plant Science	4.0

Plus a minimum of 9 units selected from the following:

Course Number	Course Title	Units
AG 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units
AG 152	Introduction to Animal Science	3.0
AG 153	Introduction to Sustainable Agriculture	3.0
AG 154	Introduction to Fruit Science	3.0
AG 155	Introduction to Mechanized Agriculture	3.0
AG 156	Intro to Environmental Horticulture	3.0
AG 160	Plant Propagation and Production	3.0
AG 315	Fertilizers & Plant Nutrition	4.0

Anthropology

Award Type: Associate in Arts for Transfer

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 AHCs 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. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district. 3, Obtainment of an overall minimum grade point average of 2.0. 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Arts for Transfer in Anthropology 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.

Program Requirements

A major of 19-20 units is required for the degree.

Required core courses (13 units):

Course Number	Course Title	Units
ANTH 101	Introduction to Biological Anthropology	3.0
ANTH 110	Biological Anthropology Lab	1.0
ANTH 102	Introduction to Cultural Anthropology	3.0
ANTH 103	Introduction to Archaeology	3.0
ANTH 105	Language And Culture	3.0

Select two courses from the following (6-7 units):

Course Number	Course Title	Units
GEOG 102	Human Geography	3.0
MATH 123	Elementary Statistics	4.0
SOC 104	Social Science Research Methods	3.0

General Education

Complete one of the following:

a) CSU General Education Breadth - 39 units

or

b) Intersegmental General Education Transfer Curriculum (IGETC) - 37 units

Double counting:

A maximum of 16 units may be double counted for the major and CSU GE or IGETC.

Select additional CSU transferrable units as needed to achieve 60 units required for the degree - 17-20 units

Visit **myHancock** and select the **DegreeWorks** icon to view CSU or IGETC general education and transferrable courses.

Architectural Drafting

Award Type: Associate in Science

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 Associate in Science 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 co-operative group learning environment.

Program Requirements

A major of 40 units is required for the degree. Required core courses (33 units):

Course Number	Course Title	Units
ARCH 111	Architectural Graphics & Design I	3.0
ARCH 112	Architectural Graphics & Design II	3.0
ARCH 121	Architectural Drawing 1	4.0
ARCH 122	Architectural Drawing 2	4.0
ARCH 131	Building Construction Materials and Methods	3.0
ARCH 160	Digital Tools In Architecture	3.0
	or	
ET 160	Digital Tools in Architecture	3.0
ART 110	Design 1	3.0
ARCH 151	Architectural Design Studio I	5.0
ARCH 152	Architectural Design Studio II	5.0

Plus a minimum of 7 units selected from the following:

Course Number	Course Title	Units
ARCH 321	International Building Code	3.0
ARCH 370	SkillsUSA	3.0
ART 103	Art History Ancient to Medieval	3.0
ART 104	Art History Renaissance to Modern	3.0
ART 105	Art History of Mexico	3.0
ART 113	Three Dimensional Design	3.0
ENGR 152	Statics	3.0
ENGR 161	Materials Science	3.0
ENGR 162	Materials Science Lab	1.0
GEOL 100	Physical Geology	4.0

Architectural Drafting

Award Type: Certificate of Accomplishment

A certificate 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 Certificate of Accomplishment in Architectural Drafting will:

- Develop graphic communication skills including orthographic, paraline, and mechanical perspectives with shades and shadows.
- Create three dimensional representations using both electronic and manual methods.
- Produce a complete set of residential plans that may be submitted for plan check approval.
- Develop familiarity with components, materials, types, and methods of building construction; terminology as applied to codes, foundations, concrete, light frame wood, heavy timber, soils, and the structural elements.
- Develop the ability to use computer-aided design software to generate three-dimensional models and design presentations.
- Become familiar with the latest building code requirements and be able to make job site judgments based on the code.

Program Requirements

A total of 17 units is required for the certificate.

Required core courses (17) units):

Course Number	Course Title	Units
ARCH 111	Architectural Graphics & Design I	3.0
ARCH 112	Architectural Graphics & Design II	3.0
ARCH 121	Architectural Drawing 1	4.0
ARCH 122	Architectural Drawing 2	4.0
ARCH 131	Building Construction Materials and Methods	3.0

Art

Award Type: Associate in Arts

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 Associate in Arts 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.

Program Requirements

A major of 30 units is required for the degree. Required core courses (27 units):

Course Number	Course Title	Units
ART 103	Art History Ancient to Medieval	3.0
ART 104	Art History Renaissance to Modern	3.0
ART 106	Art of the 20th Century	3.0
ART 107	Introduction to Digital Art	3.0
ART 108	Design 1 on the Computer	3.0
	or	
ART 110	Design 1	3.0
ART 112	Design Color Theory	3.0
ART 113	Three Dimensional Design	3.0
	or	
ART 160	Ceramics 1	3.0
	or	
ART 164	Sculpture 1	3.0
ART 120	Drawing 1	3.0
ART 121	Drawing 2	3.0
	or	
ART 122	Life Drawing 1	3.0

Plus a minimum of 3 units selected from the following:

Course Number	Course Title	Units
ART 105	Art History of Mexico	3.0
ART 109	Art History: American Art	3.0
ART 123	Life Drawing 2	3.0
ART 137	Life Drawing 3	3.0
ART 124	Mixed Media 1	3.0
ART 144	Mixed Media 2	3.0
ART 133	Composition Studies: Figure 1	0.5
ART 134	Composition Studies: Figure 2	0.5
ART 154	Composition Studies: Figure 3	0.5
ART 160	Ceramics 1	3.0
ART 164	Sculpture 1	3.0
ART 199	Topics in Art	0.5 - 3.0 units
FILM 110	Introduction to Motion Picture and Video Production	4.0
GRPH 110	Introduction to Graphic Design	3.0
GRPH 116	Web Portfolio & Social Media	3.0
PHTO 110	Basic Photography	3.0
PHTO 120	Materials and Processes	3.0
ART 115	Introduction to Animation	3.0
	or	
MMAC 115	Introduction to Animation	3.0

Art: Studio Arts

Award Type: Associate in Arts for Transfer

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. 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). B) A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district. C) Obtainment of an overall minimum grade point average of 2.0. D) Minimum grade of "C" (or "P") for each course in the major. [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Arts for Transfer in Art: Studio Arts will:

- Demonstrate and apply understanding of a variety of theories, ideas and processes involved in creative research.

- broaden knowledge of and develop an appreciation for the diverse practices and ways of thinking in art across cultures and time periods.
- demonstrate and apply understanding of a variety of materials, techniques, and methods of analysis toward development of a body of work.

Program Requirements

A major of 24 units is required for the degree.

General Education

Required core courses (15 units)

Course Number	Course Title	Units
ART 103	Art History Ancient to Medieval	3.0
ART 104	Art History Renaissance to Modern	3.0
ART 110	Design 1	3.0
ART 113	Three Dimensional Design	3.0
ART 120	Drawing 1	3.0

Select three courses from three different areas (9 units).

Color Area

Course Number	Course Title	Units
ART 112	Design Color Theory	3.0

Drawing Area

Course Number	Course Title	Units
ART 121	Drawing 2	3.0

Painting Area

Course Number	Course Title	Units
ART 151	Painting 1	3.0

Ceramics Area

Course Number	Course Title	Units
ART 160	Ceramics 1	3.0

Sculpture Area

Course Number	Course Title	Units
ART 164	Sculpture 1	3.0

Photography

Course Number	Course Title	Units
PHTO 110	Basic Photography	3.0

Complete one of the following:

a) CSU General Education Breadth - 39 units

or

b) Intersegmental General Education Transfer Curriculum (IGETC) - 37 units

Double Counting:

A maximum of 6 units may be double counted for the major and CSU or IGETC general education units.

Select additional CSU transferrable courses, as needed, to achieve 60 units required for the degree - 3 units

Visit **myHancock** and select the **DegreeWorks** icon to view CSU or IGETC general education and transferrable courses.

Auto Body Metal

Award Type: Certificate of Achievement

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 Certificate of Achievement 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.

Program Requirements

A major of 19 units is required for the certificate.

Course Number	Course Title	Units
AB 351	Auto Body - Metal	3.0

AB 353	Auto Body Repair	3.0
AB 356	Automotive Painting Techniques	3.0
AB 360	Collision Repair	5.0
AT 303	Automotive Electricity	5.0

Auto Body Refinishing

Award Type: Certificate of Accomplishment

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 Certificate of Accomplishment 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.

Program Requirements

A major of 15 units is required for the certificate.

Required core courses (15 units):

Course Number	Course Title	Units
AB 351	Auto Body - Metal	3.0
AB 354	Selected Auto Body Paint Projects	1.0
AB 356	Automotive Painting Techniques	3.0
AB 358	Automotive Refinishing	3.0
AB 360	Collision Repair	5.0

Auto Body Technology

Award Type: Associate in Science

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 Associate in Science 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

Program Requirements

A major of 23 units is required for the degree. Required core courses (17 units):

Course Number	Course Title	Units
AB 351	Auto Body - Metal	3.0
AB 353	Auto Body Repair	3.0
AB 356	Automotive Painting Techniques	3.0
AB 358	Automotive Refinishing	3.0
AB 360	Collision Repair	5.0

Plus a minimum of 6 units from the following

Course Number	Course Title	Units
AB 300	Shop Math and Measurement	3.0
AT 303	Automotive Electricity	5.0
AB 370	SkillsUSA	3.0
WLDT 106	Beginning Welding	3.0

Automotive Technology: Auto Engine Rebuilding

Award Type: Associate in Science

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

The graduate of the Associate in Science in Automotive Technology: 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 the all of the NATEF tasks in each of the core courses in the option or certificate.

Program Requirements

A major of 33 units is required for the degree. Required core courses (21 units):

Course Number	Course Title	Units
AT 100	Automotive Fundamentals	4.0
AT 133	Automotive Engine Rebuilding	5.0
AT 334	Automotive Machining 1	4.0
AT 336	Automotive Machining 2	4.0
MT 109	Survey of Machining and Manufacturing	4.0

Plus a minimum of 12 units selected from the following:

Course Number	Course Title	Units
AT 117	Print Reading and Interpretation	3.0
AT 300	Shop Math and Measurement	3.0
AT 306	Auto Air Conditioning Systems	4.0
AT 323	Power Trains	5.0
AT 324	Automatic Transmissions	5.0
AT 341	Fuel Injection/ Turbocharging	5.0
AT 344	Emission Control/ BAR CAC	5.0
AT 370	SkillsUSA	3.0
AT 389	Independent Projects in Automotive Technology	1.0 - 3.0 units
AT 399A	Special Topics in Automotive Technology	2.0

Automotive Technology: Auto Service Management

Award Type: Associate in Science

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 Associate in Science in Automotive Technology: 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 the all of the NATEF tasks in each of the core courses in the option or certificate.

Program Requirements

A major of 30 units is required for the degree. Required core courses (18 units):

Course Number	Course Title	Units
AT 100	Automotive Fundamentals	4.0
AT 133	Automotive Engine Rebuilding	5.0
AT 303	Automotive Electricity	5.0
AT 314	Suspension and Alignment	4.0

Plus a minimum of 12 units selected from the following:

Course Number	Course Title	Units
AT 117	Print Reading and Interpretation	3.0
AT 300	Shop Math and Measurement	3.0
AT 306	Auto Air Conditioning Systems	4.0
AT 313	Automotive Brakes	4.0
AT 323	Power Trains	5.0
AT 324	Automatic Transmissions	5.0
AT 334	Automotive Machining 1	4.0
AT 341	Fuel Injection/ Turbocharging	5.0
AT 343	Engine Performance/ Diagnosis	5.0
AT 344	Emission Control/ BAR CAC	5.0
AT 389	Independent Projects in Automotive Technology	1.0 - 3.0 units
AT 399A	Special Topics in Automotive Technology	2.0
AT 370	SkillsUSA	3.0
BUS 104	Business Organization and Management	3.0
BUS 107	Human Relations in Business	3.0

Automotive Technology: Auto Tune Up and Diagnostic Procedures

Award Type: Associate in Science

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

The graduate of the Associate in Science in Automotive Technology: 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.

Program Requirements

A major of 30 units is required for the degree. Required core courses (19 units):

Course Number	Course Title	Units
AT 100	Automotive Fundamentals	4.0
AT 303	Automotive Electricity	5.0
AT 341	Fuel Injection/ Turbocharging	5.0
AT 343	Engine Performance/ Diagnosis	5.0

Plus a minimum of 11 units selected from the following:

Course Number	Course Title	Units
AT 117	Print Reading and Interpretation	3.0
AT 133	Automotive Engine Rebuilding	5.0
AT 300	Shop Math and Measurement	3.0
AT 306	Auto Air Conditioning Systems	4.0
AT 323	Power Trains	5.0
AT 324	Automatic Transmissions	5.0
AT 334	Automotive Machining 1	4.0
AT 344	Emission Control/ BAR CAC	5.0
AT 370	SkillsUSA	3.0
AT 389	Independent Projects in Automotive Technology	1.0 - 3.0 units
AT 399A	Special Topics in Automotive Technology	2.0

Automotive Technology: Automotive Chassis

Award Type: Associate in Science

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

The graduate of the Associate in Science in Automotive Technology: 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 the all of the NATEF tasks in each of the core courses in the option or certificate.

Program Requirements

A major of 30 units is required for the degree. Required core courses (22 units)

Course Number	Course Title	Units
AT 100	Automotive Fundamentals	4.0
AT 303	Automotive Electricity	5.0
AT 313	Automotive Brakes	4.0
AT 314	Suspension and Alignment	4.0
AT 323	Power Trains	5.0

Plus a minimum of 8 units selected from the following:

Course Number	Course Title	Units
AT 117	Print Reading and Interpretation	3.0
AT 133	Automotive Engine Rebuilding	5.0
AT 300	Shop Math and Measurement	3.0
AT 306	Auto Air Conditioning Systems	4.0
AT 324	Automatic Transmissions	5.0
AT 334	Automotive Machining 1	4.0
AT 341	Fuel Injection/ Turbocharging	5.0
AT 370	SkillsUSA	3.0
AT 389	Independent Projects in Automotive Technology	1.0 - 3.0 units
AT 399A	Special Topics in Automotive Technology	2.0

Automotive Technology: General Technician Engine, Power Trains Specialist

Award Type: 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 of Achievement in Automotive Technology: 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 the all of the NATEF tasks in each of the core courses in the option or certificate.

Program Requirements

A major of 30 units is required for the certificate of achievement.

Required core courses (24 units):

Course Number	Course Title	Units
AT 100	Automotive Fundamentals	4.0
AT 133	Automotive Engine Rebuilding	5.0
AT 303	Automotive Electricity	5.0
AT 323	Power Trains	5.0
AT 324	Automatic Transmissions	5.0

Plus a minimum of 6 units selected from the following:

Course Number	Course Title	Units
AT 117	Print Reading and Interpretation	3.0
AT 300	Shop Math and Measurement	3.0
AT 306	Auto Air Conditioning Systems	4.0
AT 313	Automotive Brakes	4.0
AT 314	Suspension and Alignment	4.0
AT 334	Automotive Machining 1	4.0
AT 341	Fuel Injection/ Turbocharging	5.0
AT 343	Engine Performance/ Diagnosis	5.0
AT 344	Emission Control/ BAR CAC	5.0
AT 389	Independent Projects in Automotive Technology	1.0 - 3.0 units
AT 399A	Special Topics in Automotive Technology	2.0
AT 370	SkillsUSA	3.0

Automotive Technology:General Technician Tune Up Emission Control Specialist

Award Type: 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 of Achievement in Automotive Technology:General Technician Tune Up Emission Control Specialist will:

- Demonstrate an understanding of the evolving technology in the automotive control systems.
- Demonstrate the ability to communicate effectively with customers, co-workers and the employer.
- Demonstrate the ability to diagnose problems with the various systems of the automobile using systematic procedures and logical methods.
- Demonstrate the ability to identify what technical specifications are needed, where to find them and how to use them in the course of performing their duties.

- Demonstrate the required mechanical skills and the ability to use the trade tools at a level of proficiency that is expected in the profession.
- Demonstrate the use of the proper procedure for dealing with hazards encountered in the automotive repair work place.
- Demonstrate the ability to perform the all of the NATEF tasks in each of the core courses in the option or certificate.

Program Requirements

A total of 30 units is required for the certificate.

Required core courses (24 units):

Course Number	Course Title	Units
AT 100	Automotive Fundamentals	4.0
AT 133	Automotive Engine Rebuilding	5.0
AT 303	Automotive Electricity	5.0
AT 341	Fuel Injection/ Turbocharging	5.0
AT 343	Engine Performance/ Diagnosis	5.0

Plus a minimum of 6 units selected from the following:

Course Number	Course Title	Units
AT 117	Print Reading and Interpretation	3.0
AT 300	Shop Math and Measurement	3.0
AT 306	Auto Air Conditioning Systems	4.0
AT 323	Power Trains	5.0
AT 324	Automatic Transmissions	5.0
AT 334	Automotive Machining 1	4.0
AT 370	SkillsUSA	3.0

Basic ESL

Award Type: Certificate of Competency

The Noncredit English as a Second Language (NESL) basic certificate is designed for non-native English-speaking students who want to read, write, listen, and speak in English at the high-beginning level. These skills provide academic, vocational, career, and life-skills pathways towards college credit classes to obtain a credit certificate or degree, and/or jobs that require higher-level English communication skills. Along with Intro to English A and B, students must select one of the following courses: NESL 7020 Spanish Literacy, NESL 7000 Intro to English Pre-A, NESL 7040 Conversation for Beginning ESL, NESL 7060 ESL Instructional Lab, or NESL 550, Fundamentals of Grammar. Classes and labs are tuition-free.

The graduate of the Certificate of Competency in Basic ESL will:

- Reflect language proficiency skills in reading, writing, listening to, and speaking English at the Basic ESL Certificate of Competency level.
- Reflect language proficiency skills in grammatical contexts at the Basic ESL Certificate of Competency level.
- Reflect conversational and pronunciation proficiency skills at the Basic ESL Certificate of Competency level.

Program Requirements

Required Courses

Course Number	Course Title	Units
NESL 7001	Introduction to English A and	84.0 - 102.0 hours
NESL 7003	Introduction to English B	84.0 - 102.0 hours

In addition to the courses above, one additional course is required. Select from one of the following courses:

Course Number	Course Title	Units
NESL 7020	Spanish Literacy or	84.0 - 102.0 hours
NESL 7000	Introduction to English: Pre-A or	84.0 - 102.0 hours
NESL 7040	Conversations for Beginning ESL or	28.0 - 48.0 hours
NESL 7060	ESL Instructional Lab or	8.0 hours
NESL 550	Fundamentals of Grammar	

Basic Law Enforcement Academy

Award Type: Certificate of Achievement

The Law Enforcement certificate program is designed to prepare those interested in a career in the law enforcement field, either public or private. Students may enter the program as an independent recruit or sponsored by law enforcement agency.

Completion of the program does not guarantee employment. Students will be tested mentally, physically and emotionally. The course of instruction includes academic, driving instruction, defensive tactics, firearms training and physical fitness training. Prior to enrollment, students will complete a background packet, complete a medical exam, obtain a clearance from the Department of Justice (DOJ) and be free of any felony conviction. Students who complete the program and obtain employment by a law enforcement agency are then allowed to enter the Field Training Program.

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

- meet POST academic requirements.
- meet POST physical fitness requirements.
- meet military discipline/drill requirements and the POST skills requirements.
- enter a Field Training Program of a law enforcement agency.

Program Requirements

Required core courses (21 - 23.5 units)

Course Number	Course Title	Units
LE 310	Introduction to Law Enforcement Academy (Pre-Academy)	1.0
LE 320	Basic Law Enforcement Academy	22.5
	or	
LE 321	Basic Law Enforcement Academy 1A	10.0
	and	
LE 322	Basic Law Enforcement Academy 1B	10.0

Basic Noncredit ESL

Award Type: Certificate of Completion

Basic Noncredit English as a Second Language certificate is designed for non-native English speaking students who want to effectively read, write, listen to, and speak the English language. These skills will help students to bridge the gap from survival communication skills to adequate competency for functioning in an English-speaking work and school environment. They also help students to transition to the college credit ESL program to pursue credit classes as needed to obtain an associate degree and/or jobs that require higher-level English communication skills. An ESL Computer Language Lab complements the classroom instruction and provides an opportunity to practice English skills using computer software. An ESL placement test is required to determine the level at which to begin.

Program Requirements

Required core courses:

Course Number	Course Title	Hours
NESL 7020	Spanish Literacy	84.0 - 102.0 hours
NESL 7000	Introduction to English: Pre-A	84.0 - 102.0 hours
NESL 7001	Introduction to English A	84.0 - 102.0 hours
NESL 7003	Introduction to English B	84.0 - 102.0 hours
NESL 7060	ESL Instructional Lab	8.0 hours

Basic Skills

Award Type: Certificate of Competency

Obtaining a high school equivalency certificate is key to better jobs, higher educational goals, and stronger life skills. This Basic Skills Certificate is designed for students who need assistance in reaching high school reading, writing, and math levels. The Basic Skills Certificate is recommended for those who didn't finish school above the 8th grade or who need a refresher in order to complete the high school equivalency certificate. Courses for the certificate will introduce students to the writing process and to reading skills that build vocabulary and analytical skills. The math course will introduce basic math including how to apply math to real life problems and how to solve multiple step problems.

The graduate of the Certificate of Competency in Basic Skills will:

- Apply reading and writing skills to purposefully and creatively express thoughts and ideas.
- Read and understand a wide range of literature and non-fictional texts.
- Use standard grammar, spelling, punctuation, and editing rules.
- Add, subtract, multiply, and divide rational numbers.
- Solve multiple-step problems involving whole numbers, fractions, decimals, and percent.

Program Requirements

Required core courses:

Course Number	Course Title	Units
BASK 7011	Basic Math	96.0 - 108.0 hours
BASK 7012	Basic Reading and Writing	96.0 - 108.0 hours

Beginning Computer Skills

Award Type: Certificate of Completion

Digital literacy is no longer optional. Many entry-level jobs require basic computer skills. This requirement is not limited to careers in business, but is found across many industries. Just searching for and applying for jobs often requires some computer literacy. The Beginning Computer Skills Certificate will introduce the student to the basics of using a computer, email, Windows operating system, working with files, word processing, spreadsheets, presentations, and navigating the Internet. Job opportunities include, but are not limited to, the following: office clerk, customer service representative, sales associate, order clerk, hotel/motel desk clerk, and/or receptionist.

The graduate of the Certificate of Completion in Beginning Computer Skills will:

- Identify what to look for when buying a computer.
- Be introduced to the features of Microsoft Office products including Microsoft Word, basic email skills (using Outlook), Excel, and PowerPoint.
- Customize the desktop, organize files, transfer files and photos from one device to another, perform basic photo editing, use OneDrive services, use Windows Apps, such as weather, snipping tool, and more.
- Learn the basics of using a computer with the Windows operating system, computer terminology, and navigating the Internet.

Program Requirements

A total of 124 - 148 hours is required for the certificate. Required Courses

Course Number	Course Title	Units
VOCE 7100	Computers and You: Level 1	28.0 - 36.0 hours
VOCE 7101	Computers and You: Level 2	28.0 - 36.0 hours
VOCE 7108	Computer Skills Lab	8.0 - 102.0 hours
VOCE 7109	Microsoft Windows	14.0 - 18.0 hours

Plus one of the following courses:

Course Number	Course Title	Units
VOCE 7103	Introduction to the Internet	14.0 - 18.0 hours
	or	
VOCE 7110	Social Media	14.0 - 18.0 hours
	or	
VOCE 7111	Email	14.0 - 18.0 hours

Biology

Award Type: Associate in Arts

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 Associate in Arts 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.

Program Requirements

A major of 23 units is required for the degree. Required core courses (15 units):

Course Number	Course Title	Units
BIOL 150	Cellular Biology	5.0
BIOL 154	General Botany	5.0
BIOL 155	General Zoology	5.0

Plus a minimum of 8 units selected from the following:

Course Number	Course Title	Units
CHEM 150	General Chemistry 1	5.0
CHEM 151	General Chemistry 2	5.0
PHYS 141	General Physics 1	4.0
PHYS 142	General Physics 2	4.0

Recommended electives:

Course Number	Course Title	Units
BIOL 132	Marine Biology	4.0
BIOL 179	Experimental Courses in Biology	0.5 - 3.0 units
BIOL 189	Independent Projects in Biology	1.0 - 3.0 units
BIOL 199	Special Topics in Biology	1.0 - 3.0 units

Biology

Award Type: Associate in Science for Transfer

The associate in science in biology for transfer program prepares students to move into a curriculum in a California State University, as well as other four-year institutions 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. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district. 3, Obtainment of an overall minimum grade point average of 2.0. 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Science for Transfer 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.

Program Requirements

A major of 37 units is required for the degree.

Course Number	Course Title	Units
BIOL 150	Cellular Biology	5.0
BIOL 154	General Botany	5.0
BIOL 155	General Zoology	5.0
CHEM 150	General Chemistry 1	5.0
CHEM 151	General Chemistry 2	5.0
MATH 181	Calculus 1	4.0
PHYS 141	General Physics 1	4.0
	and	
PHYS 142	General Physics 2	4.0
	or	
PHYS 161	Engineering Physics 1	4.0
	and	
PHYS 163	Engineering Physics 3	4.0

General Education

Complete the following:

a) Intersegmental General Education Transfer Curriculum (IGETC) for STEM - 31 units, or

b) CSU General Education Breadth (CSU GE) for STEM - 33 units

Double Counting:
A maximum of 10 units can be double counted for the major and IGETC for STEM general education. A maximum of 9 units may be double counted for the major and CSU GE for STEM units.

Complete additional CSU transferrable courses as needed to achieve 60 units required for the degree - 2 units

Visit **myHancock** and select the **DegreeWorks** icon to view CSU or IGETC general education and transferrable courses.

Business

Award Type: 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 of Achievement 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.

Program Requirements

A major of 24 units is required for the degree.

Course Number	Course Title	Units
BUS 101	Introduction to Business	3.0
BUS 102	Marketing	3.0
BUS 104	Business Organization and Management	3.0
BUS 107	Human Relations in Business	3.0
BUS 110	Business Law	3.0
BUS 160	Business Communications	3.0
BUS 302	Essentials of Management	3.0

CBIS 101	Computer Concepts & Applications	3.0
	or	
CBIS 141	Microsoft Excel-Comprehensive	3.0
	or	
CBOT 131	Introduction to Word Processing	3.0

Business Administration

Award Type: Associate in Arts

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 Associate in Arts 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.

Program Requirements

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

Required core courses (28 units):

Course Number	Course Title	Units
ACCT 131	Financial Accounting 1	3.0
ACCT 132	Financial Accounting 2	3.0
ACCT 140	Managerial Accounting	3.0
BUS 101	Introduction to Business	3.0
BUS 110	Business Law	3.0
CBIS 101	Computer Concepts & Applications	3.0
ECON 101	Principles of Macro-Economics	3.0
ECON 102	Principles of Micro-Economics	3.0
MATH 123	Elementary Statistics	4.0

Recommended electives:

Course Number	Course Title	Units
BUS 141	Global Economics	3.0
	or	
ECON 141	Global Economics	3.0
	or	
GBST 141	Global Economics	3.0
MATH 135	Calculus with Applications	4.0

Business Administration

Award Type: Associate in Science for Transfer

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. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district. 3, Obtainment of an overall minimum grade point average of 2.0. 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Science for Transfer 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.

Program Requirements

MAJOR COURSES: A major of 28-29 units is required for the associate in science in business administration for transfer degree. Required core units 18 units:

Course Number	Course Title	Units
ACCT 131	Financial Accounting 1	3.0

ACCT 132	Financial Accounting 2	3.0
ACCT 140	Managerial Accounting	3.0
BUS 101	Introduction to Business	3.0
ECON 101	Principles of Macro-Economics	3.0
ECON 102	Principles of Micro-Economics	3.0

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

Course Number	Course Title	Units
MATH 123	Elementary Statistics	4.0
MATH 135	Calculus with Applications	4.0

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

Course Number	Course Title	Units
BUS 110	Business Law	3.0
CBIS 101	Computer Concepts & Applications	3.0

General Education

CSU Transferrable Electives:

Complete one of the following:

a) CSU General Education Breadth - 39 units

or

b) Intersegmental General Education Transfer Curriculum (IGETC) - 37 units

Double counting:

A maximum of 10 units may be double counted for the major and CSU GE or IGETC.

Select additional CSU transferrable units as needed to achieve 60 units required for the degree.

Visit **myHancock** and select the **DegreeWorks**icon to view CSU or IGETC general education and transferrable courses.

Business Law

Award Type: Certificate of Accomplishment

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

The graduate of the Certificate of Accomplishment 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.

Program Requirements

A total of 3 units is required for the certificate.

Required core courses (2 units):

Course Number	Course Title	Units
BUS 369	Employment Law	0.5
BUS 370	Ethics and Integrity	0.5
BUS 371	Sexual Harassment Prevention	0.5
BUS 373	Forming a Small Business	0.5

Plus a minimum of 1 unit selected from the following:

Course Number	Course Title	Units
BUS 372	Workplace Diversity	0.5
BUS 374	Business Incorporation	0.5
BUS 375	Patents and Copyrights	0.5
BUS 396	Performance Measurement	0.5

or the following 3 unit course:

Course Number	Course Title	Units
BUS 390	Business Entrepreneurship Law	3.0

Business: Customer Service

Award Type: Certificate of Accomplishment

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

The graduate of the Certificate of Accomplishment in Business: 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.

Program Requirements

A total of 3 units is required for the certificate.

Course Number	Course 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 all 6 courses above or

Course Number	Course Title	Units
BUS 389	Customer Service: Series	3.0

Business: Executive Leadership

Award Type: Certificate of Accomplishment

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

The graduate of the Certificate of Accomplishment in Business: 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.

Program Requirements

A major of 3 units is required for the certificate.

Course Number	Course 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

Course Number	Course Title	Units
BUS 387	Executive Leadership: Series	3.0

Business: Human Resource Management

Award Type: Certificate of Accomplishment

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

The graduate of the Certificate of Accomplishment in Business: 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.

Program Requirements

A total of 3 units is required for the certificate.
Required core courses:

Course Number	Course 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 Prevention	0.5
BUS 372	Workplace Diversity	0.5
BUS 396	Performance Measurement	0.5

Complete all 6 courses above or

Course Number	Course Title	Units
BUS 391	Human Resources Mgt: Series	3.0

Business: Management

Award Type: Associate in Science

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 Associate in Science 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.

Program Requirements

A major of 36 units is required for the associate in science.

Required core courses (27 units):

Course Number	Course Title	Units
ACCT 131	Financial Accounting 1	3.0
ACCT 132	Financial Accounting 2	3.0
BUS 101	Introduction to Business	3.0
BUS 102	Marketing	3.0
BUS 104	Business Organization and Management	3.0
BUS 107	Human Relations in Business	3.0
BUS 110	Business Law	3.0
BUS 160	Business Communications	3.0
CBIS 101	Computer Concepts & Applications	3.0
	or	
CBIS 141	Microsoft Excel-Comprehensive	3.0
	or	
CBOT 131	Introduction to Word Processing	3.0

Plus a minimum of 9 units selected from the following:

Course Number	Course Title	Units
BUS 106	Small Business Management	3.0
BUS 111	Internet Marketing	3.0
BUS 140	Survey of International Business	3.0
CWE 149	Cooperative Work Experience OCCUPATIONAL	1.0 - 8.0 units
ENTR 101	Intro to Entrepreneurship	3.0
ENTR 102	Entrepreneurship Projects	3.0

Note: a minimum of at least 1-3 units in CWE 149 is required for the degree.

Business: Marketing

Award Type: Associate in Science

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 Associate in Science 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.

Program Requirements

A major of 36 units is required for the associate in science degree.

Required core courses 30 units.

Course Number	Course Title	Units
ACCT 131	Financial Accounting 1	3.0
ACCT 132	Financial Accounting 2	3.0
BUS 101	Introduction to Business	3.0
BUS 102	Marketing	3.0
BUS 104	Business Organization and Management	3.0
BUS 107	Human Relations in Business	3.0
BUS 110	Business Law	3.0
BUS 160	Business Communications	3.0
BUS 302	Essentials of Management	3.0
CBIS 101	Computer Concepts & Applications	3.0
	or	
CBIS 142	Microsoft Access-Comprehensive	3.0
	or	
CBOT 333	Business Desktop Publishing	3.0

Plus a minimum of 6 units selected from the following:

Course Number	Course Title	Units
BUS 103	Advertising	3.0
BUS 106	Small Business Management	3.0
BUS 111	Internet Marketing	3.0
BUS 140	Survey of International Business	3.0
BUS 303	Sales And Marketing	3.0
BUS 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units

Business: Sales and Marketing

Award Type: Certificate of Accomplishment

The certificate of accomplishment in sales and marketing prepares students to sell and market a product or service. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.

The graduate of the Certificate of Accomplishment in Business: 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.

Program Requirements

A total of 3 units is required for the certificate. Core courses

Course Number	Course 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 & Public Relations Strategies	0.5

Complete all 6 courses above or

Course Number	Course Title	Units
BUS 303	Sales And Marketing	3.0

Business: Supervisory Management

Award Type: Certificate of Accomplishment

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

The graduate of the Certificate of Accomplishment in Business: 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.

Program Requirements

A total of 3 units is required for the certificate.

Course Number	Course 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

Course Number	Course Title	Units
BUS 302	Essentials of Management	3.0

Career Preparation

Award Type: Certificate of Completion

This noncredit certificate program provides basic academic skills and workforce readiness skills needed for employment. Students will obtain and maintain competitive integrated employment through development of career planning, interpersonal, and communication skills. Fundamental technology skills for job search will be provided. The noncredit certificate program is intended to align contemporary work readiness skills with opportunities for employment.

The graduate of the Certificate of Completion in Career Preparation will:

- identify marketable employment skills
- develop job -related goals

Program Requirements

Required core courses (24 hours):

Course Number	Course Title	Units
WKPR 7000	Planning Your Next Job/Career	2.0 - 8.0 hours
WKPR 7001	Planning a Job Search	2.0 - 8.0 hours
WKPR 7002	Impression Management	2.0 - 8.0 hours

Ceramics

Award Type: Certificate of Achievement

The Ceramics Certificate of Achievement program provides an introduction to a wide range of contemporary thought and technical ceramics experimentation. The courses help students understand glazes, wheel-throwing, hand-building, slip-casting, decorative techniques, and basic digital fabrication. Students also understand their work in the context of broader contemporary art, as well as historical traditions from around the world. Ceramics courses encourage critical thinking, collaboration, and cultural exchange that tie the appreciation of art/ceramics to cultural and aesthetic diversity.

The graduate of the Certificate of Achievement in Ceramics will:

- Demonstrate a wide range of contemporary thought and technical ceramics experimentation.
- Understand their own creations in the context of broader contemporary art and historical traditions from around the world.
- Engage in critical thinking, collaboration, and cultural exchange that tie the appreciation of art/ceramics to cultural and aesthetic diversity.

Program Requirements

A total of 18 units is required to earn the Ceramics Certificate.

Course Number	Course Title	Units
ART 110	Design 1	3.0
ART 113	Three Dimensional Design	3.0
ART 120	Drawing 1	3.0
ART 160	Ceramics 1	3.0
ART 161	Ceramics 2	3.0
ART 164	Sculpture 1	3.0

Chemistry

Award Type: Associate in Arts

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 Associate in Arts 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.

Program Requirements

A major of 34 units is required for the degree.

Course Number	Course Title	Units
CHEM 150	General Chemistry 1	5.0
CHEM 151	General Chemistry 2	5.0
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
MATH 183	Multivariable Calculus	4.0
PHYS 161	Engineering Physics 1	4.0
PHYS 162	Engineering Physics 2	4.0
PHYS 163	Engineering Physics 3	4.0

Recommended electives:

Course Number	Course Title	Units
CHEM 140	Introductory Organic Chemistry	4.0

Chemistry

Award Type: Associate in Science for Transfer

The Associate in Science in Chemistry for Transfer prepares students to begin upper-division coursework leading to a baccalaureate degree in chemistry at the California State University. The University of California typically requires the addition of multivariable calculus and differential equations for chemistry transfers. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district. 3, Obtainment of an overall minimum grade point average of 2.0. 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Science for Transfer 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 techniques.

Program Requirements

A major of 36 units is required for the degree.

Course Number	Course Title	Units
CHEM 150	General Chemistry 1	5.0
CHEM 151	General Chemistry 2	5.0
CHEM 180	Organic Chemistry 1	5.0
CHEM 181	Organic Chemistry 2	5.0
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
PHYS 161	Engineering Physics 1	4.0
PHYS 163	Engineering Physics 3	4.0

General Education

Complete the following:

a) Intersegmental General Education Transfer Curriculum (IGETC) for STEM - 31 units, or

b) CSU General Education Breadth (CSU GE) for STEM - 33 units.

Double Counting:
A maximum of 7 units can be double counted for the major and CSU GE and IGETC general education units.

Complete additional CSU transferrable courses as needed to achieve 60 units required for the degree - 0 units

Visit **myHancock** and select the **DegreeWorks** icon to view CSU or IGETC general education and transferrable courses.

Clothing Alterations Management

Award Type: Certificate of Competency

The certificate in clothing alterations prepares students for employment as an alterations small business owner, bridal alterationist, tailor, or fitting specialist. The certificate meets the needs of entry-level students and is designed for noncredit students who wish to transfer to a credit degree program, upgrade job skills, start their own business, or begin a new career.

The graduate of the Certificate of Competency in Clothing Alterations Management will:

- Identify the components of a custom tailored garments.
- Analyze the techniques of traditional tailoring and select time saving modern methods that achieve comparable results.
- Select appropriate fabric, interfacings, and notions for a quality, tailored garment.
- Alter a pattern of a tailored garment for a custom fit.
- Define factors that contribute to high quality sewing.
- Research and use sewing methods appropriate for luxury fabrics such as wool, silk, and lace.
- Analyze a garment's need for internal support, shaping, and structure.

Program Requirements

A minimum of 544 hours is required for the certificate:

Required core courses:

Course Number	Course Title	Units
HOEC 7100A	Beg Clothing Construction	hours
HOEC 7101A	Clothing Construction 2	hours
HOEC 7103A	Clothing Alterations	hours
HOEC 7105A	Sewing With Special Fabrics	hours
HOEC 7108A	Sewing with Sergers	hours
HOEC 7115A	Fitting & Pattern Alterations	hours
HOEC 7106A	Modern Tailoring Techniques	hours
HOEC 7112A	Clothing Construction 3	hours

Plus one course selected from the following:

Course Number	Course Title	Units
HOEC 7110A	Embroidery Machine Basics	hours
HOEC 7111A	Creative Sewing	hours

Clothing Construction

Award Type: Certificate of Competency

The certificate meets the needs of entry-level sewing students and is designed for noncredit students who wish to transfer to a credit degree program, upgrade job skills, start their own business, or enter a new career.

The graduate of the Certificate of Competency in Clothing Construction will:

- Identify and utilize basic sewing notions (tape measure, pins, seam gauge, shears, chalk, tracing paper and wheel, beeswax, seam ripper, needles, and needle threader.
- Perform basic sewing machine functions including threading the needle; winding the bobbin; adjusting tension, pressure and stitch length/width; and changing presser feet and needles.
- Decipher pattern-making symbols and use appropriate method of accurately making them on the fabric.
- Construct a garment (style dependent on skill level of student) that is durable, aesthetically pleasing, and fits the intended wearer.
- Alter a fitted blouse or jacket pattern to adjust for shoulder width, full bust, sway back, and rounded back.
- Use grain line, structure line, and wrinkle evaluation techniques to recognize and suggest solutions for poor fit

Program Requirements

A total of 368 hours is required for the certificate. Required core courses:

Course Number	Course Title	Units
HOEC 7100A	Beg Clothing Construction	hours
HOEC 7101A	Clothing Construction 2	hours
HOEC 7103A	Clothing Alterations	hours
HOEC 7105A	Sewing With Special Fabrics	hours
HOEC 7108A	Sewing with Sergers	hours
HOEC 7115A	Fitting & Pattern Alterations	hours

Commercial Dance

Award Type: Certificate of Achievement

The Commercial Dance Certificate will provide foundation level courses that can be used to gain entry-level work in the fields of commercial dance. Students will be able transfer to a four year institution or further their education. They will acquire the core skills necessary for the commercial dance industry, and they will be focused toward entering the workforce and joining dance performing community.

The graduate of the Certificate of Achievement in Commercial Dance will:

- Demonstrate sophisticated and expressive presentation skills in stage and on-camera performance.
- Demonstrate clear understanding of the dynamics associated with the audition and performance process.
- Demonstrate appropriate skills and techniques needed for the competitive auditioning process.

Program Requirements

A total of 16.5 units is required to earn the Commercial Dance Certificate Required core courses (16.5 units)

Course Number	Course Title	Units
DANC 102	Auditioning for Dancers	2.0 - 3.0 units
DANC 120	Beginning Ballet	2.0
DANC 130	Beginning Jazz	2.0
DANC 131	Intermediate Jazz	2.0
DANC 133	Hip Hop Dance	2.0
DANC 154	Clinic in Partnering	1.0
DANC 160	Clinic in Ballet	0.5
DANC 162	Clinic in Jazz	0.5
DANC 168	Clinic in Stretch	0.5
DANC 172	Beginning Ballroom Dance	0.5
DANC 175	Clinic in Salsa	0.5
DANC 185	Intro to Performance Skills	3.0

Commercial Truck Driving

Award Type: Certificate of Competency

The Commercial Truck Driving Certificate Program prepares students to take the knowledge test required to obtain a California Commercial Learner&rsquo;s Permit and prepares students to take the behind-the-wheel test. Upon passing both of these California Department of Motor Vehicle (CA DMV) tests, students will qualify for a California Commercial Driver&rsquo;s License, Class A or B, required for an entry-level position in the trucking industry. Before taking the Commercial Learner&rsquo;s Permit exam, students must be 1) over 18 years of age, and 2) hold a valid California Driver&rsquo;s License. Before registering for the Behind-the-Wheel portion of training, students must 3) submit an authorized Medical Examination Report, 4) submit a &ldquo;10 year&rdquo; driving history from California DMV, 5) submit a current California CDL Learner&rsquo;s Permit, and 6) submit a clear drug and alcohol screening test at a Hancock-approved medical provider. Students must receive 80% or higher on all theory course competency tests, demonstrate proficiency in all skills per the behind-the-wheel course content, and complete a minimum of 15 hours behind-the-wheel driving (California Title 13 requirement) in order to receive a certificate of Competency.

The graduate of the Certificate of Competency in Commercial Truck Driving will:

- Demonstrate knowledge of commercial vehicle control systems, reporting malfunctions, and routine maintenance.
- Demonstrate the importance of safe commercial vehicle operation, defensive driving, speed and space management, cargo handling, and hazardous materials.
- Interpret and apply knowledge of the regulations for commercial drivers established by the US Department of Transportation and the State of California Department of Motor Vehicles.
- Demonstrate competencies of basic maneuvers in operating a combination vehicle, including backing skills.
- Identify potential safety concerns or issues when performing a pre-trip inspection and citing safety hazards while performing the road trip.
- Demonstrate driving proficiency of basic skills in road training to obtain a State of California Commercial Drivers License - Class A or B.

Program Requirements

Required core courses:

Course Number	Course Title	Units
VOCE 7800B	Commercial Truck Driving: Preparation for the Learner's Permit	hours
VOCE 7801B	Commercial Truck Driving: Behind-the-Wheel Training	hours

Commercial Truck Driving

Award Type: Certificate of Completion

A Certificate of Completion is awarded to students who perform 80% or higher on all course competency tests. The Commercial Truck Driving Certificate prepares students to take the knowledge test required to obtain a California Commercial Learner's Permit and prepares students to take the behind the wheel test. Upon passing both of these California Department of Motor Vehicle (CA DMV) tests, students will qualify for a California Commercial Driver's License, Class A or B required for an entry-level position in the trucking industry.

The graduate of the Certificate of Completion in Commercial Truck Driving will:

- Interpret U.S. Department of Transportation rules and regulations, safety, logs, and other legal issues that apply to trucking and transportation.
- Demonstrate knowledge of commercial vehicle systems and operations.
- Demonstrate how to safely operate equipment and to conduct routine preventive maintenance.
- Demonstrate proficiency by obtaining a California Commercial Driver's License – Class A or B.

Program Requirements

A total of 240-270 hours is required for the certificate of completion. Required courses:

Course Number	Course Title	Units
VOCE 7800	Commercial Truck Driving: Preparation for the Learner's Permit	56.0 - 64.0 hours
VOCE 7801	Commercial Truck Driving: Behind-the-Wheel Training	160.0 - 180.0 hours

Communication Skills for Public Safety and Health Professionals

Award Type: Certificate of Accomplishment

The graduate of the Certificate of Accomplishment 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.

Program Requirements

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

Course Number	Course Title	Units
SPCH 103	Interpersonal Communication	3.0
SPCH 110	Intercultural Communication	3.0
SPCH 189	Independent Projects	1.0 - 3.0 units

Communication Skills for the Business Professional

Award Type: Certificate of Accomplishment

The graduate of the Certificate of Accomplishment 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.

Program Requirements

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

Course Number	Course Title	Units
SPCH 102	Small Group Communication	3.0
SPCH 103	Interpersonal Communication	3.0
SPCH 110	Intercultural Communication	3.0
SPCH 189	Independent Projects	1.0 - 3.0 units

Communication Skills for the Professional Speaker

Award Type: Certificate of Accomplishment

The graduate of the Certificate of Accomplishment in Communication Skills for the Professional Speaker will:

- Demonstrate knowledge of communication theories.
- Demonstrate competent communication behaviors to be used as a professional speaker.

Program Requirements

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

Course Number	Course Title	Units
SPCH 101	Public Speaking	3.0
SPCH 106	Argumentation and Debate	3.0
SPCH 108	Oral Interpretation	3.0
SPCH 189	Independent Projects	1.0 - 3.0 units

Communication Studies

Award Type: Associate in Arts for Transfer

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. Associate Degree for

Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district. 3, Obtainment of an overall minimum grade point average of 2.0. 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Arts for Transfer 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.

Program Requirements

A major of 18 units is required for the degree. Required core courses (18 units):

Course Number	Course Title	Units
SPCH 101	Public Speaking	3.0
SPCH 102	Small Group Communication	3.0
SPCH 103	Interpersonal Communication	3.0
SPCH 106	Argumentation and Debate	3.0
SPCH 108	Oral Interpretation	3.0
SPCH 110	Intercultural Communication	3.0

General Education

Complete one of the following:

a) CSU General Education Breadth - 39 units

or

b) Intersegmental General Education Transfer Curriculum (IGETC) - 37 units

Double Counting

A maximum of 15 units may be double counted for CSU general education and major units; 6 units may double counted for IGETC and major units.

Select additional CSU transferrable units as needed to achieve 60 units required for the degree..

Visit myHancock and select the DegreeWorks icon to view CSU or IGETC general education and transferrable courses.

Computer Applications and Office Management

Award Type: Associate in Science

The Computer Applications and Office Management degree and certificate programs are designed to provide students with the computer application and office administration skills required for employment in a wide variety of fields. Training includes all phases of administrative operations, management essentials and business communication with emphasis on software applications, such as word processing, business desktop publishing, spreadsheets, presentation graphics and records management. The degree and certificate options prepare students for occupations in office management, computer support, records management and employment as an administrative or executive assistant.

The graduate of the Associate in Science in Computer Applications and Office Management will:

- Demonstrate proper administrative operations and procedures for business.
- Demonstrate the use of appropriate software applications to analyze and solve problems related to office administration.
- Communicate clearly and professionally.
- Apply business principles to produce work-based learning projects.

Program Requirements

A major of 29 units is required for the associate of science degree. Required core courses (29 units):

Course Number	Course Title	Units
CBOT 131	Introduction to Word Processing	3.0
CBOT 333	Business Desktop Publishing	3.0
BUS 160	Business Communications	3.0
CBOT 132	Advanced Word Processing	3.0
BUS 302	Essentials of Management	3.0
CBOT 302	Records Management	2.0
CBOT 337	Presentation Design - PowerPoint	3.0
BUS 107	Human Relations in Business	3.0

CBIS 141	Microsoft Excel-Comprehensive	3.0
CBOT 334	Administrative Office Procedures	3.0

Computer Applications and Office Management

Award Type: Certificate of Achievement

The Computer Applications and Office Management degree and certificate programs are designed to provide students with the computer application and office administration skills required for employment in a wide variety of fields. Training includes all phases of administrative operations, management essentials and business communication with emphasis on software applications, such as word processing, business desktop publishing, spreadsheets, presentation graphics and records management. The degree and certificate options prepare students for occupations in office management, computer support, records management and employment as an administrative or executive assistant.

The graduate of the Certificate of Achievement in Computer Applications and Office Management will:

- Demonstrate the appropriate use of software applications to analyze and solve problems related to office administration.
- Demonstrate proper administrative operations and procedures for business.
- Communicate clearly and professionally.
- Apply business principles to produce work-based learning projects.

Program Requirements

A major of 29 units is required for the certificate. Required core courses (29 units):

Course Number	Course Title	Units
CBOT 131	Introduction to Word Processing	3.0
CBOT 333	Business Desktop Publishing	3.0
BUS 160	Business Communications	3.0
CBOT 132	Advanced Word Processing	3.0
BUS 302	Essentials of Management	3.0
CBOT 302	Records Management	2.0
CBOT 337	Presentation Design - PowerPoint	3.0
BUS 107	Human Relations in Business	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBOT 334	Administrative Office Procedures	3.0

Computer Business Information Systems

Award Type: Associate in Science

The A.S. degree in Computer Business Information Systems (CBIS) program is designed to provide students with education, training, and technical skills to support information systems within a company. It teaches skills needed to advance to different professions where information systems are used. Several of the classes prepare students to obtain different Microsoft certifications. Upon completion of the program, the student will have foundational skills in various areas of computer information systems like software applications, networking/help-desk, information systems security, and database management and can be employed as Office and Admin Support, Information and Record Clerk, Office Support Supervisor, Computer Support Specialist, Executive Secretary, Customer Service Representative, Office Worker, Hotel Resource Clerk, and Small Business Webmaster.

The graduate of the Associate in Science 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.

Program Requirements

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

Required core courses (21 units)

Course Number	Course Title	Units
ACCT 105	Introduction to Accounting	3.0
BUS 101	Introduction to Business	3.0
CBIS 101	Computer Concepts & Applications	3.0

CBIS 108	Networking and Administration	3.0
CBIS 112	Intro to Visual Basic Program	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBIS 142	Microsoft Access-Comprehensive	3.0

Computer Business Information Systems

Award Type: 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 certificate where you will learn business concepts along with needed technical skills to help support a company's information systems' needs. This is a Tech Prep program (see "Programs of Study" for information about Tech Prep).

The graduate of the Certificate of Achievement 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.

Program Requirements

A major of 21 units is required for a certificate of achievement.

Required core courses (21 units)

Course Number	Course Title	Units
ACCT 105	Introduction to Accounting	3.0
BUS 101	Introduction to Business	3.0
CBIS 101	Computer Concepts & Applications	3.0
CBIS 108	Networking and Administration	3.0
CBIS 112	Intro to Visual Basic Program	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBIS 142	Microsoft Access-Comprehensive	3.0

Computer Business Information Systems: Database Administration

Award Type: 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 of Accomplishment in Computer Business Information Systems: 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
- Apply concepts to database security, backup and recovery for dependable business operations.

Program Requirements

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

Core courses

Course Number	Course Title	Units
CBIS 142	Microsoft Access-Comprehensive	3.0
CBIS 189	Independent Projects	1.0 - 3.0 units
CBIS 327	Building Business Web Sites	3.0

Computer Business Information Systems: Information Architecture

Award Type: Certificate of Accomplishment

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

The graduate of the Certificate of Accomplishment in Computer Business Information Systems: 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.

Program Requirements

A total of 16.5 units is required for the certificate of accomplishment.

Required core courses (6.5 units)

Course Number	Course Title	Units
BUS 380	Marketing Strategies	0.5
CBIS 321	Internet Business Applications	3.0
CBIS 327	Building Business Web Sites	3.0

Plus a minimum of 10 units selected from the following:

Course Number	Course Title	Units
BUS 111	Internet Marketing	3.0
BUS 366	Promoting Small Business	0.5
BUS 377	Managing Service Quality	0.5
CBIS 372	Intro to Access	1.0
CS 102	Introduction to Computing with HTML	3.0
MMAC 114	Game and App Design	3.0

Computer Business Information Systems: Information Technology Fundamentals

Award Type: Certificate of Accomplishment

This certificate provides the basic computer skills that every student need. The focus will be on understanding and using computer applications such as word processing, spreadsheets, database, and presentation and application of this knowledge to the business setting.

The graduate of the Certificate of Accomplishment in Computer Business Information Systems: 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.

Program Requirements

A total of 3 units is required for the certificate.

Core courses

Course Number	Course Title	Units
CBIS 101	Computer Concepts & Applications	3.0

Computer Business Information Systems: Office Software Support

Award Type: 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 of Accomplishment in Computer Business Information Systems: 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.

Program Requirements

A major of 15 units is required for the certificate.

Required core courses:

Course Number	Course Title	Units
CBIS 101	Computer Concepts & Applications or	3.0

CBOT 132	Advanced Word Processing	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBIS 142	Microsoft Access-Comprehensive	3.0
CBIS 321	Internet Business Applications	3.0
CBIS 337	Presentation Design - PowerPoint	3.0
	or	
CBOT 337	Presentation Design - PowerPoint	3.0

Computer Business Information Systems: Small Business Web Master

Award Type: Certificate of Accomplishment

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

The graduate of the Certificate of Accomplishment in Computer Business Information Systems: Small Business Web Master 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.

Program Requirements

A major of 10 units is required for the certificate.

Required core courses (6 units)

Course Number	Course Title	Units
CBIS 321	Internet Business Applications	3.0
CBIS 327	Building Business Web Sites	3.0

Plus a minimum of 4 units selected from the following:

Course Number	Course Title	Units
BUS 111	Internet Marketing	3.0
BUS 366	Promoting Small Business	0.5
BUS 377	Managing Service Quality	0.5
BUS 380	Marketing Strategies	0.5
CBIS 372	Intro to Access	1.0
CS 102	Introduction to Computing with HTML	3.0
MMAC 114	Game and App Design	3.0

Computer Business Office Software

Award Type: 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 of Accomplishment 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.

Program Requirements

A major of 7 units is required for the certificate.

Core courses

Course Number	Course Title	Units
CBIS 301	Computer Fundamentals 1	3.0
CBIS 371	Intro to Excel	1.0
CBIS 372	Intro to Access	1.0
CBOT 360	Word - Basics	1.0
CBOT 361	Intro to PowerPoint	1.0

Computer Business Office Technology: Administrative Office Skills

Award Type: Certificate of Accomplishment

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

The graduate of the Certificate of Accomplishment in Computer Business Office Technology: Administrative Office Skills will:

- Apply proper administrative operations and procedures for business.
- Communicate clearly and professionally.
- Analyze and solve problems related to administrative operations.
- Demonstrate the use of software applications to accomplish appropriate tasks.

Program Requirements

A total of 15 units is required for the certificate.

Course Number	Course Title	Units
CBOT 131	Introduction to Word Processing	3.0
CBOT 132	Advanced Word Processing	3.0
CBOT 333	Business Desktop Publishing	3.0
CBOT 334	Administrative Office Procedures	3.0
CBOT 337	Presentation Design - PowerPoint	3.0
	or	
CBIS 337	Presentation Design - PowerPoint	3.0

Computer Business Office Technology: Legal Secretarial

Award Type: Associate in Science

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

The graduate of the Associate in Science in Computer Business Office Technology: Legal Secretarial will:

- 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.
- Apply proper administrative operations and procedures for business.

Program Requirements

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

Required core courses (27 units):

Course Number	Course Title	Units
BUS 107	Human Relations in Business	3.0
BUS 110	Business Law	3.0
BUS 160	Business Communications	3.0
CBOT 131	Introduction to Word Processing	3.0
CBOT 132	Advanced Word Processing	3.0
CBOT 305	Legal Office Procedures	3.0
CBOT 334	Administrative Office Procedures	3.0
PLGL 101	Intro to Paralegal Studies	3.0
PLGL 105	Legal Analysis & Writing	3.0

Computer Business Office Technology: Legal Secretarial

Award Type: Certificate of Achievement

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

The graduate of the Certificate of Achievement in Computer Business Office Technology: Legal Secretarial will:

- 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.

- Apply proper administrative operations and procedures for business.

Program Requirements

A total of 27 units is required for the certificate.

Required core courses (27 units):

Course Number	Course Title	Units
BUS 107	Human Relations in Business	3.0
BUS 110	Business Law	3.0
BUS 160	Business Communications	3.0
CBOT 131	Introduction to Word Processing	3.0
CBOT 132	Advanced Word Processing	3.0
CBOT 305	Legal Office Procedures	3.0
CBOT 334	Administrative Office Procedures	3.0
PLGL 101	Intro to Paralegal Studies	3.0
PLGL 105	Legal Analysis & Writing	3.0

Computer Business Office Technology: Office Skills

Award Type: 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 presentation software are emphasized along with customer service skills. This certificate contains six courses and is intended to allow students to move quickly into an office position.

The graduate of the Certificate of Accomplishment in Computer Business Office Technology: Office Skills will:

- Demonstrate the use of software applications to accomplish appropriate tasks.
- Communicate clearly and professionally.
- Apply proper administrative operations and procedures for business.
- Analyze and solve problems related to administrative operations.

Program Requirements

A total of 4 units is required for the certificate.
Required core courses:

Course Number	Course Title	Units
BUS 362	Management: People Skills	0.5
BUS 377	Managing Service Quality	0.5
CBOT 360	Word - Basics	1.0
CBOT 361	Intro to PowerPoint	1.0
CBIS 371	Intro to Excel	1.0

Computer Business Office Technology: Word/Information Processing

Award Type: Associate in Science

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

The graduate of the Associate in Science in Computer Business Office Technology: Word/Information Processing will:

- Demonstrate the use of software applications to accomplish tasks.
- Apply proper administrative operations and procedures for business.
- Analyze and solve problems related to administrative operations.
- Communicate clearly and professionally.

Program Requirements

A major of 24 units is required tor the associate of science degree.

Required core courses (15 units):

Course Number	Course Title	Units
CBOT 131	Introduction to Word Processing	3.0
CBOT 132	Advanced Word Processing	3.0
CBOT 333	Business Desktop Publishing	3.0

CBOT 334	Administrative Office Procedures	3.0
CBOT 337	Presentation Design - PowerPoint	3.0
	or	
CBIS 337	Presentation Design - PowerPoint	3.0

Plus a minimum of 9 units selected from the following:

Course Number	Course Title	Units
ACCT 105	Introduction to Accounting	3.0
BUS 101	Introduction to Business	3.0
BUS 160	Business Communications	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBIS 142	Microsoft Access-Comprehensive	3.0
BUS 372	Workplace Diversity	0.5
BUS 377	Managing Service Quality	0.5
CWE 149	Cooperative Work Experience OCCUPATIONAL	1.0 - 8.0 units

Computer Business Office Technology: Word/Information Processing

Award Type: 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 enhance their technical office skills. Training includes administrative office procedures with emphasis on word processing, desktop publishing and presentation graphics.

The graduate of the Certificate of Achievement in Computer Business Office Technology: Word/Information Processing will:

- Demonstrate the use of software applications to accomplish tasks.
- Apply proper administrative operations and procedures for business.
- Analyze and solve problems related to administrative operations.
- Communicate clearly and professionally.

Program Requirements

A major of 24 units is required for the certificate.

Required core courses (15 units):

Course Number	Course Title	Units
CBOT 131	Introduction to Word Processing	3.0
CBOT 132	Advanced Word Processing	3.0
CBOT 333	Business Desktop Publishing	3.0
CBOT 334	Administrative Office Procedures	3.0
CBOT 337	Presentation Design - PowerPoint	3.0
	or	
CBIS 337	Presentation Design - PowerPoint	3.0

Plus a minimum of 9 units selected from the following:

Course Number	Course Title	Units
ACCT 105	Introduction to Accounting	3.0
BUS 101	Introduction to Business	3.0
BUS 160	Business Communications	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBIS 142	Microsoft Access-Comprehensive	3.0
BUS 372	Workplace Diversity	0.5
BUS 377	Managing Service Quality	0.5
CWE 149	Cooperative Work Experience OCCUPATIONAL	1.0 - 8.0 units

Computer Business Presentations and Publishing

Award Type: 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 of Accomplishment in Computer Business Presentations and Publishing will:

- Communicate clearly and professionally.
- 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.

Program Requirements

A total of 5.5 units is required for the certificate.

Core courses

Course Number	Course Title	Units
BUS 382	Advertising & Public Relations Strategies	0.5
	or	
BUS 394	Managing Verbal Communication	0.5
CBOT 360	Word - Basics	1.0
CBOT 361	Intro to PowerPoint	1.0
CBOT 333	Business Desktop Publishing	3.0

Computer Science

Award Type: Associate in Arts

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 Associate in Arts 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.

Program Requirements

A major of 18 units is required for the degree. Required core courses (12 units):

Course Number	Course Title	Units
CS 111	Fundamentals of Programming 1	4.0
CS 112	Fundamentals of Programming 2	4.0
MATH 181	Calculus 1	4.0

Plus a minimum of 6 units selected from the following:

Course Number	Course Title	Units
CS 102	Introduction to Computing with HTML	3.0
CS 131	Computer Organization	3.0
CS 161	Discrete Structures	3.0

Computer Science

Award Type: Associate in Science for Transfer

Computer science is the study of the theory and methods of processing information in digital computers, the design of computer software and hardware, and the applications of computers. Courses cover programming fundamentals, data structures, discrete mathematics, and computer architecture, along with specific programming languages. The Associate in Science in Computer Science for Transfer degree is offered for those students desiring a major in computer science at a California State University. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district. 3, Obtainment of an overall minimum grade point average of 2.0. 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Science for Transfer in Computer Science will:

- Recall significant computer science concepts, vocabulary, and theories.
- Produce programming projects using a contemporary programming language.
- Find and correct programming errors.

Program Requirements

A major of 30 units is required for the degree.

Course Number	Course Title	Units

CS 111	Fundamentals of Programming 1	4.0
CS 112	Fundamentals of Programming 2	4.0
CS 131	Computer Organization	3.0
CS 161	Discrete Structures	3.0
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
PHYS 161	Engineering Physics 1	4.0
PHYS 163	Engineering Physics 3	4.0

General Education

Complete the following:

a) Intersegmental General Education Transfer Curriculum (IGETC) - 37 units, or

b) CSU General Education Breadth (CSU GE) - 39 units.

Double counting:

A maximum of 7 units may be double counted for the major and CSU GE or IGETC units.

Select additional CSU transferrable units as needed to achieve 60 units required for the degree - 0 units

Visit **myHancock** and select the **DegreeWorks** icon to view CSU or IGETC general education and transferrable courses.

Core Custody Academy

Award Type: Certificate of Accomplishment

The Core Custody Academy is designed to satisfy State of California Standards and Training for Corrections (STC) requirements for students wanting to be hired as a custody officer by a law enforcement agency or currently employed as such.Core refers to the description of the job as it relates to the overall mission of the adult corrections officer job and its place in the criminal justice system and from the statewide job analysis research conducted periodically by the STC program of the California Board of State and Community Corrections. The Core Academy is an intensive college course with para-military discipline. Students attending the academy will be physically challenged and faced with solving complex problems in a stressful, disciplined and structured environment. Recruits receive basic training in many phases of custody of prisoners. Students will understand the roles and functions of the adult criminal justice system and its processes and demonstrate problem solving strategies for addressing criminal behavior in a custody setting, family, demonstrate problem solving strategies for addressing criminal behavior in a custody setting.

The graduate of the Certificate of Accomplishment in Core Custody Academy will:

- Understand the roles and functions of the adult criminal justice system and its processes and demonstrate problem solving strategies for addressing criminal behavior in a custody setting.

Program Requirements

A total of 13.5 units is required for the certificate.

Course Number	Course Title	Units
LE 330	Core Custody Academy	13.5

Cosmetology

Award Type: Associate in Science

The associate degree and certificate curriculum in cosmetology is designed to prepare men and women for careers as licensed cosmetologists. Upon satisfactory completion of all cosmetology courses, students may qualify to take the California State Board of Cosmetology licensure examination. Licensed cosmetologists are qualified to work as beauticians in beauty salons and to own and operate their own salons. Admittance to the cosmetology program requires the student to make an appointment with the manager of the private beauty college with which the college has a training contract for an orientation. Contact the program coordinator for specific information. In addition to regular Allan Hancock College fees, students will also be required to purchase a training kit and appropriate uniforms.

The graduate of the Associate in Science 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.

Program Requirements

A major of 32 units are required for the degree.

Course Number	Course Title	Units
COS 301	Intro to Cosmetology	5.0
COS 302	Beginning Cosmetology	9.0
COS 303	Intermediate Cosmetology	9.0

COS 304	Advanced Cosmetology	9.0

Cosmetology

Award Type: Certificate of Achievement

The certificate of achievement curriculum in cosmetology is designed to prepare men and women for careers as licensed cosmetologists. Upon satisfactory completion of all cosmetology courses, students may qualify to take the California State Board of Cosmetology licensure examination. Licensed cosmetologists are qualified to work as beauticians in beauty salons and to own and operate their own salons. Admittance to the cosmetology program requires the student to make an appointment with the manager of the private beauty college with which the college has a training contract for an orientation. Contact the program coordinator for specific information. In addition to regular Allan Hancock College fees, students will also be required to purchase a training kit and appropriate uniforms.

The graduate of the Certificate of Achievement 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.

Program Requirements

A major of 32 units are required for the certificate of achievement.

Course Number	Course Title	Units
COS 301	Intro to Cosmetology	5.0
COS 302	Beginning Cosmetology	9.0
COS 303	Intermediate Cosmetology	9.0
COS 304	Advanced Cosmetology	9.0

Crop Protection

Award Type: Certificate of Achievement

The Crop Protection certificate of achievement program is designed for students preparing for or advancing in careers in crop protection and pest control. It prepares students for a wide variety of entry-level positions related to pest identification, prevention, control methods and applications of crop protection materials. This first of two stackable certificates provides students with the foundational courses which, when built upon by completion of the second certificate in Pest Control Adviser Preparation, will meet the requirements to qualify to take the Pest Control Adviser licensing exam. The program emphasis is on local career opportunities such as pest management and control, agronomy, farm management, greenhouse and nursery operations, agricultural inspection, and crop advising. This program will adequately prepare students for advanced studies in many agricultural science fields including: Crop Protection, Crop Science, Agricultural Science, Fruit Science, Vegetable Science or Sustainable Agriculture.

The graduate of the Certificate of Achievement in Crop Protection will:

- identify plant pathogens, insects and weed species and assess the economic impact of pest infestations to determine the proper course of action for treatment and control.
- utilize integrated pest management strategies and techniques to sustainably prevent and control pathogen, insect and weed populations.
- demonstrate working knowledge of plant physiological processes that affect crop production.
- demonstrate knowledge of pesticide modes of action and the biology of host-pest interactions in order to make effective and sustainable pest management decisions.

Program Requirements

A minimum of 24 units in the major is required for the certificate.

Required core courses 24 units:

Course Number	Course Title	Units
AG 130	Integrated Pest Management	4.0
AG 161	Introduction to Plant Science	4.0
AG 162	Agricultural Plant Pathology	4.0
AG 163	Economic Entomology	4.0
AG 164	Weed Science	4.0
BIOL 100	Introductory Biology	4.0

Culinary Arts and Management

Award Type: Associate in Science

The Culinary Arts and Management Program at Allan Hancock College will prepare students to obtain employment in the restaurant or hotel industry as unit managers, multi-unit managers, operation managers, staff trainers, catering and event managers, or baking and pastry managers. Career opportunities for successful graduates include all aspects of the hospitality, recreation and tourism industry.

The graduate of the Associate in Science in Culinary Arts and 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.
- Demonstrate basic baking and cooking skills using current industry tools and equipment.

Program Requirements

A total of 27 units is required for the degree.

Required core courses (18 units)

Course Number	Course Title	Units
CA 119	Introduction to the Hospitality Industry	2.0
CA 120	Principles of Foods 1	4.0
CA 121	Basic Baking and Pastry	3.0
CA 124	Sanitation, Safety, and Equipment	3.0
CA 125	Supervision and Training Techniques	3.0
CA 126	Food Production Cost, Control and Management	3.0

Select a minimum of 9 additional units from the following courses in addition to the core requirements

Course Number	Course Title	Units
BUS 101	Introduction to Business	3.0
CA 122	Advanced Baking and Pastry	3.0
CA 123	Principles of Foods 2	2.0
CA 129	Catering and Events Management	3.0
CA 324	Cake Decorating and Decorative Work	1.0
FSN 109	Basic Nutrition for Health	3.0
FSN 110	Nutrition Science	3.0
FSN 132	Introduction To Culinology Professions	1.0
FSN 133	Introduction To Food Science	3.0
FSN 134	Food, Nutrition Customs and Culture	4.0
SPAN 101	Elementary Spanish I	5.0

Culinary Arts and Management: Baking

Award Type: Certificate of Accomplishment

The graduate of the Certificate of Accomplishment in Culinary Arts and Management: 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.

Program Requirements

A total of 15 units is required for the certificate.

Course Number	Course Title	Units
CA 120	Principles of Foods 1	4.0
	or	
FCS 120	Principles of Foods 1	4.0
CA 121	Basic Baking and Pastry	3.0
CA 122	Advanced Baking and Pastry	3.0
CA 124	Sanitation, Safety, and Equipment	3.0
CA 323	Specialty and Wedding Cakes	1.0
CA 324	Cake Decorating and Decorative Work	1.0

Recommended electives:

Course Number	Course Title	Units
CA 123	Principles of Foods 2	2.0
FCS 199	Special Topics in Family & Consumer Sciences	0.5 - 3.0 units
CWE 149	Cooperative Work Experience OCCUPATIONAL	1.0 - 8.0 units

Note: at least 2 units of CWE 149 is recommended.

Culinary Arts and Management: Catering and Events Management

Award Type: Certificate of Accomplishment

The graduate of the Certificate of Accomplishment in Culinary Arts and Management: Catering and 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.

Program Requirements

A total of 15 units is required for the certificate.

Course Number	Course Title	Units
CA 118	Beverage Management	1.0
CA 119	Introduction to the Hospitality Industry	2.0
CA 120	Principles of Foods 1	4.0
	or	
FCS 120	Principles of Foods 1	4.0
CA 124	Sanitation, Safety, and Equipment	3.0
CA 129	Catering and Events Management	3.0
CWE 149	Cooperative Work Experience OCCUPATIONAL	1.0 - 8.0 units

Recommended electives:

Course Number	Course Title	Units
VEN 301	Pairing Wine and Food	0.5
VEN 302	Progressive Wine and Food Pairing	0.5
CA 123	Principles of Foods 2	2.0
FSN 109	Basic Nutrition for Health	3.0
FCS 131	Life Management	3.0
FCS 199	Special Topics in Family & Consumer Sciences	0.5 - 3.0 units

Note: at least 2 units in CWE 149 is required for the certificate.

Culinary Arts and Management: Food Production Supervision

Award Type: Certificate of Accomplishment

The graduate of the Certificate of Accomplishment in Culinary Arts and Management: 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.

Program Requirements

A total of 10 units is required for the certificate.

Course Number	Course Title	Units
CA 119	Introduction to the Hospitality Industry	2.0
CA 125	Supervision and Training Techniques	3.0

CA 126	Food Production Cost, Control and Management	3.0
CWE 149	Cooperative Work Experience OCCUPATIONAL	1.0 - 8.0 units

Note: at least 2 units in CWE 149 is required for the certificate.

Culinary Arts and Management: Food Services Production

Award Type: Certificate of Accomplishment

The graduate of the Certificate of Accomplishment in Culinary Arts and Management: 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.

Program Requirements

A total of 13 units is required for the degree.

Course Number	Course Title	Units
CA 119	Introduction to the Hospitality Industry	2.0
CA 120	Principles of Foods 1	4.0
CA 123	Principles of Foods 2	2.0
CA 124	Sanitation, Safety, and Equipment	3.0
CWE 149	Cooperative Work Experience OCCUPATIONAL	1.0 - 8.0 units

Note: at least 2 units in CWE 149 is required for the certificate.

Culinary Arts and Management: Restaurant Management

Award Type: Certificate of Achievement

The graduate of the Certificate of Achievement in Culinary Arts and Management: 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.

Program Requirements

A total of 32 units is required for the certificate.

Course Number	Course Title	Units
CA 118	Beverage Management	1.0
CA 120	Principles of Foods 1	4.0
CA 121	Basic Baking and Pastry	3.0
CA 123	Principles of Foods 2	2.0
CA 124	Sanitation, Safety, and Equipment	3.0
CA 125	Supervision and Training Techniques	3.0
CA 126	Food Production Cost, Control and Management	3.0
CA 129	Catering and Events Management	3.0
CWE 149	Cooperative Work Experience OCCUPATIONAL	1.0 - 8.0 units
FSN 109	Basic Nutrition for Health	3.0
	or	
FSN 110	Nutrition Science	3.0
FCS 131	Life Management	3.0
FSN 132	Introduction To Culinology Professions	1.0

Recommended electives:

Course Number	Course Title	Units
VEN 301	Pairing Wine and Food	0.5
VEN 302	Progressive Wine and Food Pairing	0.5
BUS 102	Marketing	3.0

CA 323	Specialty and Wedding Cakes	1.0
CA 324	Cake Decorating and Decorative Work	1.0
FSN 134	Food, Nutrition Customs and Culture	4.0
FSN 133	Introduction To Food Science	3.0

Note: at least 3 units in CWE 149 is required for the certificate.

Culinology

Award Type: Associate in Arts

The associate degree program in Culinology® prepares students to transfer to a four-year institution to pursue a baccalaureate degree in Culinology®. Students apply culinary techniques, food science technology and nutritional science principles to the production of quality food with high sensory appeal and marketability. Skills are transformed into careers such as corporate executive chefs, directors for food research and development, flavorists, food scientist/technologists, menu development professionals, product assurance/development managers, senior culinary research technologists, senior formulation chefs, techno-chefs, and more. The program is accredited by the Research Chef's Association and coursework is sequenced in building blocks of knowledge and skills with an emphasis on learning by doing. Graduates of the program also display skills necessary in pursuing baccalaureate degrees in food science, nutrition, and dietetics.

The graduate of the Associate in Arts in Culinology will:

- Synthesize nutrition science information in order to embody and improve health and promote longevity.
- Demonstrate proper culinary technique using various food products within a commercial facility.
- Demonstrate proper baking techniques using various food products within a commercial facility.
- Design and produce recipes and menus that demonstrate culinary proficiency within a commercial food service facility.
- Compare and contrast the different responsibilities within the food service industry and various government agencies in applying regulations designed to prevent food borne illness.
- Apply principles of food processing with regards to food technology, food quality, spoilage, packaging and label requirements.
- Compare and contrast various Culinology® career options 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.

Program Requirements

A major of 23 units is required for the degree.

Course Number	Course Title	Units
CA 120	Principles of Foods 1	4.0
CA 121	Basic Baking and Pastry	3.0
CA 123	Principles of Foods 2	2.0
CA 124	Sanitation, Safety, and Equipment	3.0
FSN 134	Food, Nutrition Customs and Culture	4.0
FSN 110	Nutrition Science	3.0
FSN 132	Introduction To Culinology Professions	1.0
FSN 133	Introduction To Food Science	3.0

Dance

Award Type: Associate in Arts

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 Associate in Arts 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 an informed viewpoint of dance as an art form.
- Demonstrate choreographic skills including supervisory and effective communicative abilities.

Program Requirements

A major of 32 units is required for the degree. Demonstrated proficiency in two out of the three dance forms is required for the degree. Required core courses (27 units):

Course Number	Course Title	Units
DANC 101	Dance Appreciation	3.0
DANC 170	Music for Dancers	1.0

Course Number	Course Title	Units
DANC 171	Dance Composition/ Choreography	3.0
DANC 180	Performance Laboratory	3.0
DANC 182	Technical Production Lab	3.0
DANC 183	Dance Ensemble	3.0
DANC 185	Intro to Performance Skills	3.0

Plus 2 courses selected from the following (6 units):

Course Number	Course Title	Units
DANC 115	Advanced Modern Dance	3.0
DANC 125	Advanced Ballet	3.0
DANC 135	Advanced Jazz	3.0

Plus 1 course selected from the following (2 units):

Course Number	Course Title	Units
DANC 140	Beginning Folklorico or	2.0
DANC 152	Beginning Tap	2.0

Plus a minimum of 5 units selected from the following:

Course Number	Course Title	Units
DANC 133	Hip Hop Dance	2.0
DANC 142	Intermediate Folklorico	0.5
DANC 145	Folklorico Zapateados	0.5
DANC 148	Folklorico Concert Production	3.0
DANC 151	Clinic In Tap	0.5
DANC 153	Intermediate Tap	2.0
DANC 154	Clinic in Partnering	1.0
DANC 155	Clinic in Pilates	0.5
DANC 156	Techniques for Stretch	1.0
DANC 172	Beginning Ballroom Dance	0.5
DANC 175	Clinic in Salsa	0.5
DANC 176	Choreography Field Work	2.0
DANC 186	Dance Production	3.0
DRMA 104	Acting I	3.0
MUS 100	Music Appreciation	3.0

Dance

Award Type: 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 Certificate of Achievement 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 an informed viewpoint of dance as an art form.
- Demonstrate choreographic skills including supervisory and effective communicative abilities.

Program Requirements

A major of 32 units is required for the certificate. Demonstrated proficiency in two out of the three dance forms is required for the certificate. Required core courses (19 units):

Course Number	Course Title	Units
DANC 101	Dance Appreciation	3.0
DANC 170	Music for Dancers	1.0
DANC 171	Dance Composition/ Choreography	3.0
DANC 180	Performance Laboratory	3.0
DANC 182	Technical Production Lab	3.0
DANC 183	Dance Ensemble	3.0
DANC 185	Intro to Performance Skills	3.0

Plus 2 courses selected from the following (6 units):

Course Number	Course Title	Units
DANC 115	Advanced Modern Dance	3.0
DANC 125	Advanced Ballet	3.0
DANC 135	Advanced Jazz	3.0

Plus 1 course from the following (2 units):

Course Number	Course Title	Units
DANC 140	Beginning Folklorico or	2.0
DANC 152	Beginning Tap	2.0

Plus a minimum of 5 units selected from the following:

Course Number	Course Title	Units
DANC 133	Hip Hop Dance	2.0
DANC 142	Intermediate Folklorico	0.5
DANC 145	Folklorico Zapateados	0.5
DANC 148	Folklorico Concert Production	3.0
DANC 151	Clinic In Tap	0.5
DANC 153	Intermediate Tap	2.0
DANC 154	Clinic in Partnering	1.0
DANC 155	Clinic in Pilates	0.5
DANC 156	Techniques for Stretch	1.0
DANC 172	Beginning Ballroom Dance	0.5
DANC 175	Clinic in Salsa	0.5
DANC 176	Choreography Field Work	2.0
DANC 186	Dance Production	3.0
DRMA 104	Acting I	3.0
MUS 100	Music Appreciation	3.0

Dental Assisting

Award Type: Associate in Science

Approved by the California Board of Dental Examiners, this program provides technical skills needed for employment in a dental office. The student develops skills to participate as a member of the dental health team in 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 Science Office, located in Building M Science Complex.

The graduate of the Associate in Science 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.
- Complete requirements to obtain a dental x-ray certificate.
- 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.
- Explain the purpose of the state Dental Practice Act.
- Complete requirements to obtain a coronal polishing certificate.
- Model professional conduct and appearance and demonstrate behavior of the dental workplace.
- Assist in diagnostic and operative procedures by demonstrating general chair side skills.

Program Requirements

A major of 32.5 units is required for the degree.

1st Semester (Summer Semester)

Course Number	Course Title	Units
DA 310	Exploring Career Opportunities	1.0

2nd Semester (Fall Semester) 17 units

Course Number	Course Title	Units
DA 314	Introduction to Bio-Dental Science	3.0
DA 317	Dental Assisting Theory	7.0
DA 318	Basic Dental Assisting Skills	3.0
DA 319	DA Administrative Skills	3.0
DA 320	DA Practicum in the Community	1.0

3rd Semester (Spring Semester) 14.5 units

Course Number	Course Title	Units
DA 325	Clinical Dental Procedures	3.0
DA 326	Dental Radiography	4.0
DA 327	Dental Screening	0.5
DA 328	Pit and Fissure Sealants	1.0
DA 329	Dental Assisting Practicum	4.0
DA 330	Coronal Polish	1.0
DA 332	RDA Law and Ethics	0.5
DA 348	RDA - Success Seminar	0.5

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

Course Number	Course Title	Units
DA 380	Dental Assisting Skills Lab	0.5

Dental Assisting

Award Type: Certificate of Achievement

Approved by the California Board of Dental Examiners, this program provides technical skills needed for employment in a dental office. The student develops skills to participate as a member of the dental health team in 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 Science Office, located in 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 Certificate of Achievement 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.
- Apply knowledge of basic dental assisting sciences in a professional setting.
- Explain the purpose of the state Dental Practice Act.
- Model professional conduct and appearance and demonstrate behavior of the dental workplace.
- Assist in diagnostic and operative procedures by demonstrating general chair side skills.

Program Requirements

A total of 32.5 units is required for the certificate.

1st Semester (Summer Semester)

Course Number	Course Title	Units
DA 310	Exploring Career Opportunities	1.0

2nd Semester (Fall Semester) 17 units

Course Number	Course Title	Units
DA 314	Introduction to Bio-Dental Science	3.0
DA 317	Dental Assisting Theory	7.0
DA 318	Basic Dental Assisting Skills	3.0
DA 319	DA Administrative Skills	3.0
DA 320	DA Practicum in the Community	1.0

3rd Semester (Spring Semester) 14.5 units

Course Number	Course Title	Units
DA 325	Clinical Dental Procedures	3.0
DA 326	Dental Radiography	4.0
DA 327	Dental Screening	0.5
DA 328	Pit and Fissure Sealants	1.0
DA 329	Dental Assisting Practicum	4.0
DA 330	Coronal Polish	1.0
DA 332	RDA Law and Ethics	0.5
DA 348	RDA - Success Seminar	0.5

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

Course Number	Course Title	Units
DA 380	Dental Assisting Skills Lab	0.5

Drama

Award Type: 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 of Accomplishment 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.

Program Requirements

A major of 15 units is required for the certificate. Required core courses (9 units)

Course Number	Course Title	Units
DRMA 103	Introduction to Theatre	3.0
DRMA 110	History of World Theatre 1	3.0
DRMA 111	History of World Theatre 2	3.0

Plus a minimum of 6 units selected from the following:

Course Number	Course Title	Units
DANC 101	Dance Appreciation	3.0
DANC 135	Advanced Jazz	3.0
DANC 152	Beginning Tap	2.0
DRMA 104	Acting I	3.0
DRMA 106	Acting II	3.0
DRMA 128	Stage Makeup	3.0

Early Childhood Education

Award Type: Associate in Science for Transfer

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 program or centers. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district. 3, Obtainment of an overall minimum grade point average of 2.0. 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Science for Transfer in Early Childhood Education will:

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

Program Requirements

A major of 24 units is required for the degree. Required core courses (24 units):

Course Number	Course Title	Units
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
ECS 102	Child Health, Safety & Nutrition	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 118	Practicum: Preschool	3.0

General Education

Complete one of the following:

a) CSU General Education Breadth - 39 units

or

b) Intersegmental General Education Transfer Curriculum (IGETC) - 37 units

Double counting:

A maximum of 6 units may be double counted for the major and CSU GE or IGETC.

Select additional CSU transferrable units as needed to achieve 60 units required for the degree.

Visit **myHancock** and select the **DegreeWorks** icon to view CSU or IGETC general education and transferrable courses.

Early Childhood Studies: Elementary Education

Award Type: Associate in Science

Completion of Elementary Education program would qualify students for a Teacher-level permit issued by the California Commission on Teacher Credentialing. The program also provides the students with experiences in working with children in the elementary school setting. This prepares the student to work in Transitional Kindergarten, Title 5, Title XXII and federally-funded programs.

The graduate of the Associate in Science in Early Childhood Studies: 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.

Program Requirements

A major of 44 units is required for the degree. Required core courses: 38 units:

Course Number	Course Title	Units
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
ECS 102	Child Health, Safety & Nutrition	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 118	Practicum: Preschool	3.0
ECS 119	Practicum: Infant/ Toddler	3.0
ECS 125	Curriculum for School-Age Children	3.0
ECS 130	Exploring Teaching	3.0
	or	
EDUC 130	Exploring Teaching	3.0
ECS 132	Child Identity and Learning	3.0
	or	
EDUC 132	Child Identity And Learning	3.0
ECS 303	Introduction to Early Childhood	2.0

Plus a minimum of 6 units selected from the following:

Course Number	Course Title	Units
ECS 114	Parent/Child Relationships	3.0
ECS 117	Teaching Young Children in a Multicultural Classroom	3.0
ECS 122	Positive Child Guidance	3.0
ECS 310	Art for Young Children	0.5

ECS 311	Creating Learning Materials	0.5
ECS 312	Music for Early Childhood Educators	0.5
ECS 313	Science for Young Children	0.5
ECS 314	Engineering and Technology for Young Children	0.5
ECS 315	Math for Young Children	0.5
EMS 102	First Aid & Safety	3.0
ENGL 137	Children's Literature	3.0
MUS 110	Music Fundamentals	2.0
SPAN 104	Intermediate Spanish II	5.0

Early Childhood Studies: Elementary Education

Award Type: Certificate of Achievement

Completion of Elementary Education would quality students up a Master Teacher-level permit issued by the California Commission on Teacher Credentialing. The program also provides the students with experiences in working with children in the elementary school setting. This prepares the student to work in Transitional Kindergarten, Title 5, Title XXII and federally funded programs.

The graduate of the Certificate of Achievement in Early Childhood Studies: 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.

Program Requirements

A major of 44 units is required for the degree. Required core courses: 38 units:

Course Number	Course Title	Units
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
ECS 102	Child Health, Safety & Nutrition	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 118	Practicum: Preschool	3.0
ECS 119	Practicum: Infant/ Toddler	3.0
ECS 125	Curriculum for School-Age Children	3.0
ECS 130	Exploring Teaching	3.0
	or	
EDUC 130	Exploring Teaching	3.0
ECS 132	Child Identity and Learning	3.0
	or	
EDUC 132	Child Identity And Learning	3.0
ECS 303	Introduction to Early Childhood	2.0

Plus a minimum of 6 units selected from the following:

Course Number	Course Title	Units
ECS 114	Parent/Child Relationships	3.0
ECS 117	Teaching Young Children in a Multicultural Classroom	3.0
ECS 122	Positive Child Guidance	3.0
ECS 310	Art for Young Children	0.5
ECS 311	Creating Learning Materials	0.5
ECS 312	Music for Early Childhood Educators	0.5
ECS 313	Science for Young Children	0.5

ECS 314	Engineering and Technology for Young Children	0.5
ECS 315	Math for Young Children	0.5
ENGL 137	Children's Literature	3.0
EMS 102	First Aid & Safety	3.0
MUS 110	Music Fundamentals	2.0
SPAN 104	Intermediate Spanish II	5.0

Early Childhood Studies: Elementary Education with Bilingual/Bicultural Emphasis

Award Type: Associate in Science

Completion of Elementary Education with Bilingual/ Bicultural Emphasis would quality 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 Associate in Science in Early Childhood Studies: Elementary Education with Bilingual/Bicultural Emphasis will:

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

Program Requirements

A major of 42 units is required for the degree. Demonstration of proficiency in Spanish and in English is required (see note).

Required core courses (39 units):

Course Number	Course Title	Units
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 117	Teaching Young Children in a Multicultural Classroom	3.0
ECS 118	Practicum: Preschool	3.0
ECS 119	Practicum: Infant/ Toddler	3.0
ECS 125	Curriculum for School-Age Children	3.0
ECS 130	Exploring Teaching	3.0
	or	
EDUC 130	Exploring Teaching	3.0
ECS 132	Child Identity and Learning	3.0
	or	
EDUC 132	Child Identity And Learning	3.0
EDUC 133	Technology For Educators	3.0

Plus a minimum of 3 units selected from the following:

Course Number	Course Title	Units
ECS 102	Child Health, Safety & Nutrition	3.0
ECS 122	Positive Child Guidance	3.0
ECS 303	Introduction to Early Childhood	2.0
EMS 102	First Aid & Safety	3.0
ENGL 137	Children's Literature	3.0
MUS 110	Music Fundamentals	2.0
SPAN 104	Intermediate Spanish II	5.0

Early Childhood Studies: Elementary Education with Bilingual/Bicultural Emphasis

Award Type: Certificate of Achievement

Completion of Elementary Education with Bilingual/ Bicultural Emphasis would quality 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 Certificate of Achievement in Early Childhood Studies: Elementary Education with Bilingual/ Bicultural Emphasis will:

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

Program Requirements

A major of 42 units is required for the certificate. Demonstration of proficiency in Spanish and in English is required (see note). Required core courses (39 units):

Course Number	Course Title	Units
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 117	Teaching Young Children in a Multicultural Classroom	3.0
ECS 118	Practicum: Preschool	3.0
ECS 119	Practicum: Infant/ Toddler	3.0
ECS 125	Curriculum for School-Age Children	3.0
ECS 130	Exploring Teaching	3.0
	or	
EDUC 130	Exploring Teaching	3.0
ECS 132	Child Identity and Learning	3.0
	or	
EDUC 132	Child Identity And Learning	3.0
EDUC 133	Technology For Educators	3.0

Plus a minimum of 3 units selected from the following:

Course Number	Course Title	Units
ECS 102	Child Health, Safety & Nutrition	3.0
ECS 122	Positive Child Guidance	3.0
ECS 303	Introduction to Early Childhood	2.0
EMS 102	First Aid & Safety	3.0
ENGL 137	Children's Literature	3.0
MUS 110	Music Fundamentals	2.0
SPAN 104	Intermediate Spanish II	5.0

Early Childhood Studies: General

Award Type: Associate in Science

Completion of Early Childhood Studies: General would quality 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 Associate in Science 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.

Program Requirements

A major of 43 units is required for the degree. Required core courses (31 units)

Course Number	Course Title	Units
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
ECS 102	Child Health, Safety & Nutrition	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 118	Practicum: Preschool	3.0
ECS 119	Practicum: Infant/ Toddler	3.0
ECS 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units
ECS 303	Introduction to Early Childhood	2.0

Plus a minimum of 12 units selected from the following:

Course Number	Course Title	Units
ECS 114	Parent/Child Relationships	3.0
ECS 115	Care and Education for Infants and Toddlers	3.0
ECS 117	Teaching Young Children in a Multicultural Classroom	3.0
ECS 120	Adult Supervision and Mentoring In Early Childhood Education	2.0
ECS 122	Positive Child Guidance	3.0
ECS 125	Curriculum for School-Age Children	3.0
ECS 151	Infant and Toddler Development	3.0
ECS 310	Art for Young Children	0.5
ECS 311	Creating Learning Materials	0.5
ECS 312	Music for Early Childhood Educators	0.5
ECS 313	Science for Young Children	0.5
ECS 314	Engineering and Technology for Young Children	0.5
ECS 315	Math for Young Children	0.5
ECS 320	Administration: Staff Leadership	1.0
ECS 321	Administration: Professional Ethics	1.0
ECS 322	Administration: Parents as Partners	1.0
EMS 102	First Aid & Safety	3.0

Early Childhood Studies: General

Award Type: Certificate of Achievement

Completion of 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 Certificate of Achievement 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.

Program Requirements

A major of 43 units is required for the certificate. Required core courses (31 units)

Course Number	Course Title	Units
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
ECS 102	Child Health, Safety & Nutrition	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 118	Practicum: Preschool	3.0
ECS 119	Practicum: Infant/ Toddler	3.0
ECS 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units
ECS 303	Introduction to Early Childhood	2.0

Plus a minimum of 12 units selected from the following:

Course Number	Course Title	Units
ECS 114	Parent/Child Relationships	3.0
ECS 115	Care and Education for Infants and Toddlers	3.0
ECS 117	Teaching Young Children in a Multicultural Classroom	3.0
ECS 120	Adult Supervision and Mentoring In Early Childhood Education	2.0
ECS 122	Positive Child Guidance	3.0
ECS 125	Curriculum for School-Age Children	3.0
ECS 151	Infant and Toddler Development	3.0
ECS 310	Art for Young Children	0.5
ECS 311	Creating Learning Materials	0.5
ECS 312	Music for Early Childhood Educators	0.5
ECS 313	Science for Young Children	0.5
ECS 314	Engineering and Technology for Young Children	0.5
ECS 315	Math for Young Children	0.5
ECS 320	Administration: Staff Leadership	1.0
ECS 321	Administration: Professional Ethics	1.0
ECS 322	Administration: Parents as Partners	1.0
EMS 102	First Aid & Safety	3.0

Early Childhood Studies: Program Director/Administration Emphasis

Award Type: Associate in Science

Completion of the ECS: Program Director/Administration Emphasis associate in science program would qualify students for 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 serving children in state licensed early care and education settings.

The graduate of the Associate in Science in Early Childhood Studies: Program Director/Administration 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.

Program Requirements

A major of 48 units is required for the degree.

Course Number	Course Title	Units
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
ECS 102	Child Health, Safety & Nutrition	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 111	Administration I: Programs in Early Childhood Education	3.0
ECS 115	Care and Education for Infants and Toddlers	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 118	Practicum: Preschool	3.0
ECS 119	Practicum: Infant/ Toddler	3.0
ECS 120	Adult Supervision and Mentoring In Early Childhood Education	2.0
ECS 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units
ECS 150	Administration II: Personnel and Leadership in Early Childhood Education	3.0
ECS 303	Introduction to Early Childhood	2.0

Plus a minimum of 3 units selected from the following:

Course Number	Course Title	Units
ECS 112	Introduction to Young Children with Special Needs	3.0
ECS 114	Parent/Child Relationships	3.0
ECS 122	Positive Child Guidance	3.0
ECS 125	Curriculum for School-Age Children	3.0
ECS 151	Infant and Toddler Development	3.0
EMS 102	First Aid & Safety	3.0

Plus a minimum of 3 units from the following:

Course Number	Course Title	Units
ACCT 317	Bookkeeping 1	3.0
BUS 107	Human Relations in Business	3.0
CBIS 101	Computer Concepts & Applications	3.0

Early Childhood Studies: Program Director/Administration Emphasis

Award Type: Certificate of Achievement

Completion of the ECS: Program Director/Administration certificate of achievement program would qualify students for 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 serving students in state-licensed early care and education settings.

The graduate of the Certificate of Achievement in Early Childhood Studies: Program Director/Administration 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.

Program Requirements

A major of 48 units is required for the certificate. Required core courses (42 units)

Course Number	Course Title	Units
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
ECS 102	Child Health, Safety & Nutrition	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 111	Administration I: Programs in Early Childhood Education	3.0
ECS 115	Care and Education for Infants and Toddlers	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 118	Practicum: Preschool	3.0
ECS 119	Practicum: Infant/ Toddler	3.0
ECS 120	Adult Supervision and Mentoring In Early Childhood Education	2.0
ECS 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units
ECS 150	Administration II: Personnel and Leadership in Early Childhood Education	3.0
ECS 303	Introduction to Early Childhood	2.0

Plus a minimum of 3 units selected from the following:

Course Number	Course Title	Units
ECS 112	Introduction to Young Children with Special Needs	3.0
ECS 114	Parent/Child Relationships	3.0
ECS 122	Positive Child Guidance	3.0
ECS 125	Curriculum for School-Age Children	3.0
ECS 151	Infant and Toddler Development	3.0
EMS 102	First Aid & Safety	3.0

Plus 3 units selected from the following

Course Number	Course Title	Units
ACCT 317	Bookkeeping 1	3.0
BUS 107	Human Relations in Business	3.0
CBIS 101	Computer Concepts & Applications	3.0

Early Childhood Studies: Special Education

Award Type: Associate in Science

Completion of ECS: Special Education associate in science program would quality 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 Associate in Science in Early Childhood Studies: 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.

Program Requirements

A major 43 units is required for the degree. Required core courses (37 units)

Course Number	Course Title	Units
ECS 100	Child Growth and Development	3.0

ECS 101	Child, Family and Community	3.0
ECS 102	Child Health, Safety & Nutrition	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 112	Introduction to Young Children with Special Needs	3.0
ECS 113	Curriculum and Strategies for Children with Special Needs	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 118	Practicum: Preschool	3.0
ECS 119	Practicum: Infant/ Toddler	3.0
ECS 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units
ECS 303	Introduction to Early Childhood	2.0

Plus a minimum of 6 units selected from the following:

Course Number	Course Title	Units
ASL 120	American Sign Language 1	3.0
ECS 111	Administration I: Programs in Early Childhood Education	3.0
ECS 114	Parent/Child Relationships	3.0
ECS 122	Positive Child Guidance	3.0
ECS 151	Infant and Toddler Development	3.0
EMS 102	First Aid & Safety	3.0

Early Childhood Studies: Special Education

Award Type: Certificate of Achievement

Completion of the ECS: Special Education certificate of achievement 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 Certificate of Achievement in Early Childhood Studies: 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.

Program Requirements

A major 43 units is required for certificate. Required core courses (37 units)

Course Number	Course Title	Units
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
ECS 102	Child Health, Safety & Nutrition	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 112	Introduction to Young Children with Special Needs	3.0
ECS 113	Curriculum and Strategies for Children with Special Needs	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 118	Practicum: Preschool	3.0

ECS 119	Practicum: Infant/ Toddler	3.0
ECS 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units
ECS 303	Introduction to Early Childhood	2.0

Plus a minimum of 6 units selected from the following:

Course Number	Course Title	Units
ASL 120	American Sign Language 1	3.0
ECS 111	Administration I: Programs in Early Childhood Education	3.0
ECS 114	Parent/Child Relationships	3.0
ECS 122	Positive Child Guidance	3.0
ECS 151	Infant and Toddler Development	3.0
EMS 102	First Aid & Safety	3.0

Electronic Engineering Technology

Award Type: Associate in Science

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 Associate in Science 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.

Program Requirements

A major of 41 units is required for the degree.

Required core courses (41 units):

Course Number	Course Title	Units
CHEM 120	Introductory Chemistry	4.0
EL 118	Fundamentals of DC and AC Circuits Analysis	3.0
EL 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0
EL 122	Electronic Devices and Circuits	3.0
EL 123	Electronic Devices and Circuits Laboratory	2.0
EL 125	Digital Devices and Circuits	3.0
EL 126	Digital Devices and Circuits Lab	2.0
EL 135	Electronic Measurement and Instrumentation	3.0
EL 136	Electronics Measurement and Instrumentation Laboratory	2.0
EL 146	Electronic Product Design, Fabrication and Documentation	2.0
MATH 181	Calculus 1	4.0
PHYS 141	General Physics 1	4.0
PHYS 142	General Physics 2	4.0
CS 102	Introduction to Computing with HTML or	3.0

any other 3 unit programming course in the **computer science** discipline.

Electronics Technology

Award Type: Associate in Science

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 Associate in Science 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.

Program Requirements

A major of 22 units is required for the associate in science degree.

Required core courses (22 units):

Course Number	Course Title	Units
EL 118	Fundamentals of DC and AC Circuits Analysis	3.0
EL 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0
EL 122	Electronic Devices and Circuits	3.0
EL 123	Electronic Devices and Circuits Laboratory	2.0
EL 125	Digital Devices and Circuits	3.0
EL 126	Digital Devices and Circuits Lab	2.0
EL 135	Electronic Measurement and Instrumentation	3.0
EL 136	Electronics Measurement and Instrumentation Laboratory	2.0
EL 146	Electronic Product Design, Fabrication and Documentation	2.0

Electronics Technology: Digital Systems Technician

Award Type: Certificate of Achievement

The electronics technology program provides the basic knowledge and skills required for a wide variety of career occupations in the field of electronics. Emphasis in Digital Systems provides the additional knowledge and skills for careers options requiring a focus on digital technologies including computer maintenance.

The graduate of the Certificate of Achievement in Electronics Technology: Digital Systems Technician 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

Program Requirements

A major of 22 units is required for the certificate.

Course Number	Course Title	Units
EL 118	Fundamentals of DC and AC Circuits Analysis	3.0
EL 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0
EL 122	Electronic Devices and Circuits	3.0
EL 123	Electronic Devices and Circuits Laboratory	2.0
EL 125	Digital Devices and Circuits	3.0
EL 126	Digital Devices and Circuits Lab	2.0
EL 135	Electronic Measurement and Instrumentation	3.0
EL 136	Electronics Measurement and Instrumentation Laboratory	2.0
EL 146	Electronic Product Design, Fabrication and Documentation	2.0

Electronics Technology: Electronic Training

Award Type: 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 of Achievement in Electronics Technology: 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.

Program Requirements

A major of 18 units is required for the certificate.

Course Number	Course Title	Units
EL 105	PC Preventive Maintenance and Upgrading	3.0
EL 118	Fundamentals of DC and AC Circuits Analysis	3.0
EL 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0
EL 122	Electronic Devices and Circuits	3.0
EL 123	Electronic Devices and Circuits Laboratory	2.0
EL 125	Digital Devices and Circuits	3.0
EL 126	Digital Devices and Circuits Lab	2.0

Electronics Technology: Mechatronics

Award Type: Associate in Science

The associate in science degree or certificate option offer students a comprehensive program of study in the software, electronics and the mechanics of technologies used in automation (process control), robotics, and machine design and maintenance.

The graduate of the Associate in Science in Electronics Technology: 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.

Program Requirements

A major of 49 units is required for the degree.

Required core courses (34 units):

Course Number	Course Title	Units
CS 111	Fundamentals of Programming 1	4.0
EL 104	Introduction to Robotics and Mechatronics	3.0
	or	
CEL 104	Introduction to Robotics and Mechatronics	3.0
	or	
ET 104	Introduction to Robotics and Mechatronics	3.0
EL 118	Fundamentals of DC and AC Circuits Analysis	3.0
EL 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0
EL 122	Electronic Devices and Circuits	3.0
EL 123	Electronic Devices and Circuits Laboratory	2.0

EL 125	Digital Devices and Circuits	3.0
EL 126	Digital Devices and Circuits Lab	2.0
MT 117	Print Reading and Interpretation	3.0
	or	
WLDT 306	Layout and Fabrication Interpretation	3.0
EL 146	Electronic Product Design, Fabrication and Documentation	2.0
MT 109	Survey of Machining and Manufacturing	4.0
ET 140	Engineering Drawing	3.0

Plus a minimum of 15 units selected from the following:

Course Number	Course Title	Units
EL 105	PC Preventive Maintenance and Upgrading	3.0
	or	
EL 320	A+ Certification	2.5
EL 106	Networking Essentials 1	3.0
EL 107	Networking Essentials 2	3.0
EL 128	Introduction to Renewable Energy	3.0
	or	
CEL 128	Introduction to Renewable Energy	3.0
	or	
ET 128	Intro to Renewable Energy	3.0
EL 131	Programmable Logic Controllers and Control Design	3.0
	or	
CEL 131	Programmable Logic Controllers and Control Design	3.0
	or	
ET 131	Programmable Logic Controllers and Control Design	3.0
EL 133	Mechatronic Systems 1	3.0
	or	
CEL 133	Mechatronic Systems 1	3.0
	or	
ET 133	Mechatronic Systems 1	3.0
EL 135	Electronic Measurement and Instrumentation	3.0
EL 136	Electronics Measurement and Instrumentation Laboratory	2.0
EL 139	Electrical Power, Motors, and Controls	3.0
	or	
CEL 139	Electrical Power, Motors, and Controls	3.0
	or	
ET 139	Electrical Power, Motors, and Controls	3.0
EL 162	Fluid Power And Control	2.0
	or	
CEL 162	Fluid Power and Control	2.0
	or	
ET 162	Fluid Power and Control	2.0
ET 100	Computer Aided Drafting and Design	3.0
PHYS 100	Concepts In Physics	3.0
	or	
PHYS 110	Introductory Physics	3.0
	or	
PHSC 111	Matter, Energy and Molecules	4.0
WLDT 106	Beginning Welding	3.0
WLDT 107	Advanced Welding	3.0
WLDT 307	G.M.A.W. Welding	3.0
	or	
WLDT 308	T.I.G. Welding	3.0
WLDT 315	Metal Fabrication	4.0

Electronics Technology: Mechatronics

Award Type: Certificate of Achievement

The certificate offers students a comprehensive program of study in the software, electronics and the mechanics of technologies used in automation (process control), robotics, and machine design and maintenance.

The graduate of the Certificate of Achievement in Electronics Technology: 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.

Program Requirements

A total of 49 units is required for the certificate.

Required core courses (34 units):

Course Number	Course Title	Units
CS 111	Fundamentals of Programming 1	4.0
EL 104	Introduction to Robotics and Mechatronics	3.0
	or	
CEL 104	Introduction to Robotics and Mechatronics	3.0
	or	
ET 104	Introduction to Robotics and Mechatronics	3.0
EL 118	Fundamentals of DC and AC Circuits Analysis	3.0
EL 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0
EL 122	Electronic Devices and Circuits	3.0
EL 123	Electronic Devices and Circuits Laboratory	2.0
EL 125	Digital Devices and Circuits	3.0
EL 126	Digital Devices and Circuits Lab	2.0
MT 117	Print Reading and Interpretation	3.0
	or	
WLDT 306	Layout and Fabrication Interpretation	3.0
EL 146	Electronic Product Design, Fabrication and Documentation	2.0
ET 140	Engineering Drawing	3.0
MT 109	Survey of Machining and Manufacturing	4.0

Plus a minimum of 15 units selected from the following:

Course Number	Course Title	Units
EL 105	PC Preventive Maintenance and Upgrading	3.0
	or	
EL 320	A+ Certification	2.5
EL 106	Networking Essentials 1	3.0
EL 107	Networking Essentials 2	3.0
EL 135	Electronic Measurement and Instrumentation	3.0
EL 136	Electronics Measurement and Instrumentation Laboratory	2.0
EL 128	Introduction to Renewable Energy	3.0
	or	
CEL 128	Introduction to Renewable Energy	3.0
	or	
ET 128	Intro to Renewable Energy	3.0
EL 131	Programmable Logic Controllers and Control Design	3.0
	or	
CEL 131	Programmable Logic Controllers and Control Design	3.0
	or	
ET 131	Programmable Logic Controllers and Control Design	3.0
EL 133	Mechatronic Systems 1	3.0
	or	
CEL 133	Mechatronic Systems 1	3.0

	or	
ET 133	Mechatronic Systems 1	3.0
EL 139	Electrical Power, Motors, and Controls	3.0
	or	
CEL 139	Electrical Power, Motors, and Controls	3.0
	or	
ET 139	Electrical Power, Motors, and Controls	3.0
EL 162	Fluid Power And Control	2.0
	or	
CEL 162	Fluid Power and Control	2.0
	or	
ET 162	Fluid Power and Control	2.0
ET 100	Computer Aided Drafting and Design	3.0
PHYS 100	Concepts In Physics	3.0
	or	
PHYS 110	Introductory Physics	3.0
	or	
PHSC 111	Matter, Energy and Molecules	4.0
WLDT 106	Beginning Welding	3.0
WLDT 107	Advanced Welding	3.0
WLDT 307	G.M.A.W. Welding	3.0
	or	
WLDT 308	T.I.G. Welding	3.0
WLDT 315	Metal Fabrication	4.0

Electronics Technology: Network Maintenance and Digital Technologies

Award Type: Associate in Science

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 Associate in Science in Electronics Technology: Network Maintenance and 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.

Program Requirements

A major of 24 units is required for the degree.

Required core courses (18 units):

Course Number	Course Title	Units
EL 105	PC Preventive Maintenance and Upgrading	3.0
EL 106	Networking Essentials 1	3.0
EL 107	Networking Essentials 2	3.0
EL 108	Networking Essentials 3	2.0
EL 118	Fundamentals of DC and AC Circuits Analysis	3.0
EL 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0

Plus a minimum of 3 units selected from the following:

Course Number	Course Title	Units
BUS 101	Introduction to Business	3.0
CBIS 101	Computer Concepts & Applications	3.0
CS 102	Introduction to Computing with HTML	3.0
EL 125	Digital Devices and Circuits	3.0
	and	
EL 126	Digital Devices and Circuits Lab	2.0

Plus a minimum of 3 units selected from the following:

Course Number	Course Title	Units
CS 111	Fundamentals of Programming 1	4.0
CS 161	Discrete Structures	3.0
EL 370	SkillsUSA	3.0

Electronics Technology: Network Maintenance and Digital Technologies

Award Type: 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 Certificate of Achievement in Electronics Technology: Network Maintenance and 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.

Program Requirements

A total of 24 units is required for the certificate.

Required core courses (18 units):

Course Number	Course Title	Units
EL 105	PC Preventive Maintenance and Upgrading	3.0
EL 106	Networking Essentials 1	3.0
EL 107	Networking Essentials 2	3.0
EL 108	Networking Essentials 3	2.0
EL 118	Fundamentals of DC and AC Circuits Analysis	3.0
EL 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0

Plus a minimum of 3 units selected from the following:

Course Number	Course Title	Units
BUS 101	Introduction to Business	3.0
CBIS 101	Computer Concepts & Applications	3.0
CS 102	Introduction to Computing with HTML	3.0
EL 125	Digital Devices and Circuits	3.0
	and	
EL 126	Digital Devices and Circuits Lab	2.0

Plus a minimum of 3 units selected from the following:

Course Number	Course Title	Units
CS 111	Fundamentals of Programming 1	4.0
CS 161	Discrete Structures	3.0
EL 370	SkillsUSA	3.0

Elementary Teacher Education

Award Type: Associate in Arts for Transfer

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. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district. 3, Obtainment of an overall minimum grade point average of 2.0. 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Arts for Transfer in Elementary Teacher Education will:

- Complete a prescribed pattern of general education courses: CSU (39 units) or IGETC (37 units)
- Complete the major requirements (50 units).
- Complete a total of 60 transfer applicable units.

Program Requirements

A major of 50 units is required for the degree. Required core courses (47 units):

Course Number	Course Title	Units
ART 101	Art Appreciation	3.0
BIOL 100	Introductory Biology	4.0
ECS 100	Child Growth and Development	3.0
EDUC 130	Exploring Teaching	3.0
ENGL 101	Freshman Composition: Exposition	4.0
ENGL 102	Freshman Composition Literature	3.0
GEOG 103	World Regional Geography	3.0
HIST 101	World Civilizations to 1600	3.0
HIST 107	U S History to 1877	3.0
MATH 105	Mathematics for Teachers	4.0
PHSC 111	Matter, Energy and Molecules	4.0
PHSC 112	Earth and the Universe	4.0
POLS 103	American Government	3.0
SPCH 101	Public Speaking	3.0

List A: select one course from the following (3 units):

Course Number	Course Title	Units
ENGL 103	Critical Thinking and Composition	3.0
PHIL 114	Critical Thinking	3.0

List B: Select the course not selected in List A above and additional courses from List B below to total 10 units, or select all 10 units from the courses in List B below:

Course Number	Course Title	Units
BIOL 124	Human Anatomy	4.0
BIOL 125	Human Physiology	4.0
CHEM 110	Chemistry and Society	4.0
ECS 132	Child Identity and Learning	3.0
	or	
EDUC 132	Child Identity And Learning	3.0
GEOL 100	Physical Geology	4.0
GEOL 114	Oceanography	3.0
HED 100	Health and Wellness	3.0
HIST 102	World Civilizations Since 1500	3.0
HIST 108	U S History from 1877 to Present	3.0
HIST 118	United States History	3.0
HIST 119	History of California	3.0
MATH 123	Elementary Statistics	4.0
PHIL 105	Ethics	3.0
PHIL 112	Logic	3.0
PSY 101	General Psychology	3.0
PSY 117	Child Psychology	3.0
PSY 118	Human Development - Lifespan	3.0
SPCH 102	Small Group Communication	3.0
SPCH 106	Argumentation and Debate	3.0

General Education

Complete one of the following:

a) CSU General Education Breadth - 39 units

or

b) Intersegmental General Education Transfer Curriculum (IGETC) - 37 units

Double counting:

A total of 39 units may be double counted for the major and CSU GE.

A total of 34-37 units may be double counted for the major and IGETC.

Select additional CSU transferrable units as needed to achieve 60 units required for the degree - 10 units

Visit **myHancock** and select the **DegreeWorks** icon to view CSU or IGETC general education and transferrable courses.

Emergency Medical Services

Award Type: Associate in Science

The associate in science degree in emergency medical services prepares students to be entry-level technician positions capable of providing emergency medical care and transportation as well as the ability to professionally interact with allied medical team members.

The graduate of the Associate in Science 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

Program Requirements

A major of 32.5 units is required for the degree.

Required core courses (14.5 units):

Course Number	Course Title	Units
EMS 300	Introduction to Emergency Medical Services	1.0
EMS 301	Emergency Medical Services Academy-1A	6.0
EMS 306	CPR for Healthcare Providers	0.5
EMS 319	Emergency Response To Terrorism	3.0
	or	
FT 319	Emergency Response to Terrorism	3.0
ENVT 156	First Response Operational	1.0
PSY 127	Emotional Intelligence	3.0

Plus a minimum of 18 units selected from the following:

Course Number	Course Title	Units
EMS 102	First Aid & Safety	3.0
EMS 130	Principles of Emergency Management	3.0
EMS 134	Internship Seminar	1.0
EMS 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units
EMS 302	EMS Academy 1B (Advanced)	7.0
EMS 307	Wilderness EMS - First Responder and Survival	2.5
EMS 309	Pre-hospital Trauma Life Support (PHTLS)	1.0
EMS 310	Child Care First Aid & CPR	0.5
EMS 321	Advanced Cardiac Life Support	1.0
EMS 322	Pediatric Advanced Life Support	1.0
EMS 325	Lifeguard Certification	2.0

EMSP 323	Paramedic Theory 1	6.0
EMS 338	Land Navigation	2.0
EMS 343	Paramedic Clinical Laboratory	7.5
EMS 353	Paramedic Field Internship	10.0
EMS 378	Wilderness/ EMS —EMT Wilderness Transition	2.5
FT 307	Firefighter I Academy IA	6.0
FT 310	Fire Service Physical Fitness	4.0
LE 341	Emergency Vehicle Operations/Non-Law Enforcement	0.5
WFT 301	Introduction to Incident Command System IS700 & IS800	0.5
WFT 302	Basic Incident Command System I-200	0.5
AJ 101	Introduction to Criminal Justice	3.0
BIOL 100	Introductory Biology	4.0
BIOL 124	Human Anatomy	4.0
BIOL 125	Human Physiology	4.0
PE 130	Self Defense	1.0
PE 146	Strength and Flexibility	1.0
PE 141	Physical Fitness Laboratory	0.5

Emergency Medical Services

Award Type: Certificate of Achievement

The certificate of achievement 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 Certificate of Achievement 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.
- Demonstrate competency using aseptic technique when using emergency equipment.
- Demonstrate the safe driving and operation of an ambulance and all related patient transfer equipment.
- Collect and construct a concise and detailed patient report.

Program Requirements

A major 32.5 units is required for the certificate.

Required core courses (14.5 units):

Course Number	Course Title	Units
EMS 300	Introduction to Emergency Medical Services	1.0
EMS 301	Emergency Medical Services Academy-1A	6.0
EMS 306	CPR for Healthcare Providers	0.5
EMS 319	Emergency Response To Terrorism	3.0
	or	
FT 319	Emergency Response to Terrorism	3.0
ENVT 156	First Response Operational	1.0

PSY 127	Emotional Intelligence	3.0

Plus a minimum of 18 units selected from the following:

Course Number	Course Title	Units
EMS 102	First Aid & Safety	3.0
EMS 130	Principles of Emergency Management	3.0
EMS 134	Internship Seminar	1.0
EMS 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units
EMS 302	EMS Academy 1B (Advanced)	7.0
EMS 307	Wilderness EMS - First Responder and Survival	2.5
EMS 309	Pre-hospital Trauma Life Support (PHTLS)	1.0
EMS 310	Child Care First Aid & CPR	0.5
EMS 321	Advanced Cardiac Life Support	1.0
EMS 322	Pediatric Advanced Life Support	1.0
EMS 325	Lifeguard Certification	2.0
EMSP 323	Paramedic Theory 1	6.0
EMS 338	Land Navigation	2.0
EMS 343	Paramedic Clinical Laboratory	7.5
EMS 353	Paramedic Field Internship	10.0
EMS 378	Wilderness/ EMS —EMT Wilderness Transition	2.5
FT 307	Firefighter I Academy IA	6.0
FT 310	Fire Service Physical Fitness	4.0
LE 341	Emergency Vehicle Operations/Non-Law Enforcement	0.5
WFT 301	Introduction to Incident Command System IS700 & IS800	0.5
WFT 302	Basic Incident Command System I-200	0.5
AJ 101	Introduction to Criminal Justice	3.0
BIOL 100	Introductory Biology	4.0
BIOL 124	Human Anatomy	4.0
BIOL 125	Human Physiology	4.0
PE 130	Self Defense	1.0
PE 146	Strength and Flexibility	1.0
PE 141	Physical Fitness Laboratory	0.5

Emergency Medical Services Academy

Award Type: Certificate of Accomplishment

The emergency medical services academy certificate provides students the necessary skills needed for entry-level employment, or to maintain continued employment in the EMS field.

The graduate of the Certificate of Accomplishment 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.

Program Requirements

A total of 7.5 units is required for the certificate.

Required core courses (7.5 units)

Course Number	Course Title	Units
LE 341	Emergency Vehicle Operations/Non-Law Enforcement	0.5
EMS 302	EMS Academy 1B (Advanced)	7.0

Emergency Medical Services: Advanced Cardiac Life Support

Award Type: Certificate of Accomplishment

The graduate of the Certificate of Accomplishment in Emergency Medical Services: 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.

Program Requirements

A total of 3 units is required for the certificate.

Required core courses (3 units)

Course Number	Course Title	Units
EMS 309	Pre-hospital Trauma Life Support (PHTLS)	1.0
EMS 321	Advanced Cardiac Life Support	1.0
EMS 322	Pediatric Advanced Life Support	1.0

Emergency Medical Services: Emergency Medical Technician 1 Basic

Award Type: 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 of Accomplishment in Emergency Medical Services: 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.

Program Requirements

A major of 6.5 units is required for the certificate.

Course Number	Course Title	Units
EMS 301	Emergency Medical Services Academy-1A	6.0
EMS 306	CPR for Healthcare Providers	0.5

Emergency Medical Services: Emergency Medical Technician 1 Basic Refresher

Award Type: Certificate of Accomplishment

The graduate of the Certificate of Accomplishment in Emergency Medical Services: 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.

Program Requirements

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

Required core courses (1.5 - 2 units)

Course Number	Course Title	Units
EMS 401	Emergency Medical Technician 1 (Basic) Refresher	1.5
	or	
EMS 410	EMT 1 (Basic) Skills Refresher Module A	0.5
	and	
EMS 411	EMT 1 (Basic) Skills Refresher Module B	0.5
	and	
EMS 412	EMT-1 (Basic) Skills Refresher Module C	0.5
	and	

EMS 413	EMT-1 (Basic) Skills Refresher Module D	0.5

Emergency Medical Services: First Responder Update

Award Type: Certificate of Accomplishment

The graduate of the Certificate of Accomplishment in Emergency Medical Services: 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.

Program Requirements

A total of 0.5 units is required for the certificate.

Required core course (0.5 unit)

Course Number	Course Title	Units
EMS 461	Medical First Responder Update	0.5

Emergency Medical Services: Paramedic Training

Award Type: 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 for 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 of Achievement in Emergency Medical Services: Paramedic Training 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.

Program Requirements

A major of 33.5 units are required for the certificate.

Course Number	Course Title	Units
EMSP 323	Paramedic Theory 1	6.0
EMS 343	Paramedic Clinical Laboratory	7.5
EMS 353	Paramedic Field Internship	10.0

Engineering

Award Type: Associate in Arts

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 Associate in Arts 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.

Program Requirements

A major of 32 units is required for the degree. Required core courses (17 units):

Course Number	Course Title	Units
CHEM 150	General Chemistry 1	5.0
MATH 182	Calculus 2	4.0
PHYS 161	Engineering Physics 1	4.0
PHYS 162	Engineering Physics 2 or	4.0

PHYS 163	Engineering Physics 3	4.0

Category A - Engineering: Select a minimum of 6 units from Category A and 9 units from selected from Category A and/or Category B.

Course Number	Course Title	Units
ENGR 152	Statics	3.0
ENGR 154	Dynamics	3.0
ENGR 156	Strength of Materials	4.0
ENGR 161	Materials Science	3.0
	and	
ENGR 162	Materials Science Lab	1.0
ENGR 170	Electric Circuit Analysis	3.0
	and	
ENGR 171	Electric Circuit Lab	1.0

Category B - Engineering Support

Course Number	Course Title	Units
CHEM 151	General Chemistry 2	5.0
CS 111	Fundamentals of Programming 1	4.0
ET 140	Engineering Drawing	3.0
ET 145	Advanced Engineering Drawing	3.0
MATH 183	Multivariable Calculus	4.0
MATH 184	Linear Algebra/ Differential Equations	5.0
PHYS 162	Engineering Physics 2	4.0
	or	
PHYS 163	Engineering Physics 3	4.0

Recommended electives:

Course Number	Course Title	Units
ENGR 100	Introduction to Engineering	1.0
ENGR 124	Excel for Science and Engineering	1.0
ENGR 126	MATLAB for Science and Engineering	1.0

Engineering Drafting

Award Type: 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 of Accomplishment 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 engineers by interpreting the relationship of the two-dimensional drawings with respect to the actual objects or projects.

Program Requirements

A total of 15 units is required for the certificate.

Required core courses (12 units):

Course Number	Course Title	Units
ET 100	Computer Aided Drafting and Design	3.0
ET 140	Engineering Drawing	3.0
ET 145	Advanced Engineering Drawing	3.0
ET 117	Print Reading and Interpretation	3.0

Plus a minimum of 3 units selected from the following:

Course Number	Course Title	Units
ARCH 111	Architectural Graphics & Design I	3.0
ARCH 121	Architectural Drawing 1	4.0
ARCH 122	Architectural Drawing 2	4.0

ET 189	Independent Projects in Engineering Technology	1.0 - 3.0 units
ET 370	SkillsUSA	3.0

Engineering Technology

Award Type: Associate in Science

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 Associate in Science 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.

Program Requirements

A major of 24 units is required for the degree.

Course Number	Course Title	Units
CS 111	Fundamentals of Programming 1	4.0
ET 100	Computer Aided Drafting and Design	3.0
ET 140	Engineering Drawing	3.0
ET 145	Advanced Engineering Drawing	3.0
ET 117	Print Reading and Interpretation	3.0
PHYS 141	General Physics 1	4.0
PHYS 142	General Physics 2	4.0

Engineering Technology w/ Emphasis in Mechatronics

Award Type: Associate in Science

The associate in science degree offers students a comprehensive program of study in the software, electronics, and mechanics of technologies used in automation (process control), robotics and machine design and maintenance.

The graduate of the Associate in Science in Engineering Technology w/Emphasis 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.

Program Requirements

A major of 49 units is required for the associate in science degree and certificate.

Required core courses (34 units):

Course Number	Course Title	Units
CS 111	Fundamentals of Programming 1	4.0
EL 104	Introduction to Robotics and Mechatronics	3.0
	or	
CEL 104	Introduction to Robotics and Mechatronics	3.0
	or	
ET 104	Introduction to Robotics and Mechatronics	3.0
EL 118	Fundamentals of DC and AC Circuits Analysis	3.0

EL 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0
EL 125	Digital Devices and Circuits	3.0
EL 122	Electronic Devices and Circuits	3.0
EL 126	Digital Devices and Circuits Lab	2.0
EL 123	Electronic Devices and Circuits Laboratory	2.0
EL 146	Electronic Product Design, Fabrication and Documentation	2.0
ET 140	Engineering Drawing	3.0
MT 109	Survey of Machining and Manufacturing	4.0
MT 117	Print Reading and Interpretation	3.0
	or	
WLDT 306	Layout and Fabrication Interpretation	3.0

Plus a minimum of 15 units selected from the following:

Course Number	Course Title	Units
EL 105	PC Preventive Maintenance and Upgrading	3.0
	or	
EL 320	A+ Certification	2.5
EL 106	Networking Essentials 1	3.0
EL 107	Networking Essentials 2	3.0
EL 135	Electronic Measurement and Instrumentation	3.0
EL 136	Electronics Measurement and Instrumentation Laboratory	2.0
EL 128	Introduction to Renewable Energy	3.0
	or	
CEL 128	Introduction to Renewable Energy	3.0
	or	
ET 128	Intro to Renewable Energy	3.0
EL 131	Programmable Logic Controllers and Control Design	3.0
	or	
CEL 131	Programmable Logic Controllers and Control Design	3.0
	or	
ET 131	Programmable Logic Controllers and Control Design	3.0
EL 133	Mechatronic Systems 1	3.0
	or	
CEL 133	Mechatronic Systems 1	3.0
	or	
ET 133	Mechatronic Systems 1	3.0
EL 139	Electrical Power, Motors, and Controls	3.0
	or	
CEL 139	Electrical Power, Motors, and Controls	3.0
	or	
ET 139	Electrical Power, Motors, and Controls	3.0
EL 162	Fluid Power And Control	2.0
	or	
CEL 162	Fluid Power and Control	2.0
	or	
ET 162	Fluid Power and Control	2.0
ET 100	Computer Aided Drafting and Design	3.0
PHYS 100	Concepts In Physics	3.0
	or	
PHYS 110	Introductory Physics	3.0
	or	
PHSC 111	Matter, Energy and Molecules	4.0
WLDT 106	Beginning Welding	3.0
WLDT 107	Advanced Welding	3.0
WLDT 307	G.M.A.W. Welding	3.0
	or	
WLDT 308	T.I.G. Welding	3.0
WLDT 315	Metal Fabrication	4.0

Engineering Technology w/ Emphasis in Mechatronics

Award Type: Certificate of Achievement

The certificate offers students a comprehensive program of study in the software, electronics, and mechanics of technologies used in automation (process control), robotics and machine design and maintenance.

The graduate of the Certificate of Achievement in Engineering Technology w/Emphasis 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.

Program Requirements

A major of 49 units is required for the certificate.

Required core courses (34 units):

Course Number	Course Title	Units
CS 111	Fundamentals of Programming 1	4.0
EL 118	Fundamentals of DC and AC Circuits Analysis	3.0
EL 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0
EL 125	Digital Devices and Circuits	3.0
EL 126	Digital Devices and Circuits Lab	2.0
EL 104	Introduction to Robotics and Mechatronics	3.0
	or	
CEL 104	Introduction to Robotics and Mechatronics	3.0
	or	
ET 104	Introduction to Robotics and Mechatronics	3.0
EL 122	Electronic Devices and Circuits	3.0
EL 123	Electronic Devices and Circuits Laboratory	2.0
ET 140	Engineering Drawing	3.0
EL 146	Electronic Product Design, Fabrication and Documentation	2.0
MT 109	Survey of Machining and Manufacturing	4.0
MT 117	Print Reading and Interpretation	3.0
	or	
WLDT 306	Layout and Fabrication Interpretation	3.0

Plus a minimum of 15 units selected from the following:

Course Number	Course Title	Units
EL 105	PC Preventive Maintenance and Upgrading	3.0
	or	
EL 320	A+ Certification	2.5
EL 106	Networking Essentials 1	3.0
EL 107	Networking Essentials 2	3.0
EL 135	Electronic Measurement and Instrumentation	3.0
EL 136	Electronics Measurement and Instrumentation Laboratory	2.0
EL 128	Introduction to Renewable Energy	3.0
	or	
CEL 128	Introduction to Renewable Energy	3.0
	or	
ET 128	Intro to Renewable Energy	3.0
EL 131	Programmable Logic Controllers and Control Design	3.0
	or	

CEL 131	Programmable Logic Controllers and Control Design	3.0
	or	
ET 131	Programmable Logic Controllers and Control Design	3.0
EL 133	Mechatronic Systems 1	3.0
	or	
CEL 133	Mechatronic Systems 1	3.0
	or	
ET 133	Mechatronic Systems 1	3.0
EL 135	Electronic Measurement and Instrumentation	3.0
EL 136	Electronics Measurement and Instrumentation Laboratory	2.0
EL 139	Electrical Power, Motors, and Controls	3.0
	or	
CEL 139	Electrical Power, Motors, and Controls	3.0
	or	
ET 139	Electrical Power, Motors, and Controls	3.0
EL 162	Fluid Power And Control	2.0
	or	
CEL 162	Fluid Power and Control	2.0
	or	
ET 162	Fluid Power and Control	2.0
ET 100	Computer Aided Drafting and Design	3.0
PHYS 100	Concepts In Physics	3.0
	or	
PHYS 100	Concepts In Physics	3.0
	or	
PHSC 111	Matter, Energy and Molecules	4.0
WLDT 106	Beginning Welding	3.0
WLDT 107	Advanced Welding	3.0
WLDT 307	G.M.A.W. Welding	3.0
	or	
WLDT 308	T.I.G. Welding	3.0
WLDT 315	Metal Fabrication	4.0

Engineering Technology: Civil Engineering

Award Type: Associate in Science

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 Associate in Science in Engineering Technology: 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.

Program Requirements

Required core courses (22 units):

Course Number	Course Title	Units
ARCH 131	Building Construction Materials and Methods	3.0
ENGR 152	Statics	3.0
GEOL 100	Physical Geology	4.0
MATH 181	Calculus 1	4.0
PHYS 141	General Physics 1	4.0
PHYS 142	General Physics 2	4.0

English

Award Type: Associate in Arts

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 Associate in Arts in English will:

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

Program Requirements

A major of 21 units is required for the associate in arts degree. Required core course (3 units):

Course Number	Course Title	Units
ENGL 102	Freshman Composition Literature	3.0

Plus a minimum of 9 units selected from the following:

Course Number	Course Title	Units
ENGL 130	American Literature to 1865	3.0
ENGL 131	American Literature 1865 to Present	3.0
ENGL 145	British Literature to 1800	3.0
ENGL 146	British Literature 1800 to Present	3.0

Plus a minimum of 9 units selected from the following: (Any of the above courses not taken to meet the above requirement may be included among the selected units.)

Course Number	Course Title	Units
ENGL 104	Technical Writing or	3.0
ENGL 110	Grammar for College and Career	3.0
ENGL 105	Language and Culture	3.0
ENGL 106	Creative Writing	3.0
ENGL 107	Literary Arts Journal 1 or	3.0
ENGL 108	Literary Arts Journal 2	3.0
ENGL 132	Literature and Film	3.0
ENGL 133	Modern Fiction	3.0
ENGL 135	Introduction to Poetry	3.0
ENGL 138	Introduction to Shakespeare	3.0
ENGL 139	Ideas of Difference in Contemporary American Literature	3.0
ENGL 144	Literature: The Ancient and Classical World	3.0
ENGL 148	Hispanic Literature in Translation	3.0

English

Award Type: Associate in Arts for Transfer

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 proposed Associate in Arts in English for Transfer degree (AA-T in English) is designed to prepare students for transfer into the California State University (CSU) system to complete a baccalaureate degree in English. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district. 3, Obtainment of an overall minimum grade point average of 2.0. 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Arts for Transfer in English will:

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

Program Requirements

A major of 18 units is required for the degree. Required Core Courses (18 units)

Course Number	Course Title	Units
ENGL 102	Freshman Composition Literature	3.0
ENGL 103	Critical Thinking and Composition	3.0
ENGL 130	American Literature to 1865	3.0
ENGL 131	American Literature 1865 to Present	3.0
ENGL 145	British Literature to 1800	3.0
ENGL 146	British Literature 1800 to Present	3.0

General Education

Complete one of the following:

a) CSU General Education Breadth - 39 units

or

b) Intersegmental General Education Transfer Curriculum (IGETC) - 37 units

Double counting:

A maximum of 9 units may be double counted for the major and CSU GE or IGETC requirements..

Select additional CSU transferrable units as needed to achieve 60 units required for the degree.

Visit **myHancock** and select the **DegreeWorks** icon to view CSU or IGETC general education and transferrable courses.

English as a Second Language

Award Type: Certificate of Accomplishment

The credit English as a second language (ESL) program provides nonnative speakers with the linguistic foundation necessary for further personal, vocational, and academic endeavors as well as helps them assimilate to life in the United States. The certificate of accomplishment includes reading, writing, grammar, and conversational skills. These courses will enable students to read advanced ESL passages and respond in writing, write well-organized, cohesive paragraphs with minimal errors, use advanced grammatical structures appropriately in a variety of contexts, and participate in conversations in a variety of settings (social, academic, medical, etc.).

The graduate of the Certificate of Accomplishment in English as a Second Language will:

- be independent language learners and have core competencies in English reading, writing, grammar, speech, and listening to achieve their personal, vocational, and academic goals.

Program Requirements

A total of 14 units is required for the certificate.

Required core courses (11 units)

Course Number	Course Title	Units
ESL 540	Advanced Reading for ESL	4.0
ESL 541	Advanced Writing for ESL	4.0
ESL 552	Advanced Grammar for ESL	3.0

Plus a minimum of 3 units selected from the following:

Course Number	Course Title	Units
ESL 544	Advanced Conversation for ESL	3.0
ESL 555	Pronunciation for ESL	3.0
ESL 572	Public Speaking for ESL	3.0

Entrepreneurship

Award Type: Associate in Science

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.

The graduate of the Associate in Science 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.

Program Requirements

A major of 36 units is required for the degree.

Semester 1 (Fall) Required Courses (9 units):

Course Number	Course Title	Units
BUS 102	Marketing	3.0
CBOT 337	Presentation Design - PowerPoint or	3.0
CBIS 337	Presentation Design - PowerPoint	3.0
ENTR 101	Intro to Entrepreneurship	3.0

Semester 2 (Spring) Required Courses (9 units):

Course Number	Course Title	Units
BUS 106	Small Business Management	3.0
BUS 110	Business Law	3.0
CBOT 333	Business Desktop Publishing	3.0

Semester 3 (Fall) Required Courses (9 units):

Course Number	Course Title	Units
BUS 390	Business Entrepreneurship Law	3.0
BUS 111	Internet Marketing	3.0
ENTR 102	Entrepreneurship Projects	3.0

Semester 4 (Spring) Required Courses) (9 units):

Course Number	Course Title	Units
ACCT 100	Accounting for Entrepreneurs or	3.0
BUS 107	Human Relations in Business	3.0

Entrepreneurship and Small Business Management

Award Type: 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 of Achievement 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.

Program Requirements

Semester 1 (Fall) Required Courses (10 units):

Course Number	Course Title	Units
BUS 302	Essentials of Management	3.0
BUS 303	Sales And Marketing	3.0
BUS 366	Promoting Small Business	0.5
BUS 377	Managing Service Quality	0.5
ENTR 101	Intro to Entrepreneurship	3.0

A major of 17.5 units is required for the certificate.

Semester 2 (Spring) Required Courses (7.5 units):

Course Number	Course Title	Units
BUS 364	Winning Business Plans	0.5
BUS 382	Advertising & Public Relations Strategies	0.5
BUS 390	Business Entrepreneurship Law	3.0
ENTR 102	Entrepreneurship Projects	3.0
BUS 378	Effective Sales Methods	0.5

Environmental Health & Safety

Award Type: Associate in Science

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 Associate in Science in Environmental Health & Safety 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.

Program Requirements

A major of 30 units is required for the degree.

Course Number	Course Title	Units
BIOL 120	Humans and the Environment	3.0
ENVT 101	Introduction to Environmental Hazardous Materials	3.0
ENVT 150	Hazardous Materials General Site Worker – 40 Hr.	2.0
ENVT 151	Hazardous Materials-Site Supervisor	1.0
ENVT 152	Identification and Assessment of Hazardous Materials	3.0
ENVT 153	Industrial Safety	1.0
ENVT 154	Monitoring and Sampling	2.0
ENVT 155	Respiratory Protection—Administration	0.5
ENVT 156	First Response Operational	1.0
ENVT 157	First Aid for HAZMAT Workers	1.5
ENVT 158	Hazardous Waste Minimization and Emissions Reduction	1.0
ENVT 159	Hazardous Materials and Hazardous Waste Permitting	1.0
ENVT 160	Air and Water Pollution Permitting Compliance	2.0

Recommended elective:

Course Number	Course Title	Units
ENVT 199	Special Topics in ENVT	0.5 - 2.5 units

Other program requirements: in addition to the major course requirements above choose an additional 4-unit biology course, **and** a 4-unit chemistry course to total the required 30 units for the degree.

Environmental Health & Safety

Award Type: 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 Certificate of Achievement in Environmental Health & Safety 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.

Program Requirements

A major of 30 units is required for the certificate.

Course Number	Course Title	Units
BIOL 120	Humans and the Environment	3.0
ENVT 101	Introduction to Environmental Hazardous Materials	3.0
ENVT 150	Hazardous Materials General Site Worker – 40 Hr.	2.0
ENVT 151	Hazardous Materials-Site Supervisor	1.0
ENVT 152	Identification and Assessment of Hazardous Materials	3.0
ENVT 153	Industrial Safety	1.0
ENVT 154	Monitoring and Sampling	2.0
ENVT 155	Respiratory Protection—Administration	0.5
ENVT 156	First Response Operational	1.0
ENVT 157	First Aid for HAZMAT Workers	1.5

ENVT 158	Hazardous Waste Minimization and Emissions Reduction	1.0
ENVT 159	Hazardous Materials and Hazardous Waste Permitting	1.0
ENVT 160	Air and Water Pollution Permitting Compliance	2.0

Recommended elective:

Course Number	Course Title	Units
ENVT 199	Special Topics in ENVT	0.5 - 2.5 units

Other program requirements: in addition to the major course requirements above choose an additional 4-unit biology course, **and** a 4-unit chemistry course to total the required 30 units for the certificate.

Environmental Health & Safety: Hazardous Materials General Site Worker

Award Type: 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 of Accomplishment in Environmental Health & Safety: 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.

Program Requirements

A total of 2 units is required for the certificate. Required core courses:

Course Number	Course Title	Units
ENVT 150	Hazardous Materials General Site Worker – 40 Hr.	2.0

Environmental Health & Safety: HAZWOPER Refresher 8 Hour

Award Type: 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 of Accomplishment in Environmental Health & Safety: 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.

Program Requirements

A total of 0.5 units is required for the certificate.

Course Number	Course Title	Units
ENVT 450	HAZWOPER - Refresher 8hr.	0.5

Environmental Health and Safety Technician

Award Type: 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 of Accomplishment in Environmental Health and 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.

Program Requirements

A major of 16 units is required for the certificate.

Course Number	Course Title	Units
ENVT 150	Hazardous Materials General Site Worker – 40 Hr.	2.0
ENVT 151	Hazardous Materials-Site Supervisor	1.0
ENVT 152	Identification and Assessment of Hazardous Materials	3.0
ENVT 153	Industrial Safety	1.0
ENVT 154	Monitoring and Sampling	2.0
ENVT 155	Respiratory Protection—Administration	0.5
ENVT 156	First Response Operational	1.0
ENVT 157	First Aid for HAZMAT Workers	1.5
ENVT 158	Hazardous Waste Minimization and Emissions Reduction	1.0
ENVT 159	Hazardous Materials and Hazardous Waste Permitting	1.0
ENVT 160	Air and Water Pollution Permitting Compliance	2.0

Family and Consumer Science: Fashion Merchandising

Award Type: 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 of Accomplishment in Family and Consumer Science: 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.

Program Requirements

A major of 16 units is required for the certificate.

Course Number	Course Title	Units
BUS 103	Advertising	3.0
FASH 101	Fashion Industry and Marketing	3.0
FASH 102	Fashion Design Analysis	3.0
FASH 103	Textiles	3.0
FASH 104	Historic Fashion/ Costume	3.0
FCS 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units

Recommended electives:

Course Number	Course Title	Units
BUS 102	Marketing	3.0
BUS 377	Managing Service Quality	0.5
BUS 378	Effective Sales Methods	0.5
BUS 380	Marketing Strategies	0.5
CBIS 101	Computer Concepts & Applications	3.0
FCS 131	Life Management	3.0

Family and Consumer Science: Interior Design Merchandising

Award Type: Associate in Science

The associate degree 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 Associate in Science in Family and Consumer Science: 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).

Program Requirements

A major of 24 units is required for the degree.

Required core courses (18 units):

Course Number	Course Title	Units
BUS 102	Marketing	3.0
BUS 103	Advertising	3.0
FASH 101	Fashion Industry and Marketing	3.0
FASH 103	Textiles	3.0
INTD 170	Interior Design	3.0
INTD 171	Interior Design Materials	3.0

Plus a minimum of 6 units selected from the following:

Course Number	Course Title	Units
ART 110	Design 1	3.0
	or	
ART 108	Design 1 on the Computer	3.0
ART 112	Design Color Theory	3.0
ART 113	Three Dimensional Design	3.0
ARCH 121	Architectural Drawing 1	4.0
BUS 106	Small Business Management	3.0
CBIS 101	Computer Concepts & Applications	3.0
FCS 131	Life Management	3.0
FCS 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units
FCS 199	Special Topics in Family & Consumer Sciences	0.5 - 3.0 units

Family and Consumer Science: Interior Design Merchandising

Award Type: 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 Certificate of Achievement in Family and Consumer Science: 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).

Program Requirements

A major of 24 units are required for the certificate.

Required core courses (18 units):

Course Number	Course Title	Units
BUS 102	Marketing	3.0

BUS 103	Advertising	3.0
FASH 103	Textiles	3.0
FASH 101	Fashion Industry and Marketing	3.0
INTD 170	Interior Design	3.0
INTD 171	Interior Design Materials	3.0

Plus a minimum of 6 units selected from the following:

Course Number	Course Title	Units
ART 110	Design 1	3.0
	or	
ART 108	Design 1 on the Computer	3.0
ART 112	Design Color Theory	3.0
ART 113	Three Dimensional Design	3.0
ARCH 121	Architectural Drawing 1	4.0
BUS 106	Small Business Management	3.0
CBIS 101	Computer Concepts & Applications	3.0
FCS 131	Life Management	3.0
FCS 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units
FCS 199	Special Topics in Family & Consumer Sciences	0.5 - 3.0 units

Family and Consumer Sciences General

Award Type: Associate in Science

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 Associate in Science in Family and 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.

Program Requirements

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

Required core courses (18 units):

Course Number	Course Title	Units
BUS 130	Consumer & Family Finance	3.0
	or	
ECON 130	Consumer and Family Finance	3.0
	or	
FCS 130	Consumer and Family Finance	3.0
CA 120	Principles of Foods 1	4.0
CA 123	Principles of Foods 2	2.0
FASH 103	Textiles	3.0
FASH 110	Apparel Construction 1	3.0
FSN 110	Nutrition Science	3.0

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

Course Number	Course Title	Units
PSY 118	Human Development - Lifespan	3.0
FASH 102	Fashion Design Analysis	3.0

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

Course Number	Course Title	Units
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0

Family Childcare License Preparation

Award Type: Certificate of Competency

This certificate of completion in Family Childcare License Preparation will prepare the student for the in-home family childcare licensing process by providing the required hours of instruction on regulatory aspects, development stages, nutrition, and safety. Upon completion, the student will need to complete the application process through Community Care Licensing with the Department of Social Services. Program completion does not ensure license approval.

The graduate of the Certificate of Competency in Family Childcare License Preparation will:

- Successfully apply for an in-home daycare license.
- Understand and implement regulatory conditions for an in-home daycare service.
- Understand the developmental needs of the infants, toddlers, and children being served.
- Provide a safe and enriching environment for the children being served.

Program Requirements

Five courses (69 - 115 hours) are required to obtain the Certificate of Competency. English proficiency is required.

Course Number	Course Title	Units
VOCE 7300	Family Childcare Business	9.0 - 15.0 hours

Fashion Studies

Award Type: Associate in Science

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 Associate in Science 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.

Program Requirements

A major of 18 units is required for the degree. Required core courses (15 units):

Course Number	Course Title	Units
FASH 101	Fashion Industry and Marketing	3.0
FASH 102	Fashion Design Analysis	3.0
FASH 110	Apparel Construction 1	3.0
FASH 103	Textiles	3.0
FASH 104	Historic Fashion/ Costume	3.0

Plus a minimum of 3 units selected from the following:

Course Number	Course Title	Units
ART 110	Design 1	3.0
ART 120	Drawing 1	3.0
BUS 101	Introduction to Business	3.0
BUS 102	Marketing	3.0

Fashion Studies

Award Type: Certificate of Achievement

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

The graduate of the Certificate of Achievement 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.

Program Requirements

A total of 18 units is required for the certificate. Required core courses (15 units):

Course Number	Course Title	Units
FASH 101	Fashion Industry and Marketing	3.0
FASH 102	Fashion Design Analysis	3.0
FASH 103	Textiles	3.0
FASH 104	Historic Fashion/ Costume	3.0
FASH 110	Apparel Construction 1	3.0

Plus a minimum of 3 units selected from the following:

Course Number	Course Title	Units
ART 110	Design 1	3.0
ART 120	Drawing 1	3.0
BUS 101	Introduction to Business	3.0
BUS 102	Marketing	3.0

Film and Video Production

Award Type: Associate in Science

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 Associate in Science in Film and 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.

Program Requirements

A major of 39 units is required for the associate in science degree. Required core courses (26 units):

Course Number	Course Title	Units
FILM 101	Film as Art and Communication	3.0
FILM 104	Documentary Studies	3.0
	or	
FILM 105	Film and Television Writing 1	3.0
FILM 110	Introduction to Motion Picture and Video Production	4.0
FILM 111	Intermediate Motion Picture and Video Production	4.0
FILM 125	Computer Video Editing	3.0
	or	
MMAC 125	Computer Video Editing	3.0
FILM 126	Introduction to Motion Graphics	3.0
	or	
MMAC 126	Introduction to Motion Graphics	3.0
PHTO 110	Basic Photography	3.0

Plus a minimum of 13 units selected from the following:

Course Number	Course Title	Units
ART 115	Introduction to Animation	3.0
	or	
MMAC 115	Introduction to Animation	3.0
FILM 102	Hollywood and the American Film	3.0
FILM 103	Contemporary Latin American Film	3.0
FILM 106	Film and Television Writing II	3.0
FILM 109	Contemporary Asian Cinema	3.0
FILM 120	Introduction to Sound Recording and Mixing	3.0
FILM 121	Sound Production Techniques	3.0

FILM 123	Directing for the Camera	2.0
FILM 127	Digital Video Post-Production	3.0
	or	
MMAC 127	Digital Video Post-Production	3.0
FILM 189	Independent Projects in Film	1.0 - 3.0 units
FILM 199	Special Topics in Film	3.0
FILM 386	Film Festival Production Lab	2.0
GRPH 111	Digital Imagery Lab	1.0
GRPH 112	Digital Imagery	3.0
MMAC 101	Introduction to Multimedia	2.0
MMAC 102	Introduction to Multimedia Lab	1.0
FILM 119	Great Directors of the Cinema	3.0
FILM 129	Documentary Production	2.0

Film and Video Production

Award Type: 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 Certificate of Achievement in Film and 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.

Program Requirements

A total of 36 units is required for the certificate.

Required core courses (23 units):

Course Number	Course Title	Units
FILM 101	Film as Art and Communication	3.0
	or	
FILM 105	Film and Television Writing 1	3.0
FILM 110	Introduction to Motion Picture and Video Production	4.0
FILM 111	Intermediate Motion Picture and Video Production	4.0
FILM 125	Computer Video Editing	3.0
	or	
MMAC 125	Computer Video Editing	3.0
FILM 126	Introduction to Motion Graphics	3.0
	or	
MMAC 126	Introduction to Motion Graphics	3.0
PHTO 110	Basic Photography	3.0

Plus a minimum of 13 units selected from the following:

Course Number	Course Title	Units
ART 115	Introduction to Animation	3.0
	or	
MMAC 115	Introduction to Animation	3.0
FILM 102	Hollywood and the American Film	3.0
FILM 103	Contemporary Latin American Film	3.0
FILM 106	Film and Television Writing II	3.0
FILM 120	Introduction to Sound Recording and Mixing	3.0
FILM 121	Sound Production Techniques	3.0
FILM 123	Directing for the Camera	2.0
FILM 127	Digital Video Post-Production	3.0
	or	
MMAC 127	Digital Video Post-Production	3.0
FILM 189	Independent Projects in Film	1.0 - 3.0 units
FILM 386	Film Festival Production Lab	2.0

GRPH 111	Digital Imagery Lab	1.0
GRPH 112	Digital Imagery	3.0
MMAC 101	Introduction to Multimedia	2.0
MMAC 102	Introduction to Multimedia Lab	1.0

Fire Technology

Award Type: Associate in Science

The fire technology certificate program is designed to prepare those interested in a career in the fire service, either public or private, upgrade the skills of in-service fire personnel in their present positions or prepare in-service personnel for promotional opportunities.

The graduate of the Associate in Science 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.

Program Requirements

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

Required core courses (18 units):

Course Number	Course Title	Units
FT 101	Fire Protection Organization	3.0
FT 102	Fire Prevention Technology	3.0
FT 103	Fire Protection Equipment and Systems	3.0
FT 104	Building Construction for Fire Protection	3.0
FT 105	Fire Behavior and Combustion	3.0
FT 106	Principles of Fire & Emergency Safety & Survival	3.0

Plus a minimum of 15 units selected from the following:

Course Number	Course Title	Units
EMS 301	Emergency Medical Services Academy-1A	6.0
FT 307	Firefighter I Academy IA	6.0
FT 308	Firefighter 1 Academy IB	7.0
FT 341	Fire Hydraulics	3.0
FT 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units

Fire Technology

Award Type: Certificate of Achievement

The fire technology certificate program is designed to prepare those interested in a career in the fire service, either public or private, upgrade the skills of in-service fire personnel in their present positions or prepare in-service personnel for promotional opportunities.

The graduate of the Certificate of Achievement 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.

Program Requirements

A total of 33 units is required for the certificate. Required core courses (18 units):

Course Number	Course Title	Units
FT 101	Fire Protection Organization	3.0
FT 102	Fire Prevention Technology	3.0
FT 103	Fire Protection Equipment and Systems	3.0
FT 104	Building Construction for Fire Protection	3.0
FT 105	Fire Behavior and Combustion	3.0
FT 106	Principles of Fire & Emergency Safety & Survival	3.0

Plus a minimum of 15 units selected from the following:

Course Number	Course Title	Units
EMS 301	Emergency Medical Services Academy-1A	6.0
FT 307	Firefighter I Academy IA	6.0
FT 308	Firefighter 1 Academy IB	7.0
FT 341	Fire Hydraulics	3.0
FT 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units

Firefighter Academy

Award Type: Certificate of Accomplishment

The graduate of the Certificate of Accomplishment 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.

Program Requirements

A major of 13 units is required for the certificate.

Course Number	Course Title	Units
FT 307	Firefighter I Academy IA	6.0
FT 308	Firefighter 1 Academy IB	7.0

Floral Design

Award Type: Certificate of Completion

Students receive in-depth, comprehensive training to prepare for entry-level employment in the retail floral industry,craft and specialty shops, or to use in the home. Emphasis is placed on mastering floral design techniques using fresh, treated and dried floral products. Plant and floral care, floral terms, and plant identification are some of the basics covered.

The graduate of the Certificate of Completion in Floral Design will:

- Create an arrangement Illustrating the elements and principles of color theory and floral design.
- In-depth, comprehensive training to prepare for entry-level employment in the retail floral industry.
- Prepares you for employment opportunities including working with wholesale florists, flower shops, and floral designers.

Program Requirements

Required program hours:

Course Number	Course Title	Units
VOCE 7400B	Beginning Floral Design	hours
VOCE 7401B	Floral Design: Beyond the Basics	hours
VOCE 7402B	Floral Design:Beyond Basics II	hours
VOCE 7404B	Floral Design: Special Events	hours
VOCE 7405B	Floral Seasonal Celebrations	hours

Geography

Award Type: Associate in Arts for Transfer

Overview: Geography is both a holistic and varied discipline. Physical geography and human geography help us to better understand both the physical and cultural aspects of our planet. The Geography Degree Program at Allan Hancock College is designed to prepare students for multiple employment and career opportunities (some of which are listed below). Many geography courses also satisfy General Education requirements making the discipline appealing to students within and outside of the program. Transfer: The Associate in Arts degree in Geography for Transfer will provide the foundational knowledge in Geography to students who want to earn a Baccalaureate Degree in Geography at any of the CSU campuses. This degree is in compliance with the Student Transfer Achievement Reform Act and guarantees admission to most California State University (CSU) campuses for any community college student who completes an associate degree for transfer; a variation of the associate degrees traditionally offered at a California community college. Upon completion of the transfer associate degree in geography, the student is eligible for transfer with junior standing into the California State University (CSU) system. Please check with your counselor for exact details regarding transfer. Career Opportunities: The career opportunities available to someone earning a degree in geography are diverse. Some employment and career opportunities include: Natural Resource Management; Environmental Conservation; International Development; Urban and Regional Planning; Education; Tourism; Cartography; Climate Science; Park Management; Transportation Planning and Logistics; Real Estate; International

Business; Marketing; Land Surveying; Research Science; Remote Sensing; Demography. Coursework in geography, which includes Geographic Information Systems (GIS), prepares students for a wide range of jobs that employ computers to gather, manipulate, analyze and report spatial data. There is rapid growth in the use of GIS in many applications including: natural resource management, urban planning, marketing, real estate, criminology, emergency services, public health, scientific research and many other area. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district. 3, Obtainment of an overall minimum grade point average of 2.0. 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Arts for Transfer in Geography will:

- Understand and effectively communicate the Earth-Sun relationship, the Earth’s physical processes, and the human influence upon the physical environment.
- Understand and effectively communicate the demographic, cultural, and economic differences, similarities, and connections on our planet.
- Understand and effectively communicate regional physical and cultural differences, similarities, and connections on our planet.
- Understand and effectively use the methods and technologies used in geographic analysis, such as remote sensing, GIS, GPS, and cartography.

Program Requirements

A major of 18 units is required for the associate in arts in geography for transfer degree.

Course Number	Course Title	Units
GEOG 101	Physical Geography	3.0
GEOG 102	Human Geography	3.0
GEOG 103	World Regional Geography	3.0
GEOG 115	Physical Geography Laboratory	1.0
GEOG 105	Geography of California	3.0
GEOG 110	Introduction To Weather and Climate	3.0
GEOG 155	Introduction to GIS with Lab	2.0

Global Studies

Award Type: Associate in Arts

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 Associate in Arts 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.

Program Requirements

A major of 34 units is required for the degree. Required core courses (18 units)

Course Number	Course Title	Units
BUS 141	Global Economics	3.0
	or	
ECON 141	Global Economics	3.0
	or	
GBST 141	Global Economics	3.0
ECON 102	Principles of Micro-Economics	3.0
GEOG 103	World Regional Geography	3.0
GBST 101	Introduction to Global Studies	3.0
HIST 102	World Civilizations Since 1500	3.0
	or	

HUM 102	World Civilizations Since 1500	3.0
	or	
HIST 105	Western Civilization Since 1650	3.0
	or	
HUM 105	Western Civilization Since 1650	3.0
POLS 104	Introduction to International Relations	3.0

Plus 6 units selected from the following:

Course Number	Course Title	Units
ANTH 102	Introduction to Cultural Anthropology	3.0
BUS 140	Survey of International Business	3.0
ECON 101	Principles of Macro-Economics	3.0
PHIL 121	Religions of the Modern World	3.0
POLS 101	Introduction to Political Science	3.0

Plus a minimum of 10 units of French or Spanish selected from the following:

Course Number	Course Title	Units
FRCH 101	Elementary French I	5.0
FRCH 102	Elementary French II	5.0
SPAN 101	Elementary Spanish I	5.0
SPAN 102	Elementary Spanish II	5.0
SPAN 103	Intermediate Spanish I	5.0
SPAN 104	Intermediate Spanish II	5.0
SPAN 111	Intermediate Spanish Conversation	2.0

Recommended elective: a second year of foreign language.

Green Landscaping and Gardening

Award Type: Certificate of Competency

Green Landscaping and Gardening combines discussion, demonstration, and interactive exercises to develop detailed skill set focused on resource conservation and pollution prevention in the landscape. The courses help professionals to make a landscape as efficient, functional, and beautiful as possible. Possible careers include: Landscaping and Groundskeeping Worker or Supervisor.

The graduate of the Certificate of Competency in Green Landscaping and Gardening will:

- Demonstrate how routine maintenance practices can prevent or cause resource waste and pollution.
- Demonstrate the basic landscape skills focused on resource conservation and pollution prevention.
- Demonstrate how to communicate the importance and benefits of resource conservation and pollution prevention practices in the landscape to clients and the public.
- Demonstrate the advanced landscape skills focused on resource conservation and pollution prevention.
- Demonstrate how the diverse elements of landscape design and maintenance learned from previous courses and work experience connect together to conserve resources and prevent pollution.

Program Requirements

Required core courses

Course Number	Course Title	Units
VOCE 7622	Green Gardening: Beginning	25.0 hours
VOCE 7623	Green Gardening: Advanced	25.0 hours

History

Award Type: Associate in Arts for Transfer

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. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district. 3, Obtainment of an overall minimum grade point average of 2.0. 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required:

Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Arts for Transfer 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.

Program Requirements

A major of 18 units is required for the degree. Required core courses:

Course Number	Course Title	Units
HIST 101	World Civilizations to 1600	3.0
HIST 102	World Civilizations Since 1500	3.0
HIST 104	Western Civilizations to 1650	3.0
HIST 105	Western Civilization Since 1650	3.0
HIST 107	U S History to 1877	3.0
HIST 108	U S History from 1877 to Present	3.0

General Education

Complete one of the following:

a) CSU General Education Breadth - 39 units

or

b) Intersegmental General Education Transfer Curriculum (IGETC) - 37 units

Double counting:

Number of units that may be double counted for the major and CSU GE or IGETC requirements - 12 units.

Select additional CSU transferrable units as needed to achieve 60 units required for the degree.

Human Services: Addiction Studies

Award Type: Associate in Science

This associate degree 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 Associate in Science in Human Services: 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 broached. They will demonstrate an understanding of the principles of culturally competent practice.
- Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.
- Professional Certification Preparation: Graduates will possess the knowledge, skills and attitudes recommended in Technical Assistance Publication 21 (TAP 21, Addiction Counseling Competencies), published by the U.S. Department of health and Human Services, Substance Abuse and Mental Health Services Administration. They will be prepared to successfully pass a written examination leading to certification as an addiction counselor, and they will have completed at least 250 supervised work hours in the addiction treatment field in partial fulfillment of the supervised work experience requirement for certification.

Program Requirements

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

Required core courses (39 units)

Course Number	Course Title	Units
FCS 131	Life Management	3.0
HUSV 101	Introduction to Human Services: Becoming a Helping Professional	3.0
HUSV 102	Case Management Skills	3.0
HUSV 103	Basic Counseling Skills	3.0
HUSV 104	Group Dynamics	3.0
HUSV 106	Family Systems, Addiction & Trauma	3.0
HUSV 108	Crisis Intervention Skills	3.0
HUSV 110	Alcohol, Other Drugs, and Addiction	3.0
	or	
SOC 106	Alcohol, Other Drugs, and Addiction	3.0
	or	
PSY 106	Alcohol, Other Drugs, and Addiction	3.0
HUSV 111	Addiction Treatment and Recovery	3.0
HUSV 142	Co-Occurring Disorders: Engagement	3.0
HUSV 130	Addiction Studies Practicum	4.0
HUSV 131	Addiction Studies Practicum Seminar	2.0
HUSV 132	Drugs, the Brain and the Body	3.0
	or	
PSY 132	Drugs, the Brain and the Body	3.0

Plus a minimum of 3 units selected from the following:

Course Number	Course Title	Units
FSN 112	Behavioral Nutrition	3.0
HUSV 107	Serving Culturally Diverse Clients	3.0
HUSV 113	Women and Addiction	3.0

Recommended electives:

Course Number	Course Title	Units
HUSV 122	States Of Consciousness	3.0

Human Services: Addiction Studies

Award Type: Certificate of Achievement

The Human Services: Addiction Studies program is for students preparing for or advancing their careers in the growing field of drug and alcohol dependency treatment, prevention and education. This 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 Certificate of Achievement in Human Services: 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 broached. They will demonstrate an understanding of the principles of culturally competent practice.
- Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

- Professional Certification Preparation: Graduates will possess the knowledge, skills and attitudes recommended in Technical Assistance Publication 21 (TAP 21, Addiction Counseling Competencies), published by the U.S. Department of health and Human Services, Substance Abuse and Mental Health Services Administration. They will be prepared to successfully pass a written examination leading to certification as an addiction counselor, and they will have completed at least 250 supervised work hours in the addiction treatment field in partial fulfillment of the supervised work experience requirement for certification.

Program Requirements

A total of 42 units is required for the certificate.

Required core courses (39 units)

Course Number	Course Title	Units
HUSV 101	Introduction to Human Services: Becoming a Helping Professional	3.0
HUSV 102	Case Management Skills	3.0
HUSV 103	Basic Counseling Skills	3.0
HUSV 104	Group Dynamics	3.0
HUSV 106	Family Systems, Addiction & Trauma	3.0
HUSV 107	Serving Culturally Diverse Clients	3.0
HUSV 110	Alcohol, Other Drugs, and Addiction	3.0
	or	
SOC 106	Alcohol, Other Drugs, and Addiction	3.0
	or	
PSY 106	Alcohol, Other Drugs, and Addiction	3.0
HUSV 111	Addiction Treatment and Recovery	3.0
HUSV 130	Addiction Studies Practicum	4.0
HUSV 131	Addiction Studies Practicum Seminar	2.0
HUSV 132	Drugs, the Brain and the Body	3.0
	or	
PSY 132	Drugs, the Brain and the Body	3.0
HUSV 135	Ethics for Human Services Professionals	3.0
HUSV 142	Co-Occurring Disorders: Engagement	3.0

Plus a minimum of 3 units selected from the following:

Course Number	Course Title	Units
FCS 131	Life Management	3.0
HUSV 145	Effective Writing for Human Services	3.0

Recommended electives:

Course Number	Course Title	Units
FSN 112	Behavioral Nutrition	3.0
HUSV 108	Crisis Intervention Skills	3.0
HUSV 113	Women and Addiction	3.0

Human Services: Addiction Studies Advanced

Award Type: Certificate of Accomplishment

This certificate of accomplishment provides advanced knowledge and skills in addiction studies.

The graduate of the Certificate of Accomplishment in Human Services: 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.

Program Requirements

A total of 12 units is required for the certificate.

Required core courses (12 units):

Course Number	Course Title	Units
HUSV 106	Family Systems, Addiction & Trauma	3.0
HUSV 111	Addiction Treatment and Recovery	3.0
HUSV 132	Drugs, the Brain and the Body	3.0

	or	
PSY 132	Drugs, the Brain and the Body	3.0
HUSV 142	Co-Occurring Disorders: Engagement	3.0

Human Services: Addiction Studies Basic

Award Type: 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 in Human Services: 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.

Program Requirements

A total of 12 units required for the certificate.

Required core courses (12 units)

Course Number	Course Title	Units
HUSV 104	Group Dynamics	3.0
HUSV 107	Serving Culturally Diverse Clients	3.0
HUSV 135	Ethics for Human Services Professionals	3.0
HUSV 110	Alcohol, Other Drugs, and Addiction	3.0
	or	
SOC 106	Alcohol, Other Drugs, and Addiction	3.0
	or	
PSY 106	Alcohol, Other Drugs, and Addiction	3.0

Human Services: Addiction Studies Foundation

Award Type: 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 in Human Services: Addiction Studies Foundation will:

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

Program Requirements

A total of 12 units is required for the certificate.

Required core courses (12 units)

Course Number	Course Title	Units
FCS 131	Life Management	3.0
HUSV 101	Introduction to Human Services: Becoming a Helping Professional	3.0
HUSV 102	Case Management Skills	3.0
HUSV 103	Basic Counseling Skills	3.0

Human Services: Advanced Helping Skills 1

Award Type: Certificate of Accomplishment

Recipients of the Advanced Helping Skills 1 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) Professional Ethics; (2) Meditation and Mindfulness; and (3) Motivational Interviewing.

The graduate of the Certificate of Accomplishment in Human Services: Advanced Helping Skills 1 will:

- Explain the ethical duties of a helping professional regarding confidentiality.
- Explain how helping professionals may create resistance and describe one form of non-confrontational communication.
- Describe how to meditate.

Program Requirements

A major of 9 units is required for the certificate. Required core courses:

Course Number	Course Title	Units
HUSV 112	Motivational Interviewing and Nonconfrontational Approaches	3.0
HUSV 126	Meditation, Mindfulness, and Stress Reduction	3.0
HUSV 135	Ethics for Human Services Professionals	3.0

Human Services: Advanced Helping Skills 2

Award Type: Certificate of Accomplishment

Recipients of the Advanced Helping Skills 2 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 include (1) Happiness, Thriving, and Ability to Cope, and (2) Consciousness and Alteration of Conscious States. (3) Emotional Intelligence--the ability to recognize and cope with one's own emotions and the emotions of others.

The graduate of the Certificate of Accomplishment in Human Services: Advanced Helping Skills 2 will:

- Explain how the brain can be hijacked by a negative emotion.
- Describe one practice aimed at improving one's happiness and fulfillment.
- Describe two ways to alter one's state of consciousness.

Program Requirements

A total of 9 units is required for the certificate.

Course Number	Course Title	Units
HUSV 122	States Of Consciousness	3.0
HUSV 127	Emotional Intelligence	3.0
HUSV 128	Positive Psychology	3.0

Human Services: Co-Occuring Disorders

Award Type: 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 of Achievement in Human Services: Co Occuring 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 broached. They will demonstrate an understanding of the principles of culturally competent practice.
- Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation,

including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

Program Requirements

A total of 49 units is required for the certificate. Required core courses (46 units):

Course Number	Course Title	Units
FCS 131	Life Management	3.0
HUSV 101	Introduction to Human Services: Becoming a Helping Professional	3.0
HUSV 102	Case Management Skills	3.0
HUSV 103	Basic Counseling Skills	3.0
HUSV 104	Group Dynamics	3.0
HUSV 106	Family Systems, Addiction & Trauma	3.0
HUSV 110	Alcohol, Other Drugs, and Addiction	3.0
	or	
PSY 106	Alcohol, Other Drugs, and Addiction	3.0
	or	
SOC 106	Alcohol, Other Drugs, and Addiction	3.0
HUSV 108	Crisis Intervention Skills	3.0
HUSV 111	Addiction Treatment and Recovery	3.0
HUSV 130	Addiction Studies Practicum	4.0
HUSV 131	Addiction Studies Practicum Seminar	2.0
HUSV 132	Drugs, the Brain and the Body	3.0
	or	
PSY 132	Drugs, the Brain and the Body	3.0
HUSV 140	Co-Occurring Disorders Practicum	2.0
	or	
HUSV 170	Concurrent Human Services Practicum	2.0 - 4.0 units
HUSV 141	Co-Occurring Disorders Practicum Seminar	2.0
HUSV 142	Co-Occurring Disorders: Engagement	3.0
	or	
PSY 142	Co-Occurring Disorders Engagement	3.0
HUSV 143	Co-Occurring Disorders: Integrated Interventions	3.0
	or	
PSY 143	Co-Occurring Disorders: Integrated Interventions	3.0

Plus a minimum of 3 units selected from the following:

Course Number	Course Title	Units
FSN 112	Behavioral Nutrition	3.0
HUSV 107	Serving Culturally Diverse Clients	3.0
HUSV 113	Women and Addiction	3.0

Recommended elective

Course Number	Course Title	Units
HUSV 122	States Of Consciousness	3.0

Human Services: Family Services Worker 1

Award Type: 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 of Accomplishment in Human Services: Family Services Worker 1 will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in the Community Action Commission, a Santa Barbara County nonprofit social service agency. The knowledge and skills that they will possess fall under the following three rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; and (3) Documentation.
- Interpersonal Helping Skills: Graduates will possess interpersonal skills required to engage empathically with clients, develop safe and trusting relationships

with them, assess their strengths and problems and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, nonpossessive warmth, genuineness, and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.
- Ethics and Boundaries: Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be broached. They will demonstrate an understanding of the principles of culturally competent practice.
- Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

Program Requirements

A total of 15 units are required for the certificate.

Required core courses (15 units):

Course Number	Course Title	Units
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
FCS 131	Life Management	3.0
HUSV 101	Introduction to Human Services: Becoming a Helping Professional	3.0
HUSV 102	Case Management Skills	3.0

Human Services: Family Services Worker 2

Award Type: 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 of Accomplishment in Human Services: Family Services Worker 2 will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in the Community Action Commission, a Santa Barbara County nonprofit social service agency. The knowledge and skills that they will possess fall under the following three rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; and (3) Documentation.
- Interpersonal Helping Skills: Graduates will possess interpersonal skills required to engage empathically with clients, develop safe and trusting relationships with them, assess their strengths and problems and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, nonpossessive warmth, genuineness, and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.
- Ethics and Boundaries: Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be broached. They will demonstrate an understanding of the principles of culturally competent practice.
- Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

Program Requirements

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

Course Number	Course Title	Units
HUSV 106	Family Systems, Addiction & Trauma	3.0
HUSV 160	Family Service Worker 2 Practicum	2.0
	or	
HUSV 170	Concurrent Human Services Practicum	2.0 - 4.0 units
HUSV 161	Family Service Worker 2 Practicum Seminar	2.0

Human Services: Family Services Worker 3

Award Type: 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 of Accomplishment in Human Services: Family Services Worker 3 will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in the Community Action Commission, a Santa Barbara County nonprofit social service agency. The knowledge and skills that they will possess fall under the following three rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; and (3) Documentation.
- Interpersonal Helping Skills: Graduates will possess interpersonal skills required to engage empathically with clients, develop safe and trusting relationships with them, assess their strengths and problems and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, nonpossessive warmth, genuineness, and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.
- Ethics and Boundaries: Graduates will be familiar with a professional association’s code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be broached. They will demonstrate an understanding of the principles of culturally competent practice.
- Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

Program Requirements

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

Course Number	Course Title	Units
ECS 105	Observation and Assessment	3.0
ECS 112	Introduction to Young Children with Special Needs	3.0
FSN 109	Basic Nutrition for Health	3.0
FCS 130	Consumer and Family Finance	3.0
HUSV 103	Basic Counseling Skills	3.0
HUSV 107	Serving Culturally Diverse Clients	3.0
HUSV 108	Crisis Intervention Skills	3.0
PSY 118	Human Development - Lifespan	3.0

Human Services: Family Studies

Award Type: 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 of Achievement in Human Services: 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, nonpossessive warmth, genuineness and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.
- Ethics and Boundaries: Graduates will be familiar with a professional association’s code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be

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

Program Requirements

A total of 28 units is required for the certificate.

Required core courses (22 units):

Course Number	Course Title	Units
HUSV 101	Introduction to Human Services: Becoming a Helping Professional	3.0
HUSV 102	Case Management Skills	3.0
HUSV 103	Basic Counseling Skills	3.0
HUSV 106	Family Systems, Addiction & Trauma	3.0
HUSV 108	Crisis Intervention Skills	3.0
HUSV 113	Women and Addiction	3.0
HUSV 150	Family Studies Practicum	2.0
	or	
HUSV 170	Concurrent Human Services Practicum	2.0 - 4.0 units
HUSV 151	Family Studies Practicum Seminar	2.0

Plus a minimum of 6 units selected from the following:

Course Number	Course Title	Units
ECS 101	Child, Family and Community	3.0
ECS 114	Parent/Child Relationships	3.0
FSN 109	Basic Nutrition for Health	3.0
FCS 130	Consumer and Family Finance	3.0
HUSV 107	Serving Culturally Diverse Clients	3.0
HUSV 189	Independent Projects in Human Services	1.0 - 3.0 units
SOC 110	Introduction to Marriage & Family	3.0

Human Services: General

Award Type: Associate in Science

The associate degree 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 the 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 Associate in Science 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, nonpossessive warmth, genuineness and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.
- Ethics and Boundaries: Graduates will be familiar with a professional association’s code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be broached. They will demonstrate an understanding of the principles of culturally competent practice.
- Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

Program Requirements

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

Required core courses (22 units):

Course Number	Course Title	Units
FCS 131	Life Management	3.0
HUSV 101	Introduction to Human Services: Becoming a Helping Professional	3.0
HUSV 102	Case Management Skills	3.0
HUSV 103	Basic Counseling Skills	3.0
HUSV 120	Human Services (General) Practicum	2.0
	or	
HUSV 170	Concurrent Human Services Practicum	2.0 - 4.0 units
HUSV 121	Human Services (General) Practicum Seminar	2.0
HUSV 106	Family Systems, Addiction & Trauma	3.0
HUSV 108	Crisis Intervention Skills	3.0

Plus a minimum of 6 units selected from the following:

Course Number	Course Title	Units
HUSV 104	Group Dynamics	3.0
HUSV 107	Serving Culturally Diverse Clients	3.0
HUSV 110	Alcohol, Other Drugs, and Addiction	3.0
	or	
SOC 106	Alcohol, Other Drugs, and Addiction	3.0
	or	
PSY 106	Alcohol, Other Drugs, and Addiction	3.0
PSY 112	Human Sexuality	3.0
PSY 118	Human Development - Lifespan	3.0

Human Services: General

Award Type: Certificate of Achievement

The certificate program is for students preparing for or advancing their careers in social services, including those who plan to transfer to a four-year university and pursue a course of studies leading to a masters in social work and licensure as a clinical social worker. Students may go to work in a social services agency upon completing this certificate, or 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 Certificate of Achievement 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, nonpossessive warmth, genuineness and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.
- Ethics and Boundaries: Graduates will be familiar with a professional association’s code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be broached. They will demonstrate an understanding of the principles of culturally competent practice.
- Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

Program Requirements

A total of 28 units is required for the certificate.

Required core courses (22 units):

Course Number	Course Title	Units
FCS 131	Life Management	3.0
HUSV 101	Introduction to Human Services: Becoming a Helping Professional	3.0

HUSV 102	Case Management Skills	3.0
HUSV 103	Basic Counseling Skills	3.0
HUSV 106	Family Systems, Addiction & Trauma	3.0
HUSV 108	Crisis Intervention Skills	3.0
HUSV 120	Human Services (General) Practicum	2.0
	or	
HUSV 170	Concurrent Human Services Practicum	2.0 - 4.0 units
HUSV 121	Human Services (General) Practicum Seminar	2.0

Plus a minimum of 6 units selected from the following:

Course Number	Course Title	Units
HUSV 104	Group Dynamics	3.0
HUSV 107	Serving Culturally Diverse Clients	3.0
HUSV 110	Alcohol, Other Drugs, and Addiction	3.0
	or	
SOC 106	Alcohol, Other Drugs, and Addiction	3.0
	or	
PSY 106	Alcohol, Other Drugs, and Addiction	3.0
PSY 112	Human Sexuality	3.0
PSY 118	Human Development - Lifespan	3.0

Human Services: Specialized Helping Approaches

Award Type: 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 of Accomplishment in Human Services: 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.

Program Requirements

A total of 12 units is required for the certificate.

Course Number	Course Title	Units
HUSV 112	Motivational Interviewing and Nonconfrontational Approaches	3.0
HUSV 126	Meditation, Mindfulness, and Stress Reduction	3.0
HUSV 127	Emotional Intelligence	3.0
	or	
PSY 127	Emotional Intelligence	3.0
HUSV 128	Positive Psychology	3.0
	or	
PSY 128	Positive Psychology	3.0

Income Tax Preparation

Award Type: Certificate of Competency

The Income Tax Preparation Noncredit Certificate of Competency prepares students for entry-level positions in the tax preparation field or to transition into the credit business accounting classes to pursue two-and-four-year degrees. Students learn basic tax concepts, terminology, and software needed to prepare simple federal/state income tax returns under the supervision of a qualified instructor and in coordination with the Tax Assistance Program of the Northern Santa Barbara County United Way. The IRS Basic Certificate and the Allan Hancock College Community Education Income Tax Preparation Noncredit Certificate of Competency are granted to those who complete all three courses and pass the IRS certificate exam. Math and computer competency are recommended. Students must enroll in all three courses and attend an orientation session. Possible careers include: tax preparer or accounting clerk.

The graduate of the Certificate of Competency in Income Tax Preparation will:

- Utilize TaxSlayer software to accurately prepare federal and state income tax returns
- Prepare basic federal and state income tax returns using applicable tax principles and tax law.

Program Requirements

A total of 67 hours is required for the certificate. Required courses:

Course Number	Course Title	Units
VOCE 7502	Intro to Tax Preparation	19.0 hours
VOCE 7503	Intro to Tax Prep Software	8.0 hours
VOCE 7504	Income Tax Prep Internship	40.0 hours

Information Security for Business

Award Type: Certificate of Accomplishment

This certificate is designed for business professionals whose responsibilities include oversight of IT technology for their business function. Graduates of this certificate will gain a broad understanding of the key issues and challenges of managing information technology systems in a business setting and be able to apply key frameworks, models, and management methodologies to facilitate IT strategies, system implementations, and on#going system operations.

The graduate of the Certificate of Accomplishment in Information Security for Business will:

- Understand the fundamentals of information security, and how they relate to information systems needs of a business.
- Use effective written and oral communication to create and update a business information security plan.
- Develop technical skills to analyze and solve information security problems and selecting the appropriate strategy to address them.
- design/develop/deploy/maintain and manage business information systems security plan.

Program Requirements

A major of 12 units is required for the certificate

Course Number	Course Title	Units
CBIS 101	Computer Concepts & Applications	3.0
CBIS 108	Networking and Administration	3.0
CBIS 310	Information Security Awareness for Business Professionals	3.0
CBIS 311	Information Security Planning for Business Managers	3.0

Introduction to Early Childhood Studies

Award Type: Certificate of Competency

The Early Childhood Studies (ECS) certificate of completion will prepare the student to transition into the ECS credit program.

The graduate of the Certificate of Competency in Introduction to Early Childhood Studies will:

- Summarize important historical influences on the development of children.
- Implement guidance and interaction strategies when working with children.
- Implement curriculum and activities that support the value of play when working with children.
- Apply observation strategies when working with children.
- Identify and implement various assessment processes when working with children.
- Enroll in Early Childhood Studies coursework upon completion of the certificate.

Program Requirements

Five courses (137 - 187 hours) are required to obtain the Certificate of Competency

Course Number	Course Title	Units
VOCE 7310	History of Child Development	36.0 - 48.0 hours
VOCE 7311	Guidance and Interaction	18.0 - 30.0 hours
VOCE 7312	The Importance of Play	32.0 - 36.0 hours
VOCE 7313	Observation Made Easy	36.0 - 48.0 hours
VOCE 7314	Assessment and Delivery Systems	15.0 - 25.0 hours

Kinesiology

Award Type: Associate in Arts

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 Associate in Arts in Kinesiology 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.

Program Requirements

A major of 21 units is required for the degree.

Required core courses (15 units):

Course Number	Course Title	Units
BIOL 124	Human Anatomy	4.0
BIOL 125	Human Physiology	4.0
HED 100	Health and Wellness	3.0
PE 100	Introduction to Kinesiology	3.0

Plus a minimum of 1 unit selected from the PE (physical education) or PEIA (Physical Education Intercollegiate Athletics) discipline.

Plus a minimum of 6 units selected from the following:

Course Number	Course Title	Units
ATH 104	Care and Prevention of Athletic Injuries	3.0
ATH 106	Orthopedic Injury Assess/Rehab	4.0
FSN 110	Nutrition Science	3.0
PE 106	Sports Officiating	3.0
PE 128	Sport Psychology	3.0
PE 129	First Aid-CPR: Educator/Coach	1.0
REC 101	Intro to Recreation Management	3.0
REC 105	Program Planning for Recreation	3.0
REC 107	Recreational Sports Programming	3.0

Kinesiology

Award Type: Associate in Arts for Transfer

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. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district. 3, Obtainment of an overall minimum grade point average of 2.0. 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Arts for Transfer in Kinesiology will:

- Synthesize health education information and apply principles of exercise in order to improve personal wellness and longevity.
- 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.
- Acquire program specific information from various sources with which to better appreciate, analyze, and communicate in different situations, involving diverse individuals and viewpoints.

Program Requirements

A major of 21-23 units is required for the associate in arts in kinesiology for transfer degree. Required core courses (14 units):

Course Number	Course Title	Units
BIOL 124	Human Anatomy	4.0
BIOL 125	Human Physiology	4.0
PE 100	Introduction to Kinesiology	3.0

and a maximum of one (1) course from any three (3) of the following areas (3 units) minimum: Aquatics

Course Number	Course Title	Units
PE 120	Beginning & Intermediate Swimming	1.0
PE 121	Swim Fitness Lab	1.0

PE 122	Swim Fitness Lab	0.5
PE 123	Aerobic Swim	1.0

Combatives

Course Number	Course Title	Units
PE 130	Self Defense	1.0
PE 132	Cardio Kickboxing	1.0
PE 134	Martial Arts Techniques	1.0

Fitness

Course Number	Course Title	Units
PE 133	Beginning Yoga Fitness	1.0
PE 140	Physical Fitness Laboratory	1.0
PE 141	Physical Fitness Laboratory	0.5
PE 142	Low Impact Conditioning Exercises	1.0
PE 143	Step Aerobics	1.0
PE 146	Strength and Flexibility	1.0
PE 154	Jogging/Walking	1.0

Individual Sports

Course Number	Course Title	Units
PE 160	Tennis	1.0

Team Sports

Course Number	Course Title	Units
PE 164	Soccer	1.0
PE 167	Basketball	1.0
PE 170	Softball	1.0
PE 172	Volleyball	1.0

Restricted electives select 2 courses (7-9 units) from the following:

Course Number	Course Title	Units
EMS 102	First Aid & Safety	3.0
MATH 123	Elementary Statistics	4.0
CHEM 150	General Chemistry 1	5.0
PHYS 141	General Physics 1 or	4.0
PHYS 161	Engineering Physics 1	4.0

General Education

Complete one of the following:

a) CSU General Education Breadth - 39 units

or

b) Intersegmental General Education Transfer Curriculum (IGETC) - 37 units

Double counting:

Number of units that may be double counted for the major and CSU GE or IGETC - 7-10 units.

Select additional CSU transferrable units as needed to achieve 60 units required for the degree - 5-12 units

Visit **myHancock** and select the **DegreeWorks** icon to view CSU or IGETC general education and transferrable courses.

Latino/a Studies

Award Type: Associate in Arts

The Latino/a Studies program provides general structured study in the heritage of Latinos/as, and fosters a fundamental understanding of their history, culture, and aesthetics. The particular courses in this program require students to develop competence in, and an understanding of, the history, culture, and aesthetics of Latinos/as, as well as issues and realities in the Latino/a community. Completion of the Latino/a Studies program enhances students' qualifications for service or professional employment in education, politics and government, municipal and urban planning, social work, community arts and development, union organizing and labor relations, and public or business policy.

The graduate of the Associate in Arts in Latino/a Studies will:

- Demonstrate knowledge of the history and reality of Latinos/as in the United States and the Americas.
- Demonstrate knowledge of Latino/a culture, as well as an understanding of the cultural expressions of Latinos/as including language, literature, art, dance, and cinema.
- Distinguish variations within the Latino/a community with respect to history, geography, class, culture, gender, and ethnicity.

Program Requirements

A major of 24-25 units is required for the Associate of Arts degree.

Required core courses

Course Number	Course Title	Units
HIST 119	History of California	3.0
HIST 120	History of the Mexican-American	3.0
SOC 120	Race and Ethnic Relations	3.0
SPAN 101	Elementary Spanish I	5.0
SPAN 102	Elementary Spanish II	5.0

Plus a minimum of 2 courses from the following:

Course Number	Course Title	Units
ANTH 102	Introduction to Cultural Anthropology	3.0
ART 105	Art History of Mexico	3.0
DANC 140	Beginning Folklorico	2.0
ENGL 148	Hispanic Literature in Translation	3.0
FILM 103	Contemporary Latin American Film	3.0

Liberal Arts: Arts & Humanities (Nontransfer)

Award Type: Associate in Arts

Courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

The graduate of the Associate in Arts in Liberal Arts: Arts & Humanities (Nontransfer) 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.

Program Requirements

A total of 18 major units with a minimum of two courses in arts and two courses in humanities. Arts

Course Number	Course Title	Units
ART 101	Art Appreciation	3.0
ART 103	Art History Ancient to Medieval	3.0
ART 104	Art History Renaissance to Modern	3.0
ART 105	Art History of Mexico	3.0
ART 106	Art of the 20th Century	3.0
ART 110	Design 1	3.0
ART 115	Introduction to Animation	3.0
ART 120	Drawing 1	3.0
ART 121	Drawing 2	3.0
ART 122	Life Drawing 1	3.0
ART 123	Life Drawing 2	3.0
ART 160	Ceramics 1	3.0
ART 161	Ceramics 2	3.0
ART 163	Ceramics Workshop	3.0
ART 164	Sculpture 1	3.0
ART 165	Sculpture 2	3.0
DANC 101	Dance Appreciation	3.0
DRMA 103	Introduction to Theatre	3.0
DRMA 104	Acting I	3.0
DRMA 110	History of World Theatre 1	3.0
DRMA 111	History of World Theatre 2	3.0
FILM 101	Film as Art and Communication	3.0
FILM 102	Hollywood and the American Film	3.0
FILM 110	Introduction to Motion Picture and Video Production	4.0
FILM 115	Introduction To Animation	3.0
GRPH 110	Introduction to Graphic Design	3.0
MMAC 115	Introduction to Animation	3.0
MUS 100	Music Appreciation	3.0

MUS 102	Music History Classical-Modern	3.0
MUS 101	Music History Ancient-Baroque	3.0
MUS 104	Roots of Pop, Rock, Jazz	3.0
MUS 106	World Music Appreciation	3.0
MUS 110	Music Fundamentals	2.0
PHTO 110	Basic Photography	3.0

Humanities

Course Number	Course Title	Units
ASL 121	American Sign Language 2	3.0
ASL 138	Deaf History	3.0
ENGL 102	Freshman Composition Literature	3.0
ENGL 106	Creative Writing	3.0
ENGL 130	American Literature to 1865	3.0
ENGL 131	American Literature 1865 to Present	3.0
ENGL 132	Literature and Film	3.0
ENGL 133	Modern Fiction	3.0
ENGL 135	Introduction to Poetry	3.0
ENGL 137	Children's Literature	3.0
ENGL 138	Introduction to Shakespeare	3.0
ENGL 139	Ideas of Difference in Contemporary American Literature	3.0
ENGL 144	Literature: The Ancient and Classical World	3.0
ENGL 145	British Literature to 1800	3.0
ENGL 146	British Literature 1800 to Present	3.0
ENGL 148	Hispanic Literature in Translation	3.0
FILM 103	Contemporary Latin American Film	3.0
FRCH 101	Elementary French I	5.0
FRCH 102	Elementary French II	5.0
HIST 101	World Civilizations to 1600	3.0
HIST 104	Western Civilizations to 1650	3.0
HIST 102	World Civilizations Since 1500	3.0
HIST 105	Western Civilization Since 1650	3.0
HIST 138	History of Deaf	3.0
HUM 101	World Civilizations to 1600	3.0
HUM 102	World Civilizations Since 1500	3.0
HUM 104	Western Civilizations to 1650	3.0
HUM 105	Western Civilization Since 1650	3.0
PHIL 105	Ethics	3.0
PHIL 101	Survey of Philosophy	3.0
PHIL 121	Religions of the Modern World	3.0
PHIL 102	Existence and Reality	3.0
PHIL 122	Exploring Religious Issues	3.0
SPAN 101	Elementary Spanish I	5.0
SPAN 102	Elementary Spanish II	5.0
SPAN 103	Intermediate Spanish I	5.0
SPAN 104	Intermediate Spanish II	5.0
SPAN 112	Advanced Spanish Conversation	3.0
SPCH 108	Oral Interpretation	3.0

AHC General Education Pattern 21-30 units

AHC Graduation and Proficiency Requirements

Liberal Arts: Arts and Humanities (Transfer)

Award Type: Associate in Arts

Courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

The graduate of the Associate in Arts in Liberal Arts: Arts and Humanities (Transfer) will:

- Develop an ability to identify artwork from various periods and styles.

- 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.
- A major of 18 units is required for the certificate.
- Understand the interrelationship between the creative arts, the humanities and the self.
- 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.

Program Requirements

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

Arts

Course Number	Course Title	Units
ART 101	Art Appreciation	3.0
ART 103	Art History Ancient to Medieval	3.0
ART 104	Art History Renaissance to Modern	3.0
ART 105	Art History of Mexico	3.0
ART 106	Art of the 20th Century	3.0
ART 110	Design 1	3.0
ART 115	Introduction to Animation	3.0
ART 120	Drawing 1	3.0
ART 121	Drawing 2	3.0
ART 122	Life Drawing 1	3.0
ART 123	Life Drawing 2	3.0
ART 160	Ceramics 1	3.0
ART 161	Ceramics 2	3.0
ART 163	Ceramics Workshop	3.0
ART 164	Sculpture 1	3.0
ART 165	Sculpture 2	3.0
DANC 101	Dance Appreciation	3.0
DRMA 103	Introduction to Theatre	3.0
DRMA 104	Acting I	3.0
DRMA 110	History of World Theatre 1	3.0
DRMA 111	History of World Theatre 2	3.0
FILM 101	Film as Art and Communication	3.0
FILM 102	Hollywood and the American Film	3.0
FILM 110	Introduction to Motion Picture and Video Production	4.0
FILM 115	Introduction To Animation	3.0
GRPH 110	Introduction to Graphic Design	3.0
MMAC 115	Introduction to Animation	3.0
MUS 100	Music Appreciation	3.0
MUS 101	Music History Ancient-Baroque	3.0
MUS 102	Music History Classical-Modern	3.0
MUS 104	Roots of Pop, Rock, Jazz	3.0
MUS 106	World Music Appreciation	3.0
MUS 110	Music Fundamentals	2.0
PHTO 110	Basic Photography	3.0

Humanities

Course Number	Course Title	Units
ASL 121	American Sign Language 2	3.0
ASL 138	Deaf History	3.0
ENGL 102	Freshman Composition Literature	3.0
ENGL 106	Creative Writing	3.0
ENGL 130	American Literature to 1865	3.0
ENGL 131	American Literature 1865 to Present	3.0
ENGL 132	Literature and Film	3.0
ENGL 133	Modern Fiction	3.0
ENGL 135	Introduction to Poetry	3.0
ENGL 137	Children's Literature	3.0
ENGL 138	Introduction to Shakespeare	3.0
ENGL 139	Ideas of Difference in Contemporary American Literature	3.0
ENGL 144	Literature: The Ancient and Classical World	3.0
ENGL 145	British Literature to 1800	3.0
ENGL 146	British Literature 1800 to Present	3.0
ENGL 148	Hispanic Literature in Translation	3.0

FILM 103	Contemporary Latin American Film	3.0
FRCH 101	Elementary French I	5.0
FRCH 102	Elementary French II	5.0
HIST 101	World Civilizations to 1600	3.0
HIST 102	World Civilizations Since 1500	3.0
HIST 104	Western Civilizations to 1650	3.0
HIST 105	Western Civilization Since 1650	3.0
HIST 138	History of Deaf	3.0
HUM 101	World Civilizations to 1600	3.0
HUM 102	World Civilizations Since 1500	3.0
HUM 104	Western Civilizations to 1650	3.0
HUM 105	Western Civilization Since 1650	3.0
PHIL 101	Survey of Philosophy	3.0
PHIL 102	Existence and Reality	3.0
PHIL 105	Ethics	3.0
PHIL 121	Religions of the Modern World	3.0
PHIL 122	Exploring Religious Issues	3.0
SPAN 101	Elementary Spanish I	5.0
SPAN 102	Elementary Spanish II	5.0
SPAN 103	Intermediate Spanish I	5.0
SPAN 104	Intermediate Spanish II	5.0
SPAN 112	Advanced Spanish Conversation	3.0
SPCH 108	Oral Interpretation	3.0

Liberal Arts: Mathematics & Science (Nontransfer)

Award Type: Associate in Arts

The Associate Degree in Liberal Arts is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an “Area of Emphasis.” The curriculum in liberal arts allows students to develop an appreciation of the beauty and values that have shaped and enriched our culture. The graduate of the AA Program in Liberal Arts (Non Transfer) will: • Complete Allan Hancock College AA degree General Education, Graduation and Proficiency Requirements 21-30 units. • Complete 18 units in one “Area of Emphasis” from those listed below. • Complete a total of 60 associate degree applicable units. 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 Associate in Arts in Liberal Arts: Mathematics & Science (Nontransfer) will:

- Demonstrate an ability to think logically and critically in solving problems; explaining conclusions; and evaluating, supporting or critiquing the thinking matters of others.
- Students will develop the use of logical thought, clear and precise expression, and require critical evaluation of communication in whatever symbol system the student uses.
- Understand the facts and principles that form the foundations of living and non-living systems.
- Understand experimental methodology, the testing of hypothesis, the power of systematic questioning and the influence of the scientific method on the world’s civilizations.

Program Requirements

A total of 18 major units is required for the degree with a minimum of one course in biological science, one course in physical science and one course in mathematics. Biological Sciences

Course Number	Course Title	Units
ANTH 101	Introduction to Biological Anthropology	3.0
ANTH 110	Biological Anthropology Lab	1.0
BIOL 100	Introductory Biology	4.0
BIOL 120	Humans and the Environment	3.0
BIOL 124	Human Anatomy	4.0
BIOL 125	Human Physiology	4.0
BIOL 128	Microbiology	4.5
BIOL 132	Marine Biology	4.0
BIOL 150	Cellular Biology	5.0
BIOL 154	General Botany	5.0
BIOL 155	General Zoology	5.0

Mathematics

Course Number	Course Title	Units

MATH 100	Nature of Modern Mathematics	3.0
MATH 105	Mathematics for Teachers	4.0
MATH 121	Trigonometry	3.0
MATH 123	Elementary Statistics	4.0
MATH 131	College Algebra	3.0
MATH 135	Calculus with Applications	4.0
MATH 141	Precalculus	6.0
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
MATH 183	Multivariable Calculus	4.0
MATH 184	Linear Algebra/ Differential Equations	5.0

Physical Sciences

Course Number	Course Title	Units
ASTR 100	Elementary Astronomy	3.0
CHEM 110	Chemistry and Society	4.0
CHEM 120	Introductory Chemistry	4.0
CHEM 150	General Chemistry 1	5.0
CHEM 151	General Chemistry 2	5.0
GEOG 101	Physical Geography	3.0
GEOL 100	Physical Geology	4.0
GEOL 114	Oceanography	3.0
GEOL 131	Geology Of California	3.0
GEOL 141	Environmental Geology	3.0
PHSC 111	Matter, Energy and Molecules	4.0
PHSC 112	Earth and the Universe	4.0
PHYS 100	Concepts In Physics	3.0
PHYS 110	Introductory Physics	3.0
PHYS 141	General Physics 1	4.0
PHYS 142	General Physics 2	4.0
PHYS 161	Engineering Physics 1	4.0
PHYS 162	Engineering Physics 2	4.0
PHYS 163	Engineering Physics 3	4.0

Liberal Arts: Mathematics & Science (Transfer)

Award Type: Associate in Arts

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 Associate in Arts in Liberal Arts: Mathematics & Science (Transfer) 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 matters 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.

Program Requirements

A total of 18 major units is required for the major with a minimum of one course in biological science, one course in physical science and one course in mathematics. Biological Sciences

Course Number	Course Title	Units
ANTH 101	Introduction to Biological Anthropology	3.0
ANTH 110	Biological Anthropology Lab	1.0
BIOL 100	Introductory Biology	4.0
BIOL 120	Humans and the Environment	3.0
BIOL 124	Human Anatomy	4.0
BIOL 125	Human Physiology	4.0
BIOL 128	Microbiology	4.5
BIOL 132	Marine Biology	4.0
BIOL 150	Cellular Biology	5.0
BIOL 154	General Botany	5.0
BIOL 155	General Zoology	5.0

Mathematics

Course Number	Course Title	Units
MATH 100	Nature of Modern Mathematics	3.0
MATH 105	Mathematics for Teachers	4.0
MATH 121	Trigonometry	3.0
MATH 123	Elementary Statistics	4.0
MATH 131	College Algebra	3.0
MATH 135	Calculus with Applications	4.0
MATH 141	Precalculus	6.0
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
MATH 183	Multivariable Calculus	4.0
MATH 184	Linear Algebra/ Differential Equations	5.0

Physical Science

Course Number	Course Title	Units
ASTR 100	Elementary Astronomy	3.0
CHEM 110	Chemistry and Society	4.0
CHEM 120	Introductory Chemistry	4.0
CHEM 150	General Chemistry 1	5.0
CHEM 151	General Chemistry 2	5.0
GEOG 101	Physical Geography	3.0
GEOL 100	Physical Geology	4.0
GEOL 114	Oceanography	3.0
GEOL 141	Environmental Geology	3.0
GEOL 131	Geology Of California	3.0
PHSC 111	Matter, Energy and Molecules	4.0
PHSC 112	Earth and the Universe	4.0
PHYS 100	Concepts In Physics	3.0
PHYS 110	Introductory Physics	3.0
PHYS 141	General Physics 1	4.0
PHYS 142	General Physics 2	4.0
PHYS 161	Engineering Physics 1	4.0
PHYS 162	Engineering Physics 2	4.0
PHYS 163	Engineering Physics 3	4.0

Liberal Arts: Social & Behavioral Sciences (Nontransfer)

Award Type: Associate in Arts

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 Associate in Arts in Liberal Arts: Social & Behavioral Sciences (Nontransfer) 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.

Program Requirements

Sociology

Course Number	Course Title	Units
SOC 101	Introduction to Sociology	3.0
SOC 102	Social Problems	3.0
SOC 104	Social Science Research Methods	3.0
SOC 110	Introduction to Marriage & Family	3.0
SOC 120	Race and Ethnic Relations	3.0
SOC 155	Media and Society	3.0
SOC 160	Cities and Urban Life	3.0

Speech

Course Number	Course Title	Units
SPCH 103	Interpersonal Communication	3.0
SPCH 110	Intercultural Communication	3.0

A total of 18 major units is required for the major with a minimum of one course in three different areas. Anthropology

Course Number	Course Title	Units
AJ 101	Introduction to Criminal Justice	3.0
AJ 103	Concepts of Criminal Law	3.0

Anthropology

Course Number	Course Title	Units
ANTH 101	Introduction to Biological Anthropology	3.0
ANTH 102	Introduction to Cultural Anthropology	3.0

Early Childhood Studies

Course Number	Course Title	Units
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0

Economics

Course Number	Course Title	Units
BUS 121	Business Economics	3.0
BUS 141	Global Economics	3.0
ECON 101	Principles of Macro-Economics	3.0
ECON 102	Principles of Micro-Economics	3.0
ECON 121	Business Economics	3.0
ECON 141	Global Economics	3.0
GBST 101	Introduction to Global Studies	3.0
GBST 141	Global Economics	3.0

Geography

Course Number	Course Title	Units
GEOG 102	Human Geography	3.0
GEOG 103	World Regional Geography	3.0

History

Course Number	Course Title	Units
HIST 103	East Asian Civilization	3.0
HIST 107	U S History to 1877	3.0
HIST 108	U S History from 1877 to Present	3.0
HIST 118	United States History	3.0
HIST 119	History of California	3.0
HIST 120	History of the Mexican-American	3.0
HUM 103	East Asian Civilization	3.0

Political Science

Course Number	Course Title	Units
POLS 101	Introduction to Political Science	3.0
POLS 103	American Government	3.0
POLS 104	Introduction to International Relations	3.0

Psychology

Course Number	Course Title	Units
PSY 101	General Psychology	3.0
PSY 112	Human Sexuality	3.0
PSY 113	Theories Of Personality	3.0
PSY 117	Child Psychology	3.0
PSY 118	Human Development - Lifespan	3.0

Liberal Arts: Social and Behavioral Sciences (Transfer)

Award Type: Associate in Arts

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 Associate in Arts in Liberal Arts: Social and Behavioral Sciences (Transfer) will:

- Understand human behavior in relation to human social, political and economic institutions.
- Develop individual responsibility, personal integrity and respect for diverse people and culture.

- Understand the past in order to understand and analyze present and future, issues, problems and projects.
- Understand ways people have acted in response to their societies.
- Develop an appreciation of the beauty and values that have shaped and enriched our culture
- Identify and evaluate how societies and social subgroups operate

Program Requirements

A total of 18 units is required for the major with a minimum of one course in three different areas.

Anthropology

Course Number	Course Title	Units
ANTH 102	Introduction to Cultural Anthropology	3.0
ANTH 103	Introduction to Archaeology	3.0

Sociology

Course Number	Course Title	Units
SOC 101	Introduction to Sociology	3.0
SOC 102	Social Problems	3.0
SOC 110	Introduction to Marriage & Family	3.0
SOC 120	Race and Ethnic Relations	3.0
SOC 155	Media and Society	3.0
SOC 160	Cities and Urban Life	3.0

Speech

Course Number	Course Title	Units
SPCH 103	Interpersonal Communication	3.0
SPCH 110	Intercultural Communication	3.0

Administration of Justice

Course Number	Course Title	Units
AJ 101	Introduction to Criminal Justice	3.0
AJ 103	Concepts of Criminal Law	3.0

Early Childhood Studies

Course Number	Course Title	Units
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0

Economics

Course Number	Course Title	Units
BUS 121	Business Economics	3.0
BUS 141	Global Economics	3.0
ECON 101	Principles of Macro-Economics	3.0
ECON 102	Principles of Micro-Economics	3.0
ECON 121	Business Economics	3.0
ECON 141	Global Economics	3.0
GBST 141	Global Economics	3.0

Geography

Course Number	Course Title	Units
GEOG 102	Human Geography	3.0
GEOG 103	World Regional Geography	3.0

Global Studies

Course Number	Course Title	Units
GBST 101	Introduction to Global Studies	3.0

History

Course Number	Course Title	Units
HIST 103	East Asian Civilization	3.0
HIST 107	U S History to 1877	3.0
HIST 108	U S History from 1877 to Present	3.0
HIST 118	United States History	3.0
HIST 119	History of California	3.0
HIST 120	History of the Mexican-American	3.0
HUM 103	East Asian Civilization	3.0

Political Science

Course Number	Course Title	Units
POLS 101	Introduction to Political Science	3.0
POLS 103	American Government	3.0

POLS 104	Introduction to International Relations	3.0
POLS 105	Comparative Politics	3.0

Psychology

Course Number	Course Title	Units
PSY 101	General Psychology	3.0
PSY 112	Human Sexuality	3.0
PSY 113	Theories Of Personality	3.0
PSY 117	Child Psychology	3.0
PSY 118	Human Development - Lifespan	3.0

Liberal Studies: Elementary Teacher Preparation

Award Type: Associate in Arts

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.

The graduate of the Associate in Arts in Liberal Studies: Elementary Teacher Preparation will:

- Complete the major core requirements (29 units).
- Complete the prescribed pattern of general education courses (23 units).
- Complete a total of 60 associate degree applicable units.

Program Requirements

Elementary Teacher Preparation Major Requirements Required core courses (29 units):

Course Number	Course Title	Units
ART 101	Art Appreciation	3.0
	or	
DANC 101	Dance Appreciation	3.0
	or	
DRMA 103	Introduction to Theatre	3.0
	or	
MUS 100	Music Appreciation	3.0
ECS 100	Child Growth and Development	3.0
EDUC 130	Exploring Teaching	3.0
SPCH 101	Public Speaking	3.0
POLS 103	American Government	3.0
ENGL 102	Freshman Composition Literature	3.0
PHSC 111	Matter, Energy and Molecules	4.0
PHSC 112	Earth and the Universe	4.0
MATH 105	Mathematics for Teachers	4.0
	or	
MATH 131	College Algebra	3.0
	or	
MATH 135	Calculus with Applications	4.0
	or	
MATH 141	Precalculus	6.0
	or	
MATH 181	Calculus 1	4.0

Recommended electives: (Please see a counselor for specific CSU campus requirements)

Course Number	Course Title	Units
CBIS 101	Computer Concepts & Applications	3.0
HIST 119	History of California	3.0
MATH 123	Elementary Statistics	4.0
PSY 117	Child Psychology	3.0
PHIL 102	Existence and Reality	3.0
	or	
PHIL 105	Ethics	3.0

General Education Requirements Required general education courses (23 units)

Category 1 Natural Sciences

Course Number	Course Title	Units
BIOL 100	Introductory Biology	4.0

Category 2A Human Institutions: Social Science

Course Number	Course Title	Units
GEOG 103	World Regional Geography	3.0

Category 2B Human Institutions: American History or Government

Course Number	Course Title	Units
HIST 107	U S History to 1877	3.0

Category 3: Humanities

Course Number	Course Title	Units
HIST 103	East Asian Civilization	3.0
	or	
HUM 103	East Asian Civilization	3.0

Category 4A Language and Rationality: Written Composition

Course Number	Course Title	Units
ENGL 101	Freshman Composition: Exposition	4.0

Category 4B Language and Rationality: Communication and Analytical Thinking

Course Number	Course Title	Units
ENGL 103	Critical Thinking and Composition	3.0
	or	
PHIL 112	Logic	3.0
	or	
PHIL 114	Critical Thinking	3.0
	or	
SPCH 106	Argumentation and Debate	3.0

Category 5: Living Skills

Course Number	Course Title	Units
HED 100	Health and Wellness	3.0

Machining & Manufacturing Technology

Award Type: Associate in Science

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 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 Associate in Science in Machining & 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 safely, 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.

Program Requirements

A total of 30 units is required for the associate in science degree.

Required core courses (18 units):

Course Number	Course Title	Units
MT 109	Survey of Machining and Manufacturing	4.0
MT 110	CNC G Code	4.0
MT 111	CNC CAD/CAM	4.0
MT 115	Lean Manufacturing	3.0
MT 117	Print Reading and Interpretation	3.0

Plus 12 units in the following area of specialization:

Course Number	Course Title	Units
MT 112	CNC Multi-Axis	4.0
MT 113	SolidWorks 1	3.0
MT 114	SolidWorks 2	3.0
MT 116	Mastercam 1 (CAD/CAM)	3.0
MT 118	Understanding and Measuring GD&T	3.0
MT 300	Shop Math and Measurement	3.0
MT 301	Introduction to Safety	2.0

MT 302	Quality & Process Improvement	2.0
MT 303	Manufacturing Processes and Production	2.0
MT 304	Maintenance Awareness	2.0

Machining & Manufacturing Technology

Award Type: 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 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 Certificate of Achievement in Machining & 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.

Program Requirements

A major of 30 units is required for the certificate.

Required core courses (18 units):

Course Number	Course Title	Units
MT 109	Survey of Machining and Manufacturing	4.0
MT 110	CNC G Code	4.0
MT 111	CNC CAD/CAM	4.0
MT 115	Lean Manufacturing	3.0
MT 117	Print Reading and Interpretation	3.0

Plus 12 units in the following area of specialization:

Course Number	Course Title	Units
MT 112	CNC Multi-Axis	4.0
MT 113	SolidWorks 1	3.0
MT 114	SolidWorks 2	3.0
MT 116	Mastercam 1 (CAD/CAM)	3.0
MT 118	Understanding and Measuring GD&T	3.0
MT 300	Shop Math and Measurement	3.0
MT 301	Introduction to Safety	2.0
MT 302	Quality & Process Improvement	2.0
MT 303	Manufacturing Processes and Production	2.0
MT 304	Maintenance Awareness	2.0

Mathematics

Award Type: Associate in Science for Transfer

The associate in science in mathematics for transfer degree is offered for those students desiring a major in mathematics at a California State University. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district. 3, Obtainment of an overall minimum grade point average of 2.0. 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Science for Transfer in Mathematics will:

- Interpret and draw inferences from mathematical models such as formulas, graphs, and tables;
- Utilize a variety of problem-solving techniques and strategies to identify, analyze, and solve problems;
- Represent mathematical information symbolically, graphically, numerically, and in writing;
- 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.

Program Requirements

A major of 20-21 units is required for the degree.

Required core courses (17 units)

Course Number	Course Title	Units
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
MATH 183	Multivariable Calculus	4.0
MATH 184	Linear Algebra/ Differential Equations	5.0

Select any course from the following (3-4 units)

Course Number	Course Title	Units
CS 111	Fundamentals of Programming 1	4.0
CS 161	Discrete Structures	3.0
MATH 123	Elementary Statistics	4.0
PHYS 161	Engineering Physics 1	4.0

General Education

Complete one of the following:

a) CSU General Education Breadth - 39 units

or

b) Intersegmental General Education Transfer Curriculum (IGETC) - 37 units

Double counting:

MATH 123, 181, 182, 183, or 184 may be double counted for the major and CSU GE area B4. or IGETC area 2 only.
PHYS 161 may also be double counted for the major and CSU GE area B1 or IGETC area 5A

Select additional CSU transferrable units as needed to achieve 60 units required for the degree.

Visit **myHancock** and select the **DegreeWorks** icon to view CSU or IGETC general education and transferrable courses.

Mathematics with Computer Science Emphasis

Award Type: Associate in Arts

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 Associate in Arts in Mathematics with Computer Science Emphasis will:

- Interpret and draw inferences from mathematical models such as formulas, graphs, and tables;
- Represent mathematical information symbolically, graphically, numerically, and in writing;
- Utilize a variety of problem-solving techniques and strategies to identify, analyze, and solve problems;
- 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.

Program Requirements

A major of 24 units is required for the associate in arts degree. Required core courses (24 units):

Course Number	Course Title	Units
CS 111	Fundamentals of Programming 1	4.0
CS 161	Discrete Structures	3.0
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
MATH 183	Multivariable Calculus	4.0
MATH 184	Linear Algebra/ Differential Equations	5.0

Mathematics with Physics Emphasis

Award Type: Associate in Arts

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 Associate in Arts in Mathematics with Physics Emphasis will:

- Interpret and draw inferences from mathematical models such as formulas, graphs, and tables;

- Represent mathematical information symbolically, graphically, numerically, and in writing;
- Utilize a variety of problem-solving techniques and strategies to identify, analyze and solve problems;
- 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.

Program Requirements

A major of 25 units is required for the associate in arts degree. Required core courses (21 units):

Course Number	Course Title	Units
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
MATH 183	Multivariable Calculus	4.0
MATH 184	Linear Algebra/ Differential Equations	5.0
PHYS 161	Engineering Physics 1	4.0

Plus 4 units selected from the following:

Course Number	Course Title	Units
PHYS 162	Engineering Physics 2	4.0
PHYS 163	Engineering Physics 3	4.0

Media Arts: Animation

Award Type: Associate in Science

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 Associate in Science in Media Arts: 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.

Program Requirements

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

Required core courses (25 units):

Course Number	Course Title	Units
ART 108	Design 1 on the Computer	3.0
	or	
GRPH 108	Design 1 on the Computer	3.0
ART 115	Introduction to Animation	3.0
	or	
MMAC 115	Introduction to Animation	3.0
ART 120	Drawing 1	3.0
ART 122	Life Drawing 1	3.0
FILM 117	3D Computer Animation 1	3.0
	or	
MMAC 117	3D Computer Animation 1	3.0
FILM 127	Digital Video Post-Production	3.0
	or	
MMAC 127	Digital Video Post-Production	3.0
GRPH 111	Digital Imagery Lab	1.0
	and	
GRPH 112	Digital Imagery	3.0
MMAC 101	Introduction to Multimedia	2.0
MMAC 102	Introduction to Multimedia Lab	1.0

Plus a minimum of 9 units selected from the following:

Course Number	Course Title	Units
ART 107	Introduction to Digital Art	3.0
ART 110	Design 1	3.0
ART 123	Life Drawing 2	3.0
FILM 110	Introduction to Motion Picture and Video Production	4.0
FILM 116	Intermediate Animation	3.0

	or	
MMAC 116	Intermediate Animation	3.0
FILM 118	3D Computer Animation 2	3.0
	or	
MMAC 118	3D Computer Animation 2	3.0
MMAC 114	Game and App Design	3.0
MMAC 125	Computer Video Editing	3.0
	or	
FILM 125	Computer Video Editing	3.0
MMAC 126	Introduction to Motion Graphics	3.0
	or	
FILM 126	Introduction to Motion Graphics	3.0
MUS 118	Intro to Electronic Music	3.0
GRPH 130	3D Modeling For Production	3.0

Media Arts: Commercial Photography

Award Type: Certificate of Achievement

The Commercial Photography Certificate of Achievement provides the training necessary to move successfully into the photographic workplace. The instruction provides the basic skills for a career in one or more of the following: portrait, advertising, documentary, news/photojournalism, wedding/event, architectural, corporate, industrial, aerial, scientific, fine arts, photographic restoration, real estate etc.

The graduate of the Certificate of Achievement in Media Arts: Commercial Photography will:

- Demonstrate excellence in image-making techniques across analog and digital platforms.
- Demonstrate an understanding of vision, craft and mechanics as it applies to commercial photography.
- Apply a variety of technologies to achieve specific image-making outcomes.
- Have an understanding of different genres of photography and the variety of venues that use photographic imagery.
- Demonstrate the communication and problem-solving skills necessary for success in the field of commercial photography.

Program Requirements

A total of 18 units is required to earn the Commercial Photography Certificate of Achievement

Required core courses (13 units):

Course Number	Course Title	Units
PHTO 101	History of Photography	3.0
PHTO 110	Basic Photography	3.0
PHTO 150	Introduction to Commercial Photography	2.0
PHTO 151	Portrait Photography	2.0
PHTO 170	Digital Photography	3.0

Plus a minimum of 5 units selected from the following:

Course Number	Course Title	Units
GRPH 116	Web Portfolio & Social Media	3.0
PHTO 120	Materials and Processes	3.0
PHTO 130	Advanced Black and White Photography	3.0
PHTO 140	Introduction to Color Photography	3.0
PHTO 179A	Intro to View Camera	2.0
PHTO 179B	Photojournalism	2.0
PHTO 189	Independent Projects in Photography	1.0 - 3.0 units
PHTO 380	Black And White Photo Lab 1	0.5
PHTO 381	Black And White Photo Lab 2	1.0
PHTO 382	Color Photo Lab 1	0.5
PHTO 383	Color Photo Lab 2	1.0
PHTO 384	Digital Photo Lab 1	0.5
PHTO 385	Digital Photo Lab 2	1.0

Media Arts: Graphic Design

Award Type: Associate in Science

The Media Arts:Graphic Design program prepares students for careers in the visual media industry. The curriculum is designed to help students build strong design foundations, visual literacy skills and become proficient in the technical skills required of a visual designer. Coursework leads to degree completion, transfer and/or entry-level employment. Electives provide for emphasis in specific areas of interest including illustration, graphic design, digital publishing, web design and 3-D design. Capstone courses offer a unique opportunity to create a collective portfolio of student work.

The graduate of the Associate in Science in Media Arts: Graphic Design will:

- Integrate artistic expression, professional attitudes and effective working habits as individuals or as members of a team.
- Produce work for a digital portfolio that showcases individual graphic design competencies.
- Apply methods of critical thinking - research, concepts and prototypes, in the development of effective design solutions for visual communication problems.
- Create and develop visual form in response to design problems using knowledge of visual literacy for meaningful communication.
- Demonstrate proficiency in industry standard technologies and processes to digitally create, capture and manipulate visual content in the development of artwork for digital and print media.

Program Requirements

A major of 36 units is required for the associate in science degree.

Required core courses (27 units):

Course Number	Course Title	Units
ART 108	Design 1 on the Computer	3.0
	or	
GRPH 108	Design 1 on the Computer	3.0
	or	
ART 110	Design 1	3.0
GRPH 110	Introduction to Graphic Design	3.0
GRPH 111	Digital Imagery Lab	1.0
GRPH 112	Digital Imagery	3.0
GRPH 113	Digital Illustration	3.0
GRPH 114	Digital Illustration Lab	1.0
GRPH 115	Digital Design and Publishing	3.0
GRPH 116	Web Portfolio & Social Media	3.0
GRPH 117	Typography	3.0
GRPH 125	Digital Design & Publishing Lab	1.0
MMAC 101	Introduction to Multimedia	2.0
MMAC 102	Introduction to Multimedia Lab	1.0

Plus a minimum of 9 units selected from any of the Areas of Concentration listed below:

Option A - General Concentration

Course Number	Course Title	Units
ART 106	Art of the 20th Century	3.0
ART 112	Design Color Theory	3.0
ART 120	Drawing 1	3.0
ART 122	Life Drawing 1	3.0
FILM 101	Film as Art and Communication	3.0
GRPH 118	User Interface Design	3.0
GRPH 120	Advanced Design for Publishing	3.0
GRPH 121	Advanced Design for Publishing Lab	1.0
GRPH 127	History of Graphic Design	3.0
GRPH 129	Digital Tools for Visual Media	3.0
	or	
MMAC 129	Digital Tools for Visual Media	3.0
GRPH 130	3D Modeling For Production	3.0
GRPH 189	Independent Projects in Graphics	1.0 - 3.0 units
MMAC 114	Game and App Design	3.0
MMAC 126	Introduction to Motion Graphics	3.0
	or	
FILM 126	Introduction to Motion Graphics	3.0
PHTO 170	Digital Photography	3.0

Option B - Illustration Concentration

Course Number	Course Title	Units
ART 107	Introduction to Digital Art	3.0
ART 120	Drawing 1	3.0
ART 121	Drawing 2	3.0
ART 122	Life Drawing 1	3.0
GRPH 129	Digital Tools for Visual Media	3.0
	or	

MMAC 129	Digital Tools for Visual Media	3.0

Option C - Design for Publishing

Course Number	Course Title	Units
GRPH 120	Advanced Design for Publishing	3.0
GRPH 121	Advanced Design for Publishing Lab	1.0
GRPH 127	History of Graphic Design	3.0
GRPH 189	Independent Projects in Graphics	1.0 - 3.0 units
PHTO 170	Digital Photography	3.0
CWE 149	Cooperative Work Experience OCCUPATIONAL	1.0 - 8.0 units

Option D - Media Design Concentration

Course Number	Course Title	Units
GRPH 118	User Interface Design	3.0
GRPH 129	Digital Tools for Visual Media	3.0
	or	
MMAC 129	Digital Tools for Visual Media	3.0
GRPH 130	3D Modeling For Production	3.0
MMAC 126	Introduction to Motion Graphics	3.0
	or	
FILM 126	Introduction to Motion Graphics	3.0
PHTO 170	Digital Photography	3.0

Media Arts: Graphic Design

Award Type: Certificate of Achievement

The Media Arts: Graphic Design Certificate of Achievement prepares students for careers in the visual media industry. The curriculum is designed to help students build strong design foundations, develop visual literacy skills, and become proficient in the technical skills required of a visual designer. Coursework leads to entry-level employment in the region. Electives provide for emphasis in specific areas of interest including illustration, graphic design, digital publishing, web design, and 3-D design. Capstone courses offer a unique opportunity to create a collective portfolio of student work.

The graduate of the Certificate of Achievement in Media Arts: Graphic Design will:

- Integrate artistic expression, professional attitudes and effective working habits as individuals or as members of a team.
- Produce work for a digital portfolio that showcases individual graphic design competencies.
- Apply methods of critical thinking in research, concepts, and prototypes in the development of effective design solutions for visual communication problems.
- Create and develop visual form in response to design problems using knowledge of visual literacy for meaningful communication.
- Demonstrate proficiency in industry-standard technologies and processes to digitally create, capture, and manipulate visual content in the development of artwork for digital and print media.

Program Requirements

A major of 36 units is required for this Certificate of Achievement

Required core courses (27 units)

Course Number	Course Title	Units
ART 108	Design 1 on the Computer	3.0
	or	
GRPH 108	Design 1 on the Computer	3.0
	or	
ART 110	Design 1	3.0
GRPH 110	Introduction to Graphic Design	3.0
GRPH 111	Digital Imagery Lab	1.0
GRPH 112	Digital Imagery	3.0
GRPH 113	Digital Illustration	3.0
GRPH 114	Digital Illustration Lab	1.0
MMAC 101	Introduction to Multimedia	2.0
MMAC 102	Introduction to Multimedia Lab	1.0
GRPH 115	Digital Design and Publishing	3.0
GRPH 116	Web Portfolio & Social Media	3.0
GRPH 117	Typography	3.0
GRPH 125	Digital Design & Publishing Lab	1.0

Plus a minimum of 9 units selected from any of the Areas of Concentration listed below:

Option A - General Concentration

Course Number	Course Title	Units
ART 106	Art of the 20th Century	3.0
ART 112	Design Color Theory	3.0
ART 120	Drawing 1	3.0
ART 122	Life Drawing 1	3.0
FILM 101	Film as Art and Communication	3.0
FILM 126	Introduction to Motion Graphics	3.0
	or	
GRPH 118	User Interface Design	3.0
GRPH 120	Advanced Design for Publishing	3.0
GRPH 121	Advanced Design for Publishing Lab	1.0
GRPH 127	History of Graphic Design	3.0
GRPH 129	Digital Tools for Visual Media	3.0
	or	
MMAC 129	Digital Tools for Visual Media	3.0
GRPH 130	3D Modeling For Production	3.0
GRPH 189	Independent Projects in Graphics	1.0 - 3.0 units
MMAC 114	Game and App Design	3.0

Option B - Illustration Concentration

Course Number	Course Title	Units
ART 107	Introduction to Digital Art	3.0
ART 120	Drawing 1	3.0
ART 121	Drawing 2	3.0
ART 122	Life Drawing 1	3.0
GRPH 129	Digital Tools for Visual Media	3.0
	or	
MMAC 129	Digital Tools for Visual Media	3.0

Option C - Design for Publishing

Course Number	Course Title	Units
GRPH 120	Advanced Design for Publishing	3.0
GRPH 121	Advanced Design for Publishing Lab	1.0
GRPH 127	History of Graphic Design	3.0
GRPH 189	Independent Projects in Graphics	1.0 - 3.0 units
PHTO 170	Digital Photography	3.0
CWE 149	Cooperative Work Experience OCCUPATIONAL	1.0 - 8.0 units

Option D - Media Concentration

Course Number	Course Title	Units
FILM 126	Introduction to Motion Graphics	3.0
	or	
MMAC 126	Introduction to Motion Graphics	3.0
GRPH 118	User Interface Design	3.0
GRPH 129	Digital Tools for Visual Media	3.0
	or	
MMAC 129	Digital Tools for Visual Media	3.0
GRPH 130	3D Modeling For Production	3.0
PHTO 170	Digital Photography	3.0

Media Arts: Multimedia

Award Type: Associate in Science

The Multimedia program provides a comprehensive foundation in the media arts at the core of our increasingly audio-visual culture. Our project-based Multimedia training fosters artistic and technical skills in 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 digital media, and for entry-level employment in the creative industries.

The graduate of the Associate in Science in Media Arts: Multimedia will:

- Analyze and explain diverse multimedia products in terms of design, techniques, and point of view.
- Employ a range of software programs to create and manipulate digital imagery, audio, animation, and video.
- Design, build, test and present websites, animation, motion graphics sequences, interactive applications.

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

Program Requirements

A major of 38 units is required for the degree. Required core courses (29 units):

Course Number	Course Title	Units
ART 101	Art Appreciation	3.0
	or	
ART 106	Art of the 20th Century	3.0
	or	
FILM 101	Film as Art and Communication	3.0
ART 108	Design 1 on the Computer	3.0
	or	
GRPH 108	Design 1 on the Computer	3.0
FILM 110	Introduction to Motion Picture and Video Production	4.0
GRPH 111	Digital Imagery Lab	1.0
GRPH 112	Digital Imagery	3.0
MMAC 101	Introduction to Multimedia	2.0
MMAC 102	Introduction to Multimedia Lab	1.0
MMAC 112	Responsive Web Design	3.0
PHTO 170	Digital Photography	3.0
MUS 115	Introduction to Sound Recording & Mixing	3.0
MMAC 129	Digital Tools for Visual Media	3.0

Plus a minimum of 9 units selected from any one of the areas of concentration below:

Option A: Emphasis in Digital Media

Course Number	Course Title	Units
MMAC 125	Computer Video Editing	3.0
MMAC 126	Introduction to Motion Graphics	3.0
MMAC 128	Intermediate Motion Graphics	3.0

Option B: Emphasis in Interactive Media

Course Number	Course Title	Units
MMAC 112	Responsive Web Design	3.0
MMAC 114	Game and App Design	3.0
GRPH 118	User Interface Design	3.0

Option C: Emphasis on Animation

Course Number	Course Title	Units
ART 107	Introduction to Digital Art	3.0
ART 115	Introduction to Animation	3.0
	or	
FILM 115	Introduction To Animation	3.0
	or	
MMAC 115	Introduction to Animation	3.0
FILM 111	Intermediate Motion Picture and Video Production	4.0
FILM 117	3D Computer Animation 1	3.0
	or	
MMAC 117	3D Computer Animation 1	3.0
FILM 118	3D Computer Animation 2	3.0
	or	
MMAC 118	3D Computer Animation 2	3.0
FILM 125	Computer Video Editing	3.0
	or	
MMAC 125	Computer Video Editing	3.0
FILM 126	Introduction to Motion Graphics	3.0
	or	
MMAC 126	Introduction to Motion Graphics	3.0
FILM 127	Digital Video Post-Production	3.0
	or	
MMAC 127	Digital Video Post-Production	3.0
FILM 128	Intermediate Motion Graphics	3.0

MMAC 128	Intermediate Motion Graphics	3.0
MMAC 114	Game and App Design	3.0
GRPH 116	Web Portfolio & Social Media	3.0
GRPH 118	User Interface Design	3.0
GRPH 360	Applied Design Graphics Lab 1	0.5 - 1.0 units
MUS 116	Sound Production Techniques	3.0
MUS 117	Electronic Music MIDI Recording	3.0
MMAC 112	Responsive Web Design	3.0

Media Arts: Photography

Award Type: Associate in Science

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 Associate in Science in Media Arts: 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.

Program Requirements

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

Required core courses (19 units):

Course Number	Course Title	Units
ART 108	Design 1 on the Computer or	3.0
GRPH 108	Design 1 on the Computer or	3.0
ART 110	Design 1	3.0
FILM 110	Introduction to Motion Picture and Video Production	4.0
GRPH 110	Introduction to Graphic Design	3.0
MMAC 101	Introduction to Multimedia	2.0
MMAC 102	Introduction to Multimedia Lab	1.0
PHTO 110	Basic Photography	3.0
PHTO 170	Digital Photography	3.0

Plus a minimum of 9 units selected from the following:

Course Number	Course Title	Units
PHTO 101	History of Photography	3.0
PHTO 120	Materials and Processes	3.0
PHTO 130	Advanced Black and White Photography	3.0
PHTO 140	Introduction to Color Photography	3.0
PHTO 150	Introduction to Commercial Photography	2.0
PHTO 151	Portrait Photography	2.0
PHTO 179A	Intro to View Camera	2.0
PHTO 189	Independent Projects in Photography	1.0 - 3.0 units

Plus a minimum of 6 units selected from the following:

Course Number	Course Title	Units
ART 101	Art Appreciation	3.0
ART 104	Art History Renaissance to Modern	3.0
ART 106	Art of the 20th Century	3.0
ART 107	Introduction to Digital Art	3.0
ART 110	Design 1	3.0
FILM 101	Film as Art and Communication	3.0
FILM 102	Hollywood and the American Film	3.0
FILM 111	Intermediate Motion Picture and Video Production	4.0
GRPH 111	Digital Imagery Lab	1.0
GRPH 112	Digital Imagery	3.0
PHTO 380	Black And White Photo Lab 1	0.5
PHTO 381	Black And White Photo Lab 2	1.0

PHTO 382	Color Photo Lab 1	0.5
PHTO 384	Digital Photo Lab 1	0.5
PHTO 385	Digital Photo Lab 2	1.0

Media Arts: Visual Design

Award Type: Certificate of Achievement

The Certificate of Achievement in Visual Design prepares students to work in a specialized field of graphic design as production artists, graphic designers, and digital imaging professionals. This one-year, fast-track program emphasizes design and production principles and helps students develop the knowledge and skills required to solve graphic design and layout problems encountered in various print media. The program is designed for both those seeking to enter a career in graphic art and those already working in the field who wish to advance and update their knowledge and skills.

The graduate of the Certificate of Achievement in Media Arts: Visual Design will:

- Create and develop visual form in response to design problems using knowledge of visual literacy for meaningful communication.
- Demonstrate proficiency in industry-standard technologies and processes to digitally create, capture, and manipulate visual content in the development of artwork for digital and print media.
- Produce work for a digital portfolio that showcases graphic design competencies.

Program Requirements

Required Courses (14 units)

Course Number	Course Title	Units
GRPH 110	Introduction to Graphic Design	3.0
GRPH 111	Digital Imagery Lab	1.0
GRPH 112	Digital Imagery	3.0
GRPH 113	Digital Illustration	3.0
GRPH 114	Digital Illustration Lab	1.0
GRPH 117	Typography	3.0

Media Arts: Web Design

Award Type: Certificate of Achievement

The Certificate of Achievement in Digital Media/Media: Web Design provides a specific coursework enabling the creation of visually rich websites with dynamic interfaces 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 of Achievement in Media Arts: Web Design will:

- Analyze and explain diverse approaches to website design in terms of purpose, audience and interactivity.
- Demonstrate effective techniques to create and manipulate textual and visual content.
- Design, build, test and implement websites that work on a variety of devices.
- Work alone or on a team to create, develop and present storyboards, written proposals and sophisticated websites for clients/organizations

Program Requirements

A major of 19 units are required for the certificate. Required core courses (16 units):

Course Number	Course Title	Units
CS 102	Introduction to Computing with HTML	3.0
GRPH 118	User Interface Design	3.0
GRPH 111	Digital Imagery Lab	1.0
GRPH 112	Digital Imagery	3.0
MMAC 112	Responsive Web Design	3.0
MMAC 114	Game and App Design	3.0

Plus a minimum of 3 units selected from the following:

Course Number	Course Title	Units
ART 107	Introduction to Digital Art	3.0
ART 108	Design 1 on the Computer	3.0
	or	
GRPH 108	Design 1 on the Computer	3.0
GRPH 129	Digital Tools for Visual Media	3.0
GRPH 189	Independent Projects in Graphics	1.0 - 3.0 units
PHTO 170	Digital Photography	3.0
MMAC 125	Computer Video Editing	3.0
MMAC 126	Introduction to Motion Graphics	3.0

Medical Assisting

Award Type: Certificate of Achievement

The medical assisting program provides requisite knowledge and skills for the medical assistant in physician clinic and similar settings. The student must complete program application. Program eligibility depends on completion of program prerequisites, ENGL 101 (Freshman Comp: Exposition) and MATH 531 (Pre-Algebra), with a "C" or better. Upon program completion, the student is eligible to take the certifying examination by the California Certifying Board for Medical Assistants. The graduate and certified medical assistant can work as a medical assistant in physician clinics, urgent care, and similar settings.

The graduate of the Certificate of Achievement in Medical Assisting will:

- Develop communication skills necessary to effectively communicate with other health care team members, patients, and physicians.
- Demonstrate respect for the human dignity and the rights of all individuals with awareness of cultural differences.
- Utilize critical thinking and decision-making skills when providing clinical and administrative service in health settings.

Program Requirements

A major of 26.5 units is required for the certificate.

Fall Semester

Course Number	Course Title	Units
MA 305	Body Systems and Disease	5.0
	or	
MB 305	Body Systems and Diseases	5.0
MA 350	MA Fundamentals	2.0
MA 351	MA Clinical Procedures 1	3.0
MA 352	MA Administrative Procedures	4.0
	or	
MB 352	MB Administrative Procedures	4.0

Spring Semester

Course Number	Course Title	Units
MA 353	MA Clinical Procedures 2	5.0
MA 355	MA Pharmacology	4.0
MA 356	MA Job Success Externship	3.5

Medical Billing and Coding

Award Type: Certificate of Achievement

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 of Achievement 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.

Program Requirements

A total of 16 units is required for the certificate.

Required core courses (16 units):

Course Number	Course Title	Units
MA 305	Body Systems and Disease	5.0
MA 352	MA Administrative Procedures	4.0
MA 360	Medical Billing & Insurance	4.0
MA 361	Coding for Medical Insurance	3.0

Microsoft Office Basics

Award Type: Certificate of Completion

The Microsoft Office Basics Certificate will build proficiency with Microsoft Office suite, the most widely used productivity software on the market. This program prepares the student for office-related career positions and transition to a credit CBIS certificate or degree program as well as provide support to the student as a small business owner. The student will learn how to create letters, certificates, and flyers using Word, report and analyze data using Excel spreadsheets and charts, develop presentations for business, home, or volunteer use using PowerPoint, and create flyers, business cards, and calendars using Publisher. Skills in using productivity software (such as Microsoft Office) are often required to enter the job market. These software skills can also lead to higher paying middle-skills jobs &ndash; those which pay a living wage and require a high school diploma but not necessarily a college degree. This requirement for managerial positions is found across many industries, not just traditional office jobs. A report by Burning Glass Technologies, a labor-market analysis firm, found that &ldquo;Eight in 10 (78 percent) of middle-skill jobs demand facility with productivity software, and these digital jobs pay a premium over non-digital middle-skill roles.&rdquo; Possible careers include, but are not limited to: customer service representative, office/administrative assistant, bookkeeper/ accounting clerk, scheduler/operations coordinator, and management and supervision in a variety of industries.

The graduate of the Certificate of Completion in Microsoft Office Basics will:

- Use Word to create professional quality letters, certificates, flyers, labels and more.
- Learn the basics of Excel: creating spreadsheets, formulas, charts, and more.
- Learn the basics of creating PowerPoint slide shows for business, home and volunteer use.
- Learn the basics of Publisher to create flyers, tri-folds, business cards, calendars, cards, envelopes and labels for business, volunteer, or home use.
- Create slides, and add pictures, animation, and music to presentations.

Program Requirements

Advisory: Recommend completion of Computers and You Levels 1 and 2 prior to taking the required courses:

Course Number	Course Title	Units
VOCE 7100	Computers and You: Level 1	28.0 - 36.0 hours
VOCE 7101	Computers and You: Level 2	28.0 - 36.0 hours

A total of 124 - 148 hours is required for the certificate. Required Core Courses:

Course Number	Course Title	Units
VOCE 7105	Intro to Microsoft Word	28.0 - 36.0 hours
VOCE 7107	Intro to Microsoft Excel	28.0 - 36.0 hours
VOCE 7112	Intro to Microsoft PowerPoint	14.0 - 18.0 hours
VOCE 7113	Intro to Microsoft Publisher	14.0 - 18.0 hours
VOCE 7108	Computer Skills Lab	8.0 - 102.0 hours

Music

Award Type: Associate in Arts

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 Associate in Arts in Music will:

- Analyze and notate music using traditional Western music notation, theory and harmony.
- Perform as a member of an instrumental or vocal ensemble.
- Recognize and describe the key figures and the breadth of achievement in Western music history.

Program Requirements

A major of 32 units is required for the associate in arts degree. Required core courses (24 units):

Course Number	Course Title	Units
MUS 101	Music History Ancient-Baroque	3.0
MUS 102	Music History Classical-Modern	3.0
MUS 111	Music Theory 1	4.0
MUS 112	Music Theory 2	4.0
MUS 113	Music Theory 3	4.0
MUS 114	Music Theory 4	4.0
MUS 120	Piano 2	1.0
MUS 121	Piano 3	1.0

Plus a minimum of 4 units selected from the following performance ensembles (students may repeat those courses designated as repeatable for degree credit):

Course Number	Course Title	Units
MUS 130	Mixed Ensemble	2.0
MUS 132	Masterworks Chorale	2.0
MUS 133	Chamber Voices	2.0
MUS 137	Concert Chorale	2.0
MUS 140	Symphonic Band	1.0
MUS 143	Jazz Band	1.0
MUS 144	Jazz Improvisation	1.0

MUS 145	Big Band Jazz	1.0
MUS 146	Jazz Ensemble	1.0
MUS 151	Concert Band	1.0

Plus a minimum of 4 units selected from the following:

Course Number	Course Title	Units
MUS 100	Music Appreciation	3.0
MUS 104	Roots of Pop, Rock, Jazz	3.0
MUS 106	World Music Appreciation	3.0
MUS 115	Introduction to Sound Recording & Mixing	3.0
MUS 116	Sound Production Techniques	3.0
MUS 117	Electronic Music MIDI Recording	3.0
MUS 118	Intro to Electronic Music	3.0
MUS 119	Electronic Music Studio Technique	1.0
MUS 122	Piano 4	1.0
MUS 123	Voice 2	2.0
MUS 124	Voice 3	2.0
MUS 125	Beginning Guitar	1.0
MUS 126	Intermediate Guitar	1.0
MUS 127	Voice 4	2.0
MUS 160	Music Business	2.0

Nursing: 30 Unit Option

Award Type: Certificate of Achievement

The LVN “30-unit” option (Certificate of Achievement) is another alternative to becoming eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and pursue a career as a “non-graduate” registered nurse in the state of California. The student choosing this option is NOT considered a graduate of the nursing program or the college. Most other states do not recognize California's LVN “30-unit” option and will not issue RN licenses to these LVNs. Applicants to the “30-unit” option must meet with the LVN-to-RN program director for advisement. The “30-unit” option requires current licensed vocational nurse (LVN) licensure. For recent vocational nursing graduates waiting to take the National Council Examination for Practical Nurses (NCLEX-PN), continuation in the program is contingent upon passing the licensure examination. Upon completion of the 30-unit option, the student is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The graduate of the Certificate of Achievement in Nursing: 30 Unit Option will:

- Evaluate nursing care provided to patients, families, groups, populations, and communities across the lifespan from diverse backgrounds in a variety of settings to ensure that it is compassionate, age and culturally appropriate and based on a patient's preferences, values and needs.
- Collaborate with members of the interprofessional health care team to manage and coordinate the provision of safe, quality care for patients, families, and groups.
- Demonstrate use of best current evidence and clinical expertise when making clinical decisions in the provision of patient-centered care.
- Use evidence-based quality improvement processes to effect change in the delivery of patient-centered care.
- Demonstrate effective use of strategies to mitigate errors and reduce the risk of harm to patients, self and others in healthcare, home, and community settings.
- Use evidence-based information and patient care technology to communicate relevant patient information, manage care and mitigate error in the provision of safe, quality patient-centered care.
- Assimilate integrity and accountability into practices that uphold established regulatory, legal, and ethical principles while providing patient-centered, standard-based nursing care.
- Use leadership, management and priority-setting skills in the provision and management of safe, quality patient-centered care.
- Use verbal and nonverbal communication strategies with patients, families, and groups from diverse backgrounds that promote an effective exchange of information and development of therapeutic relationships.

Program Requirements

A total of 30 units is required for the certificate.

Science Requirements

Course Number	Course Title	Units
BIOL 125	Human Physiology	4.0
BIOL 128	Microbiology	4.5

Spring Semester

Course Number	Course Title	Units
NURS 103	RN Practicum 1	5.0
NURS 104	Med Surg Nursing 2	3.0
NURS 111	RN Skills 1	1.0

Fall Semester

Course Number	Course Title	Units
NURS 106	Leadership & Management	1.5

NURS 108	RN Practicum 2	5.0
NURS 109	Med Surg Nursing 3	3.0
NURS 110	Mental Health Nursing	3.0

Nursing: Certified Home Health Aide

Award Type: 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 of Accomplishment in Nursing: 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.

Program Requirements

A total of 2 units is required for the certificate.

Course Number	Course Title	Units
NURS 416	Certified Home Health Aide	2.0

Nursing: Certified Nursing Assistant (CNA)

Award Type: Certificate of Accomplishment

The nursing assistant program prepares the student to enter the field of health care as a geriatric or acute care nursing assistant. All students who successfully complete the program must pass a written and skills test given by the State of California in order to become a Certified Nurse Assistant. Fees are involved. Additional certifications in home health aid, restorative aide and EKG/Monitor Observer are offered for those with CNA certification.

The graduate of the Certificate of Accomplishment in Nursing: Certified Nursing Assistant (CNA) will:

- Demonstrate clinical skills in varied environments in long term and acute care hospitals.
- Demonstrate theoretical concepts as they apply to patient care.
- Identify and demonstrate an understanding of the Standards of Professionalism for the health care provider.

Program Requirements

A total of 14 units is required for the certificate.

Course Number	Course Title	Units
NURS 300	CNA/Acute Care Aide	14.0

Nursing: EKG/Monitor Observer

Award Type: 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 of Accomplishment in Nursing: 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.

Program Requirements

A total of 1.5 units is required for the certificate.

Course Number	Course Title	Units
NURS 422	EKG/Monitor Observer	1.5

Nursing: Licensed Vocational Nursing

Award Type: Associate in Science

The LVN program, approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT), is a year-long program that starts in spring and ends in fall. The program is specifically designed to provide the certified nurse assistant (CNA) with career advancement opportunities. It is part of the "ladder" programs toward registered nursing. Eligibility requirements to apply for the LVN program include completion of the program prerequisites with a "C" or better and current CNA certification. The prerequisite courses are BIOL 124 (Human Anatomy), BIOL 125 (Human Physiology), ENGL 101 (Freshman Comp: Exposition), MATH 331 (Algebra 2), and NURS 310 (Pharmacology). The student must be accepted into the LVN program to be able to enroll in NURS 310. The student has the option to receive a certificate of achievement and/or an associate degree. The student must complete the graduation requirements to obtain an associate degree. The graduate of the LVN program is eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The LVN will have career opportunities that include, but are not limited to, clinical practice in health clinics, hospitals, long-term care, school systems, home health, prison and corrections systems, insurance positions, etc.

The graduate of the Associate in Science in Nursing: Licensed Vocational Nursing will:

- Practice nursing that is patient-centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of patients.
- Serve as a member of the interprofessional healthcare team to promote continuity of patient care.
- Use best practice resources and current evidence as a basis for nursing practice.
- Promote quality improvement by contributing to the implementation of care-related plans to improve healthcare services.
- Provide a safe environment for patients, self, and others.
- Use information technology in the provision of patient care.
- Practice nursing in a professional, ethical, and legal manner.

Program Requirements

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

Fall Semester

Course Number	Course Title	Units
NURS 310	Pharmacology	3.0

First/Spring Semester

Course Number	Course Title	Units
NURS 311	Medication Administration	1.5
NURS 317	Fundamentals of Nursing	3.5
NURS 318	Clinical Lab 1	8.0
NURS 323	Respiratory Conditions	2.0
NURS 329	Endocrine and Reproductive Conditions	2.5

Second/Summer Semester

Course Number	Course Title	Units
NURS 320	Care of Older Adults	2.0
NURS 327	GI and Urinary Conditions	2.5
NURS 328	Clinical Lab 2	3.0
NURS 335	Skin and Musculoskeletal Conditions	2.5

Third/Fall Semester

Course Number	Course Title	Units
NURS 322	Maternal and Infant Health	2.0
NURS 330	Care of Infants and Children	1.5
NURS 331	Cardiovascular Conditions	2.0
NURS 332	Neurosensory Conditions	2.0
NURS 337	Professional Relationships	1.0
NURS 338	Clinical Lab 3	8.0

Nursing: Licensed Vocational Nursing

Award Type: Certificate of Achievement

The LVN program, approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT), is a year-long program that starts in spring and ends in fall. The program is specifically designed to provide the certified nurse assistant (CNA) with career advancement opportunities. It is part of the "ladder" programs toward registered nursing. Eligibility requirements to apply for the LVN program include completion of the program prerequisites with a "C" or better and current CNA certification. The prerequisite courses are BIOL 124 (Human Anatomy), BIOL 125 (Human Physiology), ENGL 101 (Freshman Comp: Exposition), MATH 331 (Algebra 2), and NURS 310 (Pharmacology). The student must be accepted into the LVN program to be able to enroll in NURS 310 (Pharmacology). The student has the option to receive a certificate of achievement and/or an associate degree. The student must complete the graduation requirements to obtain an associate degree. The graduate of the LVN program is eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The LVN will have career opportunities that include, but are not limited to, clinical practice in health clinics, hospitals, long-term care, school systems, home health, prison and corrections systems, insurance positions, etc.

The graduate of the Certificate of Achievement in Nursing: Licensed Vocational Nursing will:

- Practice nursing that is patient-centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of patients.
- Serve as a member of the interprofessional healthcare team to promote continuity of patient care.

- Promote quality improvement by contributing to the implementation of care-related plans to improve healthcare services.
- Use best practice resources and current evidence as a basis for nursing practice.
- Provide a safe environment for patients, self, and others.
- Use information technology in the provision of patient care.
- Practice nursing in a professional, ethical, and legal manner.

Program Requirements

A major of 47 units is required for the certificate.

Fall Semester

Course Number	Course Title	Units
NURS 310	Pharmacology	3.0

First/Spring Semester

Course Number	Course Title	Units
NURS 311	Medication Administration	1.5
NURS 317	Fundamentals of Nursing	3.5
NURS 318	Clinical Lab 1	8.0
NURS 323	Respiratory Conditions	2.0
NURS 329	Endocrine and Reproductive Conditions	2.5

Second/Summer Semester

Course Number	Course Title	Units
NURS 320	Care of Older Adults	2.0
NURS 327	GI and Urinary Conditions	2.5
NURS 328	Clinical Lab 2	3.0
NURS 335	Skin and Musculoskeletal Conditions	2.5

Third/Fall Semester

Course Number	Course Title	Units
NURS 322	Maternal and Infant Health	2.0
NURS 330	Care of Infants and Children	1.5
NURS 331	Cardiovascular Conditions	2.0
NURS 332	Neurosensory Conditions	2.0
NURS 337	Professional Relationships	1.0
NURS 338	Clinical Lab 3	8.0

Nursing: Registered Nursing (LVN to RN)

Award Type: Associate in Science

The LVN to RN program, fully accredited by the California Board of Registered Nursing, is a two-semester program offered every year starting spring semester. The LVN to RN program is specifically designed to provide the licensed vocational nurse (LVN) with an opportunity for career advancement and prepare the LVN for the additional responsibilities required of the registered nurse. Eligibility requirements to apply for the LVN to RN program include completion of program prerequisites, having a current California LVN license OR recent completion of an accredited vocational nursing program and eligibility to take the National Council Examination for Practical Nurses (NCLEX-PN), and entrance criteria. Students who recently completed an accredited vocational nursing program must have a California LVN license by the end of the spring (first semester) to be able to complete the LVN-to-RN program. Continuation in the program is contingent upon passing the NCLEX-PN. Students who have LVN license must maintain current licensure throughout the LVN-to-RN program. The LVN-to-RN program entrance criteria include grade point average (GPA), a maximum of four (4) science repeats, and an acceptable score on a readiness examination. The LVN-to-RN program prerequisites must be completed with a grade of “C” or better. These courses are BIOL 124, BIOL 125, BIOL 128, PSY 101, MATH 331, and ENGL 101. In addition, the student must complete the college’s graduation requirements for an associate degree. The graduate of the LVN-to-RN program is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The graduate of the Associate in Science in Nursing: Registered Nursing (LVN to RN) will:

- Evaluate nursing care provided to patients, families, groups, populations, and communities across the lifespan from diverse backgrounds in a variety of settings to ensure that it is compassionate, age and culturally appropriate and based on a patient's preferences, values and needs.
- Collaborate with members of the interprofessional health care team to manage and coordinate the provision of safe, quality care for patients, families, and groups.
- Demonstrate use of best current evidence and clinical expertise when making clinical decisions in the provision of patient-centered care.
- Use evidence-based quality improvement processes to effect change in the delivery of patient-centered care.
- Demonstrate effective use of strategies to mitigate errors and reduce the risk of harm to patients, self and others in healthcare, home, and community settings.
- Use evidence-based information and patient care technology to communicate relevant patient information,

manage care and mitigate error in the provision of safe, quality patient-centered care.
- Assimilate integrity and accountability into practices that uphold established regulatory, legal, and ethical principles while providing patient-centered, standard-based nursing care.
- Use leadership, management and priority-setting skills in the provision and management of safe, quality patient-centered care.
- Use verbal and nonverbal communication strategies with patients, families, and groups from diverse backgrounds that promote an effective exchange of information and development of therapeutic relationships.

Program Requirements

A major of 26.5 units is required for the associate in science degree.

Spring Semester

Course Number	Course Title	Units
NURS 101	Transitions to Professional Practice	1.5
NURS 102	Med Surg Nursing 1	3.0
NURS 103	RN Practicum 1	5.0
NURS 104	Med Surg Nursing 2	3.0
NURS 111	RN Skills 1	1.0

Fall Semester

Course Number	Course Title	Units
NURS 106	Leadership & Management	1.5
NURS 108	RN Practicum 2	5.0
NURS 109	Med Surg Nursing 3	3.0
NURS 110	Mental Health Nursing	3.0
NURS 112	RN Skills 2	0.5

Nursing: Restorative Aide

Award Type: Certificate of Accomplishment

The CNA will be awarded a Restorative Aide Certificate upon successful completion of this course. The CNA is then allowed to work in physical therapy or rehabilitation environment providing care.

The graduate of the Certificate of Accomplishment in Nursing: 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.

Program Requirements

A total of 1.5 units is required for the certificate.

Course Number	Course Title	Units
NURS 420	Restorative Aide	1.5

Nutrition and Dietetics

Award Type: Associate in Science for Transfer

The Associate in Science in Nutrition and Dietetics for Transfer program provides education in nutrition science and the relationship of the human diet to health and lifestyle-related diseases. The Associate in Science in Nutrition and Dietetics prepares students for transfer into the CSU system to complete a baccalaureate degree in nutrition and dietetics. This major provides the opportunity for students to begin their career path in the field of nutrition and dietetics, with a wide variety of career possibilities in nutrition, public health, and clinical settings. Students may pursue further education and training to become registered dietitians (RD) or registered dietitian nutritionists (RDN). To earn certification as an RD or RDN, specific education and training requirements must be met, as established by the Accreditation Council for Education in Nutrition and Dietetics. Requirements include successful completion of a bachelors degree, an accredited nutrition curriculum, an extensive supervised program of practice at a healthcare facility or food service organization or community agency, and passing a rigorous registration exam. RD and RDMs have opportunities to work in hospitals, healthcare agencies, food service companies, and many other areas involving nutrition education, counseling, and management. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district. 3, Obtainment of an overall minimum grade point average of 2.0. 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Science for Transfer in Nutrition and Dietetics will:

- identify essential nutrients and describe their chemical structures, food sources, digestion, absorption, transport,

metabolism, functions in the body, and requirements for optimal health.
- apply dietary guidelines to develop meal plans and lifestyle patterns that meet individual needs, promote health, and reduce disease risk.
- critically evaluate scientific research and nutrition information, and develop evidence-based responses to questions about diet and health.
- communicate nutrition concepts clearly, accurately, and effectively.

Program Requirements

A major of 27.5 - 29.5 units is required for the degree.

Required core courses 20.5 units:

Course Number	Course Title	Units
BIOL 128	Microbiology	4.5
CHEM 150	General Chemistry 1	5.0
CHEM 151	General Chemistry 2	5.0
FSN 110	Nutrition Science	3.0
PSY 101	General Psychology	3.0

List A - Select one course (4-5 units) from the following:

Course Number	Course Title	Units
BIOL 124	Human Anatomy	4.0
BIOL 125	Human Physiology	4.0
CHEM 180	Organic Chemistry 1	5.0
MATH 123	Elementary Statistics	4.0

List B - Select one course (3-4 units) from the following:

Course Number	Course Title	Units
CA 120	Principles of Foods 1	4.0
FSN 133	Introduction To Food Science	3.0
FSN 134	Food, Nutrition Customs and Culture	4.0

General Education

Complete one of the following:
a) CSU General Education Breadth - 39 units
or
b) Intersegmental General Education Transfer Curriculum (IGETC) - 37 units

Double counting:
Number of units that may be double counted for the major and CSU GE or IGETC - 7 - 15 units

Select additional CSU transferrable units as needed to achieve 60 units required for the degree.

Visit **myHancock** and select the **DegreeWorks** icon to view CSU or IGETC general education and transferrable courses.

Office Systems Analysis

Award Type: 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 of Accomplishment 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.

Program Requirements

A total of 12 units is required for the certificate.

Core courses

Course Number	Course Title	Units
CBIS 101	Computer Concepts & Applications	3.0
CBIS 112	Intro to Visual Basic Program	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBIS 142	Microsoft Access-Comprehensive	3.0

Paralegal Studies

Award Type: Associate in Science

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 (National Association of Legal Assistants) certification.

The graduate of the Associate in Science in Paralegal Studies will:

- 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.

Program Requirements

A major of 36 units is required for the associate in science degree.

Required core courses (27 units):

Course Number	Course Title	Units
BUS 110	Business Law	3.0
CBOT 305	Legal Office Procedures	3.0
CWE 149	Cooperative Work Experience OCCUPATIONAL	1.0 - 8.0 units
PLGL 101	Intro to Paralegal Studies	3.0
PLGL 102	Criminal Law & Procedure	3.0
PLGL 103	Civil Litigation	3.0
PLGL 104	Legal Research & Writing	3.0
PLGL 105	Legal Analysis & Writing	3.0
PLGL 106	Case Management	3.0
PLGL 107	Ethics for Paralegals	1.0

Plus a minimum of 9 units selected from the following:

Course Number	Course Title	Units
PLGL 108	Wills and Trusts	3.0
PLGL 109	Family Law	3.0
PLGL 110	Intellectual Property Law	3.0
PLGL 111	Tort Law for Paralegals	3.0
PLGL 112	Corporations, Partnership, LLC	3.0
RE 302	Legal Aspects Of Real Estate	3.0

Note: at least 2 units in CWE 149 is required for the degree.

Paralegal Studies

Award Type: 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 of Achievement in Paralegal Studies will:

- 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.

Program Requirements

A total of 24 units is required for the certificate.

Required core courses (24 units):

Course Number	Course Title	Units
BUS 110	Business Law	3.0
CWE 149	Cooperative Work Experience OCCUPATIONAL	1.0 - 8.0 units
PLGL 101	Intro to Paralegal Studies	3.0
PLGL 102	Criminal Law & Procedure	3.0
PLGL 103	Civil Litigation	3.0
PLGL 104	Legal Research & Writing	3.0
PLGL 105	Legal Analysis & Writing	3.0
PLGL 106	Case Management	3.0
PLGL 107	Ethics for Paralegals	1.0

Note: at least 2 units in CWE 149 is required for the certificate.

Pest Control Adviser Preparation

Award Type: Certificate of Achievement

Allan Hancock College's Pest Control Adviser Preparation Program is designed for students preparing for, or advancing in careers in crop protection and pest control. The Pest Control Adviser Preparation program will prepare students for a wide variety of entry-level positions related to pest identification, prevention, control methods and applications of crop protection materials. This second of two stackable certificates provides students with comprehensive courses which, when preceded by completion of the first certificate in Crop Protection, will meet the requirements to qualify to take the Pest Control Adviser licensing exam. The program emphasis is on local career opportunities such as pest management and control, pest control advising, agronomy, and agricultural inspection. This program will adequately prepare students for further study in many agricultural science fields including: Crop Protection, Crop Science, Agricultural Science, Fruit Science, Vegetable Science or Sustainable Agriculture.

The graduate of the Certificate of Achievement in Pest Control Adviser Preparation will:

- use standard scientific procedures to answer questions related to the chemical and biological properties of agricultural products and materials.
- utilize agronomic principles to identify issues in and solutions for agricultural production systems.
- apply sustainable agricultural techniques to solve pest and nutrient issues in the agricultural system.
- employ safety standards, calibration techniques, and laws and regulations to effectively prepare and apply crop protection materials for pest control.

Program Requirements

A minimum of 19 units in the major is required for the certificate.

Required core courses 13 units:

Course Number	Course Title	Units
AG 125	Soils and Plant Nutrition	4.0
AG 153	Introduction to Sustainable Agriculture	3.0
AG 165	Qualified Applicator Training	2.0
CHEM 120	Introductory Chemistry	4.0

Plus a minimum of 6 units selected from the following:

Course Number	Course Title	Units
VEN 102	Introduction to Viticulture	3.0
AG 154	Introduction to Fruit Science	3.0
AG 156	Intro to Environmental Horticulture	3.0
AG 160	Plant Propagation and Production	3.0

Philosophy

Award Type: Associate in Arts for Transfer

Philosophy is thinking critically and rationally about human problems of knowledge, existence, conduct, art, and religion. Students explore the great ideas of Western and Eastern heritage and encounter fundamentals of almost all other disciplines. These include, but are not limited to, questions such as: What is reality? What is the nature of the self? Does God exist? What is good and just? What ought I to do? In addition philosophy courses help students to develop good logical and critical reasoning skills, expose hidden preconceptions, encourage open debate and independent thought, and provide opportunity to apply valuable insights gained to contemporary life. The Associate in Arts in Philosophy 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 Philosophy at a California State University. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district. 3, Obtainment of an overall minimum grade point average of 2.0. 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Arts for Transfer in Philosophy will:

- Critically analyze and evaluate arguments regarding issues of metaphysics and epistemology.
- Critically analyze and evaluate arguments regarding issues of ethics and political philosophy.

Program Requirements

A major of 18 units is required for the Associate in Arts in Philosophy for transfer degree.

Required core courses (15 units):

Course Number	Course Title	Units
PHIL 101	Survey of Philosophy	3.0
PHIL 105	Ethics	3.0
PHIL 112	Logic	3.0
HIST 104	Western Civilizations to 1650	3.0

HIST 105	Western Civilization Since 1650	3.0

List A: Select 1 course from the following (3 units):

Course Number	Course Title	Units
PHIL 114	Critical Thinking	3.0
PHIL 121	Religions of the Modern World	3.0
PHIL 122	Exploring Religious Issues	3.0

Physics

Award Type: Associate in Arts

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 Associate in Arts 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.

Program Requirements

A major of 30 units is required for the associate in arts degree. Required core courses (30 units):

Course Number	Course Title	Units
CHEM 150	General Chemistry 1	5.0
CHEM 151	General Chemistry 2	5.0
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
PHYS 161	Engineering Physics 1	4.0
PHYS 162	Engineering Physics 2	4.0
PHYS 163	Engineering Physics 3	4.0

Recommended electives:

Course Number	Course Title	Units
MATH 183	Multivariable Calculus	4.0
MATH 184	Linear Algebra/ Differential Equations	5.0

Physics

Award Type: Associate in Science for Transfer

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. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. The completion of the Intersegmental General Education Transfer Curriculum (IGETC). 2. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district. 3. Obtainment of a minimum overall grade point average of 2.0. 4. Minimum grade of C, or P, grade for each course in the major. [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Science for Transfer 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 from multiple concepts.

Program Requirements

A major of 24 units is required for the degree. Required core courses (24 units):

Course Number	Course Title	Units
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
MATH 183	Multivariable Calculus	4.0
PHYS 161	Engineering Physics 1	4.0
PHYS 162	Engineering Physics 2	4.0

PHYS 163	Engineering Physics 3	4.0

General Education

Complete one of the following:

a) CSU General Education Breadth - 39 units

or

b) Intersegmental General Education Transfer Curriculum (IGETC) - 37 units

Double counting:

Number of units that may be double counted for the major and CSU GE or IGETC - 7 units

Select additional CSU transferrable units as needed to achieve 60 units required for the degree.

Visit **myHancock** and select the **DegreeWorks** icon to view CSU or IGETC general education and transferrable courses.

Political Science

Award Type: Associate in Arts for Transfer

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. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district. 3. Obtainment of a minimum overall grade point average of 2.0 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required:Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Arts for Transfer in Political Science 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

Program Requirements

A major of 18-19 units is required for the degree. Required core courses (3 units):

Course Number	Course Title	Units
POLS 103	American Government	3.0

List A - Select three courses from the following:

Course Number	Course Title	Units
MATH 123	Elementary Statistics	4.0
POLS 101	Introduction to Political Science	3.0
POLS 104	Introduction to International Relations	3.0
POLS 105	Comparative Politics	3.0

List B - Select two courses not selected in List A or from the following:

Course Number	Course Title	Units
AJ 101	Introduction to Criminal Justice	3.0
AJ 103	Concepts of Criminal Law	3.0
ANTH 102	Introduction to Cultural Anthropology	3.0
ECON 101	Principles of Macro-Economics	3.0
ECON 102	Principles of Micro-Economics	3.0
ECON 141	Global Economics	3.0
GEOG 102	Human Geography	3.0
HIST 101	World Civilizations to 1600	3.0
HIST 102	World Civilizations Since 1500	3.0
HIST 104	Western Civilizations to 1650	3.0
HIST 105	Western Civilization Since 1650	3.0
HIST 118	United States History	3.0
HIST 119	History of California	3.0
HIST 120	History of the Mexican-American	3.0
SOC 101	Introduction to Sociology	3.0

SOC 102	Social Problems	3.0
SOC 104	Social Science Research Methods	3.0
SOC 120	Race and Ethnic Relations	3.0

General Education

Complete one of the following:

a) CSU General Education Breadth - 39 units

or

b) Intersegmental General Education Transfer Curriculum (IGETC) - 37 units

Double counting:

A maximum of 9-15 units may be double counted for the major and CSU GE or IGETC.

Select additional CSU transferrable units as needed to achieve 60 units required for the degree: 11-20 units.

Visit **myHancock** and select the **DegreeWorks** icon to view CSU or IGETC general education and transferrable courses.

Psychology

Award Type: Associate in Arts

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 Associate in Arts 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 of the child from conception through adolescence with an emphasis on various psychological theories contributing to the development, parent-child relationships, various childhood disorders and therapies.
- Define, describe and evaluate the psychosocial human lifespan/development starting from conception through death; including major concepts related to behavior, sexuality, nutrition, health, stress, environmental relationships, and implication of death and dying.
- Describe and compare the basic knowledge about statistical analysis of data, including descriptive and inferential statistics with application.
- Critically evaluate the soundness of information which they encounter in the media and popular psychology publications.
- Understand the cultural influences on human behavior and mental processes.
- Describe major research findings regarding human behavior and mental processes.

Program Requirements

A major of 25 units is required for the associate in arts degree. Required core courses (13 units):

Course Number	Course Title	Units
MATH 123	Elementary Statistics	4.0
PSY 101	General Psychology	3.0
PSY 113	Theories Of Personality	3.0
PSY 117	Child Psychology	3.0
	or	
PSY 118	Human Development - Lifespan	3.0

Plus a minimum of 12 units selected from the following:

Course Number	Course Title	Units
ANTH 101	Introduction to Biological Anthropology	3.0
ANTH 102	Introduction to Cultural Anthropology	3.0
HUSV 106	Family Systems, Addiction & Trauma	3.0
PSY 112	Human Sexuality	3.0
PSY 119	Abnormal Psychology	3.0
PSY 121	Social Psychology	3.0
SOC 101	Introduction to Sociology	3.0
SOC 110	Introduction to Marriage & Family	3.0

Recommended electives:

Course Number	Course Title	Units
BIOL 100	Introductory Biology	4.0
BIOL 124	Human Anatomy	4.0
BIOL 125	Human Physiology	4.0
MATH 135	Calculus with Applications	4.0
PSY 128	Positive Psychology	3.0
	or	
HUSV 128	Positive Psychology	3.0

Psychology

Award Type: Associate in Arts for Transfer

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. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district. 3. Obtainment of a minimum overall grade point average of 2.0 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required:Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Arts for Transfer 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 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.

Program Requirements

A major of 20 units is required for the degree. Required core courses (14 units):

Course Number	Course Title	Units
BIOL 100	Introductory Biology	4.0
MATH 123	Elementary Statistics	4.0
PSY 101	General Psychology	3.0
PSY 105	Research Methods in Psychology	3.0

List A: Select 1 course from the following (3 units):

Course Number	Course Title	Units
PSY 117	Child Psychology	3.0
PSY 118	Human Development - Lifespan	3.0
PSY 121	Social Psychology	3.0

List B: Select 1 course from any not selected above or from the following (3 units):

Course Number	Course Title	Units
PHIL 114	Critical Thinking	3.0
PSY 112	Human Sexuality	3.0
PSY 113	Theories Of Personality	3.0
PSY 119	Abnormal Psychology	3.0
SOC 101	Introduction to Sociology	3.0

General Education

Complete one of the following:

a) CSU General Education Breadth - 39 units

or

b) Intersegmental General Education Transfer Curriculum (IGETC) - 37 units

Double counting:

Number of units that may be double counted for the major and CSU GE or IGETC - 13=16 units

Select additional CSU transferrable units as needed to achieve 60 units required for the degree - 14-19 units.

Visit **myHancock** and select the **DegreeWorks** icon to view CSU or IGETC general education and transferrable courses.

Recreation Management

Award Type: Associate in Science

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 Associate in Science 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.

Program Requirements

A major of 21 units is required for the associate of science degree. Required core courses (15 units)

Course Number	Course Title	Units
REC 101	Intro to Recreation Management	3.0
REC 103	Leadership in Recreation Services	3.0
REC 105	Program Planning for Recreation	3.0
REC 107	Recreational Sports Programming	3.0
CWE 149	Cooperative Work Experience OCCUPATIONAL	1.0 - 8.0 units

Plus a minimum of 6 units selected from the following:

Course Number	Course Title	Units
ATH 104	Care and Prevention of Athletic Injuries	3.0
BUS 102	Marketing	3.0
EMS 102	First Aid & Safety	3.0
REC 109	Outdoor & Adventure Recreation	3.0
SOC 120	Race and Ethnic Relations	3.0
SPCH 102	Small Group Communication	3.0

Note: at least 3 units in CWE 149 is required for the degree.

Recreation Management

Award Type: Certificate of Achievement

The Certificate of Achievement 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 Certificate of Achievement 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.

Program Requirements

A total of 21 units is required for the certificate. Required core courses (15 units)

Course Number	Course Title	Units
REC 101	Intro to Recreation Management	3.0
REC 103	Leadership in Recreation Services	3.0
REC 105	Program Planning for Recreation	3.0
REC 107	Recreational Sports Programming	3.0
CWE 149	Cooperative Work Experience OCCUPATIONAL	1.0 - 8.0 units

Plus a minimum of 6 units selected from the following:

Course Number	Course Title	Units
ATH 104	Care and Prevention of Athletic Injuries	3.0
BUS 102	Marketing	3.0
EMS 102	First Aid & Safety	3.0
REC 109	Outdoor & Adventure Recreation	3.0
SOC 120	Race and Ethnic Relations	3.0
SPCH 102	Small Group Communication	3.0

Note: at least 3 units in CWE 149 is required for the certificate.

Secondary Education/High School Equivalency Exam Preparation

Award Type: Certificate of Competency

Obtaining a High School Equivalency Certificate is key to higher educational goals, better jobs, and stronger life skills. This Secondary Education/High School Equivalency Exam Preparation Certificate will enable students to pass the four subject areas of the high school exam: Language Arts,Reading/ Writing, Mathematics, Science, and Social Studies. The Computer Skills class will introduce students to functions needed to respond to all question types on the exam, word process, keyboard, and navigate online websites. Additionally, students will learn effective test-taking strategies, college readiness skills, life skills, and be better prepared for work.

The graduate of the Certificate of Competency in Secondary Education/High School Equivalency Exam Preparation will:

- Apply the skills and knowledge necessary to pass any or all of the four content areas of the high school equivalency exam tests: Language Arts, Math, Science, and Social Science.
- Apply Effective Test Taking Strategies and Methods.
- Think critically about issues and distinguish between supported and unsupported arguments in a variety of texts.
- Apply mathematics to solve real life problems using mathematical modeling and problem-solving techniques.
- Utilize the computer skills needed to respond to all question types on the exams, word process, keyboard, and learn to navigate online websites and resources.

Program Requirements

Required core courses (128-144 hours)

Course Number	Course Title	Units
BASK 7005	High School Equivalency Exam Preparation	96.0 - 108.0 hours
BASK 7013	High School Equivalency Exam Prep: Computer Skills	32.0 - 36.0 hours

Social Justice Studies: LGBTQ Studies

Award Type: Associate in Arts for Transfer

The Associate in Arts in Social Justice Studies: LGBT Studies for Transfer offers students a multidisciplinary approach to the study of Lesbian, Gay, Bisexual, Transgender and Queer identities, culture, art, literature politics, history and society in the United States and across cultures. Students will incorporate queer theory, theories of race and ethnicity, and feminist theory, to examine, analyze and compare social and political movement, and consider the ways that we currently understand and have historically understood various constructions of sexuality, gender identity and behavior depending upon historic time and global location. The Associate in Arts in Social Justice Studies: LGBT Studies for Transfer (AA-T) degree provides a curricular track for students who wish to transfer into a variety of CSU majors related to LGBT such as Gender Studies and Queer Studies. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district. 3. Obtainment of a minimum overall grade point average of 2.0 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required:Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Arts for Transfer in Social Justice Studies: LGBTQ Studies will:

- Research how theoretical perspectives and critical theories on social justice inform the social, political, economic, historical and cultural circumstances surrounding justice as they relate to gender, sexuality and race as well as other intersectional aspects of life in society.
- Define and analyze power and oppression to better understand how they operate at the individual, cultural and institutional levels
- Explain how intersectional formations of social identity reflecting various levels of power and privilege impact social justice at the individual, cultural and institutional levels.

Program Requirements

A major of 19 units is required for the associate in arts in Social Justice Studies - LGBTQ Studies for transfer degree.

Required core courses (16 units)

Course Number	Course Title	Units
LGBT 101	Introduction to LGBTQ Studies	3.0
LGBT 102	LGBTQ Communities, Family and Education in the 21st Century	3.0
MATH 123	Elementary Statistics	4.0
SOC 110	Introduction to Marriage & Family	3.0
SOC 120	Race and Ethnic Relations	3.0

List A: Select 1 course from the following (3 units)

Course Number	Course Title	Units
PSY 112	Human Sexuality	3.0
SOC 101	Introduction to Sociology	3.0
SOC 102	Social Problems	3.0

Social Science

Award Type: Associate in Arts

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 Associate in Arts 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.

Program Requirements

A major of 18 units is required for the associate in arts degree. Required core courses (18 units):

Course Number	Course Title	Units
ANTH 102	Introduction to Cultural Anthropology	3.0
GEOG 102	Human Geography	3.0
HIST 105	Western Civilization Since 1650	3.0
	or	
HUM 105	Western Civilization Since 1650	3.0
PSY 101	General Psychology	3.0
POLS 101	Introduction to Political Science	3.0
	or	
POLS 104	Introduction to International Relations	3.0
SOC 101	Introduction to Sociology	3.0

Recommended electives:

Course Number	Course Title	Units
BUS 141	Global Economics	3.0
	or	
ECON 141	Global Economics	3.0
	or	
GBST 141	Global Economics	3.0
ECON 102	Principles of Micro-Economics	3.0
	or	
SOC 122	Sociology of the Hispanic Culture	3.0

Sociology

Award Type: Associate in Arts for Transfer

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 worlds 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. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district. 3. Obtainment of a minimum overall grade point average of 2.0 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required:Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Arts for Transfer in Sociology 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.

Program Requirements

A major of 18-19 units is required for the degree.

Required Core Courses (12 units):

Course Number	Course Title	Units
SOC 101	Introduction to Sociology	3.0
SOC 102	Social Problems	3.0
SOC 110	Introduction to Marriage & Family	3.0
SOC 120	Race and Ethnic Relations	3.0

List A: Select 1 course from the following (3-4 units)

Course Number	Course Title	Units
MATH 123	Elementary Statistics	4.0
	or	
SOC 104	Social Science Research Methods	3.0

List B: Select 1 course from any not selected in List A or from the following (3 units):

Course Number	Course Title	Units
ANTH 102	Introduction to Cultural Anthropology	3.0
ECON 141	Global Economics	3.0
GBST 101	Introduction to Global Studies	3.0
GEOG 102	Human Geography	3.0
SOC 155	Media and Society	3.0
SOC 160	Cities and Urban Life	3.0

General Education

Complete one of the following:

a) CSU General Education Breadth - 39 units

or

b) Intersegmental General Education Transfer Curriculum (IGETC) - 37 units

Double counting:

A maximum of 9-12 units may be double counted for the major and CSU GE or IGETC.

Select additional CSU transferrable units as needed to achieve 60 units required for the degree.

Visit **myHancock** and select the **DegreeWorks** icon to view CSU or IGETC general education and transferrable courses.

Sound Technology

Award Type: Certificate of Achievement

The sound technology certificate is intended to prepare students for careers in sound recording and sound reinforcement in live and studio performance situations, as well as in the film industry, television, radio and other areas where sound recording and electronic music play an increasingly vital role. The certificate program can also be a valuable preparation for enrolling in an advanced commercial music school.

The graduate of the Certificate of Achievement 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.

Program Requirements

A total of 19 units is required for the certificate.

Required core courses (12 units):

Course Number	Course Title	Units
MUS 115	Introduction to Sound Recording & Mixing	3.0
	or	
FILM 120	Introduction to Sound Recording and Mixing	3.0
MUS 116	Sound Production Techniques	3.0
	or	

FILM 121	Sound Production Techniques	3.0
MUS 117	Electronic Music MIDI Recording	3.0
MUS 118	Intro to Electronic Music	3.0

Plus a minimum of 7 units selected from the following:

Course Number	Course Title	Units
EL 118	Fundamentals of DC and AC Circuits Analysis	3.0
EL 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0
FILM 110	Introduction to Motion Picture and Video Production	4.0
MUS 104	Roots of Pop, Rock, Jazz	3.0
MUS 111	Music Theory 1	4.0
MUS 112	Music Theory 2	4.0
MUS 119	Electronic Music Studio Technique	1.0
MUS 143	Jazz Band	1.0

Spanish

Award Type: Associate in Arts

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 Associate in Arts 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.

Program Requirements

A major of 18 units is required for the associate in arts degree. Required core courses (10 units):

Course Number	Course Title	Units
SPAN 103	Intermediate Spanish I	5.0
SPAN 104	Intermediate Spanish II	5.0

Plus a minimum of 8 units selected from the following:

Course Number	Course Title	Units
ENGL 102	Freshman Composition Literature	3.0
FRCH 101	Elementary French I	5.0
FRCH 102	Elementary French II	5.0
SPAN 105	Advanced Composition and Grammar	5.0
SPAN 111	Intermediate Spanish Conversation	2.0
SPAN 112	Advanced Spanish Conversation	3.0

Recommended electives:

Course Number	Course Title	Units
ART 105	Art History of Mexico	3.0
ASL 120	American Sign Language 1	3.0
ASL 121	American Sign Language 2	3.0
BUS 140	Survey of International Business	3.0
BUS 141	Global Economics or	3.0
ECON 141	Global Economics or	3.0
GBST 141	Global Economics	3.0
DANC 140	Beginning Folklorico	2.0
DANC 142	Intermediate Folklorico	0.5
ECS 116	Teaching in a Diverse Society	3.0
ECS 117	Teaching Young Children in a Multicultural Classroom	3.0
ENGL 130	American Literature to 1865	3.0
ENGL 133	Modern Fiction	3.0
ENGL 148	Hispanic Literature in Translation	3.0
FILM 103	Contemporary Latin American Film	3.0
HIST 120	History of the Mexican-American	3.0

POLS 104	Introduction to International Relations	3.0
SPCH 101	Public Speaking	3.0
SOC 122	Sociology of the Hispanic Culture	3.0
ENGL 148	Hispanic Literature in Translation	3.0

Spanish

Award Type: Associate in Arts for Transfer

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. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district. 3. Obtainment of a minimum overall grade point average of 2.0 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required:Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Arts for Transfer 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.

Program Requirements

A major of 20-25 unit is required for the degree. Select one of the options below.

Option 1: Required core courses (25 units):

Course Number	Course Title	Units
SPAN 101	Elementary Spanish I	5.0
SPAN 102	Elementary Spanish II	5.0
SPAN 103	Intermediate Spanish I	5.0
SPAN 104	Intermediate Spanish II	5.0
SPAN 105	Advanced Composition and Grammar	5.0

Option 2: Required core courses (22 units)

Course Number	Course Title	Units
SPAN 102	Elementary Spanish II	5.0
SPAN 103	Intermediate Spanish I	5.0
SPAN 104	Intermediate Spanish II	5.0
SPAN 105	Advanced Composition and Grammar	5.0
SPAN 111	Intermediate Spanish Conversation	2.0

Option 3: Required Core Courses (20 units). Students that score 3 or higher on the AP Spanish Language examination 5 units are credited for SPAN 103

Course Number	Course Title	Units
SPAN 103	Intermediate Spanish I	5.0
SPAN 104	Intermediate Spanish II	5.0
SPAN 105	Advanced Composition and Grammar	5.0
SPAN 111	Intermediate Spanish Conversation	2.0
SPAN 112	Advanced Spanish Conversation	3.0

General Education

Complete one of the following:

a) CSU General Education Breadth - 39 units

or

b) Intersegmental General Education Transfer Curriculum (IGETC) - 37 units

Double counting:

Number of units that may be double counted for the major and CSU GE or IGETC - 6.

Select additional CSU transferrable units as needed to achieve 60 units required for the degree - 2-9 units

Spanish Language Skills: Advanced Level

Award Type: 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 professions, 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 Certificate of Accomplishment in Spanish Language Skills: Advanced Level 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.

Program Requirements

A total of 9-11 units is required for the certificate.

Course Number	Course Title	Units
SPAN 105	Advanced Composition and Grammar	5.0
SPAN 112	Advanced Spanish Conversation	3.0
SPAN 189	Independent Projects in Spanish	1.0 - 3.0 units

Spanish Language Skills: Elementary Level

Award Type: 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 professions, viticulture, agricultural sciences, global studies, business and many other careers where contact with the public is a must. Functional knowledge of elementary level Spanish 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 Certificate of Accomplishment in Spanish Language Skills: Elementary Level 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.

Program Requirements

A total of 13-15 units is required for the certificate.

Course Number	Course Title	Units
SPAN 101	Elementary Spanish I	5.0
SPAN 102	Elementary Spanish II	5.0
SPAN 111	Intermediate Spanish Conversation	2.0
SPAN 189	Independent Projects in Spanish	1.0 - 3.0 units

Spanish Language Skills: Intermediate Level

Award Type: 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 professions, viticulture, agricultural sciences, global studies, business and many other careers where contact with the public is a must. Functional knowledge of 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 Certificate of Accomplishment in Spanish Language Skills: Intermediate Level will:

- Reflect a set of language proficiency skills -- reading, writing, and speaking -- at the intermediate level.

- Use and understand up to 1,500 in basic sentence structures.
- Develop and maintain functional linguistic skills in Spanish that are appropriate for this level.

Program Requirements

A total of 13-15 units is required for the certificate.

Course Number	Course Title	Units
SPAN 103	Intermediate Spanish I	5.0
SPAN 104	Intermediate Spanish II	5.0
SPAN 111	Intermediate Spanish Conversation	2.0
SPAN 189	Independent Projects in Spanish	1.0 - 3.0 units

Speech Communication

Award Type: Associate in Arts

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 Associate in Arts in Speech Communication will:

- Demonstrate knowledge of communication theories.
- Demonstrate competent communication behaviors for a variety of purposes.

Program Requirements

A major of 18 units is required for the associate in arts degree. Required core courses (18 units):

Course Number	Course Title	Units
SPCH 101	Public Speaking	3.0
SPCH 102	Small Group Communication	3.0
SPCH 103	Interpersonal Communication	3.0
SPCH 106	Argumentation and Debate	3.0
SPCH 108	Oral Interpretation	3.0
SPCH 110	Intercultural Communication	3.0

Sports Medicine

Award Type: Associate in Science

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 in 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.

Program Requirements

A major of 34-38 units is required for the associate in science degree.

Required core courses (34-38 units)

Course Number	Course Title	Units
ATH 104	Care and Prevention of Athletic Injuries	3.0
ATH 106	Orthopedic Injury Assess/Rehab	4.0
BIOL 100	Introductory Biology	4.0
BIOL 124	Human Anatomy	4.0
BIOL 125	Human Physiology	4.0
FSN 110	Nutrition Science	3.0

PE 100	Introduction to Kinesiology	3.0
PE 129	First Aid-CPR: Educator/Coach	1.0
MATH 123	Elementary Statistics	4.0
PE 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units
	or	
CWE 149	Cooperative Work Experience OCCUPATIONAL	1.0 - 8.0 units

Note: at least 4 units in CWE 149 or 4 units in PE 149 is required for the degree.

State Hospital Academy

Award Type: Certificate of Achievement

This certificate is designed to prepare those interested in a career with the Office of Protective Services (OPS). The State Hospital Academy is a program unique to training stuents for the career field of maintaining peace, order and security within the five state-run secure hospital facilities in California. Prior to enrollment, students will complete a background packet, complete a medical exam, obtain a clearance from the Department of Justice (DOJ) and be free of any felony convictions. Students will be tested mentally, physically and emotionally. The program of instruction includes academic, driving instruction, defensive tactics, firearms training and physical fitness training.

The graduate of the Certificate of Achievement in State Hospital Academy will:

- Meet Office of Protective Services (OPS) academic requirements
- Meet military discipline/drill requirements and the OPS skills requirements.
- Meet OPS physical fitness requirements.

Program Requirements

Required core:

Course Number	Course Title	Units
LE 310	Introduction to Law Enforcement Academy (Pre-Academy)	1.0
LE 329	State Hospital Peace Officer	17.0

Theatre Arts

Award Type: Associate in Arts for Transfer

The associate in arts in theatre arts for transfer degree is designed to provide students a clear transfer pathway to CSU campuses that offer bachelor&rsquo;s degrees in theatre arts. This degree provides students with an understanding and an appreciation for the art of theatre and includes courses in acting, technical theatre, rehearsal and performance as well as an introduction to the theatre and play analysis. Completion of this curriculum will provide preparation for future theatre studies. Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: 1. The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). 2. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district. 3. Obtainment of a minimum overall grade point average of 2.0 4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required:Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

The graduate of the Associate in Arts for Transfer in Theatre Arts will:

- exhibit the ability to analyze and articulate a critical response to theatrical events employing a basic understanding of world theatre history and Western theatre tradition.
- be able to recognize and describe the key figures as well as the breadth of achievement in world theatre history.
- be able to apply appropriate, positive techniques when asked to participate as a member of a performance ensemble.

Program Requirements

A major of 18 units is required for the degree.

Required core courses (9 units):

Course Number	Course Title	Units
DRMA 103	Introduction to Theatre	3.0
	or	
DRMA 110	History of World Theatre 1	3.0
DRMA 104	Acting I	3.0
DANC 182	Technical Production Lab	3.0

Selected units (9 units)

Course Number	Course Title	Units
DRMA 106	Acting II	3.0
DRMA 124	Stagecraft	3.0
DRMA 128	Stage Makeup	3.0

General Education

Complete one of the following:
a) CSU General Education Breadth - 39 units
or
b) Intersegmental General Education Transfer Curriculum (IGETC) - 37 units

Double counting:

Number of units that may be double counted for the major and CSU GE or IGETC - 3 - 6 units

Select additional CSU transferrable units as needed to achieve 60 units required for the degree.

Visit **myHancock** and select the **DegreeWorks** icon to view CSU or IGETC general education and transferrable courses.

Theatre: Design/Technical Theatre

Award Type: 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 of Achievement in Theatre: Design/Technical Theatre will:

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

Program Requirements

A total of of 64.5 - 74 units is required for the certificate of achievement. Required core courses (64 units)

Semester 1

Course Number	Course Title	Units
THEA 110	Beginning Production Laboratory	3.0
THEA 114	Beginning Performance Laboratory	3.0
THEA 305	Materials, Tools, and Techniques 1	10.0

Semester 2

Course Number	Course Title	Units
THEA 111	Intermediate Production Laboratory	3.0
THEA 115	Intermediate Performance Laboratory	3.0
THEA 306	Materials, Tools, and Techniques 2	10.0

Semester 3

Course Number	Course Title	Units
THEA 112	Advanced Intermediate Production Laboratory	3.0
THEA 116	Advanced Intermediate Performance Laboratory	3.0
THEA 307	Planning, Production, and Management 1	10.0

Semester 4

Course Number	Course Title	Units
THEA 113	Advanced Production Laboratory	3.0
THEA 117	Advanced Performance Laboratory	3.0
THEA 308	Planning, Production, and Management 2	10.0

Plus a minimum of 0.5 units from the following:

Course Number	Course Title	Units
DRMA 189	Independent Projects in Drama	1.0 - 3.0 units
DRMA 199	Special Topics in Drama	0.5 - 3.0 units
THEA 198	Topics in Theatrical Performance	0.5 - 3.0 units

THEA 199	Topics in Theatre Stagecraft	0.5 - 3.0 units
THEA 301	Beginning Preparation for Repertory Production	1.0
THEA 302	Intermediate Preparation for Repertory Production	1.0
THEA 303	Advanced Intermediate Preparation for Repertory Production	1.0
THEA 304	Advanced Preparation for Repertory Production	1.0
THEA 310	Beginning Summer Touring Repertory Production	10.0
THEA 311	Intermediate Summer Touring Repertory Production	10.0
THEA 312	Advanced Intermediate Summer Repertory Production	10.0
THEA 313	Advanced Summer Touring Repertory Production	10.0

Theatre: Professional Acting

Award Type: Certificate of Achievement

A two-year vocational training program designed to develop the skills in acting 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 of Achievement in Theatre: Professional 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.

Program Requirements

A total of 72 units is required for the certificate.

Required core courses: Semester 1

Course Number	Course Title	Units
THEA 101	Applied Professional Acting I	10.0
THEA 103	Beginning Professional Theatre Dance Styles	2.0
THEA 110	Beginning Production Laboratory	3.0
THEA 114	Beginning Performance Laboratory	3.0

Semester 2

Course Number	Course Title	Units
THEA 102	Applied Professional Acting 2	10.0
THEA 104	Intermediate Professional Theatre Dance Styles	2.0
THEA 111	Intermediate Production Laboratory	3.0
THEA 115	Intermediate Performance Laboratory	3.0

Semester 3

Course Number	Course Title	Units
THEA 112	Advanced Intermediate Production Laboratory	3.0
THEA 116	Advanced Intermediate Performance Laboratory	3.0
THEA 120	Advanced Professional Acting 1	10.0
THEA 122	Advanced Intermediate Professional Theatre Dance Styles	2.0

Semester 4

Course Number	Course Title	Units

THEA 113	Advanced Production Laboratory	3.0
THEA 117	Advanced Performance Laboratory	3.0
THEA 121	Adv. Professional Acting II	10.0
THEA 123	Advanced Professional Theatre Dance Styles	2.0

Recommended Electives (not required for the certificate of achievement)

Course Number	Course Title	Units
DANC 120	Beginning Ballet	2.0
DANC 130	Beginning Jazz	2.0
DRMA 110	History of World Theatre 1	3.0
DRMA 111	History of World Theatre 2	3.0
DRMA 189	Independent Projects in Drama	1.0 - 3.0 units
THEA 310	Beginning Summer Touring Repertory Production	10.0
THEA 311	Intermediate Summer Touring Repertory Production	10.0
THEA 312	Advanced Intermediate Summer Repertory Production	10.0
THEA 313	Advanced Summer Touring Repertory Production	10.0

Transfer Studies CSU General Education Breadth

Award Type: Certificate of Achievement

Completion of all these requirements will permit students 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 Certificate of Achievement in Transfer Studies CSU General Education Breadth will:

- Correctly set-up, 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.

Program Requirements

See California State University General Education Breadth Requirements.

Transfer Studies Intersegmental General Education Transfer Curriculum

Award Type: Certificate of Achievement

Completion of the Intersegmental General Education Transfer Curriculum (34-37 units) will permit 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 Certificate of Achievement in Transfer Studies Intersegmental General Education Transfer Curriculum 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.

Program Requirements

See transfer information section for course requirements

Transfer Studies UC/CSU (Math, Engineering, and Science Majors)

Award Type: Certificate of Achievement

Students who wish to pursue this certificate will choose from the general education pattern below: General Education Patterns A. California State University General Education/Breadth (CSU GE) 39-40 units B. Intersegmental General Education Transfer Curriculum (IGETC) 34-37 units Courses in which students will select in the natural science and mathematics area will emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in mathematics emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's largest civilizations. Students wishing to transfer in Math, Engineering and Science majors are strongly advised to meet with a counselor to develop a student education plan to ensure a smooth transfer process. The Transfer Studies Certificate of Achievement is designed for students who plan to transfer to a four-year college or university. In order to meet specific transfer requirements, students should work with a counselor in course selection.

The graduate of the Certificate of Achievement in Transfer Studies UC/CSU (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.

Program Requirements

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

A. California State University General Education/ Breadth (CSU GE)

B. Intersegmental General Education Transfer Curriculum (IGETC)

Two Dimensional Studio Art

Award Type: Certificate of Achievement

The Two-Dimensional Studio Art Certificate serves the goal of providing a certificate of achievement for competitive placement in entry-level work in areas such as museums, galleries, graphic design, set design, newspapers, etc.

The graduate of the Certificate of Achievement in Two Dimensional Studio Art will:

- Utilize the concepts, materials, and processes involved in the creation of visual art throughout history by participation in discussions, gaining knowledge of terminology, and successful completion 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.

Program Requirements

A major of 18 units is required for the certificate.

Course Number	Course Title	Units
ART 110	Design 1	3.0
ART 120	Drawing 1	3.0
ART 121	Drawing 2	3.0
ART 122	Life Drawing 1	3.0
ART 124	Mixed Media 1	3.0
ART 151	Painting 1	3.0

Veterinary Technology

Award Type: Certificate of Achievement

Allan Hancock College's Veterinary Technology Program introduces technical skills and veterinary medical concepts necessary to pursue a career as a veterinary assistant and meets the educational requirements of the California Veterinary Medical Board (VMB) for veterinary assistants to become Registered Veterinary Technicians (RVT)*. *In addition to completing the educational requirements, 4,416 hours of practical work experience with a California-licensed veterinarian are required in order to be eligible to take the veterinary technician licensing exams. The VMB eligibility requirements are subject to change at any time and without notice to educational providers or their students. Veterinary Assistants and Registered Veterinary Technicians are integral to the animal health care team that works under the supervision of veterinarians to perform various types of tasks including veterinary laboratory procedures, surgical and anesthesia assisting, digital imaging (including x-ray technology), dental procedures, medical nursing, emergency care, and veterinary office procedures. The Veterinary Technology Certificate of Achievement program requires the completion of 20 units. The courses are designed to meet the educational requirements of the California Veterinary Medical Board's (VMB) Alternate Route eligibility category for veterinary assistants to become Registered Veterinary Technicians (RVT). The application requirements for the Alternate Route includes specific content coverage includes the following areas: 1) Dental prophylaxis and extractions; 2) Anesthetic instrumentation, induction and monitoring; 3) Surgical nursing, assisting and instrumentation, suturing techniques, and application of casts and splints; 4) Radiology and radiation safety (including diagnostic imaging); 5) Diseases and animal nursing including zoonotic diseases and emergency veterinary care; 6) IV Catheter placement.

The graduate of the Certificate of Achievement in Veterinary Technology will:

- Demonstrate the knowledge necessary to perform animal medical nursing care.
- Demonstrate the knowledge necessary to perform animal surgical nursing and dental care.
- Demonstrate the knowledge necessary to safely perform veterinary radiology.
- Understand the proper techniques for performing veterinary laboratory procedures used in clinical settings.
- Demonstrate effective communication skills in the performance of veterinary office procedures.

Program Requirements

To be admitted into the program, students must have completed BIOL 100 and CHEM 120 (or the equivalent). A major of 20 units is required for the certificate of achievement.

Required core courses (20 units):

Course Number	Course Title	Units
VT 301	Veterinary Anatomy, Physiology and Terminology	3.0
VT 302	Veterinary Office Procedures	2.0
VT 303	Veterinary Pharmacology	2.0
VT 304	Clinical Pathology & Microbiology	3.0
VT 305	Medical Nursing & Animal Care	4.0
VT 306	Surgical Nursing & Dentistry	4.0
VT 307	Veterinary Radiology and Radiation Safety	2.0

Vocational ESL Family Childcare License Preparation

Award Type: Certificate of Competency

This certificate of competency in Family Childcare License Preparation will prepare the English language learner for the in-home family childcare licensing process by providing the required hours of instruction on regulatory aspects, development stages, nutrition, and safety. Upon completion, the student will have the reading, writing and speaking competencies needed to complete the application process through Community Care Licensing with the Department of Social Services. Program completion does not ensure license approval.

The graduate of the Certificate of Competency in Vocational ESL Family Childcare License Preparation will:

- Successfully use their knowledge/acquisition of the English language to apply for an in-home daycare license.
- Read, understand, and explain the regulatory conditions for an in-home daycare service.
- Read, understand, and explain text that covers the developmental needs of the infants, toddlers, and children being served.
- Successfully communicate with parents and guardians in writing or orally in order to provide a safe and enriching environment for the children being served.

Program Requirements

English language learners at the noncredit ESL C/D level are required to enroll concurrently in VOCE and VESL courses. Ten courses are required to obtain the Certificate of Competency.

Course Number	Course Title	Units
VESL 7300	Family Childcare Business	9.0 - 15.0 hours
	and	
VOCE 7300	Family Childcare Business	9.0 - 15.0 hours

VESL 7301	Child Health and Safety	18.0 - 30.0 hours
	and	
VOCE 7301	Child Health and Safety	18.0 - 30.0 hours
VOCE 7302	Developmental Needs of a Child	15.0 - 25.0 hours
VESL 7302	Developmental Needs of Children	15.0 - 25.0 hours
	and	
VESL 7303	Infant and Toddler Care	12.0 - 20.0 hours
	and	
VOCE 7303	Infant and Toddler Care	12.0 - 20.0 hours
VESL 7304	Ethics and Business Contracts	15.0 - 25.0 hours
	and	
VOCE 7304	Ethics and Business Contracts	15.0 - 25.0 hours

Vocational ESL Introduction to Early Childhood Studies

Award Type: Certificate of Competency

This ESL Introduction to Early Childhood Studies (ECS) certificate of competency is designed to prepare noncredit students more quickly for success in the credit level. Students will master the basic skills in reading, writing, speaking, and listening while simultaneously completing the noncredit certificate series of five academic ECS courses. Upon completion, the students will have the reading, writing, and speaking competencies needed to be better prepared for work in the ECS professions and/or credit coursework. It is designed for students who have successfully completed or demonstrated competency at the high-intermediate/low-advanced ESL levels. Career opportunities include: child care workers, preschool teachers, teacher assistants/aides, special education teachers, preschool and childcare center directors, and more. Students will: Learn the professional language and ESL skills to understand the history of childhood studies and theories. Actively listen in order to understand main ideas presented in lectures, conversations, and multimedia presentations in early childcare settings. Read and understand authentic texts about a variety of guidance interaction strategies that promote a caring classroom. Understand how to interview children, write professional reports, and summarize accurately. Develop study skills for credit classes including essay writing, research, and citing sources.

The graduate of the Certificate of Competency in Vocational ESL Introduction to Early Childhood Studies will:

- Successfully use their knowledge/acquisition of the English language to summarize important historical influences on the development of children.
- Successfully use their knowledge/acquisition of the English language to implement guidance and interaction strategies when working with children.
- Read, understand, and explain how to implement curriculum and activities that support the value of play when working with children.
- Read, understand, and explain how to apply observation strategies when working with children.
- Read, understand, and explain how to implement various assessment processes when working with children.
- Successfully use their knowledge/acquisition of the English language to enroll in Early Childhood Studies coursework upon completion of the certificate.

Program Requirements

English language learners at the noncredit ESL C/D level are required to enroll concurrently in VOCE and VESL courses. Ten courses are required to obtain the Certificate of Competency.

Course Number	Course Title	Units
VOCE 7310	History of Child Development	36.0 - 48.0 hours
	and	
VESL 7310	History of Child Development	36.0 - 48.0 hours
VESL 7311	Guidance and Interaction	18.0 - 30.0 hours
	and	
VOCE 7311	Guidance and Interaction	18.0 - 30.0 hours
VESL 7312	The Importance of Play	32.0 - 36.0 hours
	and	
VOCE 7312	The Importance of Play	32.0 - 36.0 hours
VESL 7313	Observation Made Easy	36.0 - 48.0 hours
	and	
VOCE 7313	Observation Made Easy	36.0 - 48.0 hours
VESL 7314	Assessment & Delivery Systems	15.0 - 25.0 hours
	and	
VOCE 7314	Assessment and Delivery Systems	15.0 - 25.0 hours

Welding Technology

Award Type: Associate in Science

The associate of science degree in welding technology is designed to provide comprehensive occupational training in all common types of welding methods as related to today's welding fabrication industries. This program will provide students with manipulative skills and technical knowledge required to perform in the areas of oxyacetylene, shielded metal arc, gas metal arc (G.M.A.W. and T.I.G.) welding processes. Also included in this program are hand cutting and semi-automatic cutting techniques. Certification tests may be taken. Employment opportunities available are welder, welder mechanic, maintenance welder, construction welder, pipe welder, and welding inspectors.

The graduate of the Associate in Science 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 basic layout, fitting and cutting operation.
- Have the ability to operate basic welding equipment in a safe manner.

Program Requirements

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

Required core courses (16 units):

Course Number	Course Title	Units
MT 109	Survey of Machining and Manufacturing	4.0
WLDT 106	Beginning Welding	3.0
WLDT 107	Advanced Welding	3.0
WLDT 306	Layout and Fabrication Interpretation	3.0
WLDT 300	Shop Math and Measurement	3.0

Plus a minimum of 15 units selected from the following:

Course Number	Course Title	Units
MT 110	CNC G Code	4.0
WLDT 307	G.M.A.W. Welding	3.0
WLDT 308	T.I.G. Welding	3.0
WLDT 312	Pipe Fitting & Welding	3.0
WLDT 315	Metal Fabrication	4.0
WLDT 330	Welding Certification	3.0
WLDT 331	Advanced Welding Certification Lab	2.0
WLDT 370	SkillsUSA	3.0

Recommended electives:

Course Number	Course Title	Units
WLDT 199	Special Topics in Welding Technology	0.5 - 3.0 units
WLDT 305	Welded Sculptural Projects	1.0

Welding Technology

Award Type: Certificate of Achievement

The certificate in welding technology is designed to provide comprehensive occupational training in all common types of welding methods as related to today's welding fabrication industries. This program will provide students with manipulative skills and technical knowledge required to perform in the areas of oxyacetylene, shielded metal arc, gas metal arc (G.M.A.W. and T.I.G.) welding processes. Also included in this program are hand cutting and semi-automatic cutting techniques. Certification tests may be taken. Employment opportunities available are welder, welder mechanic, maintenance welder, construction welder, pipe welder, and welding inspectors.

The graduate of the Certificate of Achievement 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 basic layout, fitting and cutting operation.
- Have the ability to operate basic welding equipment in a safe manner.

Program Requirements

Required core courses (16 units):

Course Number	Course Title	Units
MT 109	Survey of Machining and Manufacturing	4.0
WLDT 106	Beginning Welding	3.0
WLDT 107	Advanced Welding	3.0
WLDT 306	Layout and Fabrication Interpretation	3.0
WLDT 300	Shop Math and Measurement	3.0

Plus a minimum of 15 units selected from the following:

Course Number	Course Title	Units

MT 110	CNC G Code	4.0
WLDT 307	G.M.A.W. Welding	3.0
WLDT 308	T.I.G. Welding	3.0
WLDT 312	Pipe Fitting & Welding	3.0
WLDT 315	Metal Fabrication	4.0
WLDT 330	Welding Certification	3.0
WLDT 331	Advanced Welding Certification Lab	2.0
WLDT 370	SkillsUSA	3.0

Recommended electives:

Course Number	Course Title	Units
WLDT 199	Special Topics in Welding Technology	0.5 - 3.0 units
WLDT 305	Welded Sculptural Projects	1.0

A total of 31 units is required for the certificate.

Welding: Metal Fabrication

Award Type: Certificate of Achievement

The graduate of the Certificate of Achievement in Welding: 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 basic layout, fitting and cutting operation.
- Operate basic welding equipment in a safe manner.
- Weld, cut, and fit ferris and non-ferris materials to industry standard.

Program Requirements

A total of 20 units is required for the certificate.

Required core courses (20 units):

Course Number	Course Title	Units
MT 109	Survey of Machining and Manufacturing	4.0
WLDT 106	Beginning Welding	3.0
WLDT 107	Advanced Welding	3.0
WLDT 306	Layout and Fabrication Interpretation	3.0
WLDT 315	Metal Fabrication	4.0
WLDT 300	Shop Math and Measurement	3.0

Welding: Pipe Welding Technology

Award Type: Certificate of Achievement

The graduate of the Certificate of Achievement in Welding: 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 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.

Program Requirements

A total of 19 units is required for the certificate.

Required core courses (19 units):

Course Number	Course Title	Units
MT 109	Survey of Machining and Manufacturing	4.0
WLDT 106	Beginning Welding	3.0
WLDT 107	Advanced Welding	3.0
WLDT 300	Shop Math and Measurement	3.0
WLDT 306	Layout and Fabrication Interpretation	3.0
WLDT 312	Pipe Fitting & Welding	3.0

Wildland Fire Technology

Award Type: Associate in Science

The Wildland Fire Technology Associates Degree program will provide the foundational knowledge required to allow students to gain employment with the Fire Service. The program is also designed to upgrade the skills of in-service fire personnel in their present position or to prepare in-service personnel for promotional opportunities. The following are some of the career opportunities that would be available to students with a degree in Wildland Fire Technology, Full-Time Municipal Professional Firefighter, Full-Time Career Wildland Firefighter, Seasonal Firefighter, United States Forrest Service (USFS), California Department of Forestry (Cal Fire) and Wildland Fire Hand Crews.

The graduate of the Associate in Science in Wildland Fire Technology will:

- Demonstrate the skill sets necessary for a successful career in the Wildland Fire Services.

- Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to wildland fire environments as well as the management and the prevention of such fires.

Program Requirements

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

Required core courses (15 units):

Course Number	Course Title	Units
WFT 101	Wildland Fire Behavior	3.0
WFT 102	Wildland Firefighter Safety and Survival	3.0
WFT 103	Wildland Fire Operations	3.0
WFT 104	Wildland Public Information Officer, Prevention, and Investigation	3.0
WFT 105	Wildland Fire Planning, Logistics, and Finance	3.0

Plus a minimum of 15 units selected from the following:

Course Number	Course Title	Units
EMS 301	Emergency Medical Services Academy-1A	6.0
FT 101	Fire Protection Organization	3.0
FT 102	Fire Prevention Technology	3.0
FT 103	Fire Protection Equipment and Systems	3.0
FT 104	Building Construction for Fire Protection	3.0
FT 105	Fire Behavior and Combustion	3.0
FT 106	Principles of Fire & Emergency Safety & Survival	3.0
FT 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units
FT 307	Firefighter I Academy IA	6.0
FT 308	Firefighter 1 Academy IB	7.0

Wildland Fire Technology

Award Type: Certificate of Achievement

The Wildland Fire Technology program will provide the foundational knowledge required to allow students to gain employment with the Fire Service. The program is also designed to upgrade the skills of in-service fire personnel in their present position or to prepare in-service personnel for promotional opportunities. The following are some of the career opportunities that would be available to students with a degree in Wildland Fire Technology, Full-Time Municipal Professional Firefighter, Full-Time Career Wildland Firefighter, Seasonal Firefighter, United States Forrest Service (USFS), California Department of Forestry (Cal Fire) and Wildland Fire Hand Crews.

The graduate of the Certificate of Achievement in Wildland 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.

Program Requirements

A total of 30 units is required for the certificate.

Required core courses (15 units):

Course Number	Course Title	Units
WFT 101	Wildland Fire Behavior	3.0
WFT 102	Wildland Firefighter Safety and Survival	3.0
WFT 103	Wildland Fire Operations	3.0
WFT 104	Wildland Public Information Officer, Prevention, and Investigation	3.0
WFT 105	Wildland Fire Planning, Logistics, and Finance	3.0

Plus a minimum of 15 units selected from the following:

Course Number	Course Title	Units

EMS 301	Emergency Medical Services Academy-1A	6.0
FT 101	Fire Protection Organization	3.0
FT 102	Fire Prevention Technology	3.0
FT 103	Fire Protection Equipment and Systems	3.0
FT 104	Building Construction for Fire Protection	3.0
FT 105	Fire Behavior and Combustion	3.0
FT 106	Principles of Fire & Emergency Safety & Survival	3.0
FT 149	Cooperative Work Experience: Occupational	1.0 - 8.0 units
FT 307	Firefighter I Academy IA	6.0
FT 308	Firefighter 1 Academy IB	7.0

Course Information

Course Descriptions and Numbering

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.

Course 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.

Courses numbered 7000-7999 are noncredit courses in the areas of elementary and secondary reading, mathematics, and language arts; courses in English as a second language (ESL), including vocational ESL; short term vocational courses, workforce preparation courses; courses in citizenship for immigrants; and parenting, Noncredit courses do not provide units of credit and are not applicable to the associate degree and do not transfer to four-year institutions.

Cooperative Work Experience: Occupational (149) 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. Occupational cooperative work experience course offerings, when available, are listed in the schedule of classes under the specific discipline and are identified by a specific course number e.g. BUS 149, EMS 149, etc.

Cooperative Work Experience: General (302) provide on-the-job learning. See “Cooperative Work Experience” for a more complete description. General cooperative work experience course offerings, when available, are listed in the schedule of classes and are identified as CWE 302.

Experimental Courses (179, 379, 479, and 579) are courses 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 and in the schedule of classes for discipline specific course offerings (e.g. BIOL 189, AB 389, etc.)

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 credit status of a course and unit transferability to the CSU and UC systems.

C Credit not degree-applicable - units of credit not applicable to associate degree or transfer to four-year universities.

D Credit degree-applicable - units of credit applicable to degree programs.

Transfer to CSU - accepted towards graduation at all California State University campuses.

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

Transfer to UC - accepted towards graduation at all University of California campuses.

Transfer to 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 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.

NOTE: Approval of equivalent course or prior experience used to satisfy enrollment eligibility in advanced 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.

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, select 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- letter grade or pass/no pass

GR- letter grade only

Travel Courses: The possibility of offering enriched experiences to students through travel in both the United States and in foreign countries has been recognized by the college, and certain courses may be presented as travel classes during vacation time. Any travel class offered is equivalent to the same offering on campus and the student workload and testing is comparable to that on campus. The college assumes no responsibility for travel expenses living costs or incidental expenses incurred by anyone participating in a travel class. Because of enrollment demands, expenses, housing and travel arrangements and other special considerations, travel classes will be offered only when student interest and other factors make them appropriate.

Semester in which a course is usually offered:

F = fall only

S = spring only

U = summer only

F1 = fall, odd years

F2 = fall, even years S1 = spring, odd years S2 = spring, even years A = as needed

Course Repeatability

Changes That May Impact You

Due to changes in the regulations that govern community colleges, many community college courses are no longer designated as repeatable. These changes may impact your ability to register for some courses.

Non-Repeatable Courses

A student may be permitted to repeat a non-repeatable course under certain circumstances. For information see “Course Attempts” under Policies and Procedures in the Allan Hancock College Catalog (see page 43 of the 2013-14 catalog).

Limited Enrollment Courses

ACTIVE PARTICIPATORY COURSES: Courses that focus on the development of physical or artistic skill sets (Art, Dance, Drama, Music, and PE).

Effective 2013, most active participatory courses in Art, Dance, Drama, Music, and PE are no longer repeatable. In addition, active participatory courses that are related in content are limited to four enrollments/experiences. See Table 1 below. If you are majoring in any of these disciplines, please see your counselor to discuss your options.

What does this mean?

If you enroll in a painting course, ART 125, and earn a satisfactory grade, you may not enroll in that course again. However, you can enroll in ART 126 or any other related painting course for a total of four enrollments/experiences in painting.

What if I receive a substandard grade or W in ART 125, may I repeat it?

Yes. You may repeat it, but all attempts count toward the four enrollments/experiences limitation.

Ex. ART 125 first attempt you get a W

Second attempt you get an A

You have now completed two of your four enrollments in painting.

If I previously enrolled in an “active participatory course” may I start the four enrollments/experiences beginning 2013 semester?

No. The four enrollments/experiences for courses that are related in content include courses you have previously taken.

Table 1: AHC Fine Arts Courses Related in Content

DISCIPLINE	GROUP NAME	COURSES RELATED IN CONTENT	LIMITATIONS
Art	Design	ART 110, 112, 113	Enrollment is limited to four (4) courses per group. Courses are not repeatable unless a substandard grade or W is received. The enrollment will then be counted as the second of the four enrollments allowed in active participatory courses. All grades received will be counted in GPA.
	Life Drawing	ART 122, 123, 137	
	Mixed Media	ART 124, 144	
	Painting	ART 125, 126, 146, 127, 128, 129, 130, 150	
	Composition Studies	ART 133, 134, 154, 131, 132	
	Ceramics	ART 160, 161, 162, 163	
	Sculpture	ART 164, 165	
	Potter’s Wheel	ART 365, 366, 367,	
	Culture of Ceramics	ART 199G, 199H, 199J, 199K, 199L, 199M, 199N, 199P	
Dance	Hip Hop	DANC 133, 165	
	Folklorico	DANC 140, 142, 145, 148	
	Social Dance	DANC 172, 174, 175, 178	
	Choreography	DANC 171, 176	
	Concert Production	DANC 180, 183, 186	
	Applied Ballet Techniques	DANC 126, 154, 160, 161	
	Applied Jazz Techniques	DANC 162, 163	

	Stage Craft Production	DANC 182, 185
	Body Conditioning	DANC 155, 156, 168
Drama	Acting	DRMA 104, 106
	Academic Theatre	DRMA 103, 110, 111
Music	Vocal Instruction	MUS 123, 124, 127
	Piano Instruction	MUS 120, 121, 122
	Guitar Instruction	MUS 125, 126

Repeatable Courses

The regulations stipulate that only certain courses can be designated as repeatable. These are identified in the college catalog and in the online Class Search:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree.
- Courses in 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 contacts 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.
- Courses in intercollegiate academics (non-athletic) or vocational competitions.

Students receive all grades earned each time the course is attempted. You may not alleviate a substandard grade received in a repeatable course

Cooperative Work Experience

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.

CWE Units Unpaid Placement:
1 unit 60 hours
2 units 120 hours
3 units 180 hours
4 units 240 hours
5 units 300 hours
6 units 360 hours
7 units 420 hours
8 units 480 hours

CWE Units Paid Placement:
1 unit 75 hours
2 units 150 hours
3 units 225 hours
4 units 300 hours
5 units 375 hours
6 units 450 hours

7 units 525 hours
8 units 600 hours

CWE 149 Cooperative Work Experience: Occupational - 1 to 8 units

Acceptable for credit: CSU - CL

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.

Students enrolled in CWE 149 may earn up to 8 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. (F, S, U) (GR/P/NP)

Cooperative Work Experience: Occupational is available in the following majors:

Agribusiness (AG 149)

Early Childhood Studies (ECS 149)

Emergency Medical Services (EMS 149)

Human Services (HUSV 120, 130, 140, 150, 160, 170)

Physical Education (PE 149)

CWE 302 Cooperative Work Experience: General - 1 to 6 units

Acceptable for credit: Credit degree-applicable

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. (

Students enrolled in CWE 302 may earn up to 6 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. F, S) (GR/P/NP)

Independent Project Courses

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

Announcement of Courses

Course Descriptions

Auto Body

AB 117 Print Reading and Interpretation

3.0 units

Acceptable for credit: Transfer CSU

An introductory class where students will learn to read engineering drawings, evaluate print specifications, recognize orthographic views and visualize the actual objects or projects shown in the illustration. This course is not open to students who are enrolled in or have received credit for AB 330, AT 330, ET 330, MT 330, or AT/ET/MT 117. (Letter Grade or Pass/No Pass)

AB 300 Shop Math and Measurement

3.0 units

Acceptable for credit: D - Credit - Degree Applicable

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 AT/ET/MT or WLDT 381 or AT/ET/MT/WLDT 300. (Fall, Spring) (Letter Grade or Pass/No Pass)

AB 351 Auto Body - Metal

3.0 units

Acceptable for credit: D - Credit - Degree Applicable

This course is designed to give students a basic knowledge of auto body metal repair, which includes metal finishing and plastic filler application. (Fall, Spring) (Letter Grade or Pass/No Pass)

AB 353 Auto Body Repair

3.0 units

Acceptable for credit: D - Credit - Degree Applicable

Prerequisite: AB 351 - Auto Body - Metal

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. (Spring) (Letter Grade or Pass/No Pass)

AB 354 Selected Auto Body Paint Projects

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable

Prerequisite: AB 356 - Automotive Painting Techniques

Projects selected by the student and developed under the direct supervision and 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

AB 355 Selected Auto Body Metal Projects

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable

Prerequisite: AB 351 - Auto Body - Metal

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

AB 356 Automotive Painting Techniques

3.0 units

Acceptable for credit: D - Credit - Degree Applicable

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

AB 358 Automotive Refinishing

3.0 units

Acceptable for credit: D - Credit - Degree Applicable

Prerequisite: AB 356 - Automotive Painting Techniques

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. (Spring) (Letter Grade or Pass/No Pass)

AB 360 Collision Repair

5.0 units

Acceptable for credit: D - Credit - Degree Applicable

Prerequisite: AB 353 - Auto Body Repair

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. (Fall) (Letter Grade or Pass/No Pass)

AB 370 SkillsUSA

3.0 units

Acceptable for credit: D - Credit - Degree Applicable

Repeatable: 3.00

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

AB 389 Independent Projects

1.0 - 3.0 units

Acceptable for credit: D - Credit - Degree Applicable

Prerequisite: AT 100 - Automotive Fundamentals

Acceptable for credit: CSU, UC-Determined after admission

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1

unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade or Pass/No Pass)

Accounting

ACCT 100 Accounting for Entrepreneurs

3.0 units

Acceptable for credit: Transfer 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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

ACCT 105 Introduction to Accounting

3.0 units

Acceptable for credit: Transfer CSU

A study of the major areas of accounting to provide an overview of financial, managerial and tax accounting. (Fall, Spring) (Letter Grade or Pass/No Pass)

ACCT 131 Financial Accounting 1

3.0 units

Acceptable for credit: Transfer CSU

An introduction to the role of financial accounting in business and the accounting process. Topics include recognition, measurement, classification and presentation of business events; and analyzing and recording asset transactions; and performance evaluation. This is the first semester of a two semester course. This course is not open to students who have received credit for ACCT130. (Fall, Spring, Summer) (Letter Grade Only)

ACCT 132 Financial Accounting 2

3.0 units

Acceptable for credit: Transfer CSU

Prerequisite: ACCT 131 - Financial Accounting 1

An introduction to the role of financial accounting in business and the accounting process. Topics include recognition, measurement, and classification of business events; analyzing and recording financial investment, liability and equity transactions; and performance evaluation. This is the second semester of a two semester course. This course is not open to students who have received credit for ACCT130. (Fall, Spring, Summer) (Letter Grade Only)

ACCT 140 Managerial Accounting

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: ACCT 120

Prerequisite: ACCT 130; or ACCT 131 - Financial Accounting 1 ; and ACCT 132 - Financial Accounting 2

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. (Fall, Spring) (Letter Grade Only)

ACCT 150 Introduction to Accounting Information Systems

3.0 units

Acceptable for credit: Transfer CSU

Prerequisite: ACCT 131 - Financial Accounting 1 ; and ACCT 132 - Financial Accounting 2 ; or ACCT 317 - Bookkeeping 1 ; and ACCT 318 - Bookkeeping 2

An introduction to the development and analysis of accounting information systems including the use of a commercially-used small business accounting management system (QuickBooks). This course is not open to students who have received credit for Accounting 110. (Fall, Spring) (Letter Grade Only)

ACCT 160 Introduction Financial Statement Analysis

3.0 units

Acceptable for credit: Transfer CSU

Prerequisite: ACCT 131 - Financial Accounting 1 ; and ACCT 132 - Financial Accounting 2 ; or ACCT 317 - Bookkeeping 1 ; and ACCT 318 - Bookkeeping 2

An introduction to the analysis, interpretation, and research of financial statement information. (Fall, Spring) (Letter Grade Only)

ACCT 170 Introduction to Tax Accounting

3.0 units

Acceptable for credit: Transfer 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. (Fall, Spring) (Letter Grade Only)

ACCT 317 Bookkeeping 1

3.0 units

Acceptable for credit: D - Credit - Degree Applicable

C-ID Course Number: N/A

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

ACCT 318 Bookkeeping 2

3.0 units

Acceptable for credit: D - Credit - Degree Applicable

C-ID Course Number: N/A

Prerequisite: ACCT 317 - Bookkeeping 1

A continuation of the 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. (Spring) (Letter Grade or Pass/No Pass)

ACCT 327 Payroll Accounting

3.0 units

Acceptable for credit: D - Credit - Degree Applicable

C-ID Course Number: N/A

Prerequisite: ACCT 317 - Bookkeeping 1

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

ACCT 399 Special Topics in Accounting

0.5 - 3.0 units

Acceptable for credit:

Provides an opportunity to explore particular aspects of the discipline which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 399 are not on a regular cycle (not within a two year period) (Pass/No Pass)

Agriculture

AG 100 Introduction to Agricultural Studies and Careers

1.0 unit

Acceptable for credit: Transfer CSU

This course provides guidance for the educational pathways leading to degrees and certificates in the agricultural sciences. Emphasis also provided in the exploration of agriculture careers and employment opportunities. Assists students in setting both educational and career goals. Students develop an educational plan based on the curriculum requirements of agriculture majors. Students will learn the skills necessary for success in obtaining, maintaining and advancing in agriculture careers. Current issues that affect agriculture will be discussed. (Fall, Spring) (Letter Grade or Pass/No Pass)

AG 125 Soils and Plant Nutrition

4.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: AG-PS 128L

Advisories: CHEM 120 - Introductory Chemistry

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. The course is not open to students who are enrolled in or have received credit for VEN 125. (Fall, Summer) (Letter Grade or Pass/No Pass)

AG 130 Integrated Pest Management

4.0 units

Acceptable for credit: Transfer CSU

Prerequisite: VEN 102 - Introduction to Viticulture ; or AG 161 - Introduction to Plant Science

A study of the various pests and diseases found in California vineyard, fruit, vegetable, nut and grain crops - 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 and farms providing "hands-on" learning opportunities. Two separate lab sections will be offered in order to provide students the appropriate option for their agricultural field of interest. Section I will be for the Viticulture focus, Section II will be for the Agriculture focus. (Spring) (Letter Grade or Pass/No Pass)

AG 134 Internship Seminar

1.0 unit

Acceptable for credit: Transfer CSU

Corequisite: 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. (Fall, Spring) (Letter Grade Only)

AG 149 Cooperative Work Experience: Occupational

1.0 - 8.0 units

Acceptable for credit: Transfer CSU

Limitations on Enrollment: To participate in Cooperative Work Experience: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in CWE 149 may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. CWE Units Unpaid Placement: 1 unit 60 hours 2 units 120 hours 3 units 180 hours 4 units 240 hours 5 units 300 hours 6 units 360 hours 7 units 420 hours 8 units 480 hours CWE Units Paid Placement: 1 unit 75 hours 2 units 150 hours 3 units 225 hours 4 units 300 hours 5 units 375 hours 6 units 450 hours 7 units 525 hours 8 units 600 hours

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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

AG 150 Introduction to Agribusiness

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: AG-AB 104

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. (Fall) (Letter Grade or Pass/No Pass)

AG 152 Introduction to Animal Science

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: AG-AS 104
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. (Spring) (Letter Grade or Pass/No Pass)

AG 153 Introduction to Sustainable Agriculture

3.0 units

Acceptable for credit: Transfer 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. (Spring) (Letter Grade or Pass/No Pass)

AG 154 Introduction to Fruit Science

3.0 units

Acceptable for credit: Transfer 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. (Fall) (Letter Grade or Pass/No Pass)

AG 155 Introduction to Mechanized Agriculture

3.0 units

Acceptable for credit: Transfer CSU
Basic mechanical skills in woodworking, cold metal, electricity, 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. (Letter Grade or Pass/No Pass)

AG 156 Intro to Environmental Horticulture

3.0 units

Acceptable for credit: Transfer to UC, CSU
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, turfgrass installation and care, and survey of career opportunities. (Spring) (Letter Grade or Pass/No Pass)

AG 157 Agricultural Sales, Communication & Leadership

3.0 units

Acceptable for credit: Transfer 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. (Spring) (Letter Grade or Pass/No Pass)

AG 158 Agricultural Economics

3.0 units

Acceptable for credit: Transfer to UC, CSU
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. (Fall) (Letter Grade or Pass/No Pass)

AG 160 Plant Propagation and Production

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: AG-EH 116L
Prerequisite: AG 161 - Introduction to Plant Science ; or BIOL 154 - General Botany
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. (Spring) (Letter Grade or Pass/No Pass)

AG 161 Introduction to Plant Science

4.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: AG-PS 104
Introduction to plant science including structure, growth processes, propagation, physiology, growth media, biological competitors, and post-harvest factors of food, fiber, and ornamental plants. (Fall) (Letter Grade or Pass/No Pass)

AG 162 Agricultural Plant Pathology

4.0 units

Acceptable for credit: Transfer to UC, CSU
Corequisite: AG 161 - Introduction to Plant Science ; or BIOL 100 - Introductory Biology
A study of the nature and causes of disease in plants, with particular emphasis on agricultural commodities. This course will cover disease cycles, symptoms, host-parasite interactions, disease development in relation to the environment, methods of prevention, and methods of control such as cultural, chemical and biological. Industry-based field trips and/or guest speakers will be used to exemplify classroom knowledge. (Spring) (Letter Grade or Pass/No Pass)

AG 163 Economic Entomology

4.0 units

Acceptable for credit: Transfer CSU
Corequisite: BIOL 100 - Introductory Biology or completion of BIOL 100.
Introduction to insects and mites of economic importance to agriculture. Covers the morphology, taxonomy, identification, life

cycles, hosts, habitat relationships and control methods for insects of economic importance. Industry-based field trips and/or guest speakers will be used to exemplify classroom knowledge. (Spring) (Letter Grade or Pass/No Pass)

AG 164 Weed Science

4.0 units

Acceptable for credit: Transfer CSU
Corequisite: AG 161 - Introduction to Plant Science ; or BIOL 100 - Introductory Biology
Introduction to the classification, identification and life cycles of common and poisonous weeds in California which are detrimental to cultivated crops, grasslands, animals and humans. Management practices to prevent and control weed population establishment will be covered. Industry-based field trips and/or guest speakers will be used to exemplify classroom knowledge. (Fall) (Letter Grade or Pass/No Pass)

AG 165 Qualified Applicator Training

2.0 units

Acceptable for credit: Transfer CSU
This course will prepare students to take the Qualified Applicator License (QAL) or Qualified Applicator Certificate (QAC) exam as given by the California Department of Pesticide Regulation. Students will study pest management, pesticide labels and applications, safety, equipment, laws and regulations. Additional emphasis will be placed on exam categories based on student need. (Fall, Summer) (Letter Grade or Pass/No Pass)

AG 189 Independent Projects in Agribusiness

1.0 - 3.0 units

Acceptable for credit: Transfer CSU
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent Projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be issued no later than the end of the second week of the semester. 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 (Letter Grade or Pass/No Pass)

AG 315 Fertilizers & Plant Nutrition

4.0 units

Acceptable for credit: D - Credit - Degree Applicable
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 of correcting for these deficiencies. Fertilizer and other soil amendments will be studied as well as the proper management and application methods for these products. This course is not open to students who have completed or are enrolled in VEN 315. (Spring) (Letter Grade or Pass/No Pass)

Administration Of Justice

AJ 101 Introduction to Criminal Justice

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: AJ 110
Advisories: ENGL 514 - Writing Skills 4 ; or Eligibility for English 101
This course introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principles and approaches. Although justice structure and process is examined in a cross cultural context, emphasis is placed on the U.S. justice system, particularly the structure and function of U.S. law enforcement, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies. (Fall, Spring) (Letter Grade or Pass/No Pass)

AJ 102 Criminal Procedures

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: AJ 122
Advisories: ENGL 514 - Writing Skills 4 ; or Eligibility for ENGL 101
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

AJ 103 Concepts of Criminal Law

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: AJ 120
Advisories: ENGL 514 - Writing Skills 4 ; or Eligibility for ENGL 101
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

AJ 104 Legal Aspects of Evidence

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: AJ 124
Advisories: ENGL 514 - Writing Skills 4 or eligibility for English 101
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

AJ 105 Community Relations

3.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: AJ 160
Advisories: ENGL 514 - Writing Skills 4 ; or Eligibility for ENGL 101
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

AJ 111 Criminal Investigation

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: AJ 140
Advisories: ENGL 514 - Writing Skills 4 ; or eligibility for ENGL 101
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. (Fall) (Letter Grade or Pass/No Pass)

AJ 120 Juvenile Law and Procedures

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: AJ 220
Advisories: ENGL 514 - Writing Skills 4 ; or Eligibility for ENGL 101
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

AJ 130 Introduction to Corrections

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: AJ 200
Advisories: ENGL 514 - Writing Skills 4 ; or Eligibility for ENGL 101
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

AJ 150 Introduction to Forensics

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: AJ 150
Advisories: ENGL 514 - Writing Skills 4 ; or eligibility for ENGL 101
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

AJ 189 Independent Projects

1.0 - 3.0 units
Acceptable for credit: Transfer CSU
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade or Pass/No Pass)

AJ 315 Introduction to Criminology

3.0 units
Acceptable for credit: D - Credit - Degree Applicable
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. (Spring) (Letter Grade or Pass/No Pass)

Anthropology

ANTH 101 Introduction to Biological Anthropology

3.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ANTH 110

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 biological anthropology will also be presented. Students are encouraged to concurrently enroll in Anthropology 110. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

ANTH 102 Introduction to Cultural Anthropology

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ANTH 120
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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

ANTH 103 Introduction to Archaeology

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ANTH 150
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 from the earliest evidence of culture up to the development of literate civilizations. We will also explore the types of questions archaeologists ask about the human past and the scientific methods used to address these questions. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

ANTH 105 Language And Culture

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ANTH 130
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

ANTH 110 Biological Anthropology Lab

1.0 unit

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ANTH 115L
Corequisite: ANTH 101 - Introduction to Biological Anthropology 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

ANTH 122 States of Consciousness

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
An exploration of different states of consciousness, the means of attaining those states, their uses, misuses, and consequences. Topics include theories of consciousness, neural correlates of conscious experience, substance use disorders, sleep, dreams, hypnosis, dissociation and dissociative disorders, out-of-body states, near-death experiences, paranormal phenomena, meditation, 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

Apprenticeship Training

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.

Contact Information

Gilbert Rea, Electricians Apprenticeship
Phone: 805-686-0903
sbjatc@ibew413.org
www.sbjatc.com

Michael Lopez, Plumber (Pipe Trades) Apprenticeship
Phone: 805-688-1470
ualocal114@gmail.com
www.ualocal114.org

Richard Beesmer, Operating Engineers Apprenticeship
Phone: 562.695.0611
rich@oett.net
www.oett.net

APRN 481 Electricity

3.0 units

Acceptable for credit: C - Credit - Not Degree Applicable
Limitations on Enrollment: 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 the 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. (Letter Grade Only)

APRN 484 Plumbers (Pipe Fitters)

3.0 units

Acceptable for credit: C - Credit - Not Degree Applicable

Limitations on Enrollment: Limited to indentured apprentices or those awaiting indenture.

Prerequisite: 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 enrollment is based on state employment in the plumbing and pipe trade industry.

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. (Letter Grade Only)

APRN 486 Operating Engineers

3.0 units

Acceptable for credit: C - Credit - Not Degree Applicable

Limitations on Enrollment: Limited to Indentured apprentices or those awaiting indenture.

Prerequisite: 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.

The apprenticeship program provides classroom theory directly related to the 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. (Letter Grade Only)

Architecture

ARCH 100 Computer Aided Drafting and Design

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

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. This course is not open to students who are enrolled in or have received credit for ET 100. (Fall, Spring) (Letter Grade or Pass/No Pass)

ARCH 111 Architectural Graphics & Design I

3.0 units

Acceptable for credit: Transfer to UC, CSU

Introduces the graphic tools, techniques, and conventions used to communicate architectural ideas. Tools, techniques, and conventions include freehand drawing, architectural 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. (Fall) (Letter Grade or Pass/No Pass)

ARCH 112 Architectural Graphics & Design II

3.0 units

Acceptable for credit: Transfer to UC, CSU

Prerequisite: ARCH 111 - Architectural Graphics & Design I

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. (Spring) (Letter Grade or Pass/No Pass)

ARCH 121 Architectural Drawing 1

4.0 units

Acceptable for credit: Transfer 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. (Spring) (Letter Grade or Pass/No Pass)

ARCH 122 Architectural Drawing 2

4.0 units

Acceptable for credit: Transfer 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. (Fall) (Letter Grade or Pass/No Pass)

ARCH 131 Building Construction Materials and Methods

3.0 units

Acceptable for credit: Transfer CSU

Advisories: Concurrent enrollment in; ARCH 121 - Architectural Drawing 1

A general survey of the components, materials, types, and methods of building construction; terminology as applied to codes, foundations, concrete, light frame wood, heavy timber, soils, and the structural elements. This course is strongly recommended for those who are entering the construction industry. (Letter Grade or Pass/No Pass)

ARCH 151 Architectural Design Studio I

5.0 units

Acceptable for credit: Transfer CSU
Advisories: ARCH 112 - Architectural Graphics & Design II
Prerequisite: ARCH 111 - Architectural Graphics & Design I
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. (Letter Grade or Pass/No Pass)

ARCH 152 Architectural Design Studio II

5.0 units

Acceptable for credit: Transfer CSU
Prerequisite: ARCH 151 - Architectural Design Studio I
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. (Letter Grade or Pass/No Pass)

ARCH 160 Digital Tools In Architecture

3.0 units

Acceptable for credit: Transfer CSU
Advisories: ARCH 111 - Architectural Graphics & Design I
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. (Fall, Spring) (Pass/No Pass)

ARCH 321 International Building Code

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
Introduces the student to the purpose and use of the International Building Code (IBC), and prepares the student to make design and job site judgments based on the Code. (Fall) (Letter Grade or Pass/No Pass)

ARCH 370 SkillsUSA

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
Repeatable: 3.00
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

Art

ART 101 Art Appreciation

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ARTH 100
Advisories: READ 110 - Introduction to Critical Reading ; or ENGL 101 - Freshman Composition: Exposition
A study of the visual arts as an expression of thought and culture. (Fall, Spring) (Letter Grade or Pass/No Pass)

ART 103 Art History Ancient to Medieval

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ARTH 110
Advisories: READ 110 - Introduction to Critical Reading ; or ENGL 101 - Freshman Composition: Exposition
A survey of painting, sculpture, and architecture in the western world from the Paleolithic through the Gothic period. (Fall) (Letter Grade or Pass/No Pass)

ART 104 Art History Renaissance to Modern

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ARTH 120
Advisories: READ 110 - Introduction to Critical Reading ; or ENGL 101 - Freshman Composition: Exposition
A survey of painting, sculpture, and architecture in the western world from Renaissance to modern times. (Spring) (Letter Grade or Pass/No Pass)

ART 105 Art History of Mexico

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Advisories: READ 110 - Introduction to Critical Reading ; or ENGL 101 - Freshman Composition: Exposition
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. (Spring) (Letter Grade or Pass/No Pass)

ART 106 Art of the 20th Century

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: C-ID ARTH 150
Advisories: ART 103 - Art History Ancient to Medieval ; and ART 104 - Art History Renaissance to Modern ; READ 110 - Introduction to Critical Reading ; or ENGL 101 - Freshman Composition: Exposition
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. (Fall) (Letter Grade or Pass/No Pass)

ART 107 Introduction to Digital Art

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: Arts 250
An introduction to the fundamental concepts, practices and theories of digital art production. Topics include integration

of traditional design, color, and compositional principles with contemporary digital tools. (Fall) (Letter Grade or Pass/No Pass)

ART 108 Design 1 on the Computer

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: Arts 100

This course is an introduction to the concepts, applications, and historical references related to two-dimensional art and composition, including the study of basic design principles and elements. Students will develop a visual vocabulary for creative expression through lectures, studio projects, problem-solving, and writing assignments. This course covers the same content as Art 110, but projects are executed digitally using the computer. This course is not open to students who are enrolled in or have received credit for GRPH 108. (Fall, Spring) (Letter Grade or Pass/No Pass)

ART 109 Art History: American Art

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

ART 110 Design 1

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: ARTS 100

An introduction to the visual elements and principles of design. This is a lecture/lab experience requiring specific materials. (Fall, Spring) (Letter Grade or Pass/No Pass)

ART 112 Design Color Theory

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: ARTS 270

Advisories: ART 110 - Design 1 ; or GRPH 108 - Design 1 on the Computer ; or ART 108 - Design 1 on the Computer

A study of color, what it is, how we see it and strategies for its application in the visual arts. Major historical and contemporary color theory principles will be applied through design strategies. (Fall) (Letter Grade or Pass/No Pass)

ART 113 Three Dimensional Design

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: ARTS 101

Prerequisite: ART 110 - Design 1

Introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition, including the study of the elements and organizing principles of design as they apply to three-dimensional space and form.

Development of a visual vocabulary for creative expression through lecture presentations and use of appropriate materials for non-representational three-dimensional studio projects. Students will investigate a series of spatial design problems as they might apply to professional fields, including architecture, interior design, display, and sculpture. (Spring) (Letter Grade or Pass/No Pass)

ART 115 Introduction to Animation

3.0 units

Acceptable for credit: Transfer to UC, CSU

An introduction to animation production including classical character animation and other techniques. This course is not open to students who are enrolled in or have received credit for MMAC 115 or FILM 115. (Fall, Spring) (Letter Grade or Pass/No Pass)

ART 120 Drawing 1

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: ARTS 110

An introduction to the elements, principles, materials and techniques of drawing. Emphasis is placed on the practical skills of observation and their expansion, along with drawing as a form of visual communication. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

ART 121 Drawing 2

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: ARTS 205

Prerequisite: ART 120 - Drawing 1

Students in Art 121 will build on the fundamental technical drawing skills of Art 120 : Drawing 1, to develop more personalized approaches to drawing materials, strategies and subject matter.

In addition to traditional drawing media, color media and techniques will be introduced and explored. Students will develop and visually communicate ideas using a variety of materials, formats, techniques and methodologies, through still life, figurative, landscape, narrative, abstract, expressive and imagined subjects. Projects will cover multiple historical and contemporary approaches to drawing. Creative expression, individual growth, development of personal style and content are emphasized. (Spring) (Letter Grade or Pass/No Pass)

ART 122 Life Drawing 1

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: Arts 200

Prerequisite: ART 120 - Drawing 1

This course serves as an introduction to drawing the human figure from observation. Studio assignments investigate the human body, its mass, and its movements through the modeling of form, planar analysis, cross-contour, and gesture drawing techniques. Human anatomy and proportional accuracy are emphasized, while expressive and interpretive approaches are explored by means of compositional design, a variety of drawing media, and surveying historical and contemporary roles of figure drawing in the visual arts. (Fall, Spring) (Letter Grade or Pass/No Pass)

ART 123 Life Drawing 2

3.0 units

Acceptable for credit: Transfer to UC, CSU

Prerequisite: ART 122 - Life Drawing 1

This course is a continued study in drawing the human form through direct observation. Students will further refine technical life drawing skills, as well as explore more detailed investigations into human anatomy, the human figure in space, and the human figure in motion. Students will expand their approaches, techniques and media to create a portfolio of figurative drawings that demonstrates increased technical skills, as well as explorations of color, style and content. (Fall, Spring) (Letter Grade or Pass/No Pass)

ART 124 Mixed Media 1

3.0 units

Acceptable for credit: Transfer to UC, CSU
Advisories: ART 110 - Design 1 ; ART 151 - Painting 1
An exploration of a variety of traditional and distinctly unique 2-dimensional art media as they relate to drawing and painting mediums. (Fall) (Letter Grade or Pass/No Pass)

ART 133 Composition Studies: Figure 1

0.5 units

Acceptable for credit: Transfer to UC, CSU
Advisories: ART 120 - Drawing 1 ; and ART 122 - Life Drawing 1
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

ART 134 Composition Studies: Figure 2

0.5 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Prerequisite: ART 133 - Composition Studies: Figure 1
An intermediate 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

ART 137 Life Drawing 3

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: ART 123 - Life Drawing 2
This course is an advanced study in drawing the human form through direct observation. Technical and expressive drawing skills and approaches learned in Life Drawing 1 and 2 will be further developed and refined toward the development of a cohesive body of work. Life Drawing 3 students will produce a portfolio of advanced skill level drawings showing the development of personal style and content using the human figure as a subject. (Fall, Spring) (Letter Grade or Pass/No Pass)

ART 144 Mixed Media 2

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: none
Prerequisite: ART 124 - Mixed Media 1
An intermediate advanced level of mixed media focused on 2 and 3 dimensional art materials as they relate to composition and personal style. (Fall) (Letter Grade or Pass/No Pass)

ART 151 Painting 1

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: ARTS 210
Advisories: ART 110 - Design 1 ; ART 120 - Drawing 1
An introduction to the principles, elements, and practices of painting, including the exploration of painting materials, basic techniques, paint mixing, and approaches to color and composition. (Fall, Spring) (Letter Grade or Pass/No Pass)

ART 152 Painting 2

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Prerequisite: ART 151 - Painting 1
An intermediate course in painting emphasizing further development of skills and exploration of styles. (Fall, Spring) (Letter Grade or Pass/No Pass)

ART 153 Painting 3

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Prerequisite: ART 152 - Painting 2
An advanced course in painting emphasizing the continued growth of technical skills and the development of a personal style. (Fall, Spring) (Letter Grade or Pass/No Pass)

ART 154 Composition Studies: Figure 3

0.5 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Prerequisite: ART 134 - Composition Studies: Figure 2
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

ART 160 Ceramics 1

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ARTS 230
Introduction to ceramics materials, concepts, and processes including basic design principles, creative development, various forming methods, glaze techniques, firing and ceramics terminology. The course covers aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression across cultures. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

ART 161 Ceramics 2

3.0 units

Acceptable for credit: Transfer to UC, CSU
Advisories: ART 160 - Ceramics 1
A continuation of Ceramics 1 materials, concepts and processes, including basic design principles, creative development, various forming methods, glaze techniques, firing and ceramics terminology. This course will explore low-fire clay and glaze processes, using the potter's wheel, extruder, making and using

molds, graphic design with low-fire colored glazes. Student will further their own aesthetic and creative development of clay objects by examining historical, contemporary, and personal modes of expression across cultures. Because this is a lecture/lab course, students are expected to work 4 hours/week outside of class time. (Fall, Spring) (Letter Grade or Pass/No Pass)

ART 162 Ceramics 3

3.0 units

Acceptable for credit: Transfer to UC, CSU

Advisories: ART 161 - Ceramics 2

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

ART 163 Ceramics Workshop

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: N/A

Advisories: ART 162 - Ceramics 3

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

ART 164 Sculpture 1

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: Art 101

Introduction to three-dimensional sculptural principles, techniques, and concepts utilizing a wide range of materials and practices. Various sculpture methods are practiced with attention to creative self-expression and historical context. (Fall) (Letter Grade or Pass/No Pass)

ART 165 Sculpture 2

3.0 units

Acceptable for credit: Transfer to UC, CSU

Advisories: ART 164 - Sculpture 1

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. (Fall) (Letter Grade or Pass/No Pass)

ART 170 Survey of Asian Art

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: ARTH 130

This course provides a select overview of art from India, Southeast Asia, China, Korea, and Japan from pre-history to modern times. Includes examination and analysis of ceramics, calligraphy/painting, printmaking, architecture and sculpture with reference to cross-cultural influences, religion, and philosophy in those countries. (Fall, Spring) (Letter Grade or Pass/No Pass)

ART 189 Independent Projects

1.0 - 3.0 units

Acceptable for credit: Transfer CSU

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade or Pass/No Pass)

ART 199 Topics in Art

0.5 - 3.0 units

Acceptable for credit: Transfer CSU

Provides an opportunity to explore particular aspects of the discipline which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 199 are not offered on a regular cycle (not within a two year period). (Letter Grade or Pass/No Pass)

ART 366 Working the Potter's Wheel

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

ART 367 Advanced Potter's Wheel

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

C-ID Course Number: N/A

Advisories: ART 366 - Working the Potter's Wheel

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

ART 368 Modifying Forms from the Wheel

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

C-ID Course Number: N/A

Advisories: ART 367 - Advanced Potter's Wheel

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

ART 399 Special Topics in Art

1.0 - 4.0 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: Prerequisites, co-requisites or advisories will be included for each course developed under this curriculum shell, as is appropriate for the discipline described in the course title.
Provides an opportunity to explore particular aspects of the discipline which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 399 are not offered on a regular cycle (not within a two-year period). (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

American Sign Language

ASL 120 American Sign Language 1

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

ASL 121 American Sign Language 2

3.0 units

Acceptable for credit: Transfer to UC, CSU
Prerequisite: ASL 120 - American Sign Language 1
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. (Fall) (Letter Grade or Pass/No Pass)

ASL 124 American Sign Language 3

3.0 units

Acceptable for credit: Transfer to UC, CSU
Prerequisite: ASL 121 - American Sign Language 2
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 skills. Deaf cultural issues, non-manual markers, advanced classifiers, and numbering systems will be explored. (Letter Grade or Pass/No Pass)

ASL 126 American Sign Language 4

3.0 units

Acceptable for credit: Transfer to UC, CSU
Prerequisite: ASL 124 - American Sign Language 3
This advanced course expands functions and syntax from ASL 124 and focuses on developing students' communicative competency in American Sign Language. Higher level vocabulary and grammatical patterns, including classifiers and the use of spatial location, are explored with a focus on productive skills. Deaf culture, behavior, and norms are also studied as they relate to advanced signing skills. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

ASL 130 Conversational American Sign Language

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: ASL 120 - American Sign Language 1
Designed to improve conversational skills in American Sign Language by increasing vocabularies and perfecting grammatical structures. Emphasis is on improving expressive and receptive skills. (Spring) (Letter Grade or Pass/No Pass)

ASL 138 Deaf History

3.0 units

Acceptable for credit: Transfer to UC, CSU
Advisories: ENGL 514 - Writing Skills 4 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 History 138. (Spring) (Letter Grade or Pass/No Pass)

ASL 189 Independent Projects

1.0 - 3.0 units

Acceptable for credit: Transfer CSU
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade or Pass/No Pass)

Astronomy

ASTR 100 Elementary Astronomy

3.0 units

Acceptable for credit: Transfer to UC, CSU
A survey course introducing the general principles and fundamental facts of astronomy. Online homework may be required. (Fall, Spring) (Letter Grade or Pass/No Pass)

ASTR 121 Elementary Astronomy Laboratory

1.0 unit

Acceptable for credit: Transfer to UC, CSU

Corequisite: ASTR 100 - Elementary Astronomy or completion of ASTR 100
A laboratory course emphasizing practice and interpretation of astronomical observations for students that are concurrently taking the ASTR 100 lecture course or those that have previously passed it with a grade of "C" or higher. When weather permits, students will observe objects in the sky with and without instruments such as telescopes. In-class simulations will be substituted when direct observation is not possible. The moon, stars, constellations, planets and other solar system bodies, and various deep-sky objects will be studied as well as the methods used to catalog, chart, and find them. (Fall, Spring) (Letter Grade or Pass/No Pass)

Automotive Technology

AT 100 Automotive Fundamentals

4.0 units
Acceptable for credit: Transfer CSU
Designed to teach the student complete car 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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

AT 117 Print Reading and Interpretation

3.0 units
Acceptable for credit: Transfer CSU
An introductory class where students will learn to read engineering drawings, evaluate print specifications, recognize orthographic views and visualize the actual objects or projects shown in the illustration. This course is not open to students who are enrolled in or have received credit for AB 330, AT 330, ET 330, MT 330, or AB/ET/MT 117. (Letter Grade or Pass/No Pass)

AT 133 Automotive Engine Rebuilding

5.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Limitations on Enrollment: Must take and pass the Lab Safety Test
Prerequisite: AT 100 - Automotive Fundamentals
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. (Spring) (Letter Grade Only)

AT 300 Shop Math and Measurement

3.0 units
Acceptable for credit: D - Credit - Degree Applicable
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, AB 381, ET 381, MT 381, WLDT 381, or AB/ET/MT/WLDT 300. (Fall, Spring) (Letter Grade or Pass/No Pass)

AT 303 Automotive Electricity

5.0 units
Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
Limitations on Enrollment: Must take and pass the Lab Safety Test
Prerequisite: AT 100 - Automotive Fundamentals
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. (Fall, Spring, Summer) (Letter Grade Only)

AT 306 Auto Air Conditioning Systems

4.0 units
Acceptable for credit: D - Credit - Degree Applicable
Advisories: AT 303 - Automotive Electricity
Prerequisite: AT 100 - Automotive Fundamentals
In this course students study the theory, operation, diagnosis, and repair of automotive heating, air conditioning and engine cooling systems. (Fall, Spring) (Letter Grade Only)

AT 313 Automotive Brakes

4.0 units
Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
Prerequisite: AT 100 - Automotive Fundamentals
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. (Fall) (Letter Grade or Pass/No Pass)

AT 314 Suspension and Alignment

4.0 units
Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: AT 100 - Automotive Fundamentals
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. (Spring) (Letter Grade or Pass/No Pass)

AT 323 Power Trains

5.0 units
Acceptable for credit: D - Credit - Degree Applicable
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. Extreme emphasis is placed on principles of operation, troubleshooting and intensive repair. (Fall) (Letter Grade or Pass/No Pass)

AT 324 Automatic Transmissions

5.0 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: AUTO 120 X
Advisories: AT 303 - Automotive Electricity
Prerequisite: AT 100 - Automotive Fundamentals
Theory and operation, diagnosis, service and repair of automotive automatic transmissions and transaxles. (Spring) (Letter Grade or Pass/No Pass)

AT 334 Automotive Machining 1

4.0 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Must take and pass the Lab Safety Test.
Prerequisite: AT 133 - Automotive Engine Rebuilding
An intensified course in automotive machining, the course will emphasize student proficiency in machine operation. Designed to make the student proficient in all phases of automotive and industrial engine rebuilding, including crankshaft grinding, boring, honing, line boring, block and head resurfacing, crack repair, head reconditioning, precision measuring, balancing, and engine assembly. (Spring) (Letter Grade Only)

AT 336 Automotive Machining 2

4.0 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Must take and pass the lab safety test.
Prerequisite: AT 334 - Automotive Machining 1
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

AT 341 Fuel Injection/Turbocharging

5.0 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: AT 303 - Automotive Electricity ; 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

AT 343 Engine Performance/Diagnosis

5.0 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: AT 341 - Fuel Injection/Turbocharging ; 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

AT 344 Emission Control/BAR CAC

5.0 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: AT 341 - Fuel Injection/Turbocharging ; and AT 343 - Engine Performance/Diagnosis
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. (Spring) (Letter Grade or Pass/No Pass)

AT 354 Selected Projects in Automotive Machining

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
Advisories: AT 336 - Automotive Machining 2 ; ENGL 514 - Writing Skills 4
Limitations on Enrollment: Must take and pass the Lab Safety Test
A project based course with an emphasis on the practice and improvement of automotive machining skills. The approved student project is performed under the direct supervision of the responsible Automotive Technology faculty member. (Letter Grade or Pass/No Pass)

AT 370 SkillsUSA

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
Repeatable: 3.00
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

AT 389 Independent Projects in Automotive Technology

1.0 - 3.0 units

Acceptable for credit: D - Credit - Degree Applicable
AT 389 Independent Projects is 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, search or development of skills and competencies under faculty advisement and supervision. Students wishing to enroll in AT 389 Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be issued no later than the end of the second week of the semester. Units are awarded depending upon satisfying performance and the amount of time committed by the students 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 (Letter Grade Only)

Athletic Training

ATH 104 Care and Prevention of Athletic Injuries

3.0 units

Acceptable for credit: Transfer to UC, CSU

Designed for prospective coaches, athletic trainers, health and physical educators; to aid in the recognition, evaluation and care of athletic injuries. Emphasizes techniques in taping, care, prevention, and rehabilitation of injuries. This course includes one lab hour per week, which is led by the instructor. The lab hour allows students to apply concepts and techniques presented during lecture. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

ATH 106 Orthopedic Injury Assess/Rehab

4.0 units

Acceptable for credit: Transfer CSU

Advisories: BIOL 124 - Human Anatomy ; ENGL 101 - Freshman Composition: Exposition

Prerequisite: ATH 104 - Care and Prevention of Athletic Injuries

Designed for prospective kinesiology health professionals, including but not limited to athletic trainers, physical therapy aides, 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, which are led by the instructor. The lab hour allows students to apply concepts and techniques presented during lecture. (Spring) (Letter Grade or Pass/No Pass)

Basic Skills (Noncredit)

BASK 7002A CBET: Community Based English Tutoring

90.0 - 102.0 hours

Acceptable for credit: N - Noncredit

This multi-level English as a Second Language (ESL) course provides practical applications for parent involvement in children's learning and school environment. Topics include home tutoring techniques, creating a home environment conducive to learning, school content by grade level, and locating and utilizing educational resources through technology and community services. (Noncredit)

BASK 7002B Community Based English Tutoring

6.0 - 36.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

This multi-level English as a Second Language (ESL) course provides practical applications for parent involvement in children's learning and school environment. Topics include home tutoring techniques, creating a home environment conducive to learning, school content by grade level, and locating and utilizing educational resources through technology and community services.

BASK 7003 Reading, Writing, and Math

36.0 - 102.0 hours

Acceptable for credit: N - Noncredit

This class is designed to help students improve basic skills in math, reading, and writing for the purpose of preparing students for high school diploma equivalency classes, entry into credit classes, or to improve career opportunities. (Fall, Spring, Summer) (Satisfactory Progress)

BASK 7003B Interdisciplinary Basic Skills: Reading, Writing, and Math

6.0 - 36.0 hours

Acceptable for credit: N - Noncredit

This class allows students to improve upon basic skills in math, reading, and writing. Material is presented through individual, small group, computer-assisted instruction, and tutoring. Accessible software programs include Rosetta Stone, Aztec, and PLATO.

BASK 7004A Supervised Tutoring

0.0 hours

Acceptable for credit: N - Noncredit

This course provides students with class-specific tutorial assistance, study strategies, self-confidence building strategies, and critical thinking skills necessary for success in the classroom. Students seeking a greater understanding of course material benefit from this small-group environment, which is conducive to skill building.

BASK 7004B Supervised Tutoring

0.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

This course provides students with class-specific tutorial assistance, study strategies, self-confidence building strategies, and critical thinking skills necessary for success in the classroom. Students seeking a greater understanding of course material benefit from this small-group environment, which is conducive to skill building.

BASK 7005 High School Equivalency Exam Preparation

96.0 - 108.0 hours

Acceptable for credit: N - Noncredit

This course is designed to help students prepare for the High School Equivalency Exam such as the GED or HI SET. Students learn the core knowledge and skills needed to pass each of the High School Equivalency Tests. The content areas covered will be Language Arts--Reading/Writing, Mathematics, Science, and Social Studies. Students will also receive instruction in developing test-taking skills and career and college-readiness skills. (Fall, Spring, Summer) (Noncredit)

BASK 7005B Preparing for the GED Tests

36.0 - 48.0 hours

Acceptable for credit: N - Noncredit

This course is designed to help students successfully pass the General Educational Development (GED) tests. Students receive instruction in reading, writing, social studies, science, mathematics, and test- taking skills. Students have the opportunity to practice test items.

BASK 7006A GED Test Prep: Math Reasoning

90.0 - 102.0 hours

Acceptable for credit: N - Noncredit

The course is designed to help students successfully pass the computerized General Educational Development (GED) Mathematical Reasoning Test either in English or Spanish. Students receive instruction in mathematical reasoning skills needed for the test.

BASK 7007A GED Test Prep: Language Arts

90.0 - 102.0 hours

Acceptable for credit: N - Noncredit

This course is designed to prepare students for the Reasoning Through Language Arts portion of the General Educational Development (GED) Test. Students learn reading and writing skills to effectively pass the GED test while developing other skills to help prepare for college and jobs. The class is open entry; however, 8th grade reading level or above is recommended. Students have the opportunity to practice test items for the computerized GED test.

BASK 7008A Success in College Lab

45.0 - 51.0 hours

Acceptable for credit: N - Noncredit

This open-entry, open-exit study lab provides high-risk students with general study skills applicable to specific courses. Students receive tutorial assistance, learn study strategies, and receive assistance to support credit class academic success. Although this lab is designed primarily for the student athlete, anyone 18 or over can attend.

BASK 7009A GED Test Prep: Social Studies

90.0 hours

Acceptable for credit: N - Noncredit

Learn to read, comprehend, and analyze social studies related text in preparation for the social studies section of the GED test. Topics covered include civics and government, U.S. history, economics, and world geography. Students acquire problem-solving skills in social studies-related contexts while developing core reading skills and a variety of test-taking strategies. (Noncredit)

BASK 7010 Family Literacy

16.0 - 18.0 hours

Acceptable for credit: N - Noncredit

Family literacy recognizes adults as a powerful influence on children's academic success and emphasizes bringing reading and writing into the home and making it a family activity. This course presents students with the tools and resources needed to enhance literacy together. (Fall, Spring, Summer) (Noncredit)

BASK 7011 Basic Math

96.0 - 108.0 hours

Acceptable for credit: N - Noncredit

This open-entry basic math course is designed to help students increase their math skills so they may enroll in the math section for the High School Equivalency Exam Preparation course. The math course covers basic functions of arithmetic including whole numbers, multiplication, fractions, decimals, and percent. Students will apply operations with numbers to real world problems and interpret the answers in a real life context. (Fall, Spring) (Noncredit)

BASK 7011B Basic Math

36.0 - 48.0 hours

Acceptable for credit: N - Noncredit

This open-entry basic math course is designed to help students increase their math skills so they may enroll in credit math classes or complete the math section for the GED Test. Topics covered include multiplication tables, division, subtraction, number operations and number sense, measurement, basic geometry, and sequence.

BASK 7012 Basic Reading and Writing

96.0 - 108.0 hours

Acceptable for credit: N - Noncredit

Learn basic reading, writing, and grammar skills; build vocabulary; improve spelling; and increase reading comprehension in this course designed for students who read and write at grade levels below 8th grade. Students learn the reading and writing skills needed to enroll in High School Equivalency Exam Preparation courses: Language Arts, Science, Social Science, and Math. (Noncredit)

BASK 7013 High School Equivalency Exam Prep: Computer Skills

32.0 - 36.0 hours

Acceptable for credit: N - Noncredit

Acquire basic computer skills and become familiar with test-taking tools required for the High School Equivalency Exam such as the GED or Hi SET. Topics covered include directional tools, calculator basics, formula sheet, symbol selector, use of a mouse, word processing skills, keyboarding, short answer, fill-in-the blank, and more. Students learn how to setup online accounts with official test providers and register for tests. (Fall, Spring, Summer) (Noncredit)

BASK 7014 Mathematics Lab

64.0 - 72.0 hours

Acceptable for credit: N - Noncredit

In this open laboratory setting, students receive one-on-one instruction in specific requested areas and guided practice sessions on varied mathematical topics. This class is designed as a supplementary lab for students who need additional instructional assistance to successfully complete any Allan Hancock College mathematics class. (Fall, Spring, Summer) (Noncredit)

BASK 7015 Reading and Writing Lab

64.0 - 128.0 hours

Acceptable for credit: N - Noncredit

Repeatable: 10.00

In this open laboratory setting, students receive one-on-one instruction in specific requested areas of reading and writing. The class is designed as a supplementary lab for students who need additional instructional assistance to successfully complete any reading or writing assignment for an Allan Hancock College class or for a college application. (Fall, Spring, Summer) (Noncredit)

Biology

BIOL 100 Introductory Biology

4.0 units

Acceptable for credit: Transfer to UC, CSU

Advisories: Eligible for ENGL 101 or completion of; ENGL 514 - Writing Skills 4

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

BIOL 120 Humans and the Environment

3.0 units

Acceptable for credit: Transfer to UC, CSU

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

BIOL 124 Human Anatomy

4.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: BIOL 110B

Advisories: BIOL 100 - Introductory Biology ; CHEM 120 - Introductory Chemistry ; and ENGL 514 - Writing Skills 4 ; 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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

BIOL 125 Human Physiology

4.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: BIOL 120B

Advisories: CHEM 120 - Introductory Chemistry

Prerequisite: ENGL 101 - Freshman Composition: Exposition ; and BIOL 124 - Human Anatomy

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

BIOL 128 Microbiology

4.5 units

Acceptable for credit: Transfer to UC, CSU

Prerequisite: BIOL 100 - Introductory Biology ; or BIOL 124 - Human Anatomy ; or BIOL 125 - Human Physiology ; or BIOL 150 - Cellular Biology ; and CHEM 120 - Introductory Chemistry ; or CHEM 150 - General Chemistry 1

An introduction to microorganisms, including morphology, physiology, and growth of bacteria and other microorganisms such as viruses. The role of bacteria and viruses as part of the human microbiome and host defenses against pathogens are emphasized. Laboratory procedures include identification, growth and metabolism of bacteria. Lecture: 3 hours weekly. Lab: 5 hours weekly. (Fall, Spring) (Letter Grade Only)

BIOL 132 Marine Biology

4.0 units

Acceptable for credit: Transfer to UC, CSU

Advisories: ENGL 301; or ENGL 514 - Writing Skills 4 ; or eligibility for ENGL 101

An introductory study of marine organisms and their interactions in marine ecosystems with an emphasis on the organisms and ecosystems of the Central California coast. Several field trips to the marine shore required. (Fall, Spring) (Letter Grade or Pass/No Pass)

BIOL 150 Cellular Biology

5.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: BIOL 190

Prerequisite: CHEM 150 - General Chemistry 1

A study of the nature of life, emphasizing its molecular and cellular aspects of life, particularly cellular reactions as governs organismic metabolism, biological and chemical evolution, and Mendelian genetics. Lecture: 3 hours weekly. Lab: 6 hours weekly. (Fall, Spring) (Letter Grade Only)

BIOL 154 General Botany

5.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: BIOL 155

Prerequisite: BIOL 100 - Introductory Biology ; or BIOL 150 - Cellular Biology ; and MATH 309 - Algebra and Math Literacy ; or MATH 331 - Algebra 2

A survey of the plant kingdom, including structure and functions, heredity, evolution and ecology, economic uses, taxonomic classification, the role of plants in the ecosystem, and important problems common to all plants. Lecture: 3 hours weekly. Lab 6 hours weekly. (Spring) (Letter Grade or Pass/No Pass)

BIOL 155 General Zoology

5.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: BIOL 150

Prerequisite: BIOL 150 - Cellular Biology

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. (Fall) (Letter Grade Only)

BIOL 179 Experimental Courses in Biology

0.5 - 3.0 units

Acceptable for credit:

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. (Letter Grade or Pass/No Pass)

BIOL 189 Independent Projects in Biology

1.0 - 3.0 units

Acceptable for credit: Transfer CSU

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be issued no later than the end of the second week of the semester. 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. (Letter Grade or Pass/No Pass)

BIOL 196 Self-directed Investigations

1.0 - 3.0 units

Acceptable for credit: Transfer CSU

Limitations on Enrollment: Enrollment is limited to 8 students per instructor due to safety concerns and the need to demonstrate a progression of knowledge or skills.

Prerequisite: BIOL 189 - Independent Projects in Biology

This course is designed to provide students the opportunity to further investigate a project from a previous semester at a more advanced level and/or pursue investigation of a new topic. (Fall, Spring) (Letter Grade Only)

BIOL 199 Special Topics in Biology

1.0 - 3.0 units

Acceptable for credit: Transfer CSU

- (Letter Grade or Pass/No Pass)

Business

BUS 101 Introduction to Business

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: C-ID BUS 110

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, financial practices, the stock and securities market, and therefore affect a business' ability to achieve its organizational goals. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

BUS 102 Marketing

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

The study of marketing channels and institutions; market structure, organizations, behavior, retail, wholesale and industrial marketing; and governmental regulations. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

BUS 103 Advertising

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

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. (Spring) (Letter Grade or Pass/No Pass)

BUS 104 Business Organization and Management

3.0 units

Acceptable for credit: Transfer CSU

Advisories: BUS 302 - Essentials of Management

A study of the structure of business firms and the principles of organization that determine departmentalization and lines of authority and responsibility. Covers management principles and function, including planning, organization and control within a business firm. (Fall, Spring) (Letter Grade or Pass/No Pass)

BUS 106 Small Business Management

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

Advisories: BUS 101 - Introduction to Business

Intended primarily for students who plan to participate in an independently-owned business. Includes study of single proprietorships, partnerships, and corporations at all levels of the American economic system. Not designed as a substitute for Business 101 or Business 103, which serve as introductions to further study in business administration. (Fall, Spring) (Letter Grade or Pass/No Pass)

BUS 107 Human Relations in Business

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

Advisories: Eligibility for ENGL 513

A study of human relations in business including multicultural and gender relationships in the workplace. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

BUS 110 Business Law

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: C-ID BUS 125

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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

BUS 111 Internet Marketing

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

A study of methods to create, distribute, promote, and price goods and services to a target market over the Internet. (Spring) (Letter Grade or Pass/No Pass)

BUS 121 Business Economics

3.0 units

Acceptable for credit: Transfer 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 ECON 121. May be taken prior to or concurrently with ECON 101 or ECON 102. (Fall, Spring, Summer) (Letter Grade Only)

BUS 130 Consumer & Family Finance

3.0 units

Acceptable for credit: Transfer CSU

Designed to assist individuals and/or those working with individuals to analyze and direct their financial affairs. Elements and concepts of financial planning and decision making in the areas of budgeting, taxes, borrowing, money management, consuming, insurance, investments, retirement, and estate planning will be analyzed with an emphasis on application to changing family needs. This course is not open to students who are enrolled in or have received credit for Economics 130 or Family and Consumer Sciences 130. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

BUS 140 Survey of International Business

3.0 units

Acceptable for credit: Transfer CSU

An introduction to institutions and business practices in the international environment, emphasizing the major motivations compelling private firms to pursue international business. (Fall) (Letter Grade or Pass/No Pass)

BUS 141 Global Economics

3.0 units

Acceptable for credit: Transfer to UC, CSU

Advisories: ECON 101 - Principles of Macro-Economics ; or Completion of or concurrent enrollment in; ECON 102 - Principles of Micro-Economics ; or ECON 121 - Business Economics ; or BUS 121 - Business Economics

An introduction to international economic issues. Explores why countries trade and addresses the consequences of trade restrictions. Alternative exchange rate systems, factors that cause exchange-rate fluctuations, and the determinants of a country's balance of trade are covered. Other topics include the politics of trade policy, the impact of trade on the job market, the role of international institutions in the global economy, financial crises, global environmental issues, and international debt problems. This course is not open to students who are enrolled in or have received credit for Economics 141 or Global Studies 141. May be taken prior to or concurrently with Econ 101 or Econ 102, or Econ 121 or Bus 121. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

BUS 149 Cooperative Work Experience: Occupational

1.0 - 8.0 units

Acceptable for credit: Limited transfer to CSU

Limitations on Enrollment: To participate in Cooperative Work Experience: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. CWE Units Unpaid Placement: 1 unit 60 hours 2 units 120 hours 3 units 180 hours 4 units 240 hours 5 units 300 hours 6 units 360 hours 7 units 420 hours 8 units 480 hours CWE Units Paid Placement: 1 unit 75 hours 2 units 150 hours 3 units 225 hours 4 units 300 hours 5 units 375 hours 6 units 450 hours 7 units 525 hours 8 units 600 hours

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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

BUS 160 Business Communications

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

Advisories: ENGL 514 - Writing Skills 4 ; and the ability to type 40 words per minute are strongly recommended.

A study of the types of communications used in industry and government with emphasis on the content and practice of creating and writing various types of letters, memorandums, reports, Internet e-mail, multimedia presentations and other types of documents. Spelling, correct word usage, sentence structure, punctuation, appearance of copy and organization of ideas are emphasized. (Fall, Spring) (Letter Grade or Pass/No Pass)

BUS 189 Independent Projects

1.0 - 3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Fall, Spring, Summer) (Letter Grade Only)

BUS 302 Essentials of Management

3.0 units
Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
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). (Fall, Spring) (Letter Grade or Pass/No Pass)

BUS 303 Sales And Marketing

3.0 units
Acceptable for credit: D - Credit - Degree Applicable
An overview of sales and marketing strategies including pricing, promotion and distribution of goods, services and concepts used to create relationships that satisfy individual and organizational objectives. This course is not open to students who are enrolled in or have received credit for one or more of the "Sales and Marketing: The Series" modules or Business 359 Sales and Marketing. (Spring) (Letter Grade or Pass/No Pass)

BUS 355 Issues in Internet Law

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
Review of issues essential to understanding emerging Internet laws. Not open to students who have taken "Business Law: Series". (Fall, Spring, Summer) (Pass/No Pass)

BUS 356 Managing Organizations

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
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. Not open to students who have taken BUS 387. (Fall, Spring, Summer) (Pass/No Pass)

BUS 357 Management: Listening

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
This class focuses on active listening techniques which can increase understanding of instructions, reduce errors/omissions, and build empathetic relationships. Not open to students who have taken BUS 389. (Fall, Spring, Summer) (Pass/No Pass)

BUS 358 Managing Individuals

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
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. (Fall, Spring, Summer) (Pass/No Pass)

BUS 360 Introduction to Supervision

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
This class is designed to help managers develop supervisory skills needed to successfully manage a business enterprise. (Fall, Spring, Summer) (Pass/No Pass)

BUS 361 Your Leadership Style

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
Students will identify their personal leadership style by taking a variety of conflict, communication, and personality tests. Not open to students who have taken BUS 387. (Fall, Spring, Summer) (Pass/No Pass)

BUS 362 Management: People Skills

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
This class will examine personal and professional habits that enhance a leader's ability to create and sustain a healthy and productive organization. Not open to students who have taken BUS 387 or BUS 389. (Fall, Spring, Summer) (Pass/No Pass)

BUS 363 Management: Conflict

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
This class is designed to help organizational leaders learn how to resolve conflict and manage resistance in the workplace. Not open to students who have taken BUS 389 or BUS 391. (Fall, Spring, Summer) (Pass/No Pass)

BUS 364 Winning Business Plans

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
This course focuses on methods to develop a business plan. (Fall, Spring, Summer) (Pass/No Pass)

BUS 365 Managing Teams

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A

An introduction to effective strategies for team building in the workplace. (Fall, Spring, Summer) (Pass/No Pass)

BUS 366 Promoting Small Business

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
A course designed to help small business owners promote their business using effective advertising, sales promotion, public relations, and budgeting techniques. (Fall, Spring, Summer) (Pass/No Pass)

BUS 367 Managing Change

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
Learn how organizations can adapt to their respective environments and modify the work behavior of organizational members. Not open to students who have taken BUS 387. (Fall, Spring, Summer) (Pass/No Pass)

BUS 368 Online Auctions

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
A study of the business methods and advantages of selling and buying using online auctions. Online secured financial transactions will also be covered. (Fall, Spring, Summer) (Pass/No Pass)

BUS 369 Employment Law

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
An overview of employment laws and their impact on organizational policies, procedures, and practices. Not open to students who have taken BUS 391. (Fall, Spring, Summer) (Pass/No Pass)

BUS 370 Ethics and Integrity

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
An examination of how organizations can shape ethical conduct. Both the managers' and individuals' role in promoting ethical behavior is examined. Not open to students who have taken BUS 389 or BUS 391. (Fall, Spring, Summer) (Pass/No Pass)

BUS 371 Sexual Harassment Prevention

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
A review of laws, techniques, tools, and skills needed for prevention of sexual harassment. Not open to students who have taken BUS 391. (Fall, Spring, Summer) (Pass/No Pass)

BUS 372 Workplace Diversity

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
An examination of the various components of diversity in the workplace, the impacts and benefits of diversity, and the means to avoid diversity-related conflicts in the workplace. Not open to students who have taken BUS 391. (Fall, Spring, Summer) (Pass/No Pass)

BUS 373 Forming a Small Business

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
A review of laws, forms, and procedures required to form a small business. (Fall, Spring, Summer) (Pass/No Pass)

BUS 374 Business Incorporation

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
A review of laws, forms, and procedures required to incorporate a business. (Fall, Spring, Summer) (Pass/No Pass)

BUS 375 Patents and Copyrights

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
A review of laws, forms, and procedures required for establishing and protecting patents and copyrights. (Fall, Spring, Summer) (Pass/No Pass)

BUS 376 Strategic Planning

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
An examination of techniques, tools, and skills needed for developing and leading the strategic planning process. Not open to students who have taken BUS 387. (Fall, Spring, Summer) (Pass/No Pass)

BUS 377 Managing Service Quality

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
An overview of the functions of quality customer service and their affect on the customer satisfaction process. Not open to students who have taken BUS 389. (Fall, Spring, Summer) (Pass/No Pass)

BUS 378 Effective Sales Methods

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
An overview of the selling process and successful persuasive marketing communication methods including sales presentations and closes. (Fall, Spring, Summer) (Pass/No Pass)

BUS 380 Marketing Strategies

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A

Learn how to develop winning marketing plans including strategies for product, brand, channel, communications, and pricing. (Fall, Spring, Summer) (Pass/No Pass)

BUS 381 Entering Global Markets

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
Learn the essentials required to enter global markets including details on sales channels, financing, cultural, legal, and economic factors. (Fall, Spring, Summer) (Pass/No Pass)

BUS 382 Advertising & Public Relations Strategies

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
Introduces integrated marketing communications strategies for developing productive advertising and maintaining positive public relations. (Fall, Spring, Summer) (Pass/No Pass)

BUS 386 Business Resume Writing

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
This course will help students learn how to create and maintain a professional resume and cover letter. Students will apply resume writing techniques to develop an effective personal resume. The course will also assist job seekers in preparing to interview with prospective employers. (Spring, Summer) (Pass/No Pass)

BUS 387 Executive Leadership: Series

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
Review of skills/knowledge essential to business/non-profit executives. Not open to students who have taken any of the following business courses: BUS 397, BUS 361, BUS 376, BUS 356, BUS 367, BUS 362. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

BUS 389 Customer Service: Series

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
A review of skills/knowledge essential to those working in customer service. Not open to students who have taken any of the following Business courses: BUS 377, BUS 394, BUS 357, BUS 363, BUS 362, BUS 370. (Fall, Spring) (Letter Grade or Pass/No Pass)

BUS 390 Business Entrepreneurship Law

3.0 units

Acceptable for credit:
A review of skills and knowledge essential to applying business law to entrepreneurship. (Letter Grade or Pass/No Pass)

BUS 391 Human Resources Mgt: Series

3.0 units

Acceptable for credit:
A review of skills/knowledge essential to Human Resource Managers. Not open to students who have taken any of the following business courses: BUS 369, BUS 371, BUS 372, BUS 396, BUS 370, BUS 363. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

BUS 392 Performance Evaluation

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
A review of techniques, tools, and skills needed for effective employee performance evaluation. (Fall, Spring, Summer) (Pass/No Pass)

BUS 393 Business Report Writing

0.5 units

Acceptable for credit:
A review of effective written business communication techniques, including proper report writing, employee evaluations, and memos. Includes a review of punctuation, grammar, style, and clarity. (Fall, Spring, Summer) (Pass/No Pass)

BUS 394 Managing Verbal Communication

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
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. Not open to students who have taken BUS 389. (Fall, Spring, Summer) (Pass/No Pass)

BUS 396 Performance Measurement

0.5 units

Acceptable for credit:
Learn to design and utilize recurring performance measurements tied to budgetary program cost centers. Not open to students who have taken BUS 391. (Fall, Spring, Summer) (Pass/No Pass)

BUS 397 Executive Leadership

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
The real worth of an organization's values come from what is practiced rather than merely professed. This highly interactive class prepares organizational leaders to turn their good intentions into action and build staff communication and team building. Not open to students who have taken BUS 387. (Fall, Spring, Summer) (Pass/No Pass)

BUS 398 Efficient Meetings

0.5 units

Acceptable for credit:
A review of techniques that lead to efficient and effective meetings. Ways to foster participation, decision making, and action are highlighted. (Fall, Spring, Summer) (Pass/No Pass)

Culinary Arts

CA 118 Beverage Management

1.0 unit

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A
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. (Fall) (Letter Grade or Pass/No Pass)

CA 119 Introduction to the Hospitality Industry

2.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

CA 120 Principles of Foods 1

4.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: NUTR 120
Prerequisite: CA 124 - Sanitation, Safety, and Equipment or Food Safety Manager Certification (current or expired) or California Food Handler Card (current).
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 composition; 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 have received credit for FCS 120. (Fall, Spring) (Letter Grade Only)

CA 121 Basic Baking and Pastry

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Prerequisite: CA 124 - Sanitation, Safety, and Equipment or concurrent enrollment in CA 124.; or Food Safety Manager Certification (current or expired) or California Food Handler Card (current).
The study of equipment, skills and procedures used in commercial bakeries. Includes practical application in the production of a wide variety of quick and yeast breads and cookies. (Fall, Spring) (Letter Grade or Pass/No Pass)

CA 122 Advanced Baking and Pastry

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Prerequisite: CA 121 - Basic Baking and Pastry
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. (Spring) (Letter Grade or Pass/No Pass)

CA 123 Principles of Foods 2

2.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Prerequisite: CA 120 - Principles of Foods 1 ; or FCS 120 - Principles of Foods 1
Provides knowledge and experience in food preparation terminology, equipment, and techniques. Emphasis is on scientific principles, ingredient functions and interactions, production and sensory evaluation standards, food safety and sanitation, nutrient values, food aesthetics, and presentation of vegetables, starches and grains, salads and dressing, sandwiches, hor d'oeuvres, Garde 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. (Spring) (Letter Grade or Pass/No Pass)

CA 124 Sanitation, Safety, and Equipment

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

CA 125 Supervision and Training Techniques

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
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. (Fall) (Letter Grade or Pass/No Pass)

CA 126 Food Production Cost, Control and Management

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
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. (Spring) (Letter Grade or Pass/No Pass)

CA 129 Catering and Events Management

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Prepares students for self-employment or working within the hotel/restaurant industry. Includes the research, design, planning, coordination, and evaluation of events. Major emphasis is

on managing catered events including menu development, organization, cost accounting, service, rentals, scheduling, staffing, contracts, legal requirements, marketing, and client relations. (Spring) (Letter Grade or Pass/No Pass)

CA 323 Specialty and Wedding Cakes

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
Advisories: CA 120 - Principles of Foods 1 ; or FCS 120 - Principles of Foods 1
Prerequisite: CA 124 - Sanitation, Safety, and Equipment or Food Safety Manager Certification (current or expired) or California Food Handler Card (current).
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. (Fall) (Letter Grade or Pass/No Pass)

CA 324 Cake Decorating and Decorative Work

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
Advisories: CA 120 - Principles of Foods 1 ; or FCS 120 - Principles of Foods 1
Prerequisite: CA 124 - Sanitation, Safety, and Equipment or Food Safety Manager Certification (current or expired) or California Food Handler Card (current).
Instruction in cake decorating techniques including assembling and icing cakes and pastry bag work for borders, lace, string work, writing, and flowers. Cake design, colors, construction, evaluation, and decorations of marzipan, pastillage, and nougatine will be covered. (Fall) (Letter Grade or Pass/No Pass)

CA 325 Specialty Cakes - Baking and Decorating

2.0 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
Advisories: CA 120 - Principles of Foods 1
Prerequisite: CA 124 - Sanitation, Safety, and Equipment or Food Safety Manager Certification (current or expired) or California Food Handler Card (current).
A study of cake making including mixing, baking, assembling, filling, frosting and decorating with American layer, European style, and wedding cake assembly. Client relations and business practices for wedding cake sales is covered. (Spring) (Letter Grade or Pass/No Pass)

Computer Business Information Systems

CBIS 101 Computer Concepts & Applications

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: BUS 140
Advisories: CBOT 100 - Keyboarding ; CBIS 301 - Computer Fundamentals 1
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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

CBIS 108 Networking and Administration

3.0 units

Acceptable for credit: Transfer CSU
Advisories: CBIS 301 - Computer Fundamentals 1
Prepares students to work as network administrators or server managers emphasizing installation and maintenance of a Windows networking environment. Also provides preparation for the Windows certification exam. (Fall, Spring) (Letter Grade or Pass/No Pass)

CBIS 112 Intro to Visual Basic Program

3.0 units

Acceptable for credit: Transfer to UC, CSU
Advisories: CBIS 301 - Computer Fundamentals 1 ; or CBIS 101 - Computer Concepts & Applications ; or CS 102 - Introduction to Computing with HTML
An introduction to Visual Basic Net programming language for the Windows environment. Learn to create forms, add controls, and develop code for Windows, Mobile, Web, and database application programs. (Fall, Spring) (Letter Grade or Pass/No Pass)

CBIS 141 Microsoft Excel-Comprehensive

3.0 units

Acceptable for credit: Transfer CSU
Advisories: CBIS 101 - Computer Concepts & Applications ; or CBIS 371 - Intro to Excel ; or CS 102 - Introduction to Computing with HTML
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

CBIS 142 Microsoft Access-Comprehensive

3.0 units

Acceptable for credit: Non-Transferable
Advisories: CBIS 101 - Computer Concepts & Applications ; or CBIS 372 - Intro to Access
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. Course teaches skills needed for the Microsoft Access certification. (Fall, Spring) (Letter Grade or Pass/No Pass)

CBIS 189 Independent Projects

1.0 - 3.0 units

Acceptable for credit: Transfer CSU
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of

skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

CBIS 301 Computer Fundamentals 1

3.0 units
Acceptable for credit: D - Credit - Degree Applicable
Advisories: CBOT 100 - Keyboarding
A basic course for computer novices to learn how to operate a computer and use common software such as the Windows operating system and an Internet browser. Also covers the use of common hardware devices such as a mouse, keyboard and printer. Learn Windows operating system. (Fall, Spring) (Letter Grade or Pass/No Pass)

CBIS 310 Information Security Awareness for Business Professionals

3.0 units
Acceptable for credit: D - Credit - Degree Applicable
Advisories: CBIS 101 - Computer Concepts & Applications
The focus of this course is to provide the students with the practical knowledge to protect their personal computers and networks from increasingly sophisticated attacks and apply these skills to business practice. This course addresses questions like: What type of attacks will antivirus software prevent? How do I set up a firewall? How can I test my computer to be sure that attackers cannot reach it through the Internet? How do I protect mobile devices? Students learn answers to these questions through a series of real-life user experiences and a straightforward presentation of information. The course includes hands on projects and case projects that give students the opportunity to apply what they have learned. (Fall, Spring) (Letter Grade or Pass/No Pass)

CBIS 311 Information Security Planning for Business Managers

3.0 units
Acceptable for credit: D - Credit - Degree Applicable
Advisories: CBIS 101 - Computer Concepts & Applications
The focus of this course is to provide the students with the practical knowledge to determine areas of risks/vulnerabilities in Business Information Systems and use this knowledge to create a plan to address data security risks in the workplace. (Fall) (Letter Grade or Pass/No Pass)

CBIS 321 Internet Business Applications

3.0 units
Acceptable for credit: D - Credit - Degree Applicable
Advisories: CBIS 301 - Computer Fundamentals 1 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

CBIS 327 Building Business Web Sites

3.0 units
Acceptable for credit: D - Credit - Degree Applicable
Advisories: CBIS 301 - Computer Fundamentals 1 or equivalent
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

CBIS 337 Presentation Design - PowerPoint

3.0 units
Acceptable for credit: D - Credit - Degree Applicable
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

CBIS 350 Information Systems Applications Lab

1.0 unit
Acceptable for credit: D - Credit - Degree Applicable
Corequisite: CBIS 141 - Microsoft Excel-Comprehensive ; or CBIS 142 - Microsoft Access-Comprehensive ; or CBIS 371 - Intro to Excel ; or CBIS 372 - Intro to Access
Open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. (Fall, Spring) (Pass/No Pass)

CBIS 351 Info Systems Lab

1.0 unit
Acceptable for credit: D - Credit - Degree Applicable
Corequisite: CBIS 108 - Networking and Administration ; or CBIS 112 - Intro to Visual Basic Program ; or CBIS 301 - Computer Fundamentals 1
Open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. (Fall, Spring) (Pass/No Pass)

CBIS 352 Info Systems Office Lab

1.0 unit
Acceptable for credit: D - Credit - Degree Applicable
Corequisite: CBIS 101 - Computer Concepts & Applications

Open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. (Fall, Spring) (Pass/No Pass)

CBIS 371 Intro to Excel

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable

Provides the students with an introduction to the use of Microsoft Excel. This course covers fundamentals of spreadsheet design; date entry, use of formulas and operators, charting information and printing worksheets and graphs. (Fall, Spring, Summer) (Pass/No Pass)

CBIS 372 Intro to Access

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable

Provides the student with an introduction to the use of a database management program. Learn Microsoft Access. (Fall, Spring, Summer) (Pass/No Pass)

CBIS 381 Introduction to Mac OS

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable

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. (Fall, Spring, Summer) (Pass/No Pass)

CBIS 382 Office Apps for the Mac

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

Advisories: CBIS 381 - Introduction to Mac OS

An introduction to Microsoft Office applications using a Mac computer. Word, Excel and PowerPoint (Fall, Spring, Summer) (Pass/No Pass)

CBIS 399 Special Topics in Computer Business Information Systems

0.5 - 3.0 units

Acceptable for credit:

- (Letter Grade or Pass/No Pass)

Computer Business Office Technology

CBOT 100 Keyboarding

1.0 unit

Acceptable for credit: Transfer CSU

Elementary keyboarding by touch techniques for those who need to develop keyboarding and keypad skills necessary for using computer keyboards. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

CBOT 131 Introduction to Word Processing

3.0 units

Acceptable for credit: Transfer CSU

Advisories: CBOT 100 - Keyboarding

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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

CBOT 132 Advanced Word Processing

3.0 units

Acceptable for credit: Transfer CSU

Advisories: CBOT 131 - Introduction to Word Processing

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, recording macros and saving documents using different file formats. (Fall, Spring) (Letter Grade or Pass/No Pass)

CBOT 189 Independent Projects

1.0 - 3.0 units

Acceptable for credit: Transfer CSU

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade or Pass/No Pass)

CBOT 302 Records Management

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

CBOT 305 Legal Office Procedures

3.0 units

Acceptable for credit: D - Credit - Degree Applicable

A course in 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. (Fall) (Letter Grade or Pass/No Pass)

CBOT 312 Keyboarding Speed and Development

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
Advisories: CBOT 100 - Keyboarding
Designed to follow the formal computerized keyboarding courses in order to bring up students' speed and accuracy by the touch method before they enter the job market. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

CBOT 333 Business Desktop Publishing

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
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. (Spring) (Letter Grade or Pass/No Pass)

CBOT 334 Administrative Office Procedures

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: CBOT 131 - Introduction to Word Processing
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

CBOT 337 Presentation Design - PowerPoint

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

CBOT 350 Office Tech Procedures Lab

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
Corequisite: CBOT 131 - Introduction to Word Processing ; or CBOT 334 - Administrative Office Procedures ; or CBOT 360 - Word - Basics ; or CBOT 361 - Intro to PowerPoint
Open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learn in the corequisite course. (Fall, Spring) (Pass/No Pass)

CBOT 360 Word - Basics

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
An introductory course in the basics of word processing. Learn to create letters, memos, reports, tables and flyers using word processing software. (Fall, Spring, Summer) (Pass/No Pass)

CBOT 361 Intro to PowerPoint

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
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. (Fall, Spring, Summer) (Pass/No Pass)

Computer Electronics

CEL 104 Introduction to Robotics and Mechatronics

3.0 units

Acceptable for credit: Transfer 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. (Fall, Spring) (Letter Grade Only)

CEL 128 Introduction to Renewable Energy

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: CEL 104 - Introduction to Robotics and Mechatronics or EL 104 or ET 104
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. (Letter Grade Only)

CEL 131 Programmable Logic Controllers and Control Design

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: EL 125 - Digital Devices and Circuits
A study of the purpose and operating features of a programmable logic controller (PLC). Topics include PLC terminology, architecture, input/output modules, memory, commands for internal relays, on/off timers, up/down counters, use of subroutines, program control, and math instructions. Relay schematics, ladder logic diagrams, and programming of logic controllers are emphasized. Sensing devices and time-driven process sequences will be studied and integrated into control systems. This course is not open to students who are enrolled in or have received credit for EL 131 or ET 131. (Letter Grade Only)

CEL 133 Mechatronic Systems 1

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: CEL 104 - Introduction to Robotics and Mechatronics ; or EL 104 - Introduction to Robotics and Mechatronics ; or ET 104 - Introduction to Robotics and Mechatronics
This is a hands-on mechatronic 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 upon 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 have received credit for, or are enrolled in ET 133 or EL 133. (Letter Grade Only)

CEL 139 Electrical Power, Motors, and Controls

3.0 units
Acceptable for credit: Transfer CSU
Prerequisite: EL 122 - Electronic Devices and Circuits ; and EL 125 - Digital Devices and Circuits
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. (Letter Grade Only)

CEL 162 Fluid Power and Control

2.0 units
Acceptable for credit: Transfer 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, filers, 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. (Letter Grade Only)

Chemistry

CHEM 110 Chemistry and Society

4.0 units
Acceptable for credit: Transfer 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 Chemistry 100, 105, or Chemistry 120. (Fall, Spring) (Letter Grade or Pass/No Pass)

CHEM 120 Introductory Chemistry

4.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: CHEM 101
Prerequisite: MATH 311 - Algebra 1 ; or MATH 313 and MATH 314
An introductory course emphasizing the principles and practices of chemistry for the student having no prior background in chemistry. Not open to students currently enrolled in or who have received credit for CHEM 100. Lecture 3 hours weekly. Lab : 3 hours weekly. (Fall, Spring, Summer) (Letter Grade Only)

CHEM 140 Introductory Organic Chemistry

4.0 units
Acceptable for credit: Transfer to UC, CSU
Prerequisite: CHEM 120 - Introductory Chemistry
An introductory study of the compounds of carbon, including both aliphatics and aromatics. Laboratory work consists of synthesis and reactions of representative compounds. Consideration is given to the simple aspects of organic analysis and to a thorough introduction to reaction mechanisms. The course is generally required of pre-medical, pre-dental, and biology majors. Lecture: 3 hours weekly. Lab: 3 hours weekly. (Spring) (Letter Grade or Pass/No Pass)

CHEM 150 General Chemistry 1

5.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: CHEM 110, CHEM 120S
Prerequisite: CHEM 120 - Introductory Chemistry or equivalent; and MATH 331 - Algebra 2 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

CHEM 151 General Chemistry 2

5.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: CHEM 120S
Prerequisite: CHEM 150 - General Chemistry 1
A continuation of Chemistry 150, emphasizing the development of the principles and theories of chemical equilibria, chemical kinetics, thermodynamics and electro-chemistry, including an introduction to modern means of instrumental analysis. The laboratory consists of experiments in standard qualitative and quantitative analysis. Lecture: 3 hours weekly. Lab: 6 hours weekly. (Fall, Spring) (Letter Grade or Pass/No Pass)

CHEM 180 Organic Chemistry 1

5.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: CHEM 150 and 160S
Prerequisite: CHEM 151 - General Chemistry 2
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. Total 54 hours lecture, 108 hours laboratory. (Letter Grade Only)

CHEM 181 Organic Chemistry 2

5.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: CHEM 160S
Prerequisite: CHEM 180 - Organic Chemistry 1
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. Total 54 hours lecture, 108 hours laboratory. (Letter Grade Only)

CHEM 189 Independent Projects

1.0 - 3.0 units

Acceptable for credit: Transfer to UC, CSU
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

Citizenship (Noncredit)

CITZ 7000A Preparation for Citizenship

15.0 - 90.0 hours

Acceptable for credit: N - Noncredit
Students learn about the Constitution, government, history, and geography of the United States in preparation for the United States Citizenship and Immigration Services (USCIS) required oral interview and exam. The class also familiarizes students with requirements and exclusions for citizenship.

CITZ 7000B Preparation for Citizenship

36.0 - 48.0 hours

Acceptable for credit: N - Noncredit
Students learn about the Constitution, government, history, and geography of the United States in preparation for the United States Citizenship and Immigration Services (USCIS) required oral interview and exam. The class also familiarizes students with requirements and exclusions for citizenship. (Noncredit)

Cosmetology

COS 301 Intro to Cosmetology

5.0 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: MATH 521 - Foundations of Mathematics or MATH 531 or higher math course
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. (Letter Grade Only)

COS 302 Beginning Cosmetology

9.0 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: COS 301 - Intro to Cosmetology with grade of C or higher
Provides students with basic 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, 302, 303, and 304 for a total of 1600 hours in order to qualify to take the licensure examination and become eligible to practice as a cosmetologist. (Fall, Spring, Summer) (Letter Grade Only)

COS 303 Intermediate Cosmetology

9.0 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: COS 302 - Beginning Cosmetology
Provides students with intermediate 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, 302, 303, and 304 for a total of 1600 hours in order to qualify to take the licensure examination and become eligible to practice as a cosmetologist. (Fall, Spring, Summer) (Letter Grade Only)

COS 304 Advanced Cosmetology

9.0 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: COS 303 - Intermediate Cosmetology
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, 302, 303, and 304 for a total of 1600 hours in order to qualify to take the licensure examination and become eligible to practice as a cosmetologist. (Fall, Spring, Summer) (Letter Grade Only)

COS 310 Manicuring

9.0 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
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. (Fall, Spring) (Letter Grade Only)

Computer Science

CS 102 Introduction to Computing with HTML

3.0 units

Acceptable for credit: Transfer to UC, CSU
Advisories: CBOT 100 - Keyboarding
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. (Fall, Spring) (Letter Grade Only)

CS 111 Fundamentals of Programming 1

4.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: COMP 122
Advisories: CS 102 - Introduction to Computing with HTML
Prerequisite: MATH 331 - Algebra 2
Basic principles of algorithmic problem solving and programming using methods of top-down design, stepwise refinement and procedural abstraction. Basic control structures, data types, and input/output. Introduction to the software development process: design, implementation, testing and documentation. The syntax and semantics of a modern programming language. (Summer) (Letter Grade Only)

CS 112 Fundamentals of Programming 2

4.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: COMP 132
Prerequisite: CS 111 - Fundamentals of Programming 1
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. (Fall) (Letter Grade Only)

CS 131 Computer Organization

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: COMP 142
Prerequisite: CS 111 - Fundamentals of Programming 1
Introduction to computer architecture and assembly language programming. Topics include data representation and conversion, assembly language programming, digital design, and basic processor architecture. (Fall, Spring) (Letter Grade Only)

CS 161 Discrete Structures

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: COMP 152
Prerequisite: CS 111 - Fundamentals of Programming 1
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. (Fall, Spring) (Letter Grade Only)

CS 189 Independent Projects

1.0 - 3.0 units

Acceptable for credit: Transfer CSU
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade Only)

Cooperative Work Experience

CWE 149 Cooperative Work Experience OCCUPATIONAL

1.0 - 8.0 units

Acceptable for credit: Transfer CSU

Limitations on Enrollment: To participate in Cooperative Work Experience: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in CWE 149 may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. CWE Units Unpaid Placement: 1 unit 60 hours 2 units 120 hours 3 units 180 hours 4 units 240 hours 5 units 300 hours 6 units 360 hours 7 units 420 hours 8 units 480 hours CWE Units Paid Placement: 1 unit 75 hours 2 units 150 hours 3 units 225 hours 4 units 300 hours 5 units 375 hours 6 units 450 hours 7 units 525 hours 8 units 600 hours

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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

CWE 302 Cooperative Work Experience General

1.0 - 6.0 units

Acceptable for credit: D - Credit - Degree Applicable

Limitations on Enrollment: To participate in Cooperative Work Experience: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in CWE 302 may earn up to 6 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. The following formula is used to determine the number of units to be awarded in cooperative work experience courses: CWE Units Unpaid Placement 1 unit = 60 hours 2 units = 120 hours 3 units = 180 hours 4 units = 240 hours 5 units = 300 hours 6 units = 360 hours CWE Units Paid Placement 1 unit = 75 hours 2 units = 150 hours 3 units = 225 hours 4 units = 300 hours 5 units = 375 hours 6 units = 450 hours

Supervised employment extending classroom-based learning to an on-the-job learning environment not directly related to the student's career and educational goals. In addition, these work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits, and fostering positive workplace attitudes. (Fall, Spring) (Letter Grade or Pass/No Pass)

Dental Assisting

DA 310 Exploring Career Opportunities

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable

Limitations 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. (Summer) (Pass/No Pass)

DA 314 Introduction to Bio-Dental Science

3.0 units

Acceptable for credit: D - Credit - Degree Applicable

Advisories: ENGL 100 - Writing in Career/Tech Fields ; or ENGL 101 - Freshman Composition: Exposition

Limitations on Enrollment: Admittance to Dental Assisting program

The course presents basic terminology related to human anatomy and physiology with emphasis on head and neck anatomy. It introduces the bio-dental sciences: dental nomenclature, embryology, histology, morphology, pathology, microbiology, pharmacology,nutrition and preventive dentistry. (Fall) (Letter Grade Only)

DA 317 Dental Assisting Theory

7.0 units

Acceptable for credit: D - Credit - Degree Applicable

Advisories: ENGL 100 - Writing in Career/Tech Fields ; or ENGL 101 - Freshman Composition: Exposition

Limitations on Enrollment: Admittance to Dental Assisting Program

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. (Fall) (Letter Grade Only)

DA 318 Basic Dental Assisting Skills

3.0 units

Acceptable for credit: D - Credit - Degree Applicable

Advisories: ENGL 100 - Writing in Career/Tech Fields ; or ENGL 101 - Freshman Composition: Exposition

Limitations on Enrollment: Admittance to Dental Assisting program

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 dental assistant skills. (Fall) (Letter Grade Only)

DA 319 DA Administrative Skills

3.0 units

Acceptable for credit: D - Credit - Degree Applicable

Advisories: ENGL 100 - Writing in Career/Tech Fields ; or ENGL 101 - Freshman Composition: Exposition
Limitations on Enrollment: Admittance to Dental Assistance Program
This course includes emphasis on professional licensing requirements. Business skills are reviewed and developed for practical application in the office. Skills include clinical charting systems, treatment planning, 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. (Fall) (Letter Grade Only)

DA 320 DA Practicum in the Community

1.0 unit
Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to the Dental Assisting program
The course provides supervised learning experiences in the various applications of dental assisting skills in the community and public health settings. The student would participate in dental screenings, provide oral hygiene instruction, and apply fluoride varnish on children and migrant families in the community. (Fall) (Letter Grade Only)

DA 325 Clinical Dental Procedures

3.0 units
Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to Dental Assisting program
The course focuses on intra-oral procedures including temporary crowns, temporary restorations, as well as clinical procedures performed by Registered Dental Assistants. Emphasis is also given to the California State Board testing requirements. (Spring) (Letter Grade Only)

DA 326 Dental Radiography

4.0 units
Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to Dental Assisting program
This course covers the principles and procedures related to dental radiography and digital imaging.Topics include history,radiation physics and biological effects, protection procedures and safety guidelines. It includes film identification, processing, mounting, and evaluation. Laboratory exposures on manikin cover intra-oral techniques for periapical and bitewing films using 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. (Spring) (Letter Grade Only)

DA 327 Dental Screening

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to Dental Assisting program
This course provides clinical experiences in dental screening skills. Emphasis is on performing four-handed chair-side dental assisting, identifying, and recording patient clinical findings of intra-oral and extra-oral dental examinations. Eligible patients would be provided with the opportunity to schedule subsequent dental appointments in radiography, coronal polish, and pit and fissure sealant clinics. (Spring) (Letter Grade Only)

DA 328 Pit and Fissure Sealants

1.0 unit
Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to the Dental Assisting Program
Thc course provides theory and clinical applications of resin materials, pit and fissure sealants, on developing teeth to prevent cavities. (Spring) (Letter Grade Only)

DA 329 Dental Assisting Practicum

4.0 units
Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to the Dental Assisting Program
This course provides supervised learning experiences in the various applications of dental assisting skills. (Spring) (Letter Grade Only)

DA 330 Coronal Polish

1.0 unit
Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to the Dental Assisting Program
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. (Spring) (Letter Grade Only)

DA 332 RDA Law and Ethics

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to the Dental Assisting Program
The course prepares students to take the California Dental Board 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. (Spring) (Letter Grade Only)

DA 333 Success in Dental Assisting Practice

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
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. (Letter Grade or Pass/No Pass)

DA 348 RDA - Success Seminar

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Successful completion of second semester dental assisting program courses.; Admittance to Dental Assisting program
The course is designed to prepare students for the written components of the State Board examination. The California State Practice Act will be reviewed. (Spring) (Letter Grade Only)

DA 380 Dental Assisting Skills Lab

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to the Dental Assisting program
This is an 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. (Fall, Spring) (Letter Grade Only)

Dance

DANC 101 Dance Appreciation

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
An overview of the development of dance as an art form from its historical roots to contemporary trends,examining diversity of people, cultures, and events. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

DANC 102 Auditioning for Dancers

2.0 - 3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Auditioning for Dancers is a practical course which helps the student investigate, select, and prepare dance audition material appropriate to the individual and the audition call. The course includes exercises in handling choreographed dance routines, on-camera slating, improvisation for audition calls, including; learning and understanding the many forms of dance auditioning techniques, taking live audition field trips (student not required to attend) and taking a look at auditions from the casting director's point of view. (Fall, Spring) (Letter Grade or Pass/No Pass)

DANC 110 Beginning Modern Dance

2.0 units

Acceptable for credit: Transfer to UC, CSU
Repeatable: 3.00
C-ID Course Number: N/A
Advisories: ENGL 514 - Writing Skills 4
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

DANC 111 Intermediate Modern Dance

2.0 units

Acceptable for credit: Transfer to UC, CSU
Repeatable: 3.00
C-ID Course Number: N/A
Advisories: ENGL 514 - Writing Skills 4 ; and DANC 110 - Beginning Modern Dance
The study and execution of modern dance techniques, including level 2 movement skills with a more advanced rhythmic structure. Students will study styles such as Martha Graham, Merce Cunningham and Jose Limon. The opportunity to create and perform their own movement combinations is part of the structure of the class. (Fall, Spring) (Letter Grade or Pass/No Pass)

DANC 115 Advanced Modern Dance

3.0 units

Acceptable for credit: Transfer to UC, CSU
Repeatable: 3.00
C-ID Course Number: N/A
Advisories: ENGL 514 - Writing Skills 4 ; and DANC 111 - Intermediate Modern Dance
Limitations on Enrollment: Audition
The study and execution of modern dance styles such as, Martha Graham, Merce 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. (Spring) (Letter Grade Only)

DANC 120 Beginning Ballet

2.0 units

Acceptable for credit: Transfer to UC, CSU
Repeatable: 3.00
Advisories: ENGL 514 - Writing Skills 4
An introduction to the fundamentals of ballet movement and terminology. Barre work emphasizes the basic exercises of ballet that develop control, strength, and basic body placement. Center work concentrates on basic ballet combinations of adage, jumps, waltz, and turns. Students have the opportunity to create their own movement combinations. (Fall, Spring) (Letter Grade or Pass/No Pass)

DANC 121 Intermediate Ballet

2.0 units

Acceptable for credit: Transfer to UC, CSU
Repeatable: 3.00
C-ID Course Number: N/A
Advisories: ENGL 514 - Writing Skills 4 ; and DANC 120 - Beginning Ballet
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

DANC 125 Advanced Ballet

3.0 units

Acceptable for credit: Transfer to UC, CSU
Repeatable: 3.00
C-ID Course Number: N/A

Advisories: ENGL 514 - Writing Skills 4 ; and DANC 121 - Intermediate Ballet
Limitations 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. (Fall) (Letter Grade Only)

DANC 130 Beginning Jazz

2.0 units
Acceptable for credit: Transfer to UC, CSU
Repeatable: 1.00
Advisories: ENGL 514 - Writing Skills 4
An introduction to the basic movements appropriate to contemporary jazz music, emphasizing exercises that develop body strength and flexibility, and improve rhythmic abilities and movement coordination. Covers different jazz styles, including rock, modern jazz, and theatre dance. Students have the opportunity to create their own movement combinations. Attendance of AHC dance concert is required. This is a lecture/lab course. (Fall, Spring) (Letter Grade or Pass/No Pass)

DANC 131 Intermediate Jazz

2.0 units
Acceptable for credit: Transfer to UC, CSU
Repeatable: 1.00
Advisories: ENGL 514 - Writing Skills 4 ; and DANC 130 - Beginning Jazz
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

DANC 133 Hip Hop Dance

2.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Advisories: ENGL 514 - Writing Skills 4
An introduction to hip hop dance including East and West Coast dance styles. Observation and critique of a dance concert is required. (Fall, Spring) (Letter Grade or Pass/No Pass)

DANC 135 Advanced Jazz

3.0 units
Acceptable for credit: Transfer to UC, CSU
Repeatable: 1.00
Advisories: ENGL 514 - Writing Skills 4 ; and DANC 131 - Intermediate Jazz
Limitations 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. (Letter Grade Only)

DANC 137 Funk Dance

2.0 units
Acceptable for credit: Transfer to UC, CSU
Advisories: ENGL 514 - Writing Skills 4 ; and DANC 133 - Hip Hop Dance
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

DANC 138 Intermediate Hip Hop

2.0 units
Acceptable for credit: Transfer to UC, CSU
Advisories: ENGL 514 - Writing Skills 4 ; DANC 133 - Hip Hop Dance
A study of hip hop dance from the East Coast at the intermediate level. Observation and critique of a dance concert is required. (Fall, Spring) (Letter Grade or Pass/No Pass)

DANC 140 Beginning Folklorico

2.0 units
Acceptable for credit: Transfer to UC, CSU
Advisories: ENGL 514 - Writing Skills 4
An introduction to the fundamentals of movements appropriate for Mexican folklorico and dances of Spain, emphasizing exercises to improve rhythmic abilities and movement coordination. (Fall, Spring) (Letter Grade or Pass/No Pass)

DANC 142 Intermediate Folklorico

0.5 units
Acceptable for credit: Transfer to UC, CSU
Advisories: DANC 140 - Beginning Folklorico
An intermediate study of traditional dance from both Mexico and Spain. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

DANC 145 Folklorico Zapateados

0.5 units
Acceptable for credit: Transfer to UC, CSU
Advisories: DANC 140 - Beginning Folklorico
Perform beginning and low intermediate folklorico footwork from various regions of Mexico. (Letter Grade or Pass/No Pass)

DANC 148 Folklorico Concert Production

3.0 units
Acceptable for credit: Transfer to UC, CSU
Repeatable: 3.00
C-ID Course Number: N/A
Advisories: ENGL 514 - Writing Skills 4
Limitations on Enrollment: Audition
Provides the opportunity for career-oriented performers to work with guest artists in the Ballet Folklórico performance experience. Those experiences will include on campus and community outreach performances throughout the semester including a mandatory participation in ANGF (Associacion Nacional de Grupos Folklóricos) dance convention and competition. (Letter Grade Only)

DANC 151 Clinic In Tap

0.5 units
Acceptable for credit: Transfer to UC, CSU

An introduction to the basic movements of tap dancing, emphasizing styles of musical theater as related to tap. (Summer) (Pass/No Pass)

DANC 152 Beginning Tap

2.0 units

Acceptable for credit: Transfer to UC, CSU
Repeatable: 1.00
Advisories: ENGL 514 - Writing Skills 4
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

DANC 153 Intermediate Tap

2.0 units

Acceptable for credit: Transfer to UC, CSU
Repeatable: 1.00
Advisories: ENGL 514 - Writing Skills 4 ; and DANC 152 - Beginning Tap
A study of intermediate level movements of tap dancing and freestyle rhythmic forms, emphasizing styles of musical theater as related to tap. (Fall) (Letter Grade or Pass/No Pass)

DANC 154 Clinic in Partnering

1.0 unit

Acceptable for credit: Transfer to UC, CSU
Prerequisite: DANC 110 - Beginning Modern Dance ; or DANC 120 - Beginning Ballet ; or DANC 130 - Beginning Jazz
Designed for the intermediate level student. Ballet, modern, and jazz will be taught for women; while men will work on masculine movement in the same styles. Techniques for partnering will also be explored. (Pass/No Pass)

DANC 155 Clinic in Pilates

0.5 units

Acceptable for credit: Transfer to UC, CSU
An introduction to Pilates-based exercise techniques. (Pass/No Pass)

DANC 156 Techniques for Stretch

1.0 unit

Acceptable for credit: Transfer to UC, CSU
Advisories: ENGL 514 - Writing Skills 4
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. (Letter Grade or Pass/No Pass)

DANC 160 Clinic in Ballet

0.5 units

Acceptable for credit: Transfer to UC, CSU
A study of fundamental dance techniques, focusing on building basic stretch and strength for the student. Emphasis on style varies according to the needs of the student. (Summer) (Pass/No Pass)

DANC 161 Clinic In Intermediate Ballet

0.5 units

Acceptable for credit: Transfer to UC, CSU
Advisories: DANC 120 - Beginning Ballet ; or DANC 160 - Clinic in Ballet
A study in intermediate ballet, focusing on the classical style. (Summer) (Pass/No Pass)

DANC 162 Clinic in Jazz

0.5 units

Acceptable for credit: Transfer to UC, CSU
A study of fundamental dance techniques in contemporary forms, emphasizing building stretch and strength and learning rhythmic forms to contemporary music. (Summer) (Pass/No Pass)

DANC 163 Clinic in Intermediate Jazz

0.5 units

Acceptable for credit: Transfer to UC, CSU
Advisories: DANC 130 - Beginning Jazz ; or DANC 162 - Clinic in Jazz
A study of intermediate dance techniques in the contemporary styles. Emphasis on complex rhythmic movements. (Summer) (Pass/No Pass)

DANC 164 Clinic in Modern Dance

0.5 units

Acceptable for credit: Transfer to UC, CSU
A study of basic modern dance techniques including warm-ups, locomotor moves, combinations, improvisation, and terminology. A live performance will conclude the session. (Summer) (Pass/No Pass)

DANC 165 Clinic in Hip Hop

0.5 units

Acceptable for credit: Transfer to UC, CSU
An introduction to hip hop dance. (Summer) (Pass/No Pass)

DANC 168 Clinic in Stretch

0.5 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
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. (Spring) (Pass/No Pass)

DANC 170 Music for Dancers

1.0 unit

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Advisories: DANC 110 - Beginning Modern Dance ; or DANC 120 - Beginning Ballet ; or DANC 130 - Beginning Jazz
The study of music and basic rhythms as they relate to dance, including quality, phrasing, and extensive practice in counting and moving to music. (Fall, Spring, Summer) (Letter Grade Only)

DANC 171 Dance Composition/Choreography

3.0 units

Acceptable for credit: Transfer to UC, CSU
Advisories: ENGL 514 - Writing Skills 4 ; or DANC 111 - Intermediate Modern Dance ; or DANC 121 - Intermediate Ballet ; or DANC 131 - Intermediate Jazz
An exploration of movement expression through improvisation and choreographic exercises for the intermediate dance student. Students will have an opportunity to work on choreographic exercises for the intermediate dance student. Students will have an opportunity to work on choreography as a complete concert piece. (Summer) (Letter Grade Only)

DANC 172 Beginning Ballroom Dance

0.5 units
Acceptable for credit: Transfer to UC, CSU
Students will learn basic ballroom dances including the rhumba, cha-cha, fox trot, waltz, tango, swing and samba. (Pass/No Pass)

DANC 175 Clinic in Salsa

0.5 units
Acceptable for credit: Transfer to UC, CSU
An introduction to salsa as a social dance form. (Summer) (Pass/No Pass)

DANC 176 Choreography Field Work

2.0 units
Acceptable for credit: Transfer CSU
Advisories: ENGL 514 - Writing Skills 4
Presents intermediate level projects in choreography that will lead to a performance. (Summer) (Letter Grade Only)

DANC 178 Intermediate Social Dance

0.5 units
Acceptable for credit: Transfer to UC, CSU
Advisories: DANC 175 - Clinic in Salsa
A study of complex Latin and jitterbug dance forms. Partner lifts will be explored. (Pass/No Pass)

DANC 180 Performance Laboratory

3.0 units
Acceptable for credit: Transfer to UC, CSU
Advisories: ENGL 514 - Writing Skills 4
Limitations on Enrollment: Audition
Provides an opportunity for 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. (Fall, Spring) (Letter Grade Only)

DANC 182 Technical Production Lab

3.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: THTR 192
Limitations on Enrollment: Audition
Provides an opportunity for students to develop and apply technical expertise and skills utilized in performance including lighting, costuming, set-prop design, construction and publicity. (Fall, Spring) (Letter Grade Only)

DANC 183 Dance Ensemble

3.0 units
Acceptable for credit: Transfer to UC, CSU
Repeatable: 3.00
Advisories: ENGL 514 - Writing Skills 4
Limitations on Enrollment: Audition
Provides the opportunity for career-oriented performers to work with staff and guest artists in the rehearsal and performing experience. Those experiences will include on campus and community outreach performances throughout the semester including a mandatory participation in American College Dance Festival competition. (Spring) (Letter Grade Only)

DANC 185 Intro to Performance Skills

3.0 units
Acceptable for credit: Transfer to UC, CSU
Advisories: ENGL 514 - Writing Skills 4
Limitations 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. (Fall, Spring) (Letter Grade Only)

DANC 186 Dance Production

3.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Advisories: ENGL 514 - Writing Skills 4
Limitations on Enrollment: Audition
Provides an opportunity for dance students to learn and use performance skills to mount a major concert. (Fall, Spring, Summer) (Letter Grade Only)

DANC 188 Intermediate Composition/Choreography

3.0 units
Acceptable for credit: Transfer to UC, CSU
Limitations on Enrollment: Audition
Prerequisite: DANC 171 - Dance Composition/Choreography
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. (Fall, Spring) (Letter Grade Only)

DANC 189 Independent Projects in Dance

1.0 - 3.0 units
Acceptable for credit: Transfer CSU
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. 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. (Letter Grade or Pass/No Pass)

DANC 199 Special Topics in Dance Forms

0.5 - 3.0 units

Acceptable for credit: Transfer CSU

Provides an opportunity to explore particular aspects of the discipline which are not covered in detail in the existing program. Course includes public performances; therefore there is a limitation on enrollment based on audition. This is a lab course. (Letter Grade or Pass/No Pass)

Adults With Disabilities (Noncredit)

DISA 7001A Independent Living Skills

0.0 hours

Acceptable for credit: N - Noncredit

Designed for adults with developmental disabilities, this course improves the student's knowledge of basic skills necessary to function more independently in the home, work, and community environment. These courses are cosponsored by and taught on location at the Vocational Training Center and at Life Options and Vocational Resource Center (LOVARC).

DISA 7001B Independent Living Skills

90.0 hours

Acceptable for credit: N - Noncredit

Designed for adults with developmental disabilities, this course improves the student's knowledge of basic skills necessary to function more independently in the home, work, and community environment. These courses are cosponsored by and taught on location at the Vocational Training Center and at Life Options and Vocational Resource Center (LOVARC). (Noncredit)

DISA 7002A Vocational Skills Training

0.0 - 225.0 hours

Acceptable for credit: N - Noncredit

Repeatable: 99.00

Designed for adults with developmental disabilities, this course teaches proficiency in foundation skills, workplace competencies, appropriate social behavior, and work habits. (Noncredit)

DISA 7002B Vocational Skills Training

90.0 hours

Acceptable for credit: N - Noncredit

Designed for adults with developmental disabilities, this course teaches proficiency in foundation skills, workplace competencies, appropriate social behavior, and work habits. (Noncredit)

Drama

DRMA 103 Introduction to Theatre

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: THTR 111

Advisories: eligibility for ENGL 101; or ENGL 100 - Writing in Career/Tech Fields

Explores theatre as an artistic medium for enhancing an 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, directing, design, and criticism. Students will also survey different periods, styles, and genres of theatre through play reading, discussion, films and viewing and critiquing live theatre, including required attendance of theatre productions. (Letter Grade or Pass/No Pass)

DRMA 104 Acting I

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: THTR 151

Advisories: ENGL 514 - Writing Skills 4 ; or READ 110 - Introduction to Critical Reading

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

DRMA 106 Acting II

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: THTR 152

Prerequisite: DRMA 104 - Acting I

This course follows Acting I and continues the exploration of theories and techniques used in preparation for the interpretation of drama through acting. The emphasis will be placed on deepening the understanding of the acting process through character analysis, monologues, and scenes. Attendance of a live performance for the purpose of evaluation is required. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

DRMA 110 History of World Theatre 1

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: THTR 113

Advisories: ENGL 514 - Writing Skills 4 ; or Eligibility for 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. Students undertaking this course on-line will need to purchase access to a web site in addition to the text. (Spring) (Letter Grade or Pass/No Pass)

DRMA 111 History of World Theatre 2

3.0 units

Acceptable for credit: Transfer to UC, CSU

Advisories: 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 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. (Fall) (Letter Grade or Pass/No Pass)

DRMA 114 Introduction to Theatre Laboratory

1.0 unit

Acceptable for credit: Transfer to UC, CSU
Advisories: ENGL 101 - Freshman Composition: Exposition
Prerequisite: completion of the program application and procedures for enrollment
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; lighting, sound, scenery, costumes, paints, props, or on the running crew of a production. (Fall, Spring, Summer) (Pass/No Pass)

DRMA 124 Stagecraft

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: THTR 171
Advisories: MATH 521 - Foundations of Mathematics
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. (Fall) (Letter Grade or Pass/No Pass)

DRMA 128 Stage Makeup

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: THTR 175
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

DRMA 189 Independent Projects in Drama

1.0 - 3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
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, re-search, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (GR/P/NP) (Letter Grade or Pass/No Pass)

DRMA 199 Special Topics in Drama

0.5 - 3.0 units

Acceptable for credit: Transfer CSU
Provides an opportunity to explore particular aspects of the discipline which are not covered in detail in the existing program. Twelve units may be applied toward graduation requirements. 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. (Letter Grade or Pass/No Pass)

DRMA 199S Repertory of Noises off and Forever

units

Acceptable for credit:
TBA

DRMA 389 Independent Projects

0.0 units

Acceptable for credit: D - Credit - Degree Applicable
Acceptable for credit: CSU, UC-Determined after admission
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade Only)

Economics

ECON 101 Principles of Macro-Economics

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ECON 202
Prerequisite: MATH 311 - Algebra 1 ; or higher, or eligibility for Math 331 or higher based upon Allan Hancock College's placement policy.
An introduction to aggregate economic analysis. Topics include market systems; economic cycles including recession, unemployment, and inflation; national income accounts;

macroeconomics equilibrium; money and financial institutions; monetary and fiscal policy; and international trade and finance. ECON 101 may be taken prior to or concurrently with ECON 102/ ECON 121/BUS 121. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

ECON 102 Principles of Micro-Economics

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ECON 201
Prerequisite: MATH 311 - Algebra 1 ; or higher, or eligibility for Math 331 or higher based upon Allan Hancock College's placement policy.
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/ ECON 121/BUS 121. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

ECON 121 Business Economics

3.0 units

Acceptable for credit: Transfer 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. (Fall, Spring, Summer) (Letter Grade Only)

ECON 130 Consumer and Family Finance

3.0 units

Acceptable for credit: Transfer CSU
Designed to assist individuals and/or those working with individuals to analyze and direct their financial affairs. Elements and concepts of financial planning and decision making in the areas of budgeting, taxes, borrowing, money management, consuming, insurance, investments, retirement, and estate planning will be analyzed with an emphasis on application to changing family needs. This course is not open to students who are enrolled in or have received credit for Business 130 or Family and Consumer Sciences 130. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

ECON 141 Global Economics

3.0 units

Acceptable for credit: Transfer to UC, CSU
Advisories: Completion of or concurrent enrollment in; ECON 101 - Principles of Macro-Economics ; or ECON 102 - Principles of Micro-Economics ; or ECON 121 - Business Economics ; or BUS 121 - Business Economics
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 debt problems. This course is not open to students who are enrolled in or who have received credit for Business 141. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

Early Childhood Studies

ECS 100 Child Growth and Development

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: CDEV 100
This course examines the major physical, cognitive, social and emotional developmental milestones for children from conception through adolescence. Emphasis will be made on interactions between maturational processes and environmental factors. Students will observe children, evaluate individual differences, and analyze characteristics of development at various stages according to developmental theories. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

ECS 101 Child, Family and Community

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: CDEV 110
The processes of socialization focusing on the interrelationship of family, school, and community. Examines the influence of multiple societal contexts. Explores the role of collaboration between family, community, and schools in supporting children’s’ development. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

ECS 102 Child Health, Safety & Nutrition

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: ECE 220
An introduction to the laws, regulations, standards, policies, procedures, and best practices related to health, safety, and nutrition in early childhood settings. Includes prevention strategies, nutrition, and meal planning for various ages and planning educational experiences integrated into daily routines designed to teach children positive health, safety, and nutrition habits. Focus on integrating the concepts into everyday planning and program development for all children. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

ECS 104 Principles and Practices of Teaching Young Children

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: ECE 120
Historical context and theoretical perspectives of developmentally appropriate practice in early care and education. Examines the role of the early childhood educator, identification of best practices for environmental design, curriculum, and teaching strategies. Explores teacher child relationships, professional ethics, career pathways and professional standards. (Fall, Spring) (Letter Grade or Pass/No Pass)

ECS 105 Observation and Assessment

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: ECE 200
Advisories: ECS 149 - Cooperative Work Experience: Occupational Students enrolled in ECS 105 must also be concurrently enrolled in 1.0 unit of ECS 149-Coorperative Work Experience. Concurrent enrollment aligns with local degree program pattern of courses.
Limitations on Enrollment: All students enrolled in ECS 105, ECS 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis and measles to the ECS program in order to meet the provisions of SB792.
Prerequisite: ECS 100 - Child Growth and Development
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. All students enrolled in ECS 105, ECS 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis and measles to meet the provisions of SB792. Students must be on the waitlist and provide required documentation on the first day of class in order to receive an add code to add the class. For more information, contact the department. (Fall, Spring) (Letter Grade or Pass/No Pass)

ECS 106 Introduction to Early Childhood Curriculum

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: ECE 130
Advisories: ECS 149 - Cooperative Work Experience: Occupational Students enrolled in ECS 105 must also be concurrently enrolled in 1.0 unit of ECS 149-Cooperative Work Experience. Concurrently enrollment aligns with local degree program pattern of courses.
Limitations on Enrollment: All students enrolled in ECS 105, ECS 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis, and measles to meet the provisions of SB 792.
Prerequisite: ECS 105 - Observation and Assessment
The study of planning and facilitating 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. All students enrolled in ECS 105, ECS 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis, and measles to meet the provisions of SB 792. Students must be on the waitlist and provide required documentation on the first day of class in order to receive an add code to add the class. For more information, contact the department. (Fall, Spring) (Letter Grade or Pass/No Pass)

ECS 111 Administration I: Programs in Early Childhood Education

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: ECS 106 - Introduction to Early Childhood Curriculum
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. (Fall) (Letter Grade or Pass/No Pass)

ECS 112 Introduction to Young Children with Special Needs

3.0 units

Acceptable for credit: Transfer CSU
Advisories: ECS 100 - Child Growth and Development
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. (S2) (Fall) (Letter Grade or Pass/No Pass)

ECS 113 Curriculum and Strategies for Children with Special Needs

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Advisories: ECS 100 - Child Growth and Development ; and ECS 112 - Introduction to Young Children with Special Needs
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. (F2) (Letter Grade or Pass/No Pass)

ECS 114 Parent/Child Relationships

3.0 units

Acceptable for credit: Transfer CSU
Examines socio-cultural and psychological perspectives on parent/child relationships by investigating typical and a typical child-rearing patterns from infancy. Topics include analysis of developmental issues between parents and children, the nature of permanent relationships, and effective models of parental practices. (Fall) (Letter Grade or Pass/No Pass)

ECS 115 Care and Education for Infants and Toddlers

3.0 units

Acceptable for credit: Transfer CSU
Advisories: ECS 151 - Infant and Toddler Development
Students will be able to apply current theory and research to the care and education of infants and toddlers in group settings. This

course examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months. (Spring) (Letter Grade or Pass/No Pass)

ECS 116 Teaching in a Diverse Society

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: ECE 230
Advisories: ECS 101 - Child, Family and Community
Examines the impact of various societal influences on the development of children’s social identity. Covers developmentally appropriate, inclusive, and anti-bias approaches. Self-examination and reflection on issues related to social identity, stereotypes, and bias will be emphasized. (Fall, Spring) (Letter Grade or Pass/No Pass)

ECS 117 Teaching Young Children in a Multicultural Classroom

3.0 units

Acceptable for credit: Transfer CSU
Examines the cultural context of educational models and an overview of the role of the teacher, instructional aide, and families in the educational process of the dual language learner. (Spring) (Letter Grade or Pass/No Pass)

ECS 118 Practicum: Preschool

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: ECE 210
Limitations on Enrollment: All students enrolled in ECS 105, 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis and measles to the ECS program to meet the provisions of SB792
Prerequisite: ECS 106 - Introduction to Early Childhood Curriculum
This course requires 75 hours of supervised practicum teaching in the preschool area of the Allan Hancock College Children's Center lab school. The 75 lab hours per term, to be arranged, will average about 4.5 weekly hours for semester length classes, or 10 weekly hours for shorter terms, 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. Effective August 22nd, 2016 all students enrolled in ECS 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis and measles to meet the provisions of SB792. Students must be on the waitlist and provide required documentation on the first day of class in order to receive an add code to add the class. For more information contact the department at extension 3401 or 3436. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

ECS 119 Practicum: Infant/Toddler

3.0 units

Acceptable for credit: Transfer CSU
Advisories: ECS 115 - Care and Education for Infants and Toddlers ; ECS 151 - Infant and Toddler Development
Limitations on Enrollment: All students enrolled in ECS 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis and measles to meet the provisions of SB792. Students must be on the waitlist and provide required documentation on the first day of class in order to receive an add code to add the class.
Prerequisite: ECS 106 - Introduction to Early Childhood Curriculum
This course requires 75 hours per term of supervised practicum teaching in the infant toddler area of the Allan Hancock College Children's Center lab school. The 75 lab hours per term, to be arranged, will average about 4.5 weekly hours for semester length classes, or 10 weekly hours for shorter terms, 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 infant/toddler age children. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning assessment, and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. No concurrent enrollment is allowed in ECS 118 and ECS 119. All students enrolled in ECS 105, 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis and measles to meet the provisions of SB792. Students must be on the waitlist and provide required documentation on the first day of class in order to receive an add code to add the class. For more information contact the department at extension 3401 or 3436. (Fall, Spring) (Letter Grade or Pass/No Pass)

ECS 120 Adult Supervision and Mentoring In Early Childhood Education

2.0 units

Acceptable for credit: Transfer CSU
Prerequisite: ECS 106 - Introduction to Early Childhood Curriculum
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. (Spring) (Letter Grade or Pass/No Pass)

ECS 122 Positive Child Guidance

3.0 units

Acceptable for credit: Transfer CSU

This course will explore developmentally appropriate guidance and discipline for children from birth through middle childhood. Strategies and techniques for developing and maintaining an encouraging classroom will be studied. The historical perspectives 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. (Spring) (Letter Grade or Pass/No Pass)

ECS 125 Curriculum for School-Age Children

3.0 units

Acceptable for credit: Transfer CSU

Advisories: ECS 100 - Child Growth and Development ; and ECS 101 - Child, Family and Community

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 childcare programs. (F2). (Fall) (Letter Grade or Pass/No Pass)

ECS 130 Exploring Teaching

3.0 units

Acceptable for credit: Transfer to UC, CSU

Advisories: ENGL 101 - Freshman Composition: Exposition

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, 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 EDUC 130. (Fall, Spring) (Letter Grade or Pass/No Pass)

ECS 132 Child Identity and Learning

3.0 units

Acceptable for credit: Transfer CSU

Advisories: ECS 100 - Child Growth and Development ; and ENGL 101 - Freshman Composition: Exposition

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 scheduled. This course is not open to students who are enrolled in or have completed EDUC 132. (Spring) (Letter Grade Only)

ECS 149 Cooperative Work Experience: Occupational

1.0 - 8.0 units

Acceptable for credit: Transfer CSU

Limitations on Enrollment: To participate in Cooperative Work Experience: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in CWE 149 may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. CWE Units Unpaid Placement: 1 unit 60 hours 2 units 120 hours 3 units 180 hours 4 units 240 hours 5 units 300 hours 6 units 360 hours 7 units 420 hours 8 units 480 hours CWE Units Paid Placement: 1 unit 75 hours 2 units 150 hours 3 units 225 hours 4 units 300 hours 5 units 375 hours 6 units 450 hours 7 units 525 hours 8 units 600 hours

Supervised employment extending classroom-based learning on-the-job related 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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

ECS 150 Administration II: Personnel and Leadership in Early Childhood Education

3.0 units

Acceptable for credit: Transfer CSU

Prerequisite: ECS 106 - Introduction to Early Childhood Curriculum

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. (Spring) (Letter Grade or Pass/No Pass)

ECS 151 Infant and Toddler Development

3.0 units

Acceptable for credit: Transfer CSU

A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Course emphasizes the role of family and relationships in development. (Fall) (Letter Grade or Pass/No Pass)

ECS 303 Introduction to Early Childhood

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

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 childhood care and education. (Summer) (Letter Grade or Pass/No Pass)

ECS 310 Art for Young Children

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: ENGL 513 - Writing Skills 3
Designed to familiarize students with the theories and techniques of creative art for young children. (Spring) (Letter Grade or Pass/No Pass)

ECS 311 Creating Learning Materials

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: ENGL 513 - Writing Skills 3
Designed to familiarize students with diverse pedagogical strategies used to create curriculum materials suitable for use with young children. (Spring) (Letter Grade or Pass/No Pass)

ECS 312 Music for Early Childhood Educators

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: ENGL 513 - Writing Skills 3
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. (Spring) (Letter Grade Only)

ECS 313 Science for Young Children

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
This course is designed to familiarize students with the theories and techniques of teaching Science to young children and provide exploration of principles, methods, and materials for teaching young children Science concepts through discovery and play. (Fall) (Letter Grade or Pass/No Pass)

ECS 314 Engineering and Technology for Young Children

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
This course is designed to familiarize students with the theories and techniques of teaching engineering and technology to young children, and provide exploration of principles, methods, and materials for teaching young children engineering concepts through discovery and play. (Fall) (Letter Grade or Pass/No Pass)

ECS 315 Math for Young Children

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
This course is designed to familiarize students with the theories and techniques of teaching Math to young children and provide exploration of principles, methods, and materials for teaching young children math concepts through discovery and play. (Fall) (Letter Grade or Pass/No Pass)

ECS 320 Administration: Staff Leadership

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: ECS 105 - Observation and Assessment
Review of effective leadership styles in the administration of Early Childhood Programs that result in improved staff communication and job performances. (Letter Grade or Pass/No Pass)

ECS 321 Administration: Professional Ethics

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
Advisories: ECS 100 - Child Growth and Development
Prerequisite: ECS 106 - Introduction to Early Childhood Curriculum
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 (NAEYC). (Fall) (Letter Grade or Pass/No Pass)

ECS 322 Administration: Parents as Partners

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
Prerequisite: ECS 106 - Introduction to Early Childhood Curriculum
An analysis of set guidelines and strategies for administrators which will focus on the formation of a supportive link between school and home. (Fall) (Letter Grade or Pass/No Pass)

Educational Technologies

EDTC 300 Being A Successful Online Student

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
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). (Letter Grade or Pass/No Pass)

Education

EDUC 130 Exploring Teaching

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: EDUC 200
Advisories: English 101; ENGL 101 - Freshman Composition: Exposition
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 ECS 130. (Fall, Spring) (Letter Grade or Pass/No Pass)

EDUC 132 Child Identity And Learning

3.0 units

Acceptable for credit: Transfer CSU
Advisories: ECS 100 - Child Growth and Development ; and
ENGL 513 - Writing Skills 3
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 scheduled. This course is not open to students who are enrolled in or have completed ECS 132. (S) (Spring) (Letter Grade Only)

EDUC 133 Technology For Educators

3.0 units

Acceptable for credit: Transfer CSU
A study of computing technologies afforded young children in preschool and primary-grade classrooms and how these experiences influence children's cognitive, social and physical development. Curricular criteria and strategies for implementation will be explored. This course is not open to students who are enrolled in or have received credit for Early Childhood Studies 133. (F,S) (Fall, Spring) (Letter Grade or Pass/No Pass)

Electronics

EL 104 Introduction to Robotics and Mechatronics

3.0 units

Acceptable for credit: Transfer 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. (Fall, Spring) (Letter Grade Only)

EL 105 PC Preventive Maintenance and Upgrading

3.0 units

Acceptable for credit: Transfer CSU
Necessary skills and information needed to make an informed purchase, maintain, upgrade, and evaluate personal computer systems. The student will receive hands-on instruction for performing basic preventive maintenance and the installation of simple upgrades such as adding RAM, installing hard drives, sound cards, etc. Included is the study of soldering techniques, electronic part identification, and safety and system operation. Emphasis will be placed on the student's ability to keep personal computers running at their best performance levels. (Fall, Spring) (Letter Grade Only)

EL 106 Networking Essentials 1

3.0 units

Acceptable for credit: Transfer CSU
Advisories: EL 105 - PC Preventive Maintenance and Upgrading ; and EL 125 - Digital Devices and Circuits
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. Not open to students who have received credit for CS 106. (Fall, Spring) (Letter Grade or Pass/No Pass)

EL 107 Networking Essentials 2

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: EL 106 - Networking Essentials 1
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

EL 108 Networking Essentials 3

2.0 units

Acceptable for credit: Transfer CSU
Prerequisite: EL 106 - Networking Essentials 1 ; or EL 107 -
Networking Essentials 2
Third course in a series designed to provide students with knowledge of and laboratory experiences with current and emerging computer networking technology. Focus will be on LANs, WANs, OSI models, IP addressing and router programming; and the theory behind the various kinds of network architectures and data transmission methods. Emphasis will be placed on the Cisco System Certification. This course is not open to students who are enrolled in or have received credit for CS 108. (Fall, Spring) (Letter Grade or Pass/No Pass)

EL 118 Fundamentals of DC and AC Circuits Analysis

3.0 units

Acceptable for credit: Transfer CSU
Corequisite: EL 119 - Fundamentals of DC and AC Circuits
Analysis Laboratory

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 electronics testing instruments. Topics include: current voltage, resistance, power, reactance, 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, capacitators, inductors, filters, RC and RL time constants, applications of Kirchhoff laws to multiple source series-parallel circuits, complex numbers, and network theorems. (Fall, Spring) (Letter Grade Only)

EL 119 Fundamentals of DC and AC Circuits Analysis Laboratory

2.0 units

Acceptable for credit: Transfer CSU
Corequisite: EL 118 - Fundamentals of DC and AC Circuits Analysis
Provides the student practical experience for the comprehension of DC and AC electrical concepts introduced in EL 118 (Fundamentals of Circuit Analysis) and also presents the proper use of electronic test instrumentation for the measurement of circuit parameters. (Fall, Spring) (Letter Grade Only)

EL 122 Electronic Devices and Circuits

3.0 units

Acceptable for credit: Transfer CSU
Advisories: Concurrent enrollment in; EL 123 - Electronic Devices and Circuits Laboratory
Prerequisite: EL 118 - Fundamentals of DC and AC Circuits Analysis ; and EL 119 - Fundamentals of DC and AC Circuits Analysis Laboratory
Introductory study of semiconductor devices and systems. A detailed analysis of diodes; bipolar junction translators and field-effect transistors; biasing techniques, active circuits, thyristors and optoelectronic components and linear integrated circuits. (Fall) (Letter Grade Only)

EL 123 Electronic Devices and Circuits Laboratory

2.0 units

Acceptable for credit: Transfer CSU
Advisories: Completion of or concurrent enrollment in EL 122
Prerequisite: EL 118 - Fundamentals of DC and AC Circuits Analysis ; and EL 119 - Fundamentals of DC and AC Circuits Analysis Laboratory
Provides the opportunity for the student to apply theoretical semiconductor concepts in a laboratory environment. Major areas of emphasis include diodes, bipolar junction transistors, field-effect transistors, thyristers, optoelectronic devices, and linear integrated circuits. (Fall) (Letter Grade Only)

EL 125 Digital Devices and Circuits

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: EL 118 - Fundamentals of DC and AC Circuits Analysis ; and EL 119 - Fundamentals of DC and AC Circuits Analysis Laboratory
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, system design and troubleshooting practices. (Letter Grade Only)

EL 126 Digital Devices and Circuits Lab

2.0 units

Acceptable for credit: Transfer CSU
Advisories: Completion of or concurrent enrollment in EL 125
Prerequisite: EL 118 - Fundamentals of DC and AC Circuits Analysis ; and EL 119 - Fundamentals of DC and AC Circuits Analysis Laboratory
Digital electronics laboratory designed to parallel Digital Devices and Circuits (EL 125). Emphasizes device operation in circuits and networks and the proper use of standard digital logic test instruments used in the process of troubleshooting and verifying proper circuit operations. (Fall, Spring) (Letter Grade Only)

EL 128 Introduction to Renewable Energy

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: CEL 104 - Introduction to Robotics and Mechatronics ; or ET 104 or EL 104
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 ET 128. (Letter Grade Only)

EL 131 Programmable Logic Controllers and Control Design

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: EL 125 - Digital Devices and Circuits
A study of the purpose and operating features of a programmable logic controller (PLC). Topics include PLC terminology, architecture, input/output modules, memory, commands for internal relays, on/off timers, up/down counters, use of subroutines, program control, and math instructions. Relay schematics, ladder logic diagrams, and programming of logic controllers are emphasized. Sensing devices and time-driven process sequences will be studied and integrated into control systems. This course is not open to students who are enrolled in or have received credit for CEL 131 or ET 131. (Letter Grade Only)

EL 133 Mechatronic Systems 1

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: CEL 104 - Introduction to Robotics and Mechatronics or EL 104 or ET 104
This is a hands-on mechatronic 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 upon 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 have received credit for, or are enrolled in ET 133 or CEL 133. (Letter Grade Only)

EL 135 Electronic Measurement and Instrumentation

3.0 units

Acceptable for credit: Transfer CSU
Advisories: Concurrent enrollment in EL 136 is recommended
Prerequisite: EL 122 - Electronic Devices and Circuits ; and EL 123 - Electronic Devices and Circuits Laboratory ; and EL 125 - Digital Devices and Circuits ; and EL 126 - Digital Devices and Circuits Lab
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. (Fall) (Letter Grade Only)

EL 136 Electronics Measurement and Instrumentation Laboratory

2.0 units

Acceptable for credit: Transfer CSU
Corequisite: EL 135 - Electronic Measurement and Instrumentation
Prerequisite: EL 122 - Electronic Devices and Circuits ; and EL 123 - Electronic Devices and Circuits Laboratory ; and EL 125 - Digital Devices and Circuits ; and EL 126 - Digital Devices and Circuits Lab
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. (Fall) (Letter Grade Only)

EL 139 Electrical Power, Motors, and Controls

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: EL 122 - Electronic Devices and Circuits ; and EL 125 - Digital Devices and Circuits
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. (Letter Grade Only)

EL 146 Electronic Product Design, Fabrication and Documentation

2.0 units

Acceptable for credit: Transfer CSU
A study of product fabrication emphasizing mechatronic applications and designs. Topics include the design process; CADD drawings, schematics, diagrams, and support graphic requirements; printed circuit board layout and population techniques; technical writing; project documentation requirements; surface mount technologies; prototyping; printed circuit board testing, troubleshooting, and final documentation emphasizing hands-on experiences. The use of industry standard computer aided drafting and support software will be studied and utilized in all phases of documentation through camera ready artwork. (Letter Grade Only)

EL 162 Fluid Power And Control

2.0 units

Acceptable for credit: Transfer 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. (Letter Grade Only)

EL 189 Independent Projects in Electronics

1.0 - 3.0 units

Acceptable for credit: Transfer CSU
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and approved by the appropriate dean before the last day of the 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 (Letter Grade Only)

EL 320 A+ Certification

2.5 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: EL 105 - PC Preventive Maintenance and Upgrading
Computer repair and maintenance with a focus on preparations required for achieving the industry standard CompTIA A+ Certification. The hands-on study includes the A+ Core Test Domains and the Windows/DOS Test Domains. This course is not open to students who have received credit for CS 320. (Letter Grade Only)

EL 332 Wireless Network Administrator

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
A study of the basic concepts and technologies of wireless data networking. Includes basic RF theory, WiFi infrastructure, link budget math, troubleshooting techniques, site survey skills, and security measures. Prepares students to take the CWNA Certification Exam at Prometric Testing Centers. This course is not open to students who have completed or who are currently enrolled in CS 332. (Letter Grade or Pass/No Pass)

EL 333 Introduction to Network Security

2.0 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: EL 106 - Networking Essentials 1
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. (Fall, Spring) (Letter Grade Only)

EL 370 SkillsUSA

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
Repeatable: 3.00
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, 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. (Fall) (Letter Grade or Pass/No Pass)

Emergency Medical Services

EMS 102 First Aid & Safety

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: KIN 101
This course provides American Heart Association (AHA) "Heartsaver" first aid/ 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 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 Physical Education 102. (Fall, Spring, Summer) (Letter Grade Only)

EMS 130 Principles of Emergency Management

3.0 units

Acceptable for credit: Transfer CSU
An introduction to the fundamentals of the emergency management system. Topics include the four phases of the emergency management cycle, community-focused hazard analysis, and the connection between planning and emergency management. This course is not open to students who have completed or who are enrolled in Fire Technology 130. (Fall, Spring, Summer) (Letter Grade Only)

EMS 134 Internship Seminar

1.0 unit

Acceptable for credit: Transfer CSU
Corequisite: EMS 149 - Cooperative Work Experience: Occupational ; or CWE 149 - Cooperative Work Experience OCCUPATIONAL
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. (A) (Fall, Spring) (Pass/No Pass)

EMS 149 Cooperative Work Experience: Occupational

1.0 - 8.0 units

Acceptable for credit: Transfer CSU
Limitations on Enrollment: To participate in Cooperative Work Experience: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in CWE 149 may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. CWE Units Unpaid Placement: 1 unit-60 hours, 2 units-120 hours, 3 units-180 hours, 4 units-240 hours, 5 units-300 hours, 6 units-360 hours, 7 units-420 hours, 8 units-480 hours. CWE Units Paid Placement: 1 unit-75 hours, 2 units-150 hours, 3 units-225 hours, 4 units-300 hours, 5 units-375 hours, 6 units-450 hours, 7 units-525 hours, 8 units-600 hours.
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. (Pass/No Pass)

EMS 199 Special Topics in Emergency Medical Services Training

0.5 - 2.5 units

Acceptable for credit: Transfer CSU
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. (Pass/No Pass)

EMS 300 Introduction to Emergency Medical Services

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
Advisories: ENGL 514 - Writing Skills 4 or the equivalent
Limitations 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 pre-requisite to EMS 301. (Pass/No Pass)

EMS 301 Emergency Medical Services Academy-1A

6.0 units

Acceptable for credit: D - Credit - Degree Applicable
Repeatable: 99.00
C-ID Course Number: N/A
Advisories: ENGL 514 - Writing Skills 4
Limitations on Enrollment: Admittance to the program
Prerequisite: EMS 300 - Introduction to Emergency Medical Services and completion of or concurrent enrollment in EMS 306; EMS 306 - CPR for Healthcare Providers
This beginning-level academy module meets and exceeds the US Department of Transportation Emergency Medical Technician (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. (Fall, Spring) (Letter Grade Only)

EMS 302 EMS Academy 1B (Advanced)

7.0 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: Reading level at a minimum of 12th grade level.
Corequisite: ENVT 156 - First Response Operational
Prerequisite: EMS 301 - Emergency Medical Services Academy-1A ; or concurrent enrollment in EMS 301 or Emergency Medical Technician 1 Basic Certification.
This Advanced Academy module prepares the student to apply and expand upon the 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. (Fall, Spring) (Letter Grade Only)

EMS 306 CPR for Healthcare Providers

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
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. (Fall, Spring, Summer) (Pass/No Pass)

EMS 307 Wilderness EMS - First Responder and Survival

2.5 units

Acceptable for credit: D - Credit - Degree Applicable
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 hour awarding of CEUs are available for EMT and paramedic. (Fall, Spring) (Letter Grade Only)

EMS 309 Pre-hospital Trauma Life Support (PHTLS)

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
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. Student receives PHTLS certification and 16 hours of CEU's for Emergency Medical Services-1, paramedics and registered nurses. (Fall) (Pass/No Pass)

EMS 310 Child Care First Aid & CPR

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Presents American Red Cross skills necessary to respond to breathing and cardiac emergencies. Pediatric first aid and injury prevention are also covered. The course meets CCR Title-22/CA EMSA requirements for child care providers. Upon successful completion, students will receive an American Red Cross certification in Adult, Infant, Child CPR (valid for 1 year), and a CA Child Care First Aid certificate (valid for 2 years). (Fall, Spring) (Pass/No Pass)

EMS 319 Emergency Response To Terrorism

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
Enables emergency responders to recognize circumstances and key indicators that may signify a terrorist incident or threat potential. Topics include implementing incident command, self-protective measures, scene security, force protection, and defensive measures associated with biological, nuclear, incendiary, chemical, and explosives incidents. Materials and information relevant to current events on emergency preparedness in terrorist incident management for emergency responders of all disciplines are explored. This course is not open to students who are enrolled in or have received credit for Fire Technology 319. (Pass/No Pass)

EMS 320 Emergency Medical Response to Hazardous Material Incidents

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
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. (Pass/No Pass)

EMS 321 Advanced Cardiac Life Support

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable

Presents advanced cardiac life support care. American Heart Association ACLS certification and sixteen hours for CEUs for Emergency Medical Technicians-1, paramedics, and registered nurses. (Pass/No Pass)

EMS 322 Pediatric Advanced Life Support

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable

Covers pediatric advanced cardiac life support care. Includes American Heart Association PALS certification and 16 hours of CEUs for Emergency Medical Technicians-1, paramedics, and registered nurses. (Spring, Summer) (Letter Grade or Pass/No Pass)

EMS 325 Lifeguard Certification

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

Limitations 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. (Spring) (Pass/No Pass)

EMS 328 Wilderness/ EMS Wilderness Travel

1.5 units

Acceptable for credit: D - Credit - Degree Applicable

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. CEUs available for EMT-1 and paramedics. (Fall, Spring) (Pass/No Pass)

EMS 337 Wilderness EMS - Aircraft Search Technology and Techniques

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

This course provides basic understanding of the skills required to perform safe and effective aircraft search techniques during a search and rescue operation in a wilderness or remote location. 16 hours of CEU's for Emergency Medical Technician-1 and paramedic are available. (Pass/No Pass)

EMS 338 Land Navigation

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

A study of mapping and GPS skills as applied to fire, Haz-Mat and EMS emergency response. Emphasizes interpreting topographic maps and use of both the compass and GPS device. This course is not open to students who are enrolled in or have received credit for Fire Technology 338 or Environmental Technology 338. (Fall, Spring) (Pass/No Pass)

EMS 343 Paramedic Clinical Laboratory

7.5 units

Acceptable for credit: D - Credit - Degree Applicable

Limitations on Enrollment: current CPR Certification for health care provider or professional rescuer

Prerequisite: EMSP 323 - Paramedic Theory 1

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. (Pass/No Pass)

EMS 350 Wilderness EMS - Essentials of Search and Rescue

3.5 units

Acceptable for credit: D - Credit - Degree Applicable

Presents essential skills required for safe and effective search and rescue (SAR) operations conducted by SAR, emergency medical and law enforcement personnel responding in wilderness and remote areas. Includes scope and responsibility of SAR field personnel, responding safely to wilderness and remote environments, lost person behaviors, tracking and working with K-9 search teams. Includes sixteen hours of CEU's for emergency medical technicans-1 and paramedics. (Pass/No Pass)

EMS 353 Paramedic Field Internship

10.0 units

Acceptable for credit: D - Credit - Degree Applicable

Limitations on Enrollment: current CPR Certification for health care provider or professional rescuer

Prerequisite: EMS 343 - Paramedic Clinical Laboratory

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. (Pass/No Pass)

EMS 360 Wilderness EMS - Man Tracking 1

0.5 units

Acceptable for credit: D - Credit - Degree Applicable

Develops basic tracking techniques and skills for search and rescue, law enforcement, and emergency medical personnel operating in wilderness and remote areas. Includes tracking and sign cutting techniques tracking equipment, team makeup, maps and GIPS use. POST certified and 8 hours of CEU's for emergency medical technicians-1 and paramedics are available. (Pass/No Pass)

EMS 378 Wilderness/ EMS—EMT Wilderness Transition

2.5 units

Acceptable for credit: D - Credit - Degree Applicable

Prerequisite: EMS 301 - Emergency Medical Services Academy-1A ; and EMS 306 - CPR for Healthcare Providers ; or Current EMT-1 certification and professional rescuer or health care provider CPR certification.

Provides the certified EMT with an understanding of the skills needed to effectively manage an emergency medical response in a remote wilderness area. CEUs available for EMT-1 and paramedics. (Pass/No Pass)

EMS 388 Wilderness EMS - Searching with Canine (K-9) Teams

2.5 units

Acceptable for credit: D - Credit - Degree Applicable
Provides a basic understanding of the canine (K-9) search and rescue team. Basic history and training of search and rescue (SAR) K-9 teams, as well as necessary skills and techniques used to assist the K-9 handler in the wilderness and remote areas, will be covered. (Pass/No Pass)

EMS 401 Emergency Medical Technician 1 (Basic) Refresher

1.5 units

Acceptable for credit: C - Credit - Not Degree Applicable
Prerequisite: EMS 301 - Emergency Medical Services Academy-1A ; and EMS 306 - CPR for Healthcare Providers ; or Valid EMT-1 Basic certification within the past 4 years. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalencies for licensure for employment purposes.
This class satisfies the requirements set forth by Title 22, Division 9, of the California Code of Regulations for Emergency Medical Technician 1 (Basic) refresher training. This course may be repeated as often as necessary for the purpose of certification. (Fall, Spring, Summer) (Pass/No Pass)

EMS 407 Wilderness EMS – First Responder and Survival Refresher

0.5 units

Acceptable for credit: C - Credit - Not Degree Applicable
Prerequisite: EMS 307 - Wilderness EMS - First Responder and Survival
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. (Pass/No Pass)

EMS 409 Prehospital Trauma Life Support (PHTLS) Refresher

0.5 units

Acceptable for credit: C - Credit - Not Degree Applicable
Prerequisite: Current PHTLS Certification
Review of prehospital trauma life support basic and advanced concepts and skills. Student receives PHTLS recertification and eight hours of CEUs for emergency medical technicians-1, paramedics and registered nurses are available. May be repeated as necessary to maintain certification. (Pass/No Pass)

EMS 410 EMT 1 (Basic) Skills Refresher Module A

0.5 units

Acceptable for credit: C - Credit - Not Degree Applicable
A review of anatomy, physiology, and medical legal issues for EMT personnel. Satisfies the requirements set forth by Title 2, Division 9 of the California Code of Regulations for Emergency Medical Services. This course may be repeated as necessary for the purposes of certification. (F,S) (Fall, Spring) (Letter Grade or Pass/No Pass)

EMS 411 EMT 1 (Basic) Skills Refresher Module B

0.5 units

Acceptable for credit: C - Credit - Not Degree Applicable
A review of scene size-up, patient assessment, and medical emergencies. Satisfies the requirements set forth by Title 2, Division 9 of the California Code of Regulations for Emergency Medical Services. This course may be repeated as often as necessary for the purposes of certification. (F,S) (Fall, Spring) (Letter Grade or Pass/No Pass)

EMS 412 EMT-1 (Basic) Skills Refresher Module C

0.5 units

Acceptable for credit: C - Credit - Not Degree Applicable
A review of environmental emergencies and trauma. Satisfies the requirements set forth by Title 2, Division 9 of the California Code of Regulations for Emergency Medical Services. This course may be repeated as often as necessary for the purposes of certification. (Fall, Spring) (Letter Grade or Pass/No Pass)

EMS 413 EMT-1 (Basic) Skills Refresher Module D

0.5 units

Acceptable for credit: C - Credit - Not Degree Applicable
A review of didactic and manipulative skills required for EMT-1 Basic recertification. Satisfies the requirements set forth by Title 2, Division 9 of the California Code of Regulations for Emergency Medical Services. This course may be repeated as necessary for the purposes of certification. (F,S) (Fall, Spring) (Letter Grade or Pass/No Pass)

EMS 414 Advanced Cardiac Life Support (ACLS) Refresher

0.5 units

Acceptable for credit: C - Credit - Not Degree Applicable
Repeatable: 99.00
Prerequisite: EMS 321 - Advanced Cardiac Life Support ; or Current American Heart Association ACLS Certification
Review of cardiac life support care. Student receives American Heart Association ACLS recertification and eight hours of CEUs for emergency medical technicians-1, paramedics and registered nurses are available. May be repeated as necessary to maintain certification. (Pass/No Pass)

EMS 415 Pediatric Advanced Life Support Refresher

0.5 units

Acceptable for credit: C - Credit - Not Degree Applicable
Repeatable: 99.00
Prerequisite: EMS 322 - Pediatric Advanced Life Support ; or Current American Heart Association PALS Certification
Review of pediatric advanced life support care. Student receives American Heart Association PALS recertification and eight hours of CEUs for emergency medical technicians-1, paramedics and registered nurses are available. May be repeated as necessary to maintain certification. (Pass/No Pass)

EMS 461 Medical First Responder Update

0.5 units

Acceptable for credit: C - Credit - Not Degree Applicable
Repeatable: 99.00
Prerequisite: WFT 302 - Basic Incident Command System I-200
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. (Pass/No Pass)

Emergency Medical Services Paramedic

EMSP 300 Anatomy & Physiology for Prehospital Personnel

3.0 units

Acceptable for credit: C - Credit - Not Degree Applicable
This course includes basic human anatomy, physiology and medical terminology at the cellular and systemic level designed primarily for the paramedic. However it can be applicable for students in other associated fields that wish to explore the realm of human anatomy and physiology. (Spring, Summer) (Letter Grade Only)

EMSP 323 Paramedic Theory 1

6.0 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
Corequisite: EMS 321 - Advanced Cardiac Life Support ; EMS 322 - Pediatric Advanced Life Support ; EMSP 324 - Paramedic Laboratory 1
Limitations on Enrollment: Current EMT certification and 1000 hours verified experience as an EMT-Basic within the past 3 years.
Prerequisite: EMSP 300 - Anatomy & Physiology for Prehospital Personnel with a minimum grade of C or P grade ; or BIOL 124 - Human Anatomy with minimum grade of C or, P grade ; and BIOL 125 - Human Physiology with minimum grade of C or, P grade
This course covers the first half of the required theory of the paramedic didactic education and training following the current Department of Transportation National Emergency Education Standards (NEMSES) and California Code of Regulations, Title 22. This includes cognitive content associated with medical emergencies, special populations, and EMS operations. (Fall) (Letter Grade Only)

EMSP 324 Paramedic Laboratory 1

2.0 units

Acceptable for credit: D - Credit - Degree Applicable
Corequisite: EMS 321 - Advanced Cardiac Life Support ; EMS 322 - Pediatric Advanced Life Support ; EMSP 323 - Paramedic Theory 1
Prerequisite: EMSP 300 - Anatomy & Physiology for Prehospital Personnel ; or BIOL 124 - Human Anatomy ; and BIOL 125 - Human Physiology
Provides the skills portion of the current Department of Transportation National Emergency Services Education Standards (NEMSES) and California Code of Regulations, Title 22. This course includes psychomotor skills associated with the assessment and management of medical illnesses in the pre-hospital setting. Includes cardiovascular, respiratory, and special populations. (Fall) (Letter Grade or Pass/No Pass)

EMSP 333 Paramedic Theory 2

4.0 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: EMS 101X
Corequisite: EMSP 334 - Paramedic Laboratory 2
Prerequisite: EMSP 323 - Paramedic Theory 1 ; EMSP 324 - Paramedic Laboratory 1
This course covers the 2nd half of the required theory of the paramedic didactic education and training following the current Department of Transportation Emergency Education Standards (NEMSES) and California Code of Regulations, Title 22. This course examines blunt and penetrating trauma to the human body. This course identifies the assessment findings of trauma pathophysiology in the development of a field impression and the application of the latest methods of treatment for all types of traumatic injuries. Includes the management of traumatic scene dynamics and safety. (Fall) (Letter Grade or Pass/No Pass)

EMSP 334 Paramedic Laboratory 2

2.0 units

Acceptable for credit: C - Credit - Not Degree Applicable
Corequisite: EMSP 333 - Paramedic Theory 2
Prerequisite: EMSP 323 - Paramedic Theory 1 ; EMSP 324 - Paramedic Laboratory 1
Provides the skills portion of the current Department of Transportation National Emergency Services Education Standards (NEMSES) and California Code of Regulations, Title 22. Includes psychomotor skills associated with: preparatory, anatomy and physiology, pharmacology, airway management, patient assessment, and trauma patient management. (Fall) (Letter Grade or Pass/No Pass)

English

ENGL 100 Writing in Career/Tech Fields

4.0 units

Acceptable for credit: Transfer CSU
A writing course designed primarily to meet the needs of students pursuing career and technical programs. Meets the written composition graduation requirement for an AHC associate's degree. Students who plan to transfer to a four-year institution will need to take ENGL 101 instead of this course to meet the university's first-year composition requirement. 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. (Fall, Spring, Summer) (Letter Grade Only)

ENGL 101 Freshman Composition: Exposition

4.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGL 100
Prerequisite: A recommended placement based on the START process or successful completion of; READ 110 - Introduction to

Critical Reading ; or ENGL 514 - Writing Skills 4 ; or ENGL 595 - Accelerated Reading and Writing Skills
Designed to help students enhance their analytical reading and writing skills using a wide variety of texts. Emphasizes 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 Reading 110 or English 595. (Fall, Spring, Summer) (Letter Grade Only)

ENGL 102 Freshman Composition Literature

3.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGL 120
Prerequisite: ENGL 101 - Freshman Composition: Exposition
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. (Fall, Spring, Summer) (Letter Grade Only)

ENGL 103 Critical Thinking and Composition

3.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGL 105
Prerequisite: ENGL 101 - Freshman Composition: Exposition
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. (Fall, Spring, Summer) (Letter Grade Only)

ENGL 104 Technical Writing

3.0 units
Acceptable for credit: Transfer CSU
Prerequisite: ENGL 101 - Freshman Composition: Exposition
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. (Summer) (Letter Grade Only)

ENGL 105 Language and Culture

3.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ANTH 130
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 also be explored. This course is not open to students who are enrolled in or have received credit for ANTH 105. (Fall) (Letter Grade or Pass/No Pass)

ENGL 106 Creative Writing

3.0 units
Acceptable for credit: Transfer to UC, CSU
Prerequisite: ENGL 101 - Freshman Composition: Exposition
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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

ENGL 107 Literary Arts Journal 1

3.0 units
Acceptable for credit: Transfer CSU
Advisories: 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. (Fall) (Letter Grade or Pass/No Pass)

ENGL 108 Literary Arts Journal 2

3.0 units
Acceptable for credit: Transfer CSU
Advisories: 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. (Spring) (Letter Grade or Pass/No Pass)

ENGL 110 Grammar for College and Career

3.0 units
Acceptable for credit: Transfer CSU
This course 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. (Letter Grade or Pass/No Pass)

ENGL 112 Transfer English Composition Skills

2.0 units
Acceptable for credit: Transfer CSU
Corequisite: ENGL 101 - Freshman Composition: Exposition
English 112 is designed to provide additional support and practice in academic skills and strategies needed to analyze college-level texts and to write college-level essays. Students are required to enroll in the linked co-requisite English 101 course to take English 112. Students cannot drop English 112 and remain in the ENGL 101 course. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

ENGL 113 Introduction to Critical Reading

3.0 units
Acceptable for credit: Transfer CSU
Advisories: READ 310 - Reading Skills and Strategies or ENGL 312 or ESL 310; or ENGL 513 - Writing Skills 3
English 113 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. By practicing critical reading, students will also improve their writing skills. This class serves as a prerequisite for English 101. Lecture: 3 hours per week. Lab: 1 hour per week. This course is not open to students who are enrolled in or have received credit for READ 110 or ESL 110. (Fall, Spring) (Letter Grade or Pass/No Pass)

ENGL 130 American Literature to 1865

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGL 130
Prerequisite: ENGL 101 - Freshman Composition: Exposition
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. (Fall) (Letter Grade or Pass/No Pass)

ENGL 131 American Literature 1865 to Present

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGL 135
Prerequisite: ENGL 101 - Freshman Composition: Exposition
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 the University of California. ENGL 130 is not a prerequisite to this course. (Spring, Summer) (Letter Grade or Pass/No Pass)

ENGL 132 Literature and Film

3.0 units

Acceptable for credit: Transfer to UC, CSU
Prerequisite: ENGL 101 - Freshman Composition: Exposition
Techniques of literary and film criticism and application of those techniques to films and the literary works inspired them. Emphasis is given to the critical analysis of the transformations that occur when literary forms are adapted for the screen. (Spring) (Letter Grade or Pass/No Pass)

ENGL 133 Modern Fiction

3.0 units

Acceptable for credit: Transfer to UC, CSU
Prerequisite: ENGL 101 - Freshman Composition: Exposition
Designed to increase student understanding and enjoyment of modern fiction through a study of selected works by 20th century authors. Selections may vary from semester to semester. English 133 has no geographical boundaries, but includes works by American and English authors, as well as works in translation. (Summer) (Letter Grade or Pass/No Pass)

ENGL 135 Introduction to Poetry

3.0 units

Acceptable for credit: Transfer to UC, CSU
Prerequisite: ENGL 101 - Freshman Composition: Exposition
Introduces the study of poetry with emphasis on appreciation, understanding, and interpretation through a critical examination of a variety of poets and poems. (Spring) (Letter Grade or Pass/No Pass)

ENGL 137 Children's Literature

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: ENGL 514 - Writing Skills 4
A study of poetry, folk and fairy tales, fiction, non-fiction and realistic works for children. Emphasis is on exploring modes for bringing this literature to child audiences. (Spring) (Letter Grade or Pass/No Pass)

ENGL 138 Introduction to Shakespeare

3.0 units

Acceptable for credit: Transfer to UC, CSU
Prerequisite: ENGL 101 - Freshman Composition: Exposition
Introduction to Shakespeare in which a number of major works are read, with close attention to language, structure, and historical content. (Spring) (Letter Grade or Pass/No Pass)

ENGL 139 Ideas of Difference in Contemporary American Literature

3.0 units

Acceptable for credit: Transfer to UC, CSU
Prerequisite: ENGL 101 - Freshman Composition: Exposition
Primarily through the study of literature, this course explores 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. Emphasis on contemporary American cultural texts (novel, autobiography, poetry, journalism, and/or drama; film and/or documentary), although lectures and other class materials will link contemporary culture historical themes or developments. (Spring) (Letter Grade or Pass/No Pass)

ENGL 140 Graphic Novel as Literature

3.0 units

Acceptable for credit: Transfer to UC, CSU
Prerequisite: ENGL 101 - Freshman Composition: Exposition
This class will examine the emergence of the graphic novel, from the comics of the 1920s, the super hero novels of the 1950s, anime and manga to the current crop of diverse novels gone graphic. It will look at the multicultural nature of the novels, with new novels being produced in a variety of countries; and its subversive intentions. 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. (Fall) (Letter Grade or Pass/No Pass)

ENGL 144 Literature: The Ancient and Classical World

3.0 units

Acceptable for credit: Transfer to UC, CSU
Prerequisite: ENGL 101 - Freshman Composition: Exposition
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. (Fall) (Letter Grade or Pass/No Pass)

ENGL 145 British Literature to 1800

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGL 160
Prerequisite: ENGL 101 - Freshman Composition: Exposition
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. (Fall) (Letter Grade or Pass/No Pass)

ENGL 146 British Literature 1800 to Present

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGL 165
Prerequisite: ENGL 101 - Freshman Composition: Exposition
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. ENGL 145 is not a prerequisite to this course. (Spring) (Letter Grade or Pass/No Pass)

ENGL 148 Hispanic Literature in Translation

3.0 units

Acceptable for credit: Transfer to UC, CSU
Prerequisite: ENGL 101 - Freshman Composition: Exposition
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. (Fall) (Letter Grade or Pass/No Pass)

ENGL 189 Independent Projects

1.0 - 3.0 units

Acceptable for credit: Transfer CSU
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade or Pass/No Pass)

ENGL 306 Writing Lab

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Corequisite: Enrollment in any Allan Hancock College credit course. Not open to students enrolled in English 511, 512, 513, or 514.
Provides students with individualized writing practice with computer-assisted strategies. Not open to students enrolled in English 300, 501 or any other English course with a lab component. (Fall, Spring, Summer) (Pass/No Pass)

ENGL 307 Writing Across the Curriculum 1

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
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. (Fall, Spring) (Pass/No Pass)

ENGL 312 Reading Skills and Strategies

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
English 312 uses fiction and nonfiction texts to develop reading skills and strategies. The emphasis is on improving reading comprehension and efficiency and helping students become critical readers. This course is not open to students who are enrolled in or have received credit for READ 310 or ESL 310. (Fall, Spring) (Pass/No Pass)

ENGL 510 Improving Reading Comprehension

4.0 units

Acceptable for credit: C - Credit - Not Degree Applicable
Designed to introduce students to reading skills necessary for success in college. Emphasis is on improving reading comprehension and developing vocabulary. This course is not open to students who are enrolled in or have received credit for READ 510 or ESL 510. (Fall, Spring) (Pass/No Pass)

ENGL 511 Writing Skills 1

4.0 units

Acceptable for credit: C - Credit - Not Degree Applicable
Prerequisite: a 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 scheduled, in which students' work includes, but is not limited to, completion of computer-assisted activities and assigned writing, reading, vocabulary, and grammar exercises. (Fall, Spring) (Pass/No Pass)

ENGL 512 Writing Skills 2

4.5 units

Acceptable for credit: C - Credit - Not Degree Applicable
Advisories: READ 510 - Improving Reading Comprehension
Prerequisite: A recommended placement based on the START process; or ENGL 511 - Writing Skills 1

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 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. (Fall, Spring) (Pass/No Pass)

ENGL 513 Writing Skills 3

4.0 units

Acceptable for credit: C - Credit - Not Degree Applicable
Advisories: READ 310 - Reading Skills and Strategies
Prerequisite: Recommended placement based on the START process; or ENGL 512 - Writing Skills 2

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. (Fall, Spring) (Pass/No Pass)

ENGL 514 Writing Skills 4

4.0 units

Acceptable for credit: C - Credit - Not Degree Applicable
Advisories: READ 110 - Introduction to Critical Reading
Prerequisite: A recommended placement based on the START process or successful completion of; ENGL 513 - Writing Skills 3

This course provides instruction in writing and reading, and in sentence, vocabulary, and critical thinking skills. Students analyze written and visual texts, with emphasis on close reading and written response. Students who complete this course satisfactorily will be prepared to read college-level texts and write academic essays required at the transfer level. This course is designed for students whose skills have been assessed at one level below transfer, based on the statewide CB21 Coding of English courses sponsored by the Basic Skills Initiative. 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

ENGL 595 Accelerated Reading and Writing Skills

4.5 units

Acceptable for credit: C - Credit - Not Degree Applicable
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. (Letter Grade or Pass/No Pass)

Engineering

ENGR 100 Introduction to Engineering

1.0 unit

Acceptable for credit: Transfer to UC, CSU
Advisories: ENGL 514 - Writing Skills 4 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

ENGR 124 Excel for Science and Engineering

1.0 unit

Acceptable for credit: Transfer CSU
Prerequisite: MATH 181 - Calculus 1

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. (Fall) (Pass/No Pass)

ENGR 126 MATLAB for Science and Engineering

1.0 unit

Acceptable for credit: Transfer to UC, CSU
Prerequisite: MATH 181 - Calculus 1

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. (Spring) (Pass/No Pass)

ENGR 134 Internship Seminar

1.0 unit

Acceptable for credit: Transfer CSU

Provides students with a seminar format to discuss, analyze, and critically evaluate their work-based learning experiences. This forum will emphasize job market information, attitudes, and abilities that facilitate job success; skills necessary in maintaining employment; and techniques for enhancing job advancement opportunities. (Fall, Spring) (Letter Grade Only)

ENGR 152 Statics

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGR 130

Prerequisite: MATH 182 - Calculus 2 ; and PHYS 161 - Engineering Physics 1 ; or PHYS 141 - General Physics 1
A first course in engineering mechanics: properties of forces, moments, couples and resultants; two- and three-dimensional force systems acting on engineering structures in equilibrium; analysis of trusses, and beams; distributed forces, shear and bending moment diagrams, center of gravity, centroids, friction, and area and mass moments of inertia. Optional additional topics include fluid statics, cables, Mohr's circle and virtual work. (Fall) (Letter Grade Only)

ENGR 154 Dynamics

3.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGR 230
Prerequisite: ENGR 152 - Statics ; and MATH 182 - Calculus 2
Fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion; Newton's second law, work-energy and momentum methods; kinematics of planar motions of rigid bodies; work-energy and momentum principles for rigid body motion; Introduction to mechanical vibrations (optional). (Spring) (Letter Grade Only)

ENGR 156 Strength of Materials

4.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGR 240
Prerequisite: ENGR 152 - Statics
This course is a study of stresses, strains and deformations associated with axial, torsional and flexural loading of bars, shafts and beams, as well as pressure loading of thin-walled pressure vessels. The course also covers stress and strain transformation, Mohr’s Circle, ductile and brittle failure theories, and the buckling of columns. Statically indeterminate systems are also studied. (Spring) (Letter Grade Only)

ENGR 161 Materials Science

3.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGR 140B
Advisories: concurrent enrollment in ENGR 162
Prerequisite: PHYS 161 - Engineering Physics 1 ; and CHEM 150 - General Chemistry 1
This course presents the internal structures and resulting behaviors of materials used in engineering applications, including metals, ceramics, polymers, composites, and semiconductors. The emphasis is upon developing the ability both to select appropriate materials to meet engineering design criteria and to understand the effects of heat, stress, imperfections, and chemical environments upon material properties and performance. (Fall) (Letter Grade Only)

ENGR 162 Materials Science Lab

1.0 unit
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGR 140B
Corequisite: ENGR 161 - Materials Science or prior completion of ENGR 161
Prerequisite: PHYS 161 - Engineering Physics 1 ; and CHEM 150 - General Chemistry 1
Laboratory to parallel ENGR 161. This course is the experimental exploration of the connections between the structure of materials and materials properties. Laboratories provide opportunities to directly observe the structures and behaviors discussed in the lecture course (ENGR 161), to operate testing equipment, to analyze experimental data, and to prepare reports. (Fall) (Letter Grade Only)

ENGR 170 Electric Circuit Analysis

3.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGR 260
Advisories: concurrent enrollment in ENGR 171
Corequisite: MATH 184 - Linear Algebra/Differential Equations or previous completion.
Prerequisite: PHYS 163 - Engineering Physics 3
An introduction to the analysis of electrical circuits. Use of analytical techniques based on the application of circuit laws and network theorems. Analysis of DC and AC circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers, and/or switches. Natural and forced responses of first and second order RLC circuits; the use of phasors; AC power calculations; power transfer; and energy concepts. Most engineering majors are required to complete the associated course (ENGR 171); the laboratory course should be taken concurrently. (Spring) (Letter Grade Only)

ENGR 171 Electric Circuit Lab

1.0 unit
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGR 260L
Corequisite: MATH 184 - Linear Algebra/Differential Equations ; ENGR 170 - Electric Circuit Analysis or prior completion of ENGR 170
Prerequisite: PHYS 163 - Engineering Physics 3
An introduction to the construction and measurement of electrical circuits. Basic use of electrical test and measurement instruments including multimeters, oscilloscopes, power supplies, and function generators. Use of circuit simulation software. Interpretation of measured and simulated data based on principles of circuit analysis for DC, transient, and sinusoidal steady-state (AC) conditions. Elementary circuit design. Practical considerations such as component value tolerance and non-ideal aspects of laboratory instruments. Construction and measurement of basic operational amplifier circuits. The associated lecture course (ENGR 170) should be taken concurrently. (Spring) (Letter Grade Only)

Entrepreneurship

ENTR 101 Intro to Entrepreneurship

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

ENTR 102 Entrepreneurship Projects

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
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. (Fall) (Letter Grade or Pass/No Pass)

Environmental Technology

ENVT 101 Introduction to Environmental Hazardous Materials

3.0 units
Acceptable for credit: Transfer 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. (Fall) (Letter Grade Only)

ENVT 150 Hazardous Materials General Site Worker – 40 Hr.

2.0 units
Acceptable for credit: Transfer CSU
Designed to facilitate employer compliance with mandated federal and/or state HAZWOPER General Site Worker training requirements. (Spring) (Letter Grade Only)

ENVT 151 Hazardous Materials-Site Supervisor

1.0 unit
Acceptable for credit: Transfer CSU
Prerequisite: ENVT 150 - Hazardous Materials General Site Worker – 40 Hr. ; or Hazardous Waste Operations and Emergency Response (29CCR1910.120/8CCR5194) - 40 Hour training or equivalent as determined by the Coordinator, Environmental Health and Safety program. 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.
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). Advances the HAZWOPER-General Site Worker trained person to the Site Supervisor level. (Spring) (Letter Grade or Pass/No Pass)

ENVT 152 Identification and Assessment of Hazardous Materials

3.0 units
Acceptable for credit: Transfer CSU
A comprehensive introduction to the nature of hazardous materials, includes the principles and mechanics of toxicology as applied to the environment and/or chemical properties and characteristics pertaining to hazardous materials. (Spring) (Letter Grade or Pass/No Pass)

ENVT 153 Industrial Safety

1.0 unit
Acceptable for credit: Transfer CSU
Provides the skills necessary to recognize and prevent health hazards in the workplace. Topics include industrial ventilation, electrical safety, lock-out-tag-out, blood-borne pathogens, powered industrial trucks, and accidental "root cause" investigation. Overviews of OSHA "Injury and Illness Prevention Program" (IIPP), "Hazard Communication Program", and hazard assessment requirements are presented. (Fall) (Letter Grade or Pass/No Pass)

ENVT 154 Monitoring and Sampling

2.0 units
Acceptable for credit: Transfer CSU
Hazardous substance monitoring and sampling training includes devices 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. (Fall) (Letter Grade or Pass/No Pass)

ENVT 155 Respiratory Protection—Administration

0.5 units
Acceptable for credit: Transfer CSU
Basic administrative principles and techniques for establishing and maintaining a respiratory protection program in accordance with 8 CCR 5144 and 29 CFR 1910.134. Students learn to critically analyze and determine appropriate respiratory protection and the associated sanitizing, inspection, and maintenance of respiratory protective equipment to develop and apply a respiratory protection program. (Fall, Spring) (Letter Grade or Pass/No Pass)

ENVT 156 First Response Operational

1.0 unit
Acceptable for credit: Transfer CSU
Designed to prepare the student to respond to a hazardous materials incident in a safe, defensive and competent manner within the existing resources and to prevent exposures to nearby persons, property and environments. Meets OSHA requirements under Title 8 CCR 5192 and 29 CFR 1910.120. (Fall, Spring) (Letter Grade or Pass/No Pass)

ENVT 157 First Aid for HAZMAT Workers

1.5 units
Acceptable for credit: Transfer 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 on the scene. (Fall) (Letter Grade or Pass/No Pass)

ENVT 158 Hazardous Waste Minimization and Emissions Reduction

1.0 unit

Acceptable for credit: Transfer CSU

Presents principles of waste reduction and cleaner production processes to reduce chemical and raw material losses, manufacturing costs, and waste generation. Provides students with practical techniques for initiating or expanding pollution prevention programs. (Spring) (Letter Grade or Pass/No Pass)

ENVT 159 Hazardous Materials and Hazardous Waste Permitting

1.0 unit

Acceptable for credit: Transfer CSU

Examination of laws, regulations and policies 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. (Fall) (Letter Grade or Pass/No Pass)

ENVT 160 Air and Water Pollution Permitting Compliance

2.0 units

Acceptable for credit: Transfer 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. (Spring) (Letter Grade or Pass/No Pass)

ENVT 199 Special Topics in ENVT

0.5 - 2.5 units

Acceptable for credit: Non-Transferable

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

ENVT 450 HAZWOPER - Refresher 8hr.

0.5 units

Acceptable for credit: C - Credit - Not Degree Applicable

Designed to facilitate employer compliance with regulation (29CFR1910.1209(e)(8), 8CCR5192(e)(8)) requirements, for annual Hazardous Waste Operations and Emergency Response (HAZWOPER) general site worker training. (Spring) (Letter Grade or Pass/No Pass)

ENVT 454 Respiratory Protection/QNFT

0.5 units

Acceptable for credit: C - Credit - Not Degree Applicable

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. (Letter Grade or Pass/No Pass)

ENVT 455 Respirator QNFT/Train the Trainer

1.0 unit

Acceptable for credit: C - Credit - Not Degree Applicable

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. (Letter Grade or Pass/No Pass)

ENVT 456 FRO Refresher

0.5 units

Acceptable for credit: C - Credit - Not Degree Applicable

Designed to facilitate employer compliance with mandated federal and/or state First Responder Operations (FRO) training requirements (29 CFR 1910.120 and 8CCR5192 subpart (q).) (Spring) (Letter Grade or Pass/No Pass)

ENVT 457 FRO Decontamination

0.5 units

Acceptable for credit: C - Credit - Not Degree Applicable

A course designed to advance the first responder's awareness to decontamination procedures. (Fall, Spring) (Pass/No Pass)

Ethnic Studies

ES 121 African American History

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

This survey history course examines the political, cultural, social, and economic experiences of African Americans in North America from the time of their initial presence early in the colonial period, throughout the creation and development of the United States, and to their role as American citizens who helped define and shape the social actions and political consciousness of the nation. (Fall, Spring) (Letter Grade or Pass/No Pass)

English As A Second Language

ESL 110 Introduction to Critical Reading

3.0 units

Acceptable for credit: Transfer CSU

Advisories: READ 310 - Reading Skills and Strategies or ENGL 312 or ESL 310; or ENGL 513 - Writing Skills 3

ESL 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. By practicing critical reading, students will also improve their writing skills. This class serves as a prerequisite for English 101. Lecture: 3 hours per week. Lab: 1 hour per week. This class is not open to students who are enrolled in or have received credit for READ 110 or ENGL 113. (Fall, Spring) (Letter Grade or Pass/No Pass)

ESL 310 Reading Skills and Strategies

3.0 units

Acceptable for credit: D - Credit - Degree Applicable

ESL 310 uses fiction and nonfiction texts to develop reading skills and strategies. The emphasis is on improving reading comprehension and efficiency and helping students become critical readers. This course is not open to students who are enrolled in or have received credit for ENGL 312 or READ 310. (Fall, Spring) (Pass/No Pass)

ESL 510 Improving Reading Comprehension

4.0 units

Acceptable for credit: C - Credit - Not Degree Applicable

Designed to introduce students to reading skills necessary for success in college. Emphasis is on improving reading comprehension and developing vocabulary. This course is not open to students who are enrolled in or have received credit for READ 510 or ENGL 510. (Fall, Spring) (Pass/No Pass)

ESL 537 Intermediate Reading for ESL

4.0 units

Acceptable for credit: C - Credit - Not Degree Applicable

This course is designed to help intermediate ESL students develop academic reading skills. Emphasis is on developing reading comprehension, vocabulary, and fluency. Students will read a variety of text types (e.g., short stories, newspaper articles, novels, and nonfiction pieces). This course requires one lab hour per week. 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. (Fall, Spring) (Pass/No Pass)

ESL 538 Intermediate Writing for ESL

4.0 units

Acceptable for credit: C - Credit - Not Degree Applicable

This course is designed to help intermediate ESL students develop academic writing skills in response to a variety of readings. Instruction is provided in the following areas: reading and analyzing texts; forming and supporting opinions based on readings; and drafting and revising writing. Organization, grammar, vocabulary development, and mechanics at the paragraph and short essay level will also be addressed. This course requires one lab hour per week. 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. (Fall, Spring) (Pass/No Pass)

ESL 540 Advanced Reading for ESL

4.0 units

Acceptable for credit: C - Credit - Not Degree Applicable

This course is designed to help advanced ESL students develop academic reading skills. Emphasis is on developing reading comprehension, vocabulary, and fluency. Students will read a variety of text types (e.g., short stories, newspaper articles, novels, and nonfiction pieces). This course requires one lab hour per week. 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. (Fall, Spring) (Pass/No Pass)

ESL 541 Advanced Writing for ESL

4.0 units

Acceptable for credit: C - Credit - Not Degree Applicable

This course is designed to help advanced ESL students develop academic writing skills in response to a variety of readings. Instruction is provided in the following areas: reading and analyzing texts; forming and supporting opinions based on readings; and drafting and revising writing. Organization, grammar, vocabulary development, and mechanics at the paragraph and essay level will also be addressed. This course requires one lab hour per week. 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. (Fall, Spring) (Pass/No Pass)

ESL 543 Intermediate Conversation for ESL

3.0 units

Acceptable for credit: C - Credit - Not Degree Applicable

This course prepares students to understand and speak English at the intermediate level. In this course, students develop communicative competence by engaging in a variety of listening and speaking activities. Students will participate in interviews, small group discussions, and presentations. (Fall, Spring, Summer) (Pass/No Pass)

ESL 544 Advanced Conversation for ESL

3.0 units

Acceptable for credit: C - Credit - Not Degree Applicable

This course prepares students to understand and speak English at the advanced level. In this course, students continue to develop communicative competence by engaging in a variety of listening and speaking activities. Students will participate in interviews, small group discussions, and presentations. (Fall, Spring, Summer) (Pass/No Pass)

ESL 550 Fundamentals of Grammar

3.0 units

Acceptable for credit: C - Credit - Not Degree Applicable

This course is designed to help students use beginning grammatical forms in reading, writing, and oral/aural contexts. This course requires one lab hour per week. 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. (Fall, Spring, Summer) (Pass/No Pass)

ESL 551 Intermediate Grammar for ESL

3.0 units

Acceptable for credit: C - Credit - Not Degree Applicable

This course is designed to help students understand and use intermediate grammatical forms in reading, writing, and oral/aural contexts. This course requires one lab hour per week. 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. (Fall, Spring, Summer) (Pass/No Pass)

ESL 552 Advanced Grammar for ESL

3.0 units

Acceptable for credit: C - Credit - Not Degree Applicable

This course is designed to help students understand and use advanced grammatical forms in reading, writing, and oral/aural contexts. This course requires one lab hour per week. 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. (Fall, Spring, Summer) (Pass/No Pass)

ESL 555 Pronunciation for ESL

3.0 units

Acceptable for credit: C - Credit - Not Degree Applicable

A pronunciation skills course for all levels of ESL students. This course introduces students to Standard American English consonant and vowel sounds, stress, and intonation. Students will practice listening discrimination and production skills at the segmental and suprasegmental levels. (Fall, Spring, Summer) (Pass/No Pass)

ESL 572 Public Speaking for ESL

3.0 units

Acceptable for credit: C - Credit - Not Degree Applicable

Advisories: ESL 544 - Advanced Conversation for ESL

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. (Fall, Spring) (Pass/No Pass)

Engineering Technology

ET 100 Computer Aided Drafting and Design

3.0 units

Acceptable for credit: Transfer to UC, CSU

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. This course is not open to students who are enrolled in or have received credit for ARCH 100. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

ET 104 Introduction to Robotics and Mechatronics

3.0 units

Acceptable for credit: Transfer 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. (Fall, Spring) (Letter Grade Only)

ET 117 Print Reading and Interpretation

3.0 units

Acceptable for credit: Transfer CSU

An introductory class where students will learn to read engineering drawings, evaluate print specifications, recognize orthographic views and visualize the actual objects or projects shown in the illustration. This course is not open to students who are enrolled in or have received credit for, AB 330, AT 330, ET 330, MT 330, or AT/AB/MT 117. (Fall, Spring) (Letter Grade or Pass/No Pass)

ET 128 Intro to Renewable Energy

3.0 units

Acceptable for credit: Transfer CSU

Prerequisite: CEL 104 - Introduction to Robotics and Mechatronics ; or EL 104 or ET 104

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 CEL 128. (Letter Grade Only)

ET 131 Programmable Logic Controllers and Control Design

3.0 units

Acceptable for credit: Transfer CSU

Prerequisite: EL 125 - Digital Devices and Circuits

A study of the purpose and operating features of a programmable logic controller (PLC). Topics include PLC terminology, architecture, input/output modules, memory, commands for internal relays, on/off timers, up/down counters, use of subroutines, program control, and math instructions. Relay schematics, ladder logic diagrams, and programming of logic controllers are emphasized. Sensing devices and time-driven process sequences will be studied and integrated into control systems. This course is not open to students who are enrolled in or have received credit for CEL 131 or EL 131. (Letter Grade Only)

ET 133 Mechatronic Systems 1

3.0 units

Acceptable for credit: Transfer CSU

Prerequisite: CEL 104 - Introduction to Robotics and Mechatronics or EL 104 or ET 104

This is a hands-on mechatronic systems course that focuses on the electro-mechanical concepts (mechanics, electronic, and programming) of automated systems. Emphasis is placed on how industrial grade sensors and transducers function and upon 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 have received credit for or are enrolled in CEL 133 or EL 133. (Letter Grade Only)

ET 139 Electrical Power, Motors, and Controls

3.0 units

Acceptable for credit: Transfer CSU

Prerequisite: EL 122 - Electronic Devices and Circuits ; and EL 125 - Digital Devices and Circuits

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. (Letter Grade Only)

ET 140 Engineering Drawing

3.0 units

Acceptable for credit: Transfer CSU

Prerequisite: ET 100 - Computer Aided Drafting and Design

The principles and application of engineering drawing, including orthographic projections, freehand sketching, pictorial drawings, engineering lettering, dimensioning, sections, auxiliary, surface finish, standard and geometric tolerancing, threads, and fasteners are the core of this course. A computer aided drafting system (CAD) will be used extensively by the student to complete the requirements of this course. (Fall) (Letter Grade Only)

ET 145 Advanced Engineering Drawing

3.0 units

Acceptable for credit: Transfer CSU

Prerequisite: ET 140 - Engineering Drawing

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. (Spring) (Letter Grade or Pass/No Pass)

ET 160 Digital Tools in Architecture

3.0 units

Acceptable for credit: Transfer CSU

Advisories: ARCH 111 - Architectural Graphics & Design I

Introduces computer design and presentation skills for architecture students. Topics include image editing, page layout and 3D modeling. This course is not open to students who are enrolled in or have received credit for Architecture 160. (Fall, Spring) (Letter Grade or Pass/No Pass)

ET 162 Fluid Power and Control

2.0 units

Acceptable for credit: Transfer 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, filers, 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. (Letter Grade Only)

ET 189 Independent Projects in Engineering Technology

1.0 - 3.0 units

Acceptable for credit: Transfer CSU

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, search or development of skills and competencies under faculty advisement and supervision. Independent Projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be issued no later than the end of the second week of the semester. Units are awarded depending upon satisfying performance and the amount of time committed by the students 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 (Letter Grade or Pass/No Pass)

ET 370 SkillsUSA

3.0 units

Acceptable for credit: D - Credit - Degree Applicable

Repeatable: 3.00

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. (Letter Grade or Pass/No Pass)

ET 389 Independent Projects

0.0 units

Acceptable for credit: D - Credit - Degree Applicable

Acceptable for credit: CSU, UC-Determined after admission

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade or Pass/No Pass)

Fashion

FASH 101 Fashion Industry and Marketing

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Explores all levels of the fashion industry including marketing, job market analysis, and careers. Core components are the development of fashion goods; fashion meaning and terminology; primary markets of materials including textiles, trims, leather, and fur; secondary markets of design and production of apparel, accessories, and cosmetics. Retail market level including domestic, regional and foreign markets, global sourcing, strategies in fashion retailing; and the auxiliary level of supporting services. Course not open to students who enrolled in and received credit for FCS 137. (Fall) (Letter Grade or Pass/No Pass)

FASH 102 Fashion Design Analysis

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Advisories: ENGL 101 - Freshman Composition: Exposition or eligibility for ENGL 101
Apparel selection for the individual and society based on socio-psychological influences such as culture, history, design elements and principles, space and body analysis, coordination, and purchasing guidelines. Course not open to students who took and received credit for FCS 138. (Spring) (Letter Grade or Pass/No Pass)

FASH 103 Textiles

3.0 units

Acceptable for credit: Transfer to UC, CSU
Advisories: ENGL 514 - Writing Skills 4 ; or eligibility for ENGL 101
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. (Fall) (Letter Grade or Pass/No Pass)

FASH 104 Historic Fashion/Costume

3.0 units

Acceptable for credit: Transfer 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. Course not open to students who took and received credit for FCS 144. (Spring) (Letter Grade or Pass/No Pass)

FASH 110 Apparel Construction 1

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Advisories: BASK 7011 - Basic Math ; and HOEC 7100A - Beg Clothing Construction
An introduction to the fashion industry and potential employment opportunities. Presents processes, principles, and techniques for constructing woven garments with the single needle machine, industrial single needle machine, and overlock serger machine. Emphasizing current custom and industrial techniques, including fit and care. Course not open to students who enrolled in and received credit for FCS 140. (Fall, Spring) (Letter Grade or Pass/No Pass)

Family & Consumer Science

FCS 120 Principles of Foods 1

4.0 units

Acceptable for credit: Transfer CSU
Advisories: MATH 521 - Foundations of Mathematics
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 composition; 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 have received credit for CA 120. (Fall, Spring) (Letter Grade Only)

FCS 130 Consumer and Family Finance

3.0 units

Acceptable for credit: Transfer 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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

FCS 131 Life Management

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Advisories: ENGL 101 - Freshman Composition: Exposition
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

FCS 149 Cooperative Work Experience: Occupational

1.0 - 8.0 units

Acceptable for credit: Limited transfer to CSU
Limitations on Enrollment: To participate in Cooperative Work Experience: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. CWE Units Unpaid Placement: 1 unit 60 hours 2 units 120 hours 3 units 180 hours 4 units 240 hours 5 units 300 hours 6 units 360 hours 7 units 420 hours 8 units 480 hours OR CWE Units Paid Placement: 1 unit 75 hours 2 units 150 hours 3 units 225 hours 4 units 300 hours 5 units 375 hours 6 units 450 hours 7 units 525 hours 8 units 600 hours
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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

FCS 189 Independent Projects

0.0 units

Acceptable for credit: Transfer CSU
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade or Pass/No Pass)

FCS 199 Special Topics in Family & Consumer Sciences

0.5 - 3.0 units

Acceptable for credit:
- (Letter Grade or Pass/No Pass)

Film

FILM 101 Film as Art and Communication

3.0 units

Acceptable for credit: Transfer to UC, CSU
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. (Fall) (Letter Grade or Pass/No Pass)

FILM 102 Hollywood and the American Film

3.0 units

Acceptable for credit: Transfer to UC, CSU
The development of American film through critical appraisal of major directors' works from both the sound and silent eras. The films examined are representative of their directors as artists and of major social, cultural and aesthetic movements within the film industry and country. (Letter Grade or Pass/No Pass)

FILM 103 Contemporary Latin American Film

3.0 units

Acceptable for credit: Transfer to UC, CSU
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. (Spring) (Letter Grade or Pass/No Pass)

FILM 104 Documentary Studies

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Advisories: ENGL 514 - Writing Skills 4
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. (Spring) (Letter Grade or Pass/No Pass)

FILM 105 Film and Television Writing 1

3.0 units

Acceptable for credit: Transfer 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. (Fall, Spring) (Letter Grade Only)

FILM 106 Film and Television Writing II

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: FILM 105 - Film and Television Writing 1
An advanced course in which students will gain professional insight into scriptwriting techniques for film and television. Designed to provide students with the skills needed for scripting complex narrative stories. (Fall, Spring) (Letter Grade or Pass/No Pass)

FILM 107 History of World Cinema

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: NA
An 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. (Fall) (Letter Grade or Pass/No Pass)

FILM 108 Film and Television in the 21st Century

3.0 units

Acceptable for credit: Transfer to UC, CSU
Advisories: ENGL 101 - Freshman Composition: Exposition
This course deals with the social, institutional and cultural background of film and television in the United States and in a broader global context. Students will develop a critical understanding of film and TV content. (Fall) (Letter Grade or Pass/No Pass)

FILM 109 Contemporary Asian Cinema

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Advisories: ENGL 101 - Freshman Composition: Exposition
This course provides an introduction to the art and industry of Asian cinema. The course will explore the unique traditions of selected national cinemas from East, South and South-East Asia. Against the backdrop of globalization, we will explore the unique aesthetics of Asian film production. (Fall) (Letter Grade or Pass/No Pass)

FILM 110 Introduction to Motion Picture and Video Production

4.0 units

Acceptable for credit: Transfer to UC, CSU
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 story telling and documentary filmmaking techniques. No personal equipment required. It is recommended that students enroll in FILM 380 for additional lab time. (Fall, Spring) (Letter Grade or Pass/No Pass)

FILM 111 Intermediate Motion Picture and Video Production

4.0 units

Acceptable for credit: Transfer to UC, CSU
Prerequisite: FILM 110 - Introduction to Motion Picture and Video Production
A study of 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. (Spring) (Letter Grade or Pass/No Pass)

FILM 115 Introduction To Animation

3.0 units

Acceptable for credit: Transfer to UC, CSU
An introduction to animation production including classical character animation and other techniques. This course is not open to students who are enrolled in or have received credit for Art 115 or MMAC 115. (Fall, Spring) (Letter Grade or Pass/No Pass)

FILM 116 Intermediate Animation

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: ART 115 - Introduction to Animation ; or MMAC 115 - Introduction to Animation ; or FILM 115 - Introduction To Animation
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

FILM 117 3D Computer Animation 1

3.0 units

Acceptable for credit: Transfer CSU
Advisories: GRPH 111 - Digital Imagery Lab ; or GRPH 112 - Digital Imagery ; or FILM 110 - Introduction to Motion Picture and Video Production
An introduction to 3D modeling and animation, using professional software to create characters, assets and animation on the computer. This course is not open to students who are enrolled in or who have received credit for MMAC 117. (Fall) (Letter Grade or Pass/No Pass)

FILM 118 3D Computer Animation 2

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: FILM 117 - 3D Computer Animation 1 ; or MMAC 117 - 3D Computer Animation 1
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 have completed or who are enrolled in MMAC 118. (Fall) (Letter Grade or Pass/No Pass)

FILM 119 Great Directors of the Cinema

3.0 units

Acceptable for credit: Transfer to UC, CSU
This class offers a survey of the world's best film directors. Emphasis is given to directors working since 1965. (Letter Grade or Pass/No Pass)

FILM 120 Introduction to Sound Recording and Mixing

3.0 units

Acceptable for credit: Transfer CSU
An introduction to the equipment, terminology and procedures of sound engineering. Combines lectures and demonstrations with hands-on use of equipment. Students will have the opportunity to use professional sound recording and processing equipment in various recording and mix-down situations. This course is not open to students who are enrolled in or have received credit for Music 115. (Fall, Spring) (Letter Grade or Pass/No Pass)

FILM 121 Sound Production Techniques

3.0 units

Acceptable for credit: Transfer CSU

Explores the digital audio software for recording music and computer-based multi-track sound recording for 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 have received credit for or who are currently enrolled in Music 116. (Letter Grade or Pass/No Pass)

FILM 123 Directing for the Camera

2.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

Advisories: FILM 110 - Introduction to Motion Picture and Video Production

The study and practice of the skills and procedures involved in directing short narrative films. (Spring) (Letter Grade or Pass/No Pass)

FILM 125 Computer Video Editing

3.0 units

Acceptable for credit: Transfer CSU

Presents non-linear video editing including combining clips and digital source materials, editing digital movies, and preparing digital movies for the web. Not open to students who are enrolled in or have received credit for MMAC 125. (Fall, Spring) (Letter Grade or Pass/No Pass)

FILM 126 Introduction to Motion Graphics

3.0 units

Acceptable for credit: Transfer CSU

Advisories: GRPH 111 - Digital Imagery Lab ; and GRPH 112 - Digital Imagery

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 completed MMAC 126. (Fall) (Letter Grade or Pass/No Pass)

FILM 127 Digital Video Post-Production

3.0 units

Acceptable for credit: Transfer CSU

Advisories: MMAC 125 - Computer Video Editing or FILM 125

This class is for students who wish to expand their digital video post production skills and learn to present and publish digital work on emerging media platforms. The course covers advanced non-linear video editing, digital effects and filters, color correction, and compression for distribution over the Internet and to mobile devices such as tablets and cellular phones. The class is a lecture/lab combination with lab work on Apple computers using current Final Cut Pro and Adobe Creative Suite software . Not open to students who are enrolled in or have received credit for MMAC 127. (Spring) (Letter Grade or Pass/No Pass)

FILM 128 Intermediate Motion Graphics

3.0 units

Acceptable for credit: Transfer CSU

Advisories: FILM 126 - Introduction to Motion Graphics ; or MMAC 126 - Introduction to Motion Graphics

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 completed MMAC 128. (Fall) (Letter Grade or Pass/No Pass)

FILM 129 Documentary Production

2.0 units

Acceptable for credit: Transfer CSU

Advisories: FILM 110 - Introduction to Motion Picture and Video Production

The examination and practice of producing a short documentary film. Students will learn to conduct research and pre-interviews, develop an outline, conduct on-camera interviews, and shoot coverage shots. As an advisory, it is suggested that students have taken FILM 110. It is recommended that students enroll in FILM 380 for additional lab time. (Letter Grade or Pass/No Pass)

FILM 189 Independent Projects in Film

1.0 - 3.0 units

Acceptable for credit: Transfer CSU

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, search, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade or Pass/No Pass)

FILM 199 Special Topics in Film

3.0 units

Acceptable for credit: Transfer CSU

Courses focusing on specific film or video practices, equipment, or subject matter which are not covered in detail in the existing program. (Letter Grade or Pass/No Pass)

FILM 380 Film Production Lab

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable

Corequisite: FILM 110 or FILM 111 or FILM 113 or FILM 116 or FILM 117 or FILM 118 or FILM 120 or FILM 123 or FILM 125 or FILM 179

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. (Fall, Spring) (Pass/No Pass)

FILM 381 Film Post Production Lab

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
Corequisite: FILM 114 or FILM 125 or FILM 126 or FILM 127
Open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. (Fall, Spring) (Pass/No Pass)

FILM 386 Film Festival Production Lab

2.0 units

Acceptable for credit: D - Credit - Degree Applicable
Students work closely with instructor to plan for and produce the annual Allan Hancock College Film Festival. This annual event provides the opportunity for Allan Hancock College Film and Video students to screen their work in a theater setting open to the public. (Fall, Spring) (Letter Grade or Pass/No Pass)

French

FRCH 101 Elementary French I

5.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

FRCH 102 Elementary French II

5.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Prerequisite: FRCH 101 - Elementary French I ; 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]. This course also includes cultural aspects of the French-speaking world. Lecture: 5 hours per week. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

Food Science & Nutrition

FSN 109 Basic Nutrition for Health

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Advisories: ENGL 100 - Writing in Career/Tech Fields
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 life cycle. The course examines current controversies and claims to distinguish fact from fallacy and assists in adapting research on diet and health to individual needs. The course is not open to students who are enrolled in or have received credit for FCS 109. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

FSN 110 Nutrition Science

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: NUTR 110
Advisories: ENGL 100 - Writing in Career/Tech Fields ; and MATH 521 - Foundations of Mathematics
This course covers the science of foods and the nutrients they contain, and of their actions within the body. Emphasis is placed on individual dietary needs, current nutrition and health issues, and application of evidence-based nutrition information. Students utilize computer software to analyze personal diet records and plan healthful meals. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

FSN 112 Behavioral Nutrition

3.0 units

Acceptable for credit: Transfer CSU
Advisories: FSN 109 - Basic Nutrition for Health ; and ENGL 100 - Writing in Career/Tech Fields
This course provides a vibrant and detailed view of the important subjects of food behaviors and eating disorders. It examines the nutritional, psychological, and physiological factors which lead to healthy and unhealthy weight management strategies. Emphasis is placed on understanding and applying basic nutrition principles in daily life. As a vital part of the learning experience, students are invited to participate in assessing their own eating and physical activity behaviors. A series of interactive, practical activities will guide students through the processes of planning, implementing, evaluating and maintaining healthful nutrition and lifestyle strategies. Students will learn techniques for applying these skills in diverse counseling situations. This course is not open to students who are enrolled in or have received credit for FCS 112. (Spring) (Letter Grade or Pass/No Pass)

FSN 132 Introduction To Culinology Professions

1.0 unit

Acceptable for credit: Transfer CSU
Advisories: ENGL 100 - Writing in Career/Tech Fields
Orientation to careers in dietetics, nutrition science, food science, culinary arts and management, hospitality, food service management, and Culinology®. Career portfolios, professional organizations and publications will be covered. Educational plans will be developed in conjunction with counseling personnel. (Fall) (Letter Grade or Pass/No Pass)

FSN 133 Introduction To Food Science

3.0 units

Acceptable for credit: Transfer CSU

Advisories: CHEM 120 - Introductory Chemistry ; and ENGL 100 - Writing in Career/Tech Fields

Food science is the scientific study of raw food materials and their behavior during formulation, processing, packaging, and storage. Food processing technologies and the government regulation of food processing and labeling are examined. Products are evaluated through sensory analysis, with objective assessment of the factors that affect product quality. The scientific method is emphasized throughout the course. (Spring) (Letter Grade or Pass/No Pass)

FSN 134 Food, Nutrition Customs and Culture

4.0 units

Acceptable for credit: Transfer CSU

Advisories: CA 120 - Principles of Foods 1 ; and ENGL 100 - Writing in Career/Tech Fields

Prerequisite: CA 124 - Sanitation, Safety, and Equipment or concurrently enrolled in CA 124 ; or Food Safety Manager Certification (current or expired) or California Food Handler Card (current)

This course explores 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. Students learn about food and culture in lecture, and apply this learning in lab through the preparation and tasting of foods and beverages representative of various cultures and 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 ES 134 or FCS 134. (Spring) (Letter Grade or Pass/No Pass)

FSN 149 Cooperative Work Experience: Occupational

1.0 - 8.0 units

Acceptable for credit: Transfer CSU

Limitations on Enrollment: To participate in Cooperative Work Experience: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in CWE 149 may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. CWE Units Unpaid Placement: 1 unit 60 hours 2 units 120 hours 3 units 180 hours 4 units 240 hours 5 units 300 hours 6 units 360 hours 7 units 420 hours 8 units 480 hours CWE Units Paid Placement: 1 unit 75 hours 2 units 150 hours 3 units 225 hours 4 units 300 hours 5 units 375 hours 6 units 450 hours 7 units 525 hours 8 units 600 hours

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

Fire Technology

FT 101 Fire Protection Organization

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

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; introduction to fire protection systems; introduction to fire strategy and tactics. (Fall, Spring) (Letter Grade or Pass/No Pass)

FT 102 Fire Prevention Technology

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

Advisories: Completion of or concurrent enrollment in; FT 101 - Fire Protection Organization

Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection and suppression systems. (Fall, Spring) (Letter Grade Only)

FT 103 Fire Protection Equipment and Systems

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

Advisories: Completion of or concurrent enrollment in; FT 101 - Fire Protection Organization

Provides information relating to the features of 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. (Fall, Spring) (Letter Grade Only)

FT 104 Building Construction for Fire Protection

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

Advisories: Completion of or concurrent enrollment in; FT 101 - Fire Protection Organization

A study of the components of building construction that relates to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at fires. The development and evolution of building and fire codes will be studied in relationship to past fires in residential, commercial, and industrial occupancies. (Fall, Spring) (Letter Grade Only)

FT 105 Fire Behavior and Combustion

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Advisories: FT 101 - Fire Protection Organization
This course of study presents theory and fundamentals of how and why fires start, spread, and are controlled; an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques. (Fall, Spring) (Letter Grade Only)

FT 106 Principles of Fire & Emergency Safety & Survival

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
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. (Fall, Spring) (Letter Grade Only)

FT 107 Apparatus and Equipment

3.0 units

Acceptable for credit: Transfer 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) (Summer) (Letter Grade Only)

FT 111 Develop A Personal Philosophy of Leadership

2.0 units

Acceptable for credit:
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. (Letter Grade Only)

FT 112 Leading Others

1.5 units

Acceptable for credit:
Prerequisite: FT 111
Training courses focusing on specialized fire technology topics. Topics will be identified on a periodic basis in conjunction with employment or program/discipline needs. (Letter Grade Only)

FT 113 Organizational Leaderships

2.0 units

Acceptable for credit:
Prerequisite: FT 112
Training courses focusing on specialized fire technology topics. Topics will be identified on a periodic basis in conjunction with employment or program/discipline needs. (Letter Grade Only)

FT 130 Principles of Emergency Management

3.0 units

Acceptable for credit: Transfer 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 Emergency Medical Services 130. (F,S,U) (Fall, Spring, Summer) (Letter Grade Only)

FT 149 Cooperative Work Experience: Occupational

1.0 - 8.0 units

Acceptable for credit: Transfer CSU
Limitations on Enrollment: To participate in Cooperative Work Experience: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in CWE 149 may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. CWE Units Unpaid Placement: 1 unit 60 hours 2 units 120 hours 3 units 180 hours 4 units 240 hours 5 units 300 hours 6 units 360 hours 7 units 420 hours 8 units 480 hours CWE Units Paid Placement: 1 unit 75 hours 2 units 150 hours 3 units 225 hours 4 units 300 hours 5 units 375 hours 6 units 450 hours 7 units 525 hours 8 units 600 hours
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. (Letter Grade or Pass/No Pass)

FT 307 Firefighter I Academy IA

6.0 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: EMT Basic or Paramedic or Public Safety First Aid and CPR as defined by California Health and Safety Code, Section 1797.182, NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency.
Technical and manipulative training in concepts of fire department organization and operations. Includes fire behavior, ICS, building construction, safety, rescue, ropes and knots, ladders, low angle rope rescue, hose and appliances, personal protective equipment, and accountability. (Fall, Spring) (Letter Grade Only)

FT 308 Firefighter 1 Academy IB

7.0 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: FT 307; NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Prior to beginning this course students must

already be familiar with, and be able to demonstrate all of the entrance skills listed. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them.

Technical and manipulative training in concepts of fire service operations. Includes hazardous materials, wildland firefighting, fire protection systems, fire investigation, tactics, loss prevention and overhaul, vehicle extrication, ventilation, Flammable Liquids and Gas firefighting, forcible entry, structural firefighting and rescue operations. (Fall, Spring) (Letter Grade Only)

FT 310 Fire Service Physical Fitness

4.0 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: Not applicable
Corequisite: FT 307 - Firefighter I Academy IA ; and FT 308 - Firefighter 1 Academy IB

This course explores the physical demands of the fire service and provides the correct training practices to meet those physical demands. Concurrent enrollment in the Allan Hancock College Fire Academy is required. This class is designed to teach a variety of body flexibility, strengthening and cardio operations. Included will be muscle toning, muscle endurance, body alignment, balance and conditioning. This class will include some level of anatomical and physiological instruction and demonstration of the body's muscle and joint functions so the student may develop the ability to learn, explore, and enhance their body strength, flexibility, balance, core stability, muscular/breathing endurance and body systems assisting in the execution of life and fire safety operation. The fitness class process will consist of lecture, warm-up through stretching, the intense engagement of the physical combination between muscle and cardiovascular use and a body cool-down. The objective is to improve flexibility, strength, cardio using the body and other equipment to facilitate objectives. This class will utilize various types of equipment in conjunction with the body being the main source equipment through movement. Equipment used may include body balls, jump ropes, cardio machines, free weights and the physical fitness equipment as needed, including emphasis on fire equipment, tools, situations and exercises in the fitness process. (Fall, Spring) (Letter Grade Only)

FT 319 Emergency Response to Terrorism

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: California State Fire Training certification standards require candidate to have met educational requirements for Fire Fighter I prior to Fire Officer (Level 1 and II) certification or equivalent. 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.

Enables emergency responders to recognize circumstances and key indicators that may signify a terrorist incident or threat potential. Topics include implementing incident command, self-protective measures, scene security, force protection, and defensive measures associated with biological, nuclear, incendiary, chemical, and explosives incidents. Materials and information relevant to current events on emergency preparedness in terrorist incident management for emergency responders of all disciplines are explored. This course is not open to students who are enrolled in or have received credit for Emergency Medical Services 319. (Pass/No Pass)

FT 338 Land Navigation

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

A study of mapping and GPS skills as applied to fire, Haz-Mat and EMS emergency response. Emphasizes interpreting topographic maps and use of both the compass and GPS device. This course is not open to students who are enrolled in or have received credit for Emergency Medical Services 338 or Environmental Technology 338. (Fall, Spring) (Pass/No Pass)

FT 341 Fire Hydraulics

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
Repeatable: 99.00
Prerequisite: FT 308 - Firefighter 1 Academy IB ; or State Fire Marshall certified basic fire fighting academy or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will all grant equivalency

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) (Letter Grade or Pass/No Pass)

FT 343 Pump Theory

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: FT 308 - Firefighter 1 Academy IB ; or State Fire Marshall certified basic fire fighting academy or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency.

Explores theory and workings of different types of fire pumps. Topics include positive displacement, centrifugal, and varieties of pump impellers. (A) (Pass/No Pass)

FT 344 Emergency Vehicle Operations

0.5 units

Acceptable for credit: C - Credit - Not Degree Applicable

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. (Fall, Spring) (Letter Grade Only)

FT 346 Driver Operator 1B

2.0 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Valid Class C Firefighter Endorsed driver's license and Fire Apparatus/Operator 1A (2008 or 2015 version)

Prerequisite: FT 308 - Firefighter 1 Academy IB or ; or State Fire Marshall certified basic fire fighting academy or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. 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.
Provides the student with theory and operation of fire service pumps. Topics include pump maintenance, water supplies, field hydraulics and pump operating techniques. (A) (Pass/No Pass)

FT 347 Vehicle Extrication

0.5 units
Acceptable for credit: C - Credit - Not Degree Applicable
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. (Fall, Spring) (Pass/No Pass)

FT 348 Pump Operation for Volunteers

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
Basic theory, methods, and techniques for operating fire service pumps at an emergency scene. (Letter Grade Only)

FT 360 Rescue Systems I

1.5 units
Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: FT 308 - Firefighter 1 Academy IB ; or State Fire Marshall certified basic fire fighting academy or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalencies for licensure or employment purposes.
Presents various rescue systems, ladders systems, lifting and moving heavy objects, emergency building shores, breaching walls and basic rope rescue. (Pass/No Pass)

FT 361 Confined Space Awareness

0.5 units
Acceptable for credit: C - Credit - Not Degree Applicable
Introduces fire service personnel to confined space entry/rescue training as required by CAL-OSHA title 8 General Safety Orders. (Letter Grade Only)

FT 362 Confined Space Rescue Technician

1.0 unit
Acceptable for credit: C - Credit - Not Degree Applicable
Prerequisite: FT 308 - Firefighter 1 Academy IB ; or State Fire Marshall certified basic fire fighting academy or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalencies for licensure or employment purposes.
Identification of confined spaces and familiarization with CAL-OSHA and federal regulations. Techniques for hazard mitigation will be explored. (Fall, Spring) (Letter Grade or Pass/No Pass)

FT 363 Low Angle Rescue

1.0 unit
Acceptable for credit: C - Credit - Not Degree Applicable
Provides information on the skills, equipment and techniques that are necessary to successfully accomplish a basic low angle rescue. (Letter Grade Only)

FT 364 Rope Rescue Technician

1.0 unit
Acceptable for credit: D - Credit - Degree Applicable
Advisories: FT 360 - Rescue Systems I
Prerequisite: FT 363 - Low Angle Rescue
This course will prepare participants to undergo competency testing for high angle rescue. The scope of the program is to familiarize participants with the high angle environment and experience; and for them to safely participate in engineering and operation of simple to complex rescue systems. (Fall, Spring) (Pass/No Pass)

FT 365 Trench Rescue Technician

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: FT 360 - Rescue Systems I
This three day (24 hour) course will take you from classroom discussion to working safely and efficiently in a trench rescue environment. This hands-on training program will cover topics that include: Trench and Excavation Regulations, Understanding Soil, Trench Configurations, Trench Hazards, Rescue Team Preparation, Incident Response, Initial On Scene and Pre-Entry Operations, Shoring Systems and Components, Installation of Shoring Systems, Victim Rescue and Recovery and Incident Termination (Letter Grade or Pass/No Pass)

FT 370 Introduction to Surf Rescue

0.5 units
Acceptable for credit: C - Credit - Not Degree Applicable
Designed to acquaint rescue personnel with the surf environment, surf rescue equipment, and safe surf rescue practices. (Letter Grade Only)

FT 384 Rescue Systems 2

1.0 unit
Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: FT 360 - Rescue Systems I
Provides advanced heavy rescue system techniques. Key topics include: Structural building types, wood and mechanical shores, crib capacities, floor weight calculations, building search, confined space considerations, damaged structure hazard assessment, use of power tools, air bags, and USAR ICS. (Fall, Spring) (Pass/No Pass)

FT 399 Special Topics in Fire Technology

0.5 - 3.0 units
Acceptable for credit:
- (Letter Grade or Pass/No Pass)

FT 410 Volunteer Firefighter

3.0 units
Acceptable for credit: C - Credit - Not Degree Applicable

Provides the volunteer firefighter with the minimum safety and technical training required for them to function in an effective, competent manner. (Letter Grade Only)

FT 483 Competency of Ignition Sources

1.0 unit

Acceptable for credit: C - Credit - Not Degree Applicable

Theory and fundamentals of how to conduct fire investigation in structures. Required course in order to maintain certification as a Certified Fire Investigator (CFI). (Fall, Spring) (Pass/No Pass)

Fire Tech

FTEC 301 Company Officer 2A - Human Resource Management

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

This course provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. This is a California State Fire Training professional certification track course for Company Officer. (Fall, Spring) (Letter Grade Only)

FTEC 302 Company Officer 2B - General Administrative Functions

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable

This course provides information on the general administrative functions and the implementation of department polices and procedures and addresses conveying the fire department's role, image, and mission to the public. This is a California State Fire Training professional certification track course for Company Officer. (Fall, Spring) (Letter Grade Only)

FTEC 303 Company Officer 2C - Fire Inspections and Investigations

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

This course provides information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause, and securing the incident scene and preserving evidence. This is a California State Fire Training professional certification track course for Company Officer. (Fall, Spring) (Letter Grade Only)

FTEC 304 Company Officer 2D - All-Risk Command Operations

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

This course provides information on conducting incident size-up, developing and implementing an initial plan of action involving single and multi-unit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting pre-incident planning, and developing and conducting post-incident analysis. This is a California State Fire Training professional certification track course for Company Officer. (Fall, Spring) (Letter Grade Only)

FTEC 305 Company Officer 2E - Wildland Incident Operations

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

This course provides information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources completing all operations to suppress a wildland fire, establishing an incident command post, creating an incident action plan, and completing incident records and reports. This is a California State Fire Training professional certification track course for Company Officer. (Fall, Spring) (Letter Grade Only)

FTEC 306 Instructor I - Instructional Methodology

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

This course provides the skills and knowledge needed for the entry level professional instructor to perform his/her duties safely, effectively, and competently. The curriculum is based on the 2012 edition of NFPA 104 Standard for Fire Service Instructor Professional Qualifications. At the end of this course, candidates for Instructor I certification will be able to teach and deliver instruction from a prepared lesson plan utilizing instructional aid and evaluation instruments. The Instructor-I will also be able to adapt a lesson plan and complete the reporting requirements to the local jurisdiction. This is a California State Fire Training professional certification track course for Company Officer. (Fall, Spring) (Letter Grade Only)

Global Studies

GBST 101 Introduction to Global Studies

3.0 units

Acceptable for credit: Transfer to UC, CSU

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) integrated economic systems. Designed to explore multifaceted connections among nation-states; nongovernmental organizations; ethnic, cultural, and religious groups; and populations around the world. (Letter Grade or Pass/No Pass)

GBST 141 Global Economics

3.0 units

Acceptable for credit: Transfer to UC, CSU

Advisories: Completion of or concurrent enrollment in; ECON 101 - Principles of Macro-Economics ; or ECON 102 - Principles of Micro-Economics ; or ECON 121 - Business Economics ; or BUS 121 - Business Economics

An introduction to international economic issues. Explores why countries trade and addresses the consequences of trade restrictions. Alternative exchange rate systems, factors that cause exchange-rate fluctuations, and the determinants of a country's balance of trade are covered. Other topics include the politics of trade policy, the impact of trade on the job market, the role of international institutions in the global economy, financial crises, global environmental issues, and international debt problems. This course is not open to students who are enrolled in or have received credit for Business 141 or Economics 141. May be taken prior to or concurrently with Econ 101 or Econ 102, or Econ 121 or Bus 121. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

Geography

GEOG 101 Physical Geography

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: GEOG 110
Advisories: ENGL 101 - Freshman Composition: Exposition
An introduction to the earth's physical geography, addressing the origins, patterns and interconnections of weather/climate, water, landforms, living systems and human culture. (Letter Grade or Pass/No Pass)

GEOG 102 Human Geography

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: GEOG 120
Advisories: ENGL 514 - Writing Skills 4
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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

GEOG 103 World Regional Geography

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: GEOG 125
Advisories: ENGL 513 - Writing Skills 3
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. (Letter Grade or Pass/No Pass)

GEOG 105 Geography of California

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: GEOG 140
Advisories: ENGL 101 - Freshman Composition: Exposition
A survey of the geography of California, including the physical environment, weather and climate, population, industry and agriculture, and major cultural patterns. (Spring) (Letter Grade or Pass/No Pass)

GEOG 110 Introduction To Weather and Climate

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: GEOG 130
Advisories: GEOG 101 - Physical Geography ; and MATH 311 - Algebra 1
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 atmospheric structure and composition, solar radiation and energy balances, temperature, seasonal changes, atmospheric moisture, clouds and fog, precipitation, air pressure, winds, air masses and fronts, cyclones, dynamics of the atmosphere and ocean, weather forecasting, climate and climate change. (Letter Grade or Pass/No Pass)

GEOG 115 Physical Geography Laboratory

1.0 unit

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Advisories: MATH 311 - Algebra 1
Prerequisite: GEOG 101 - Physical Geography or concurrent enrollment in GEOG 101.
This course is design to provide supplemental exercises in topics covered in Physical Geography lecture. Lab experience will include map analysis and interpretation, weather prognostication, landform processes and evolution, tectonics, biogeography, and habitat analysis. (Fall, Spring) (Letter Grade or Pass/No Pass)

GEOG 155 Introduction to GIS with Lab

2.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: GEOG 155
Study of Geographic Information Systems (GIS) science and its applications to spatial data management. Identification and acquisition of GIS data. Assessment of vector and raster systems, scale, resolution, map projection, coordinate systems, georeferencing and Global Positioning Systems (GPS). Spatial analysis and modeling with GIS. (Fall, Spring) (Letter Grade or Pass/No Pass)

GEOG 189 Independent Projects

0.0 units

Acceptable for credit: Transfer CSU
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade or Pass/No Pass)

Geology

GEOL 100 Physical Geology

4.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: GEOL 101

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

GEOL 114 Oceanography

3.0 units

Acceptable for credit: Transfer to UC, CSU

Advisories: ENGL 101 - Freshman Composition: Exposition ; and MATH 311 - Algebra 1

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. (Letter Grade or Pass/No Pass)

GEOL 131 Geology Of California

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: GEOL 200

Advisories: ENGL 101 - Freshman Composition: Exposition

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. (Letter Grade or Pass/No Pass)

GEOL 141 Environmental Geology

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: GEOL 130

Advisories: ENGL 101 - Freshman Composition: Exposition ; and MATH 311 - Algebra 1

A study of humankind's scientific, social, and ethical interactions with earth systems. Topics include earth processes, geologic hazards, the earth's renewable and non-renewable resources, and the earth's ability accept the products of human waste. This course is not open to students who have received credit for Environmental Studies 102. (Fall, Spring) (Letter Grade or Pass/No Pass)

GEOL 189 Independent Projects in Geology

1.0 - 3.0 units

Acceptable for credit: Transfer CSU

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 discipline. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. 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 (Letter Grade or Pass/No Pass)

Graphics

GRPH 108 Design 1 on the Computer

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: ARTS 100

This course is an introduction to the concepts, applications, and historical references related to two-dimensional art and composition, including the study of basic design principles and elements. Students will develop a visual vocabulary for creative expression through lectures, studio projects, problem-solving, and writing assignments. This course covers the same content as Art 110, but projects are executed digitally using the computer. This course is not open to students who are enrolled in or have received credit for ART 108. (Fall, Spring) (Letter Grade or Pass/No Pass)

GRPH 110 Introduction to Graphic Design

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

Advisories: ART 110 - Design 1 ; or GRPH 108 - Design 1 on the Computer ; or ART 108 - Design 1 on the Computer ; or PHTO 110 - Basic Photography

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 strong conceptual and production skills. Students work in a digital studio environment using Apple computers, current Adobe Creative Suite software and digital printing equipment. (Fall, Spring) (Letter Grade or Pass/No Pass)

GRPH 111 Digital Imagery Lab

1.0 unit

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

Prerequisite: Completion of or concurrent enrollment in; GRPH 112 - Digital Imagery

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

GRPH 112 Digital Imagery

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A
Corequisite: Completion of or concurrent enrollment in Graphics 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 production. Students will learn raster image resolutions, file formats, color systems and professional creative practices for acquisition, creation, editing and processing for various industries including printing, digital publishing, animation, and video editing. (Fall, Spring) (Letter Grade or Pass/No Pass)

GRPH 113 Digital Illustration

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Advisories: GRPH 108 - Design 1 on the Computer ; GRPH 110 - Introduction to Graphic Design ; or GRPH 112 - Digital Imagery
Corequisite: GRPH 114 - Digital Illustration Lab
This course is an introduction to the field of illustration and vector-based drawing using Adobe Illustrator software and Apple 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. (Spring) (Letter Grade or Pass/No Pass)

GRPH 114 Digital Illustration Lab

1.0 unit
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Advisories: CBIS 381 - Introduction to Mac OS
Corequisite: completion of, or concurrent enrollment in GRPH 113
This lab provides opportunities to create and develop digital illustrations and graphic designs utilizing current Adobe Illustrator software and Apple computers in a studio/lab environment. Students will explore the tools, techniques and processes used in developing artwork for graphic design and illustration projects for single and multi-color printing, publishing, and manufacturing processes. (Spring) (Letter Grade or Pass/No Pass)

GRPH 115 Digital Design and Publishing

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Advisories: GRPH 110 - Introduction to Graphic Design ; or GRPH 112 - Digital Imagery ; or GRPH 113 - Digital Illustration
Corequisite: GRPH 125 - Digital Design & Publishing Lab
This course examines layout and design for printing and digital publishing. Students develop artwork and productions 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. (Spring) (Letter Grade or Pass/No Pass)

GRPH 116 Web Portfolio & Social Media

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Introduces fundamental concepts, terminology and techniques to design and manage digital portfolios and develop brand identity for web and social media. Topics include designing for web and social media; presentation techniques for digital portfolios and using social media applications such as Facebook, Instagram, YouTube, Tumblr, and emerging social media platforms. (Spring) (Letter Grade or Pass/No Pass)

GRPH 117 Typography

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Advisories: GRPH 108 - Design 1 on the Computer ; GRPH 110 - Introduction to Graphic Design
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 styles 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. (Fall) (Letter Grade Only)

GRPH 118 User Interface Design

3.0 units
Acceptable for credit: Transfer CSU
Advisories: GRPH 112 - Digital Imagery ; or GRPH 113 - Digital Illustration
Introduction to digital interface design with an emphasis on usability and design aesthetics for developing web sites. Graphic design principles and human-centered design concepts are integrated to help develop and build successful interfaces that are meaningful to users and easy to navigate. Topics include designing for interactivity and efficiency; branding; visual content file formats and resolution; visual flow and composition; color, and typography. Software used: current versions of Adobe Creative Suite. Languages taught include HTML and CSS. (Fall) (Letter Grade or Pass/No Pass)

GRPH 120 Advanced Design for Publishing

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Corequisite: GRPH 121 - Advanced Design for Publishing Lab
Prerequisite: GRPH 115 - Digital Design and Publishing
This course is designed to advance the skills learned in GRAPH 115 to design for print and digital publishing systems. Production, management, and creative skills for printing and publishing processes are further explored using current versions of Adobe InDesign, Adobe Photoshop, Adobe Illustrator 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. (Spring) (Letter Grade or Pass/No Pass)

GRPH 121 Advanced Design for Publishing Lab

1.0 unit

Acceptable for credit: Transfer CSU
Corequisite: GRPH 120 - Advanced Design for Publishing
Prerequisite: GRPH 115 - Digital Design and Publishing
This lab provides opportunities to plan, design, create and produce more advanced publication layouts utilizing current Adobe InDesign software and Apple computers in a studio/lab environment. Students will explore the tools, techniques and processes used in developing artwork for multi-page documents and books for both print and digital publications. (Spring) (Letter Grade or Pass/No Pass)

GRPH 125 Digital Design & Publishing Lab

1.0 unit

Acceptable for credit: Transfer CSU
Corequisite: GRPH 115 - Digital Design and Publishing
This lab provides opportunities to design, create and produce a variety of publication layouts utilizing current Adobe InDesign software and Apple computers in a studio/lab environment. Students will explore the tools, techniques, and processes used in developing artwork for single page, multiple page and long-form documents for print production and digital publications. (Spring) (Letter Grade or Pass/No Pass)

GRPH 127 History of Graphic Design

3.0 units

Acceptable for credit: Transfer to UC, CSU
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. (Fall) (Letter Grade or Pass/No Pass)

GRPH 129 Digital Tools for Visual Media

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
A hands-on overview of computer operations, industry standard software and equipment common to digital visual communication. Students will apply art and design theory in the exploration of tools used in vector graphics, digital imaging, motion graphics and animation, and digital media interface design. Topics include media development, interactivity, file formats, storage and file management, industry trends and career options. Familiarity with current design software, hardware, input, and output devices will be established. Assignments integrate digital tools, techniques, and creative design using text and image, digital video and audio, and interactivity. The course is not open to students who are enrolled or have completed MMAC 129. (Fall) (Letter Grade or Pass/No Pass)

GRPH 130 3D Modeling For Production

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Advisories: GRPH 112 - Digital Imagery ; or GRPH 113 - Digital Illustration
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 will raster and vector elements is desirable. This course is an elective for Applied Design/Media. (Spring) (Letter Grade or Pass/No Pass)

GRPH 189 Independent Projects in Graphics

1.0 - 3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Fall, Spring) (Letter Grade or Pass/No Pass)

GRPH 360 Applied Design Graphics Lab 1

0.5 - 1.0 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
Corequisite: Completion of, or concurrent enrollment in; any of the following: ART 107 or ART 108 or GRPH 108 or GRPH 110 or GRPH 112 or GRPH 113 or GRPH 115 or GRPH 116 or GRPH 117 or GRPH 118 or GRPH 120 or GRPH 130
This lab is designed to provide beginning level students the opportunity to refine and expand artistic and technical skills learned in ART 108, ART 107, GRPH 108, 110, 112, 113, 115, 116, 117, 118, 120, and/or 130. Students work on diverse imaging software including Adobe Creative Suite, Maya, and Mudbox on Apple Macintosh computers and have access to digital printers. (Fall, Spring) (Pass/No Pass)

GRPH 361 Applied Design Graphics Lab 2

0.5 - 1.0 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A

Corequisite: ART 107 or ART 108 or GRPH 110 or GRPH 112 or GRPH 113 or GRPH 115 or GRPH 116 or GRPH 117 or GRPH 118 or GRPH 120 or GRPH 130
Prerequisite: GRPH 360 - Applied Design Graphics Lab 1
This lab is designed to provide intermediate design students opportunities to refine and expand intermediate level artistic and technical skills learned in ART 107, ART 108, GRPH 108, GRPH 110, GRPH 112, GRPH 113, GRPH 115, GRPH 116, GRPH 117, GRPH 118, GRPH 120, and/or GRPH 130. Students work on diverse imaging software including Adobe Creative Suite, Maya, and Mudbox on Apple computers and have access to digital printers. (Fall, Spring) (Pass/No Pass)

GRPH 362 Applied Design Graphics Lab 3

0.5 - 1.0 units
Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
Corequisite: Completion of or concurrent enrollment in any one of the following: ART 107 or ART 108 or GRPH 110 or GRPH 112 or GRPH 113 or GRPH 115 or GRPH 116 OR GRPH 117 or GRPH 118 or GRPH 120 or GRPH 130.
Prerequisite: GRPH 361 - Applied Design Graphics Lab 2
This lab is designed to provide advanced design students opportunities to refine and expand advanced level artistic and technical skills learned in ART 107, ART 108, GRPH 108, GRPH 110, GRPH 112, GRPH 113, GRPH 115, GRPH 116, GRPH 117, GRPH 118, GRPH 120, and/or GRPH 130. Students work on diverse imaging software including Adobe Creative Suite, Maya, and Mudbox on Apple computers and have access to digital printers. (Pass/No Pass)

Health And Safety (Noncredit)

HEAL 7001B Swimming Lab

0.0 hours
Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
Take advantage of the opportunity to swim at your own pace while improving your strength, stamina, flexibility, fitness, overall health, and outlook on life. Choose days and times convenient to you. Improve your stroke with help from college faculty, swim leisurely laps, or work to increase your endurance. One orientation session is required for all students enrolled. Students who are not enrolled in credit classes are required to obtain a noncredit student ID card from Community Education, bldg. S, in order to enroll. No charge.

HEAL 7002A Body Conditioning

0.0 hours
Acceptable for credit: N - Noncredit
Develop a healthier, more balanced body in this fitness conditioning class. Designed for the beginning-to-advanced exerciser, this course focuses on cardiovascular conditioning and resistance exercises to build muscle and tone the body. Injury prevention and proper body mechanics are emphasized.

HEAL 7101 Mature Driver Improvement

2.0 - 8.0 hours
Acceptable for credit: N - Noncredit
Successful completion of this eight-hour course that focuses on driving skills may entitle students age 55 and older to a 5 to 10 percent reduction in their auto insurance premiums from many California insurance companies. Class size is limited to 30 students.

HEAL 7104 Stress Management

4.0 - 8.0 hours
Acceptable for credit: N - Noncredit
Stress is not bad for you, your reaction to it is! This course teaches you to be less susceptible to the negative physical and emotional reactions to life's stresses. Discover how to use stress to your advantage. Learn effective coping skills, communication skills, and relaxation exercises. (Fall, Spring) (Noncredit)

HEAL 7105B Reduce Stress w/ Self-Hypnosis

16.0 - 18.0 hours
Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
Learn the fundamentals of self-hypnosis, a state of awareness that embodies concentration, relaxation, and the use of suggestion. Practice self-hypnosis in a simple format that introduces you to the relationship between the conscious and subconscious mind. Use positive suggestion and self-talk to resolve issues and achieve personal goals.

HEAL 7106 Living with Food Allergies

2.0 - 8.0 hours
Acceptable for credit: N - Noncredit
This course explores topics about food allergies, such as identifying allergies, differentiating between allergies and food intolerance or sensitivity, reading food labels, causality, treatment, cooking tips, and restaurant guidelines. Students learn the consequences of food allergies, which can result in serious illness or death.

Health Education

HED 100 Health and Wellness

3.0 units
Acceptable for credit: Transfer to UC, CSU
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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

History

HIST 101 World Civilizations to 1600

3.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: HIST 150
An interdisciplinary, multi-cultural 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

HIST 102 World Civilizations Since 1500

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: HIST 160
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. (Letter Grade or Pass/No Pass)

HIST 103 East Asian Civilization

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: NA
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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

HIST 104 Western Civilizations to 1650

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: HIST 170
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

HIST 105 Western Civilization Since 1650

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: HIST 180
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. (Letter Grade or Pass/No Pass)

HIST 107 U S History to 1877

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: HIST 130
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. (Letter Grade or Pass/No Pass)

HIST 108 U S History from 1877 to Present

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: HIST 140
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. (Letter Grade or Pass/No Pass)

HIST 118 United States History

3.0 units

Acceptable for credit: Transfer to UC, CSU
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. (Letter Grade or Pass/No Pass)

HIST 119 History of California

3.0 units

Acceptable for credit: Transfer to UC, CSU
The history of California from the earliest explorers to the present, with emphasis on major social and cultural themes. (Letter Grade or Pass/No Pass)

HIST 120 History of the Mexican-American

3.0 units

Acceptable for credit: Transfer to UC, CSU
A historical survey of the Mexican-American residing in the southwest United Sates. 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. (Letter Grade or Pass/No Pass)

HIST 138 History of Deaf

3.0 units

Acceptable for credit: Transfer to UC, CSU
Advisories: ENGL 514 - Writing Skills 4 ; 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 American SGNLNG 138. (Spring) (Pass/No Pass)

HIST 189 Independent Projects

0.0 units

Acceptable for credit: Transfer CSU
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision.

Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade or Pass/No Pass)

Health

HLTH 7200 CR Central Service Technician Concepts

90.0 - 100.0 hours
Acceptable for credit: N - Noncredit
Repeatable: 99.00
Corequisite: HLTH 7201 - CR Central Service Technician Applications
This theory course covers the required knowledge, skills, and professional behaviors of the central service technician. It includes medical terminology, anatomy, microbiology, regulations and standards, and infection prevention as these apply to decontamination, cleaning, and disinfection of surgical instrumentation and complex surgical instruments. It emphasizes specific processes like assembly and packaging, sterilization, storage, and transport as well as monitoring and record keeping and quality assurance. (Fall) (Noncredit)

HLTH 7201 CR Central Service Technician Applications

400.0 hours
Acceptable for credit: N - Noncredit
Repeatable: 99.00
Corequisite: HLTH 7200 - CR Central Service Technician Concepts
This laboratory course reinforces all the concepts in the theory course. The student will apply these concepts, practice with equipment, and perform hands-on work experiences including decontamination, preparing and packaging instruments, sterilization and disinfection, storage and distribution, quality assurance processes, and equipment. The course meets the required hours of work experiences to be eligible for certification examination. (Fall)

Home Economics (Noncredit)

HOEC 7001 Old World Gingerbread

0.0 hours
Acceptable for credit: N - Noncredit
Continue the old world holiday tradition of gingerbread baking. Construct a candy-jeweled, classic gingerbread house or birdhouse, candy-crusted fireplace, or a cookie box or serving tray. Learn about various decorative additions to make a truly special gingerbread house. (Letter Grade or Pass/No Pass)

HOEC 7003 Quick Meals With Whole Foods

12.0 hours
Acceptable for credit: N - Noncredit
Explore the use of whole foods to prepare quick, nutritious meals. Learn fast ways to achieve a nutritious diet using the microwave oven, wok, pressure cooker, food processor, bread machine, and other basic, kitchen appliances. (Fall, Spring) (Noncredit)

HOEC 7004 Meals for Home Entertainment

8.0 - 9.0 hours
Acceptable for credit: N - Noncredit
Learn basic food preparation techniques to successfully plan and execute an entertaining home dining event. Discussion topics include meal planning, food purchasing, preparation techniques, garnishes, serving, and food-safety procedures. (Fall, Spring, Summer) (Noncredit)

HOEC 7005 Healthy Meals in 30 Minutes

2.0 - 8.0 hours
Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
Prepare healthy foods using techniques and strategies that cut preparation time and calories while maintaining flavor and appearance, i.e., microwave, batch cooking, and portion freezing methods.

HOEC 7007 Cultural Aspects of Food

8.0 - 12.0 hours
Acceptable for credit: N - Noncredit
Learn to cook culinary specialties of many lands and enjoy new taste experiences while learning about the social, economic, and nutritional significance of food customs. Prepare and sample authentic international dishes. Different cuisines of the world are explored each semester including but not limited to Mediterranean, Mexican, Caribbean, Greek, and Thai. (Noncredit)

HOEC 7009 Holiday Cookies & Candy

3.0 - 12.0 hours
Acceptable for credit: N - Noncredit
Share in the holiday festivities by learning dozens of recipes for traditional favorites, new creations, and international cookies and candy. Basic procedures of baking and shaping to produce drop, shaped, spiral, bar, and layered cookies are practiced. Also learn to use various fillings and icings for more creative baking. This class is open to beginning-through-advanced bakers.

HOEC 7011 Holiday Foods: The Easy Way

64.0 - 72.0 hours
Acceptable for credit: N - Noncredit
Holiday dishes for seasonal celebrations can be prepared faster, tastier, and more nutritiously with the aid of a microwave oven and other time-saving techniques. Prepare and sample a range of holiday foods such as Fruited Pork Roast, Turkey Breast with Cranberry Glaze, Wild Rice Medley, Pecan Pie, Twice-Baked Sweet Potatoes, Chocolate Bourbon Balls, and Dickens' Plum Pudding. (Letter Grade or Pass/No Pass)

HOEC 7023 Vegetarian Cooking

6.0 - 18.0 hours
Acceptable for credit: N - Noncredit
This course introduces principles of meal planning, preparation techniques, and recipe conversion for vegetarian dishes that emphasize low-fat, low-sugar, and meat replacement. Topics include low-fat cooking; meatless meals for breakfast, lunch, and dinner; meatless meals using legumes, vegetables, and whole grains; and low-sugar cooking. Recipes are prepared and evaluated.

HOEC 7024 Microwave Cooking

4.0 - 16.0 hours
Acceptable for credit: N - Noncredit
Learn to prepare multi-course meals in a microwave oven. This course covers both basic and advanced microwave cooking techniques including appropriate utensils and their use, adapting recipes for the microwave, food preparation techniques, and defrosting and reheating foods.

HOEC 7030 Chocolate Desserts

3.0 - 12.0 hours
Acceptable for credit: N - Noncredit
Learn new ways to indulge your loved ones' chocolate desires. Make chocolate lava cake, a chocolate caramel tart, chocolate chip brownies, and chocolate cups. Basic candy-making methods and proper handling of chocolate are covered. Decorative chocolate work, including chocolate leaves, cups, and cutouts are demonstrated.

HOEC 7035 Light Cooking for 1-2 People

7.5 - 8.5 hours
Acceptable for credit: N - Noncredit
Preparing a healthy meal can be easy, economical, and creative. Learn techniques to make it easy to cook smaller portions, prepare a creative and healthful menu, cook and store meals, plan leftovers, and take advantage of value pricing.

HOEC 7036 Tarts: Sweet and Savory

3.0 - 12.0 hours
Acceptable for credit: N - Noncredit
Combinations for tart crusts and fillings are countless. Learn to prepare tarts and tartlets, including blind baking, baked fillings, custards, ganache, mousse, pastry cream, frangipane, and fruit fillings.

HOEC 7100A Beg Clothing Construction

60.0 - 68.0 hours
Acceptable for credit: N - Noncredit
This course presents successful sewing techniques using current methods and technology in custom and speed-clothing construction. Students also learn about pattern and fabric selection, fitting garments, proper use of tools and equipment, and construction techniques appropriate to various fabrics and garments.

HOEC 7100B Beg Clothing Construction

24.0 - 27.0 hours
Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
This course presents successful sewing techniques using current methods and technology in custom and speed-clothing construction. Students also learn about pattern and fabric selection, fitting garments, proper use of tools and equipment, and construction techniques appropriate to various fabrics and garments.

HOEC 7101A Clothing Construction 2

60.0 - 68.0 hours
Acceptable for credit: N - Noncredit
Building on the basics, a wider variety of techniques are demonstrated for greater creativity and problem solving while working with a broader range of styles and fabrics. With the goal of gaining confidence and skill, students practice with special sewing machine feet, the overlock/serger, creative stitches, and special tools. (Letter Grade or Pass/No Pass)

HOEC 7101B Int Clothing Construction

24.0 - 27.0 hours
Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
Building on the basics, a wider variety of techniques are demonstrated for greater creativity and problem solving while working with a broader range of styles and fabrics. With the goal of gaining confidence and skill, students practice with special sewing machine feet, the overlock/serger, creative stitches, and special tools.

HOEC 7102A Sewing Projects-Open Lab

64.0 - 72.0 hours
Acceptable for credit: N - Noncredit
Sewing projects are selected by the student and developed under the guidance of an instructor. The lab provides students with individualized practical application of garment construction and fitting. Emphasis will be placed on comparative methods and techniques.

HOEC 7103A Clothing Alterations

60.0 - 68.0 hours
Acceptable for credit: N - Noncredit
Students develop practical skills in fitting, altering, and restyling ready-to-wear clothing for women, men and children. Students learn the basics of altering clothing for clients, with an emphasis on building speed and increasing fit expertise. Client relations, pricing of services and further education needed to own an alterations business are discussed.

HOEC 7103B Clothing Alterations

32.0 - 36.0 hours
Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
Students develop practical skills in fitting, altering, and restyling ready-to-wear clothing for women, men and children. Students learn the basics of altering clothing for clients, with an emphasis on building speed and increasing fit expertise. Client relations, pricing of services and further education needed to own an alterations business are discussed.

HOEC 7105A Sewing With Special Fabrics

60.0 - 68.0 hours

Acceptable for credit: N - Noncredit

Students explore the history and characteristics of a wide range of fabrics including silk, faux fur, leather, lace, and many more, to understand how to use these special fabrics effectively in clothing design and construction. Students learn how to select styles, choose tools, and apply specialized sewing methods for each fabric.

HOEC 7105B Sewing With Special Fabrics

32.0 - 36.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Students explore the history and characteristics of a wide range of fabrics including silk, faux fur, leather, lace, and many more, to understand how to use these special fabrics effectively in clothing design and construction. Students learn how to select styles, choose tools, and apply specialized sewing methods for each fabric.

HOEC 7106A Modern Tailoring Techniques

60.0 - 68.0 hours

Acceptable for credit: N - Noncredit

Students practice tailoring techniques that are faster and easier than traditional tailoring methods, yet yield professional, well-fitting results. Through use of fusible interfacings, fashion industry short cuts, precise sewing, and couture details, students create a custom-made, tailored jacket that will provide many years of use. (Fall, Spring) (Noncredit)

HOEC 7108A Sewing with Sergers

45.0 - 51.0 hours

Acceptable for credit: N - Noncredit

Students of all sewing levels learn how to use a home serger/overlock and coverstitch machine to achieve professional looking seams, hems, and garment details while significantly saving time and effort. Students start with the basics of threading and adjusting tension and advance to creative techniques of embellishing with decorative threads.

HOEC 7108B Sewing with Sergers

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Students of all sewing levels learn how to use a home serger/overlock and coverstitch machine to achieve professional looking seams, hems, and garment details while significantly saving time and effort. Students start with the basics of threading and adjusting tension and advance to creative techniques of embellishing with decorative threads.

HOEC 7110A Embroidery Machine Basics

45.0 - 51.0 hours

Acceptable for credit: N - Noncredit

Course introduces the basics of using a computerized, home embroidery machine to produce professional results that rival those seen in stores. Using stabilizers, selecting threads, combining designs and making templates are demonstrated. Methods of using the machine to create appliques, lace, and fine cutwork are practiced.

HOEC 7110B Embroidery Machine Basics

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Course introduces the basics of using a computerized, home embroidery machine to produce professional results that rival those seen in stores. Using stabilizers, selecting threads, combining designs and making templates are demonstrated. Methods of using the machine to create appliques, lace, and fine cutwork are practiced.

HOEC 7111A Creative Sewing

45.0 - 51.0 hours

Acceptable for credit: N - Noncredit

Students develop general sewing techniques and skills necessary for well-fitting garments and desirable gifts. Students increase confidence as they develop talent in combining fabric and sewing skills with art for creative expression. Students may select projects of their choice or those provided by the instructor.

HOEC 7111B Creative Sewing

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Students develop general sewing techniques and skills necessary for well-fitting garments and desirable gifts. Students increase confidence as they develop talent in combining fabric and sewing skills with art for creative expression. Students may select projects of their choice or those provided by the instructor.

HOEC 7112A Clothing Construction 3

60.0 - 68.0 hours

Acceptable for credit: N - Noncredit

Students learn how to plan, fit, and sew challenging projects that may include tailored garments, formalwear, or students' own designs. Building support and shape into garments, customizing patterns and applying couture and designer techniques are practiced. Surface embellishment and structural design features are shown to inspire student creativity.

HOEC 7112B Advanced Clothing Construction

32.0 - 36.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Students learn how to plan, fit, and sew challenging projects that may include tailored garments, formalwear, or students' own designs. Building support and shape into garments, customizing patterns and applying couture and designer techniques are practiced. Surface embellishment and structural design features are shown to inspire student creativity.

HOEC 7115A Fitting & Pattern Alterations

60.0 - 68.0 hours

Acceptable for credit: N - Noncredit

Students learn to recognize perfect fit and apply a logical system of measuring, altering patterns and fitting garments for any body type.

Students create a master bodice and skirt or pants pattern that to use as a reference point for quickly altering any other pattern, or as a master pattern for custom designs.

HOEC 7115B Fitting & Pattern Alterations

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Students learn to recognize perfect fit and apply a logical system of measuring, altering patterns and fitting garments for any body type. Students create a master bodice and skirt or pants pattern that to use as a reference point for quickly altering any other pattern, or as a master pattern for custom designs.

HOEC 7151A Quilting

48.0 - 45.0 hours

Acceptable for credit: N - Noncredit

Repeatable: 99.00

Learn the art of quilting! Explore traditional methods, new techniques, appliqué, speed-piecing, and a variety of finishing techniques. Create pillows, wall hangings, samplers, bed quilts, or work on an individual project. Beginning-to-advanced students are welcome. (Noncredit)

HOEC 7151B Quilting

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Learn the art of quilting! Explore traditional methods, new techniques, applique, speed-piecing, and a variety of finishing techniques. Create pillows, wall hangings, samplers, bed quilts, or work on an individual project. Beginning-to-advanced students are welcome.

HOEC 7162A Creative Oriental Bunka Art

48.0 - 45.0 hours

Acceptable for credit: N - Noncredit

Repeatable: 99.00

This course provides an overview of Bunka embroidery, a 2,000-year-old needle arts technique. Students learn the art of painting with thread, gain practical experience, and develop creative expression. Beginners use kits and then progress to original work. (Letter Grade or Pass/No Pass)

HOEC 7162B Creative Oriental Bunka Art

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

This course provides an overview of Bunka embroidery, a 2,000-year-old needle arts technique. Students learn the art of painting with thread, gain practical experience, and develop creative expression. Beginners use kits and then progress to original work.

HOEC 7164A Crochet and Knitting

48.0 - 54.0 hours

Acceptable for credit: N - Noncredit

Learn basic through advanced knitting and crochet stitches and their combinations, how to read patterns, how to make garments, plus other needle arts as requested. Materials and project ideas are discussed at the first class. All experience levels welcome.

HOEC 7164B Crochet and Knitting

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Learn basic through advanced knitting and crochet stitches and their combinations, how to read patterns, how to make garments, plus other needle arts as requested. Materials and project ideas are discussed at the first class. All experience levels welcome.

HOEC 7201A Home Construction and Decor

32.0 hours

Acceptable for credit: N - Noncredit

Repeatable: 99.00

This course is designed to introduce students to the various environmentally-friendly materials and green options available today in modern home construction. Whether building or remodeling, this course helps students make informed decisions about home materials including aesthetic characteristics of paint, flooring, textiles, window treatments, and cabinets. (Noncredit)

HOEC 7201B Home Construction and Decor

16.0 - 18.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

This course is designed to introduce students to the various environmentally-friendly materials and green options available today in modern home construction. Whether building or remodeling, this course helps students make informed decisions about home materials including aesthetic characteristics of paint, flooring, textiles, window treatments, and cabinets.

HOEC 7202A Decorative Painting: Interiors

45.0 hours

Acceptable for credit: N - Noncredit

Repeatable: 99.00

This course introduces various decorative painting techniques that can be achieved with water-based paints. Students discuss and practice the following techniques: surface textures, antiquing, crackling, distressing, stenciling, wood graining, marbleizing, and simulated granite applications. Design elements and various media and surfaces are presented to enable students to develop skills for personal use or practice the profession at a beginning level. (Noncredit)

HOEC 7202B Decorative Painting: Interiors

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

This course introduces various decorative painting techniques that can be achieved with water-based paints. Students discuss and practice the following techniques: surface textures, antiquing, crackling, distressing, stenciling, wood graining, marbleizing, and simulated granite applications. Design elements and various media and surfaces are presented to enable students to develop skills for personal use or practice the profession at a beginning level.

HOEC 7301 Dealing With Anger

0.0 - 18.0 hours

Acceptable for credit: N - Noncredit

Whether in the workplace or at home, students learn to deal with various aspects of anger. Topics include anger management, types of anger, reasons for anger, anger and stress, appropriate anger, risks of anger, and dealing with angry people. This course emphasizes personal development and reduction of domestic and workplace violence. (Noncredit)

HOEC 7303 Heart Disease Prevention

0.0 hours

Acceptable for credit: N - Noncredit

Current cardiovascular research is reviewed and healthy lifestyle choices are introduced to improve heart health. Discussion topics include identifying and understanding reliable sources, dietary changes, stress management, and exercise. (Letter Grade or Pass/No Pass)

HOEC 7304 Balancing Work and Life

64.0 - 72.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Students learn to create a healthy lifestyle that supports positive and loving relationships; a creative work environment that ensures wealth and security; and a sense of confidence and well-being that warrants respect and dignity. Students evaluate goals and lifestyle and align daily activities for success, prosperity, wellness, and happiness.

HOEC 7400 Estate Planning

3.0 - 9.0 hours

Acceptable for credit: N - Noncredit

It is never too soon to have your estate in order. Learn more about advanced health care directives, durable powers of attorney, wills, trusts, and probate. Understand why these items are necessary and how to make informed decisions about health and financial issues.

HOEC 7401 Planning for Retirement

3.0 - 9.0 hours

Acceptable for credit: N - Noncredit

Get the most out of your retirement saving plans! This class is designed for working people and their partners who are saving for retirement. Learn how 401(k)s, 403(b)s, SEP-IRAs, and other retirement plans work. Learn how to maximize your retirement benefits.

HOEC 7402 Overcome Fear in the Market

48.0 - 54.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Many times the natural reaction to a market downturn can be counterproductive. Become a better informed, more sophisticated investor. Learn how to avoid common mistakes made by many investors when they follow their natural reactions during challenging markets. Learn how to become less focused on short-term movements of the market and more consistent in your investment strategy.

HOEC 7403 Investment/Stock Market Basics

3.0 - 9.0 hours

Acceptable for credit: N - Noncredit

Regardless of your financial situation or goals, you need to know about the power of investing. Learn how to increase investment income while reducing taxes on those investments. Learn about stock market basics, and how to focus on financial goals, whether saving for children's education or planning for retirement.

HOEC 7404 A Woman's Guide to Finances

9.0 hours

Acceptable for credit: N - Noncredit

Women have many of the same financial goals as men, but often face a different set of challenges when working toward those goals. Students learn how these challenges can affect women's financial futures and how to overcome them. Basics of money management, investing, estate planning, and tools to increase financial wealth are covered.

HOEC 7405 Choosing Stocks

48.0 - 54.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

With hundreds of companies listed on Wall Street, choosing the right stocks for your portfolio may seem like a daunting task. Learn how to build a balanced portfolio, evaluate companies, follow time-tested strategies, and reduce the risks of investing in stock.

Humanities

HUM 101 World Civilizations to 1600

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: HIST 150

An interdisciplinary, multicultural exploration of the development of the great civilizations: China/Japan, Egypt, Greece/Rome, India, Mesopotamian, and Pre-Columbian. Important ideas, events and discoveries are explored through literature, folklore, art history, philosophy, and science. This course is not open to students who are enrolled in or have received credit for History 101. (Fall, Spring) (Letter Grade or Pass/No Pass)

HUM 102 World Civilizations Since 1500

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: HIST 160

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 who have received credit for HIST 102. (Letter Grade or Pass/No Pass)

HUM 103 East Asian Civilization

3.0 units

Acceptable for credit: Transfer to UC, CSU

An interdisciplinary, multicultural exploration of the development of the civilizations of East Asia from their origins through the 20th century: China, Japan, and South East Asia. Important ideas, events, and discoveries are explored through literature, folklore, art history, philosophy, and science. This course is not open to students who are enrolled in or have received credit for History 103. (Fall, Spring, Summer) (Pass/No Pass)

HUM 104 Western Civilizations to 1650

3.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: HIST 170
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

HUM 105 Western Civilization Since 1650

3.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: HIST 180
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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

Human Services

HUSV 101 Introduction to Human Services: Becoming a Helping Professional

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
An introduction to a variety of aspects relating to human service helping professionals, including required education/training, certification/licensure, ethical/legal issues, motives, values, cultural sensitivity/competency, special populations, life transitions, transference/countertransference, boundary issues, stress, burnout, and self-care. (Fall, Spring) (Letter Grade or Pass/No Pass)

HUSV 102 Case Management Skills

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

HUSV 103 Basic Counseling Skills

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Introduction to counseling skills for the human services worker with applications to different work settings and diverse populations. (Fall, Spring) (Letter Grade or Pass/No Pass)

HUSV 104 Group Dynamics

3.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

HUSV 106 Family Systems, Addiction & Trauma

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Examines family systems dynamics and intergenerational transmission of addiction, and the interacting effects of these phenomena with abuse and psychological trauma. (Fall, Spring) (Letter Grade or Pass/No Pass)

HUSV 107 Serving Culturally Diverse Clients

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Survey of culturally competent strategies and approaches for working in human service settings with clients who are culturally, ethnically, and physically diverse. (Fall, Spring) (Letter Grade or Pass/No Pass)

HUSV 108 Crisis Intervention Skills

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Training in basic crisis intervention skills and application of these skills to a wide range issues, situations, and settings including domestic abuse, suicide, sexual assault, addiction, post traumatic stress, and losses including deaths. (Fall, Spring) (Letter Grade or Pass/No Pass)

HUSV 110 Alcohol, Other Drugs, and Addiction

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/a
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, use/misuse/addiction, and approaches to 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. (Fall, Spring) (Letter Grade Only)

HUSV 111 Addiction Treatment and Recovery

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Advisories: HUSV 102 - Case Management Skills ; HUSV 103 - Basic Counseling Skills ; HUSV 110 - Alcohol, Other Drugs, and Addiction or PSY 106 or SOC 106

Survey of the theory, practice, and process of addiction treatment including such topics as ethics; assessment and diagnosis; planning; case management; cultural diversity; counseling strategies; aftercare; motivational interviewing; harm reduction; and relapse prevention. (Fall) (Letter Grade Only)

HUSV 112 Motivational Interviewing and Nonconfrontational Approaches

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

This course presents a non-confrontational communication approach, Motivational Interviewing, designed to facilitate change in people who suffer from substance use, mental health, medical health, and lifestyle problems. The course presents theory and provides opportunities to practice evidence-based communication skills. (Fall, Spring) (Letter Grade or Pass/No Pass)

HUSV 113 Women and Addiction

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

An overview of major issues related to women who have substance use problems and disorders. Topics include effects on pregnancy, drug-exposed children, family relationships, feminist issues, women's reactions to substances, and women's specific addiction treatment needs. (Fall, Spring) (Letter Grade or Pass/No Pass)

HUSV 120 Human Services (General) Practicum

2.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

Limitations on Enrollment: NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in Cooperative Work Experience may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. 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 120: (1) students must be volunteering or working in the social services or interpersonal helping field or related 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 120 may earn 2 units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid. CWE Units Unpaid Placement: 1 unit 60 hours 2 units 120 hours 3 units 180 hours 4 units 240 hours 5 units 300 hours 6 units 360 hours 7 units 420 hours 8 units 480 hours CWE Units Paid Placement: 1 unit 75 hours 2 units 150 hours 3 units 225 hours 4 units 300 hours 5 units 375 hours 6 units 450 hours 7 units 525 hours 8 units 600 hours

Taken together with HUSV 121, HUSV 120 is the capstone course of the Human Services (General) Certificate or degree. Provides students with 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. (Fall, Spring) (Letter Grade Only)

HUSV 121 Human Services (General) Practicum Seminar

2.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

Provides students with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to Human Services. Designed for the student who is enrolled in HUSV 120. (Fall, Spring) (Letter Grade Only)

HUSV 122 States Of Consciousness

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

An exploration of different states of consciousness, the means of attaining those states, their uses, misuses, and consequences. Topics include theories of consciousness, neural correlates of conscious experience, substance use disorders, sleep, dreams, hypnosis, dissociation and dissociative disorders, out-of-body states, near-death experiences, paranormal phenomena, meditation, 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

HUSV 126 Meditation, Mindfulness, and Stress Reduction

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: NA

An introduction to the practices of meditation, mindfulness, and stress reduction including their origins in both Western and non-Western cultures, and their physiological and psychological benefits. (Fall, Spring) (Letter Grade or Pass/No Pass)

HUSV 127 Emotional Intelligence

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

HUSV 128 Positive Psychology

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

HUSV 130 Addiction Studies Practicum

4.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Limitations on Enrollment: NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in Cooperative Work Experience may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. 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 volunteer or work in the addiction treatment field, (2) Students must be able to become involved in a new or expanded responsibilities on the job if they are using a job at which they are already employed for this course, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. Students enrolled in HUSV 130 may earn 4 units of credit by completing 240 hours of work experience if unpaid or 300 hours if paid. CWE Units Unpaid Placement: 1 unit 60 hours 2 units 120 hours 3 units 180 hours 4 units 240 hours 5 units 300 hours 6 units 360 hours 7 units 420 hours 8 units 480 hours CWE Units Paid Placement: 1 unit 75 hours 2 units 150 hours 3 units 225 hours 4 units 300 hours 5 units 375 hours 6 units 450 hours 7 units 525 hours 8 units 600 hours
Taken together with HUSV 131, HUSV 130 is the capstone course of the Addiction Studies certificate or degree. 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. (Fall, Spring) (Letter Grade Only)

HUSV 131 Addiction Studies Practicum Seminar

2.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Provides students with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to Addiction Studies. Designed for the student who is concurrently enrolled in HUSV 130. (F,S) (Fall, Spring) (Letter Grade Only)

HUSV 132 Drugs, the Brain and the Body

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Advisories: HUSV 110 - Alcohol, Other Drugs, and Addiction ; or SOC 106 - Alcohol, Other Drugs, and Addiction ; or PSY 106 - Alcohol, Other Drugs, and Addiction
Provides an overview of the pharmacology of drugs in substance use disorders with emphasis on drug effects, how drug effects occur, how the body processes drugs, and health consequences of drug use and addiction. Physiologic aspects of addiction and tolerance are explored. Pharmacologic interventions are integrated with other substance use disorder treatment modalities. This course is not open to students who are enrolled in or have received credit for PSY 132. (Fall) (Letter Grade Only)

HUSV 135 Ethics for Human Services Professionals

3.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
An in-depth exploration of professional ethical standards for human services professionals, emphasizing confidentiality, privileged communication, dual/multiple relationships, professional boundaries, issues of abuse and neglect, the responsibilities and duties of professionals in helping relationships, and the differences between personal and professional relationships. (Fall, Spring) (Letter Grade or Pass/No Pass)

HUSV 140 Co-Occurring Disorders Practicum

2.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Limitations on Enrollment: NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in Cooperative Work Experience may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. 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 be volunteering or working in the social services or interpersonal helping or related field focusing on the needs of persons with co-occurring substance use and mental disorders, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this course, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities.; Students enrolled in HUSV 140 may earn 2 units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid. 1 unit 60 hours 2 units 120 hours 3 units 180 hours 4 units 240 hours 5 units 300 hours 6 units 360 hours 7 units 420 hours 8 units 480 hours CWE Units Paid Placement: 1 unit 75 hours 2 units 150 hours 3 units 225 hours 4 units 300 hours 5 units 375 hours 6 units 450 hours 7 units 525 hours 8 units 600 hours
Provides students with a combination of practicum/supervised work experience in a helping agency or facility that serves clients with co-occurring substance use and mental disorders (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. (Fall, Spring) (Letter Grade Only)

HUSV 141 Co-Occurring Disorders Practicum Seminar

2.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Provides students with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to co-occurring disorders. Designed for the student who is concurrently enrolled in HUSV 140. (Fall, Spring) (Letter Grade Only)

HUSV 142 Co-Occurring Disorders: Engagement

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: NA
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 who have received credit for PSY 142. (Fall, Spring) (Letter Grade or Pass/No Pass)

HUSV 143 Co-Occurring Disorders: Integrated Interventions

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Advisories: HUSV 142 - Co-Occurring Disorders: Engagement ; or PSY 142 - Co-Occurring Disorders Engagement
A study of the intervention to benefit 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 who have received credit for PSY 143. (Fall, Spring) (Letter Grade or Pass/No Pass)

HUSV 145 Effective Writing for Human Services

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
A course designed to enable helping professionals and human service workers to prepare written documentation accurately, correctly, and in a professional manner. (Letter Grade or Pass/No Pass)

HUSV 150 Family Studies Practicum

2.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Limitations on Enrollment: NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in Cooperative Work Experience may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. Permission of instructor required if student has not satisfactorily completed all other requirements in the certificate prior to enrolling.Permission of instructor is 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 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 150 may earn 2 units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid.
Taken together with HUSV 151, HUSV 150 is the capstone course of the Family Studies Certificate. 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 for the certificate prior to enrolling. (Fall, Spring) (Letter Grade Only)

HUSV 151 Family Studies Practicum Seminar

2.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Provides students with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to Family Studies. Designed for the student who is enrolled in HUSV 150. (Fall, Spring) (Letter Grade Only)

HUSV 160 Family Service Worker 2 Practicum

2.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Limitations on Enrollment: NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in Cooperative Work Experience may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. To participate in Cooperative Work Experience in HUSV 160:(1) students must volunteer 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 160 may earn 2 units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid.
Taken together with HUSV 161, HUSV 160 is the capstone course of the Family Service Worker 2 Certificate. 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. (Fall, Spring) (Letter Grade Only)

HUSV 161 Family Service Worker 2 Practicum Seminar

2.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

Provides students with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to the Family Services Worker 2 certificate. Designed for the student who is enrolled in HUSV 161. (Fall, Spring) (Letter Grade Only)

HUSV 170 Concurrent Human Services Practicum

2.0 - 4.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

Limitations on Enrollment: Number of times course can be repeated: Students enrolled in Cooperative Work Experience may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. 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 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 120-240 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 the 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. (Letter Grade Only)

HUSV 189 Independent Projects in Human Services

1.0 - 3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate 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 (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

Interior Design

INTD 170 Interior Design

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

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. (Fall) (Letter Grade or Pass/No Pass)

INTD 171 Interior Design Materials

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

Advisories: MATH 521 - Foundations of Mathematics

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. (Spring) (Letter Grade or Pass/No Pass)

Library Skills

LBRY 170 Research Methods

2.0 units

Acceptable for credit: Transfer to UC, CSU

Presents effective methods for research to locate, critically evaluate, and ethically use information from a variety of print, non-print and online resources. Students will learn research skills and strategies for college term papers and life-long learning while exploring the changing world of information. (Fall, Spring) (Letter Grade or Pass/No Pass)

Leadership

LDER 111 Principles and Practices of Student Government

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
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. (Letter Grade or Pass/No Pass)

LDER 112 Practices and Application of Leadership Principles

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Prerequisite: LDER 111 - Principles and Practices of Student Government
Provides an opportunity for students to enhance and apply leadership skills and practice peer mentoring. Communication, team building, and activity/event planning are emphasized. Participation in ASBG meetings and activities is required. (Letter Grade or Pass/No Pass)

Law Enforcement

LE 310 Introduction to Law Enforcement Academy (Pre-Academy)

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
Limitations 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. (Fall, Spring) (Letter Grade Only)

LE 318 Traffic Collision Investigation

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Must possess a valid driver's license.
Prerequisite: POST certified basic law enforcement academy or equivalent training 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.
This P.O.S.T. certified course provides field officers with advanced knowledge and skills for investigating traffic collisions. Emphasis will be upon 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). (Fall, Spring, Summer) (Pass/No Pass)

LE 320 Basic Law Enforcement Academy

22.5 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: ENGL 306 - Writing Lab ; PE 141 - Physical Fitness Laboratory
Limitations 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 trainee by any California POST certified law enforcement agency. (F,S) (Fall, Spring) (Letter Grade Only)

LE 321 Basic Law Enforcement Academy 1A

10.0 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: LE322
Advisories: ENGL 101 - Freshman Composition: Exposition ; LE 310 - Introduction to Law Enforcement Academy (Pre-Academy) LE310 is recommended before taking LE321. This can be waived for sponsored students or those student with prior military experience.
Limitations on Enrollment: Students who are not sponsored by a law enforcement agency must complete the 20 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
The first in a two-course sequence designed to satisfy all State of California requirements for basic law enforcement officer training. The Basic Law Enforcement Academy consists of LE 321 and LE 322. Both courses must be completed within the same semester. The package is designed to satisfy the training requirements for the Basic Law Enforcement Training as established by the California Commission on Peace Officer Standards and Training (POST). Academic, manipulative, and technical training are presented in an environment of serious study, rigorous physical training, and standard law enforcement disciplinary procedures. (Fall, Spring, Summer) (Letter Grade Only)

LE 322 Basic Law Enforcement Academy 1B

10.0 units
Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: LE321
Prerequisite: LE 321 - Basic Law Enforcement Academy 1A
The second in a two-course sequence designed to satisfy all State of California requirements for basic law enforcement officer training. The Basic Law Enforcement Academy consists of LE321 and LE322. Both must be completed within the same semester. The package is designed to satisfy the training requirements for the Basic Law Enforcement Training as established by the California Commission on Peace Officer Standards and Training. Academic, manipulative, and technical training are presented in an environment of serious study, rigorous physical training, and standard law enforcement disciplinary procedures. (Fall, Spring, Summer) (Letter Grade Only)

LE 329 State Hospital Peace Officer

17.0 units
Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Students must possess a valid driver's license; meet the state required minimum qualifications for State Hospital Peace Officer, and have a Department of Justice clearance letter to possess a firearm.
Prerequisite: LE 424 - PC 832 Arrest ; or Completion of a 40 hour arrest and control course completed at another institution, or equivalent training 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.
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 need to meet the State-required minimum qualifications for employment as a State Hospital Peace Officer, complete a 40-hour Arrest and Control Course (LE424, 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. (Fall, Spring, Summer) (Pass/No Pass)

LE 330 Core Custody Academy

13.5 units
Acceptable for credit: D - Credit - Degree Applicable
Advisories: PE 141 - Physical Fitness Laboratory ; and ENGL 306 - Writing Lab
Limitations 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 high school graduate, pass the GED, the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university; 6) complete a medical suitability examination; and 7) complete a Personal History Statement and interview prior to start of class.
The Core Custody Academy is designed to satisfy State of California Standards and Training for Corrections (STC) requirements for students wanting to be hired as a custody officer by a law enforcement agency or currently employed as such. Core refers to the description of the job as it relates to the overall mission of the adult corrections officer job and its place in the criminal justice system and from the state-wide job analysis research conducted periodically by the STC program of the California Board of State and Community Corrections. The Core Academy is an intensive college course with para-military discipline. Students attending the academy will be physically challenged, faced with solving complex problems in a stressful, disciplined and structured environment. Student will understand the roles and functions of the adult criminal justice system and its processes. Students will demonstrate problem solving strategies for addressing criminal behavior in a custody setting. (Fall, Spring, Summer) (Letter Grade Only)

LE 341 Emergency Vehicle Operations/Non-Law Enforcement

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
Repeatable: 99.00
Corequisite: Enrollment in a public safety academy, or equivalent training, 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.
Limitations on Enrollment: Must possess and show proof of a valid driver's license.
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. (Fall) (Pass/No Pass)

LE 351 Field Training Officer

2.5 units
Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: Satisfactory completion of a P.O.S.T. (State of California Commission on Peace Officers Standards and Training) certified basic law enforcement academy, or certified Standards and Training for Corrections (STC) academy or equivalent training 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.

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. (Fall, Spring, Summer) (Pass/No Pass)

LE 352 Field Training Officer Update

1.5 units

Acceptable for credit: D - Credit - Degree Applicable
Repeatable: 99.00
Prerequisite: POST certified basic law enforcement academy or equivalent training 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.

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 updated 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. (Fall, Spring) (Pass/No Pass)

LE 353 Field Training Administrator

1.5 units

Acceptable for credit: D - Credit - Degree Applicable
Repeatable: 99.00
Prerequisite: P.O.S.T 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.

This P.O.S.T. certified 24-hour course meets the requirements for law enforcement agency personnel assigned as Supervisors, Administrators, or Coordinators (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. (Fall, Spring) (Pass/No Pass)

LE 354 Training Management Update

1.5 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: POST certified basic law enforcement academy or equivalent training 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.

This POST certified 24-hour course is designed to update the law enforcement agency training manager or coordinator with changes in regulations and case law, challenges, opportunities, and trends in the training environment. (Letter Grade Only)

LE 355 Leadership Development

2.5 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: P.O.S.T. certified basic law enforcement academy or Standards and Training for Corrections (STC) certified training academy, or equivalent training 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.

This P.O.S.T. and STC 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. (Fall, Spring) (Pass/No Pass)

LE 356 Crime Scene Investigation

2.0 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: POST certified basic law enforcement academy or equivalent training 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.

This POST 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

LE 357 Instructor Development

2.5 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: P.O.S.T. 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.

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. (Fall, Spring) (Pass/No Pass)

LE 360 Arrest & Control/Emergency Vehicle Operations Course

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Must possess a valid driver’s license.
Prerequisite: P.O.S.T. 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.
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. (Pass/No Pass)

LE 361 Force Options Simulator Emergency Vehicle Operations Course (EVOC)

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Limitation on enrollment: must possess a valid driver's license.
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.
Short-term training course focusing on specialized law enforcement instruction in force options 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. (Pass/No Pass)

LE 362 Law Enforcement Driving Simulator/ Emergency Vehicle Operations

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
Repeatable: 99.00
Limitations on Enrollment: Must possess a valid driver’s license.
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.
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. (Pass/No Pass)

LE 363 Force Options Simulator/Arrest and Control

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
Repeatable: 99.00
Prerequisite: P.O.S.T. 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.
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. (Pass/No Pass)

LE 364 Law Enforcement Driving Simulator/Arrest and Control

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: P.O.S.T. 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.
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 simulators will be used. May be repeated as often as necessary for purposes of recertification. Arrest and control consists of a comprehensive update and review of arrest and control skills and methods. (Pass/ No Pass)

LE 365 Law Enforcement Driving Simulator/Force Options Simulator

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Must possess a valid driver’s license.
Prerequisite: P.O.S.T. 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.
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. Driving and force option simulators will be used. May be repeated as often as necessary for purposes of recertification. (Pass/No Pass)

LE 366 Emergency Vehicle Operations Course

0.5 - 1.0 units
Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: POST certified basic law enforcement academy or equivalent training 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.
This course focuses on law enforcement emergency vehicle operations. Topics will be identified on a periodic basis in conjunction with law enforcement agencies. (Letter Grade or Pass/ No Pass)

LE 367 Arrest & Control Update

0.5 units
Acceptable for credit: D - Credit - Degree Applicable

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.
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. (Pass/No Pass)

LE 368 Law Enforcement Agency Emergency Vehicle Operations Course Training

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
Corequisite: Must be enrolled in a State of California Commission on Peace Officers Standards and Training (P.O.S.T.) certified Law Enforcement Academy.
Limitations on Enrollment: Must possess a valid driver's license to operate a motor vehicle within the State of California.
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. (Pass/No Pass)

LE 370 Arrest and Control Instructor Update

1.5 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: P.O.S.T. and Standards and Training for Corrections 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.
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. (Pass/No Pass)

LE 371 Arrest and Control Instructor Certification Course

5.0 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: P.O.S.T. and Standards and Training for Corrections 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.
This P.O.S.T. and STC 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 and Control Instructors pursuant to regulations 1070/1082 for arrest and control courses. (Letter Grade Only)

LE 372 Physical Training Instructor

2.5 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: P.O.S.T. 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.
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. (Pass/No Pass)

LE 421 Complaint Dispatcher

4.5 units

Acceptable for credit: C - Credit - Not Degree Applicable
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. (Letter Grade Only)

LE 424 PC 832 Arrest

2.0 units

Acceptable for credit: C - Credit - Not Degree Applicable
Limitations 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. (Fall, Spring, Summer) (Letter Grade Only)

LE 425 PC 832 Firearms

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Freedom from illness or disability that would prevent the student from safely participating in live fire shooting activities. Students not employed (as a peace officer) or sponsored by a California law enforcement agency are required to obtain a CA Department of Justice (DOJ) Firearms Clearance (PC13511.5).
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) (Fall, Spring, Summer) (Letter Grade Only)

LE 426 Patrol Rifle Course

0.5 units

Acceptable for credit: C - Credit - Not Degree Applicable
Limitations on Enrollment: Students must I) 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 I8 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. (Letter Grade Only)

LE 427 Bicycle Patrol

1.5 units

Acceptable for credit: C - Credit - Not Degree Applicable
Limitations on Enrollment: Students must I) 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 I8 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 training is not a guarantee state regulatory or licensing agencies will also grant equivalency
Provides instruction on the skills necessary to properly use a bicycle for patrol, including bicycle maintenance, riding skills, apprehension techniques and tactical firearms. Curriculum includes basic riding skills, tactical firearms, equipment, nutrition, physical fitness and basic bicycle maintenance. (Letter Grade or Pass/No Pass)

LE 440 Basic Driving Skills

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Students must possess a valid driver’s license and have no physical conditions that would prohibit them from safely operating a motor vehicle.
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. (Letter Grade or Pass/No Pass)

LE 441 Advanced Driving Skills II

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Students must possess a valid driver’s license and have no physical conditions that would prohibit them from safely operating a motor vehicle.
Prerequisite: LE 440 - Basic Driving Skills
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. (Letter Grade or Pass/No Pass)

LE 480 Women in Public Safety Careers

3.0 units

Acceptable for credit: C - Credit - Not Degree Applicable
Limitations 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 ½ 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. (Letter Grade or Pass/No Pass)

LGBT Studies

LGBT 101 Introduction to LGBTQ Studies

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: SJS 130
This introductory course examines a wide range of issues related to the lesbian, gay, bisexual, and transgender community, and how those issues impact family, education and the community. (Fall) (Letter Grade or Pass/No Pass)

LGBT 102 LGBTQ Communities, Family and Education in the 21st Century

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
This course examines the Lesbian, Gay, Bisexual, Transgender and Queer community in the 21st century including issues, events, and activism impacting LGBTQ families and education. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

Learning Skills

LS 101 Success In College

3.0 units

Acceptable for credit: Transfer to UC, CSU
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 Personal Development 101 or Personal Development 105. (Letter Grade or Pass/No Pass)

LS 189 Independent Projects

1.0 unit
Acceptable for credit: Transfer CSU
Acceptable for credit: CSU, UC-Determined after admission
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade or Pass/No Pass)

LS 312 Adaptive Computer and Learning Skills

2.0 units
Acceptable for credit: C - Credit - Not Degree Applicable
An overview of adaptive computer technologies 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

Medical Assisting

MA 305 Body Systems and Disease

5.0 units
Acceptable for credit: D - Credit - Degree Applicable
A study of medical terminology, anatomy, physiology, pathophysiology, diagnostic testing and treatment modalities. The course is not open to students who are currently enrolled or have received credit for MB 305. (Fall) (Letter Grade Only)

MA 350 MA Fundamentals

2.0 units
Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to MA program
The course introduces the student to 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 heath care team. Study skills, critical thinking, and basic pharmacological math are also included. (Fall) (Letter Grade Only)

MA 351 MA Clinical Procedures 1

3.0 units
Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to MA program
The course is designed to prepare the student to assist the doctor in selected phases of clinical procedures. It emphasizes asepsis, physical examination, screening practices, including care and use of equipment. (Fall) (Letter Grade Only)

MA 352 MA Administrative Procedures

4.0 units
Acceptable for credit: D - Credit - Degree Applicable
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 in the medical field. The course is not open to students who are currently enrolled or have received credit for MB 352. (Fall, Spring) (Letter Grade Only)

MA 353 MA Clinical Procedures 2

5.0 units
Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to MA program
The course is designed to provide the student with the opportunity to develop skills required to perform medical office laboratory procedures and to provide patient education. (Spring) (Letter Grade Only)

MA 355 MA Pharmacology

4.0 units
Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to MA program and successful completion of first semester MA courses.
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. (Spring) (Letter Grade Only)

MA 356 MA Job Success Externship

3.5 units
Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to MA program; and 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. (Spring) (Pass/No Pass)

MA 360 Medical Billing & Insurance

4.0 units

Acceptable for credit: D - Credit - Degree Applicable
Corequisite: MA 361 - Coding for Medical Insurance
Limitations on Enrollment: Successful completion of first semester MA courses

The course covers practices and principles of health insurance using medical terminology for completion of medical forms. It is 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. (Fall) (Letter Grade Only)

MA 361 Coding for Medical Insurance

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
Corequisite: MA 360 - Medical Billing & Insurance
Limitations on Enrollment: Admittance to the MA program

The course covers practices and principles of health insurance and health care finance coding procedures. International Classification of Diseases 10th Revision Clinical Modification (ICD 10-CM), current Healthcare Common Procedure Coding System (HCPCS) and Current Procedural Terminology (CPT) guidelines for coding and reporting are utilized in practical application scenarios. (Spring) (Letter Grade Only)

Mathematics

MATH 100 Nature of Modern Mathematics

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: MATH 309 - Algebra and Math Literacy ; or MATH 331 - Algebra 2 ; or prior completion of MATH 333 and MATH 334

A study of contemporary topics in mathematics including statistics, social choice, management science, and geometric and algebraic patterns. (Fall, Spring) (Letter Grade or Pass/No Pass)

MATH 105 Mathematics for Teachers

4.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: Math 120
Prerequisite: MATH 331 - Algebra 2 ; or prior completion of Math 334 Algebra 2: Part 2

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. (Fall, Spring) (Letter Grade Only)

MATH 121 Trigonometry

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: MATH 331 - Algebra 2 or successful completion of MATH 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. (Fall, Spring) (Letter Grade Only)

MATH 123 Elementary Statistics

4.0 units

Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
C-ID Course Number: MATH 110
Prerequisite: MATH 309 - Algebra and Math Literacy ; or MATH 331 - Algebra 2 ; 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. (Fall, Spring, Summer) (Letter Grade Only)

MATH 123S Support For Math 123: Elementary Statistics

1.0 unit

Acceptable for credit: Transfer CSU
Corequisite: MATH 123 - Elementary Statistics

This course is offered as a supplement for students enrolled in Math 123, Elementary Statistics. It is intended for students for whom support has been recommended or required. The course reviews prerequisite topics and strategies to be a more successful math student. (Fall, Spring, Summer) (Pass/No Pass)

MATH 131 College Algebra

3.0 units

Acceptable for credit: Transfer to UC, CSU
Prerequisite: MATH 331 - Algebra 2 ; or Math 334 - Algebra 2: Part 2

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. (Fall, Spring, Summer) (Letter Grade Only)

MATH 131S Support For Math 131: College Algebra

1.5 units

Acceptable for credit: Transfer CSU
Corequisite: MATH 131 - College Algebra

This course is offered as a supplement for students enrolled in Math 131; College Algebra. It is intended for students for whom support has been recommended or required. The course reviews prerequisite topics and strategies to be a more successful math student. (Fall, Spring, Summer) (Pass/No Pass)

MATH 135 Calculus with Applications

4.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: Math 140

Prerequisite: MATH 331 - Algebra 2
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. (Fall, Spring) (Letter Grade Only)

MATH 135S Support For Math 135: Calculus with Applications

1.5 units
Acceptable for credit: Transfer CSU
Corequisite: MATH 135 - Calculus with Applications
This course is offered as a supplement for students enrolled in Math 135, Calculus with Applications. It is intended for students for whom support has been recommended or required. The course reviews prerequisite topics and strategies to be a more successful math student. (Fall, Spring) (Pass/No Pass)

MATH 141 Precalculus

6.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MATH 955
Prerequisite: MATH 331 - Algebra 2 ; or MATH 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 functions, 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). (Fall, Spring, Summer) (Letter Grade Only)

MATH 141S Support For Math 141: Precalculus

1.5 units
Acceptable for credit: Transfer CSU
Corequisite: MATH 141 - Precalculus
This course is offered as a supplement for students enrolled in Math 141, Precalculus. It is intended for students for whom support has been recommended or required. The course reviews prerequisite topics and strategies to be a more successful math student. (Fall, Spring, Summer) (Pass/No Pass)

MATH 181 Calculus 1

4.0 units
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
C-ID Course Number: MATH 210, MATH 900S
Prerequisite: MATH 141 - Precalculus ; or MATH 121 - Trigonometry ; and MATH 131 - College Algebra
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. (Fall, Spring, Summer) (Letter Grade Only)

MATH 182 Calculus 2

4.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MATH 220, MATH 900S
Prerequisite: MATH 181 - Calculus 1
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. (Fall, Spring) (Letter Grade Only)

MATH 183 Multivariable Calculus

4.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MATH 230
Prerequisite: MATH 182 - Calculus 2
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. (Fall, Spring) (Letter Grade Only)

MATH 184 Linear Algebra/Differential Equations

5.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MATH 910S
Prerequisite: MATH 182 - Calculus 2
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. (Fall, Spring) (Letter Grade Only)

MATH 189 Independent Projects

3.0 units
Acceptable for credit: Transfer CSU
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary

according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade or Pass/No Pass)

MATH 309 Algebra and Math Literacy

4.0 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: MATH 521 - Foundations of Mathematics 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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

MATH 311 Algebra 1

4.0 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: MATH 521 - Foundations of Mathematics ; 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 314. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

MATH 321 First Year Geometry

3.0 units

Acceptable for credit: C - Credit - Not Degree Applicable
Prerequisite: MATH 309 - Algebra and Math Literacy ; or MATH 311 - Algebra 1 ; or completion of Math 313 and 314
A study of basic geometry principles including constructions, congruence, parallels, right triangles, similarity, circles, and proofs. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

MATH 331 Algebra 2

4.0 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: MATH 321 - First Year Geometry
Prerequisite: MATH 309 - Algebra and Math Literacy ; or MATH 311 - Algebra 1 ; or MATH 313 and MATH 314
A continuation of the study of methods used to simplify expressions and solve equations and inequalities, including applications. Topics covered include exponents and radicals, rational and radical expressions, complex numbers, nonlinear equations and inequalities, functions and their graphs, systems of equations, exponential expressions, and logarithms. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

MATH 331S Support For Math 331: Algebra 2

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
Corequisite: MATH 331 - Algebra 2
This course is offered as a supplement for students enrolled in Math 331; Algebra 2. It is intended for students for whom support has been recommended. or required. The course reviews prerequisite topics and strategies to be a more successful math student. (Fall, Spring, Summer) (Pass/No Pass)

MATH 521 Foundations of Mathematics

5.0 units

Acceptable for credit: C - Credit - Not Degree Applicable
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. The course is not open to students who have passed MATH 511. (Fall, Spring) (Letter Grade or Pass/No Pass)

Medical Billing

MB 305 Body Systems and Diseases

5.0 units

Acceptable for credit: D - Credit - Degree Applicable
A study of medical terminology, anatomy, physiology, pathophysiology, diagnostic testing and treatment modalities. The course is not open to students who are currently enrolled or have received credit for MA 305. (Fall) (Letter Grade Only)

MB 352 MB Administrative Procedures

4.0 units

Acceptable for credit: D - Credit - Degree Applicable
The course explores administrative office tasks including clerical 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 in the medical field. The course is not open to students who are currently enrolled or have received credit for MA 352. (Fall, Spring) (Letter Grade Only)

MB 360 Medical Billing & Insurance

4.0 units

Acceptable for credit: D - Credit - Degree Applicable
Corequisite: MB 361 - Coding for Medical Insurance
Limitations on Enrollment: Completion of first semester medical billing or equivalent medical assisting courses.
The course covers practices and principles of health insurance using medical terminology for completion of medical forms. It is 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. The course is not open to students who have received credit for MA 360. (Fall) (Letter Grade Only)

MB 361 Coding for Medical Insurance

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
Corequisite: MB 360 - Medical Billing & Insurance or MA 360

Limitations on Enrollment: Admittance to the medical billing program and/or completion of first semester medical billing or equivalent medical assisting courses.

The course covers practices and principles of health insurance and health care finance coding procedures. International Classification of Diseases 10th Revision Clinical Modification (ICD 10-CM), current Healthcare Common Procedure Coding System (HCPCS) and Current Procedural Terminology (CPT) guidelines for coding and reporting are utilized in practical application scenarios. The course is not open to students who have received credit for MA 361. (Fall) (Letter Grade Only)

Multimedia Arts & Communication

MMAC 101 Introduction to Multimedia

2.0 units

Acceptable for credit: Transfer CSU

Corequisite: MMAC 102 - Introduction to Multimedia Lab

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 co-requisite lab. Course software: Adobe Photoshop, Animate, Audition, and Acrobat. (Fall, Spring) (Letter Grade or Pass/No Pass)

MMAC 102 Introduction to Multimedia Lab

1.0 unit

Acceptable for credit: Transfer CSU

Corequisite: MMAC 101 - Introduction to Multimedia

A hands-on introduction to the skills, tools, and processes of interactive multimedia, including creation of image, sound, animation and video files. Students will learn to use authoring software and simple scripting language to develop their projects. Course software: Adobe Photoshop, Animate, Audition, and Acrobat. (Fall, Spring) (Letter Grade or Pass/No Pass)

MMAC 112 Responsive Web Design

3.0 units

Acceptable for credit: Transfer CSU

Advisories: GRPH 111 - Digital Imagery Lab ; and GRPH 112 - Digital Imagery ; and GRPH 108 - Design 1 on the Computer ; or ART 108 - Design 1 on the Computer

An introduction to the skills and tools necessary for producing modern responsive web design for a variety of media devices. Students will learn how the combination of flexible grids, layouts, optimized images and the intelligent use of CSS media queries create easy reading and navigation for the end user. Software taught: Adobe Creative Suite. Languages learned HTML and CSS. (Fall) (Letter Grade or Pass/No Pass)

MMAC 114 Game and App Design

3.0 units

Acceptable for credit: Transfer CSU

Advisories: GRPH 108 - Design 1 on the Computer or ART 108 Design 1 On the Computer ; or MMAC 129 - Digital Tools for Visual Media or GRPH 129 Digital Tools for Visual Media

Hands-on instruction in the techniques and tools for adding dynamic motion and interactivity to games and applications for a variety of media devices. Includes integration of graphics, video, text, and sound on desktop computers, tablets, phones, and other media devices. (Spring) (Letter Grade or Pass/No Pass)

MMAC 115 Introduction to Animation

3.0 units

Acceptable for credit: Transfer CSU

An introduction to animation production including classical character animation and other techniques. This course is not open to students who are enrolled in or have received credit for Art 115 or FILM 115. (Fall, Spring) (Letter Grade or Pass/No Pass)

MMAC 116 Intermediate Animation

3.0 units

Acceptable for credit: Transfer CSU

Prerequisite: ART 115 - Introduction to Animation ; or MMAC 115 - Introduction to Animation ; or FILM 115 - Introduction To Animation

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

MMAC 117 3D Computer Animation 1

3.0 units

Acceptable for credit: Transfer CSU

Advisories: GRPH 111 - Digital Imagery Lab ; or GRPH 112 - Digital Imagery ; or FILM 110 - Introduction to Motion Picture and Video Production

An introduction to 3D modeling and animation, using professional software to create characters, environments, and animation on the computer. This course is not open to students who are enrolled in or have received credit for FILM 117. (Fall) (Letter Grade or Pass/No Pass)

MMAC 118 3D Computer Animation 2

3.0 units

Acceptable for credit: Transfer CSU

Prerequisite: FILM 117 - 3D Computer Animation 1 ; or MMAC 117 - 3D Computer Animation 1

An intermediate experience 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 have completed or who are enrolled in FILM 118. (Fall) (Letter Grade or Pass/No Pass)

MMAC 125 Computer Video Editing

3.0 units

Acceptable for credit: Transfer 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

MMAC 126 Introduction to Motion Graphics

3.0 units

Acceptable for credit: Transfer CSU

Advisories: GRPH 111 - Digital Imagery Lab ; and GRPH 112 - Digital Imagery

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 completed FILM 126. Course software: Adobe After Effects and Photoshop. (Fall) (Letter Grade or Pass/No Pass)

MMAC 127 Digital Video Post-Production

3.0 units

Acceptable for credit: Transfer CSU

Advisories: MMAC 125 - Computer Video Editing ; or FILM 125 - Computer Video Editing

This class is for students who wish to expand their digital video postproduction skills and learn to present and publish digital work on emerging media platforms. The course covers advanced non-linear video editing, digital effects and filters, color correction, and compression for distribution over the Internet and to mobile devices such as tablets and cellular phones. The class is a lecture/lab combination with lab work on Apple computers using current Final Cut Pro and Adobe Creative Suite software . Not open to students who are enrolled in or have received credit for FILM 127. (Spring) (Letter Grade or Pass/No Pass)

MMAC 128 Intermediate Motion Graphics

3.0 units

Acceptable for credit: Transfer CSU

Advisories: FILM 126 - Introduction to Motion Graphics ; MMAC 126 - Introduction to Motion Graphics

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 completed FILM 128. Course software: Adobe After Effects, Photoshop, current industry software. (Fall) (Letter Grade or Pass/No Pass)

MMAC 129 Digital Tools for Visual Media

3.0 units

Acceptable for credit: Transfer CSU

A hands-on overview of computer operations, industry standard software and equipment common to digital visual communication. Students will apply art and design theory in the exploration of tools used in vector graphics, digital imaging, motion graphics and animation, and digital media interface design. Topics include media development, interactivity, file formats, storage and file management, industry trends and career options. Familiarity with current design software, hardware, input, and output devices will be established. Assignments integrate digital tools, techniques, and creative design using text and image, digital video and audio, and interactivity. The course is not open to students who are enrolled or have completed GRPH 129. (Fall) (Letter Grade or Pass/No Pass)

MMAC 189 Independent Projects

1.0 - 3.0 units

Acceptable for credit: Transfer CSU

Repeatable: 3.00

Prerequisite: TBD

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Pass/No Pass)

MMAC 380 Web-Based Multimedia Lab

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable

Repeatable: 1.00

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. (Fall, Spring) (Pass/No Pass)

MMAC 381 Disk-Based Multimedia Lab

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable

Repeatable: 2.00

Corequisite: MMAC 101 or MMAC 102 or MMAC 116 or MMAC 117 or MMAC 118 or GRPH 116 or FILM 117 or FILM 118

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. (Fall, Spring) (Pass/No Pass)

MMAC 382 Video-Based Multimedia Lab

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable

Repeatable: 2.00

Corequisite: MMAC 125 or MMAC 126 or MMAC 127 or MMAC 128 or FILM 125 or FILM 126 or FILM 127 or FILM 128

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. (Fall, Spring) (Pass/No Pass)

Machine Technology

MT 109 Survey of Machining and Manufacturing

4.0 units

Acceptable for credit: Transfer CSU

An introduction to machining and manufacturing technology where students will learn basic tool geometry, blueprint reading, shop math, precision measuring tools, co-ordinate systems and how to safely operate a variety of industrial equipment. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

MT 110 CNC G Code

4.0 units

Acceptable for credit: Transfer CSU

Advisories: MT 109 - Survey of Machining and Manufacturing

This course is designed for students with machine shop experience seeking to learn set-up, operation and programming of computer numerical controlled (CNC) machines. Included is an introduction to Computer Aided Design and Manufacturing (CAD/CAM). (Letter Grade or Pass/No Pass)

MT 111 CNC CAD/CAM

4.0 units

Acceptable for credit: Transfer CSU

Advisories: MT 109 - Survey of Machining and Manufacturing

This course is designed for students with computer numerical controlled (CNC) machining and/or computer-aided design and computer-aided manufacturing (CAD/CAM) experience who wish to learn advanced set-up, operation and programming using CNC machines and CAD/CAM software. (Letter Grade or Pass/No Pass)

MT 112 CNC Multi-Axis

4.0 units

Acceptable for credit: Transfer CSU

Advisories: MT 111 - CNC CAD/CAM

An advanced course in computer numerical controlled (CNC) machining where students will learn to design complex parts using CAD/CAM software and produce them on 4 and 5 axis CNC milling machines and lathes with “live tooling.” (Letter Grade or Pass/No Pass)

MT 113 SolidWorks 1

3.0 units

Acceptable for credit: Non-Transferable

An introduction to three-dimensional computer aided design(CAD/CAM) 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. (Letter Grade or Pass/No Pass)

MT 114 SolidWorks 2

3.0 units

Acceptable for credit: Transfer CSU

Advisories: MT 113 - SolidWorks 1

An advanced course in three dimensional computer-aided-design (CAD) where students will learn to design complex parts and assemblies using SolidWorks. Students will learn to use SolidWorks to design Weldments, Sheet Metal components and Molds. This course will prepare students for the Certified SolidWorks Professional (CSWA) exam. (Letter Grade or Pass/No Pass)

MT 115 Lean Manufacturing

3.0 units

Acceptable for credit: Transfer 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

MT 116 Mastercam 1 (CAD/CAM)

3.0 units

Acceptable for credit: Transfer 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

MT 117 Print Reading and Interpretation

3.0 units

Acceptable for credit: Transfer CSU

An introductory class where students will learn to read engineering drawings, evaluate print specifications, recognize orthographic views and visualize the actual objects or projects shown in the illustration. This course is not open to students who are enrolled in or have received credit for AB 330, AT 330, ET 330, MT 330, or AB/AT/ET 117. (Fall, Spring) (Letter Grade or Pass/No Pass)

MT 118 Understanding and Measuring GD&T

3.0 units

Acceptable for credit: Transfer CSU

Advisories: MT 117 - Print Reading and Interpretation

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. This course is not open to students who have received credit for MT 331. (Letter Grade or Pass/No Pass)

MT 189 Independent Projects

1.0 - 3.0 units

Acceptable for credit: Transfer CSU

Acceptable for credit: CSU, UC-Determined after admission

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1

unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade or Pass/No Pass)

MT 300 Shop Math and Measurement

3.0 units

Acceptable for credit: D - Credit - Degree Applicable

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 MT 381, AB 381, AT 381, ET 381, WLDT 381, or AT/AB/ET/WLDT 300. (Fall, Spring) (Letter Grade or Pass/No Pass)

MT 301 Introduction to Safety

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

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). (Letter Grade or Pass/No Pass)

MT 302 Quality & Process Improvement

2.0 units

Acceptable for credit:

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). (Letter Grade or Pass/No Pass)

MT 303 Manufacturing Processes and Production

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

An introduction to manufacturing procedures, practices and principles. Students will learn about mechanical principles, machining operations and tooling, production materials 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). (Letter Grade or Pass/No Pass)

MT 304 Maintenance Awareness

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

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). (Letter Grade or Pass/No Pass)

MT 305 Select Machine Projects

1.5 units

Acceptable for credit: D - Credit - Degree Applicable

Repeatable: 2.00

Prerequisite: MT 109 - Survey of Machining and Manufacturing

Projects selected by the student upon the recommendation of any faculty member are developed under the direct counseling and guidance of the instructional staff in the Machine Technology disciplines. All work is completed within the machine facilities under the direct supervision of the responsible instructor. The student will develop the skills necessary to complete the project. (Letter Grade or Pass/No Pass)

MT 306 Advanced Machining

1.5 units

Acceptable for credit: D - Credit - Degree Applicable

Advisories: MT 109 - Survey of Machining and Manufacturing

This course will provide advanced training, continuing education and professional development for persons using industrial machine tools. Students will learn safe work habits, advanced set-up strategies and machining fundamentals such as the selection of optimum cutting speeds and feeds. (Letter Grade or Pass/No Pass)

MT 315 Advanced Machining

4.0 units

Acceptable for credit: D - Credit - Degree Applicable

Repeatable: 3.00

Prerequisite: MT 110 - CNC G Code

An individualized course of instruction covering those skills required for employment in a manufacturing machining facility, general machining facility, or a maintenance machining facility. The student will select 4, 8, 12, or 16 units from the appropriate skill cluster table (available in the Counseling Center). (Letter Grade or Pass/No Pass)

MT 370 SkillsUSA

3.0 units

Acceptable for credit: D - Credit - Degree Applicable

Repeatable: 3.00

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 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. (Letter Grade or Pass/No Pass)

MT 389 Independent Projects

1.0 - 3.0 units

Acceptable for credit:

MT 389 Independent Projects is 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, search or development of skills and competencies under faculty advisement and supervision. Students wishing to enroll in MT 389 Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be issued no later than the end of the second week of the semester. Units are awarded depending upon satisfying performance and the amount of time committed by the students 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 (Letter Grade or Pass/No Pass)

Music

MUS 100 Music Appreciation

3.0 units

Acceptable for credit: Transfer to UC, CSU

An overview of the music of Western (European) civilization including analysis of its common forms, examination of its basic elements, survey of its development, and discussion of its relationship to the other arts and to general cultural history. Designed for the general student; music majors should enroll in Music 101 and 102. (Letter Grade or Pass/No Pass)

MUS 101 Music History Ancient-Baroque

3.0 units

Acceptable for credit: Transfer to UC, CSU

Advisories: ENGL 101 - Freshman Composition: Exposition

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. (Fall) (Letter Grade or Pass/No Pass)

MUS 102 Music History Classical-Modern

3.0 units

Acceptable for credit: Transfer to UC, CSU

Advisories: ENGL 101 - Freshman Composition: Exposition ; MUS 101 - Music History Ancient-Baroque

A study of the development of music from the Classic and Romantic periods through the contemporary period. Recommended course for the music major. (Spring) (Letter Grade or Pass/No Pass)

MUS 104 Roots of Pop, Rock, Jazz

3.0 units

Acceptable for credit: Transfer to UC, CSU

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

MUS 106 World Music Appreciation

3.0 units

Acceptable for credit: Transfer to UC, CSU

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. (Letter Grade or Pass/No Pass)

MUS 110 Music Fundamentals

2.0 units

Acceptable for credit: Transfer to UC, CSU

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. (Spring, Summer) (Letter Grade or Pass/No Pass)

MUS 111 Music Theory 1

4.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: MUS 120, MUS 125

Advisories: MUS 110 - Music Fundamentals ; or The ability to read music.

A comprehensive course dealing with the fundamentals of traditional music theory and its applications in classical, commercial and global music. Course concepts include rhythm, meter, basic properties of sound, intervals, scales, modes, triads, seventh chords, 4-part voice leading, phrase structure, cadential formulas, figured-bass and non harmonic tones. These topics will be studied through guided composition and analysis as well as ear training, sight singing, aural analysis and dictation. (Fall) (Letter Grade or Pass/No Pass)

MUS 112 Music Theory 2

4.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: MUS 130, MUS 135

Prerequisite: MUS 111 - Music Theory 1

A continuation of Comprehensive Music Theory 1. In addition, through guided composition and analysis, the course will include: an introduction to two-part counterpoint; voice leading involving four-part chorale writing; diatonic harmony; and an introduction to secondary chords and modulation. These rhythmic, melodic and harmonic materials will be applied and developed through ear training, sight singing and dictation. (Spring) (Letter Grade or Pass/No Pass)

MUS 113 Music Theory 3

4.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: MUS 140, MUS 145

Prerequisite: MUS 112 - Music Theory 2

A continuation of Comprehensive Music Theory, 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. (Fall) (Letter Grade or Pass/No Pass)

MUS 114 Music Theory 4

4.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MUS 150, MUS 155
Prerequisite: MUS 113 - Music Theory 3

A continuation of Comprehensive Music Theory 3 dealing with sight singing, ear training, melodic dictation, complex rhythmic notation, and 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. (Spring) (Letter Grade or Pass/No Pass)

MUS 115 Introduction to Sound Recording & Mixing

3.0 units

Acceptable for credit: Transfer 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. (Spring) (Letter Grade or Pass/No Pass)

MUS 116 Sound Production Techniques

3.0 units

Acceptable for credit: Transfer CSU

Explores the digital audio software for recording music and computer-based multi-track sound recording for 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 have received credit for or who are currently enrolled in FILM 121. (Letter Grade or Pass/No Pass)

MUS 117 Electronic Music MIDI Recording

3.0 units

Acceptable for credit: Transfer 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. (Spring) (Letter Grade or Pass/No Pass)

MUS 118 Intro to Electronic Music

3.0 units

Acceptable for credit: Transfer 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. (Letter Grade or Pass/No Pass)

MUS 119 Electronic Music Studio Technique

1.0 unit

Acceptable for credit: Transfer CSU
Prerequisite: MUS 118 - Intro to Electronic Music

Provides the opportunity for the student to apply and refine the sound synthesis skills introduced in Music 118. (Fall, Spring) (Letter Grade or Pass/No Pass)

MUS 120 Piano 2

1.0 unit

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Prerequisite: MUS 128 - Piano 1

A basic piano course covering music reading, playing scales and arpeggios, simple chords, sight reading, and two handed elementary level pieces. Recommended for perspective elementary classroom teachers and music majors who have had little or no piano training. (Fall, Summer) (Letter Grade or Pass/No Pass)

MUS 121 Piano 3

1.0 unit

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Prerequisite: MUS 120 - Piano 2

A continuation of Music 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

MUS 122 Piano 4

1.0 unit

Acceptable for credit: Transfer to UC, CSU
Prerequisite: MUS 121 - Piano 3

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. (Letter Grade or Pass/No Pass)

MUS 123 Voice 2

2.0 units

Acceptable for credit: Transfer to UC, CSU
Prerequisite: MUS 129 - Voice 1

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 the vocal repertoire and associated performance practices. (Fall, Spring) (Letter Grade or Pass/No Pass)

MUS 124 Voice 3

2.0 units

Acceptable for credit: Transfer to UC, CSU
Prerequisite: MUS 123 - Voice 2

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

MUS 125 Beginning Guitar

1.0 unit

Acceptable for credit: Transfer to UC, CSU

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. (Fall) (Letter Grade or Pass/No Pass)

MUS 126 Intermediate Guitar

1.0 unit

Acceptable for credit: Transfer to UC, CSU
Prerequisite: MUS 125 - Beginning Guitar
A continuation of Music 125 covering technical problems, scales, chording, sight reading, fundamentals of technique, and the interpretation of guitar literature within the ability of each student. (Fall, Spring) (Letter Grade or Pass/No Pass)

MUS 127 Voice 4

2.0 units

Acceptable for credit: Transfer to UC, CSU
Prerequisite: MUS 124 - Voice 3
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

MUS 128 Piano 1

1.0 unit

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

MUS 129 Voice 1

2.0 units

Acceptable for credit: Transfer to UC, CSU
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

MUS 130 Mixed Ensemble

2.0 units

Acceptable for credit: Transfer to UC, CSU
Repeatable: 3.00
Limitations on Enrollment: Audition at first class meeting.
Designed to give singers with varying degrees of musical experience the opportunity to rehearse and perform standard choral literature in a broad range of styles, including a cappella and instrumentally accompanied works. Public appearances are scheduled throughout the semester with an emphasis on community outreach. (Fall, Spring) (Letter Grade or Pass/No Pass)

MUS 132 Masterworks Chorale

2.0 units

Acceptable for credit: Transfer to UC, CSU
Repeatable: 3.00
Limitations on Enrollment: Audition at first class meeting.
Study and performance of standard choral literature of the later Baroque and early Classical periods. Includes the study and performance of selected larger, accompanied works. Public concert appearances presenting repertoire in a wide range of styles. (Fall, Spring) (Letter Grade or Pass/No Pass)

MUS 133 Chamber Voices

2.0 units

Acceptable for credit: Transfer to UC, CSU
Repeatable: 3.00
Limitations on Enrollment: Audition at first class meeting.
Provides the opportunity to study and perform standard choral literature of the Baroque and Classical periods. A cappella performance is emphasized. Public concert appearances will include repertoire in a wide range of styles, including accompanied works. Audition at first class meeting. (Fall, Spring) (Letter Grade or Pass/No Pass)

MUS 137 Concert Chorale

2.0 units

Acceptable for credit: Transfer to UC, CSU
Repeatable: 3.00
Limitations on Enrollment: Audition at first class meeting.
Designed to give singers the opportunity to rehearse and perform standard choral literature with emphasis on large choral works. (Fall, Spring) (Letter Grade or Pass/No Pass)

MUS 140 Symphonic Band

1.0 unit

Acceptable for credit: Transfer to UC, CSU
Repeatable: 3.00
Limitations on Enrollment: Audition.
The study of band literature, techniques of ensemble playing, and concert performance. Numerous public performances. (Fall, Spring) (Letter Grade or Pass/No Pass)

MUS 143 Jazz Band

1.0 unit

Acceptable for credit: Transfer to UC, CSU
Repeatable: 3.00
Designed for members of the Allan Hancock College Jazz Band, which will perform a variety of traditional and contemporary jazz works. The band will make several appearances during the semester. (Fall, Spring) (Letter Grade or Pass/No Pass)

MUS 144 Jazz Improvisation

1.0 unit

Acceptable for credit: Transfer to UC, CSU
Repeatable: 3.00
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

MUS 145 Big Band Jazz

1.0 unit

Acceptable for credit: Transfer to UC, CSU

Repeatable: 3.00
Prerequisite: Ability to play an appropriate instrument and read music
A performance ensemble that specializes in the Big Band and Swing Music of the 1930s and 1940s. (Fall, Spring) (Letter Grade or Pass/No Pass)

MUS 146 Jazz Ensemble

1.0 unit
Acceptable for credit: Transfer to UC, CSU
Repeatable: 3.00
Advisories: ability to play an appropriate instrument and read music
A performance ensemble that specializes in the music of Jazz composers and arrangers from the second half of the 20th century. The ensemble will have several performances each semester. (Fall, Spring) (Letter Grade or Pass/No Pass)

MUS 151 Concert Band

1.0 unit
Acceptable for credit: Transfer to UC, CSU
Repeatable: 3.00
Limitations on Enrollment: Audition
The study of concert band literature, with an emphasis on ensemble performance and rehearsal techniques. There will be several public performances. (Fall, Spring) (Letter Grade or Pass/No Pass)

MUS 160 Music Business

2.0 units
Acceptable for credit: Transfer 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. (Spring) (Letter Grade or Pass/No Pass)

MUS 170 Applied Music

0.5 units
Acceptable for credit: Transfer CSU
Repeatable: 3.00
Corequisite: MUS 111 - Music Theory 1 ; or MUS 112 Music Theory 2 MUS 113 Music Theory 3 MUS 114 Music Theory 4 MUS 130 Mixed Ensemble MUS 132 Masterworks Chorale MUS 133 Chamber Voices MUS 140 Symphonic Band MUS 143 Jazz Band MUS 144 Jazz Improvisation or MUS 137 Concert Chorale
Prerequisite: Audition Required
This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied through private instruction. The emphasis is on the progressive development of skill needed for solo performance. Achievement is evaluated through a juried performance. Students must be concurrently enrolled in a performance ensemble and music theory course to enroll in Applied Music each of the four semesters. (Fall, Spring) (Letter Grade Only)

MUS 189 Independent Projects

1.0 - 3.0 units
Acceptable for credit: Transfer to UC, CSU
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, search or development of skills and competencies under faculty advisement and supervision. Independent Projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate 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 satisfying performance and the amount of time committed by the students 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 (Letter Grade or Pass/No Pass)

English As A Second Language (Noncredit)

NESL 550 Fundamentals of Grammar

units
Acceptable for credit: N - Noncredit
This course is designed to help students use beginning grammatical forms in reading, writing, and oral/aural contexts. This course requires one lab hour per week. 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. This is a mirrored course; it is offered at the same time and place as the credit course. Noncredit and credit students take the class together with one instructor and complete the same coursework. No credit is given for this course. (Fall, Spring, Summer) (Satisfactory Progress)

NESL 551 Intermediate Grammar

units
Acceptable for credit: N - Noncredit
This course is designed to help students understand and use intermediate grammatical forms in reading, writing, and oral/aural contexts. This course requires one lab hour per week. 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. This is a mirrored course; it is offered at the same time and place as the credit course. Noncredit and credit students take the class together with one instructor and complete the same coursework. No credit is given for this course. (Fall, Spring, Summer) (Satisfactory Progress)

NESL 552 Advanced Grammar

units
Acceptable for credit: N - Noncredit
Repeatable: 99.00
This course is designed to help students understand and use advanced grammatical forms in reading, writing, and oral/aural contexts. This course requires one lab hour per week. 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. This is a

mirrored course; it is offered at the same time and place as the credit course. Noncredit and credit students take the class together with one instructor and complete the same coursework. No credit is given for this course. (Fall, Spring, Summer) (Satisfactory Progress)

NESL 7000 Introduction to English: Pre-A

84.0 - 102.0 hours

Acceptable for credit: N - Noncredit

This is a high-beginning literacy course in Noncredit ESL (NESL). In this course, high-beginning literacy skills are developed and reinforced for students with limited-to-no educational background. Students begin to develop listening, speaking, reading, and writing abilities for life, academic, and career skills. (Fall, Spring, Summer) (Satisfactory Progress)

NESL 7001 Introduction to English A

84.0 - 102.0 hours

Acceptable for credit: N - Noncredit

This is a low-beginning course in Noncredit ESL (NESL). Students develop low-beginning listening, speaking, reading, and writing abilities for life, academic, and career skills. (Fall, Spring, Summer) (Satisfactory Progress)

NESL 7003 Introduction to English B

84.0 - 102.0 hours

Acceptable for credit: N - Noncredit

This is a high-beginning course in Noncredit ESL (NESL). Students develop high-beginning listening, speaking, reading, and writing abilities for life, academic, and career skills. This course is designed for students who have completed Intro to English A or fulfilled entry requirements by taking a placement test. (Fall, Spring, Summer) (Satisfactory Progress)

NESL 7005 Introduction to English C

84.0 - 102.0 hours

Acceptable for credit: N - Noncredit

This is a low-intermediate course in Noncredit ESL (NESL). Students develop low-intermediate listening, speaking, reading, and writing abilities for life, academic, and career skills. This course is designed for students who have completed Intro to English B or fulfilled entry requirements by taking a placement test. (Fall, Spring, Summer) (Satisfactory Progress)

NESL 7007 Introduction to English D

84.0 - 102.0 hours

Acceptable for credit: N - Noncredit

This is a high-intermediate course in Noncredit ESL (NESL). Students develop high-intermediate listening, speaking, reading, and writing abilities for life, academic, and career skills. This course is designed for students who have completed Intro to English C or fulfilled entry requirements by taking a placement test. (Fall, Spring, Summer) (Satisfactory Progress)

NESL 7009 Bridge from Noncredit to Credit Course

84.0 - 102.0 hours

Acceptable for credit: N - Noncredit

This course is designed for students with high-intermediate to low-advanced English language skills who want to transition over to credit classes. Emphasis is placed on English fluency in reading, writing, listening, and speaking. Students will practice being credit students by completing homework assignments, taking a midterm and final, communicating with the instructor about their goals, progress, and grades, and participating in on-campus events and services. (Fall, Spring, Summer) (Satisfactory Progress)

NESL 7020 Spanish Literacy

84.0 - 102.0 hours

Acceptable for credit: N - Noncredit

This is a low-beginning literacy course that develops Spanish literacy skills. Students learn to recognize and produce letter sounds, and read and write common vocabulary words and basic sentences. English literacy skills are gradually introduced. This class emphasizes culturally appropriate curriculum. (Satisfactory Progress)

NESL 7020B Spanish Literacy

48.0 - 54.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Develop Spanish listening, speaking, and writing skills. English language skills will be introduced. This class emphasizes culturally appropriate curriculum. (Pass/No Pass)

NESL 7030 ESL for the Written Driving Test

12.0 - 18.0 hours

Acceptable for credit: N - Noncredit

Students learn to take the California written driving test in English while acquiring the essential vocabulary needed to understand the questions and answers. Students will follow the procedures for taking the test at the Department of Motor Vehicles (DMV) as well as learn the rules they must obey when driving in California. (Fall, Spring, Summer) (Noncredit)

NESL 7040 Conversations for Beginning ESL

28.0 - 48.0 hours

Acceptable for credit: N - Noncredit

Build your confidence in speaking English! Practice the conversational skills needed in real-life situations and daily tasks. This beginning-level class focuses on communication with an emphasis on vocabulary, pronunciation, and grammar. This course is appropriate for level A and B students. (Fall, Spring, Summer) (Satisfactory Progress)

NESL 7041 Conversations for Intermediate ESL

28.0 - 48.0 hours

Acceptable for credit: N - Noncredit

Build your confidence in speaking English! Practice the conversational skills needed in real-life situations and daily tasks. This intermediate-level class focuses on communication with an emphasis on vocabulary, pronunciation, and grammar. This course is appropriate for level C and D students. (Fall, Spring, Summer) (Satisfactory Progress)

NESL 7060 ESL Instructional Lab

8.0 hours

Acceptable for credit: N - Noncredit
The ESL language lab provides self-paced, instructor-guided support to supplement classroom instruction. Students practice listening, speaking, reading, and writing skills. Software available includes: Rosetta Stone, Burlington English, MyEnglishLab by Future, and AIM Center access. (Fall, Spring, Summer) (Satisfactory Progress)

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.

NURS 101 Transitions to Professional Practice

1.5 units
Acceptable for credit: Transfer CSU
Limitations on Enrollment: Admittance to RN Program
The course facilitates transition to professional nursing practice. It focuses on ethical and legal issues and personal accountability and responsibility. It analyzes standards of practice and the significance of functioning according to state regulations and statutes. Nursing process and clinical nurse thinking are applied in communication, patient teaching, culture, and across the lifespan. It also identifies issues and trends that affect nursing practice and healthcare in general. (Spring) (Letter Grade Only)

NURS 102 Med Surg Nursing 1

3.0 units
Acceptable for credit: Transfer CSU
Limitations on Enrollment: Admittance to RN Program
This course focuses on the care of patients across the lifespan with complex medical/surgical health problems. Emphasis is placed on helping clients and their families cope with alterations in body functions throughout the continuum of healthcare. Concepts of pharmacology, health promotion and education, evidence based practice, and interdisciplinary collaboration will be integrated throughout the course. (Spring) (Letter Grade Only)

NURS 103 RN Practicum 1

5.0 units
Acceptable for credit: Transfer CSU
Corequisite: NURS 111 - RN Skills 1
Limitations on Enrollment: Admittance to RN Program
This course provides the student with clinical opportunities to apply theoretical concepts and implement safe care to patients across the lifespan in a variety of care settings. Introduction to complex clinical skills, as well as priority setting, clinical judgment, and tenets of legal and ethical practice, are integrated throughout the course. (Spring) (Letter Grade Only)

NURS 104 Med Surg Nursing 2

3.0 units
Acceptable for credit: Transfer CSU
Limitations on Enrollment: Admittance to RN program
This course focuses on the care of clients across the lifespan with complex medical/surgical health problems. Emphasis is placed on helping patients and their families cope with alterations in body functions. Concepts of pharmacology, health promotion and education, evidence based practice, and interdisciplinary collaboration will be integrated throughout the course. (Spring) (Letter Grade Only)

NURS 106 Leadership & Management

1.5 units
Acceptable for credit: Transfer CSU
Limitations on Enrollment: Admittance to RN Program and successful completion of first semester RN courses.
This course facilitates transition to professional nursing practice. It focuses on leadership and management concepts, delegation, teamwork, conflict management, and contemporary issues. It includes change, quality management, applicable ethical and legal standards, and workplace issues. It covers application by examination for nursing licensure. (Fall) (Letter Grade Only)

NURS 108 RN Practicum 2

5.0 units
Acceptable for credit: Transfer CSU
Corequisite: NURS 112 - RN Skills 2
Limitations on Enrollment: Admittance to RN Program and successful completion of first semester RN courses.
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. (Fall) (Letter Grade Only)

NURS 109 Med Surg Nursing 3

3.0 units
Acceptable for credit: Transfer CSU
Limitations on Enrollment: Admittance to RN program and successful completion of first semester RN courses.
This course focuses on advanced concepts of nursing care as they relate to patients across the lifespan with complex, multisystem alterations in health. Emphasis is placed on implementing time management and organizational skills while managing the care of patients with multiple needs and collaborating with the interdisciplinary team. (Fall) (Letter Grade Only)

NURS 110 Mental Health Nursing

3.0 units
Acceptable for credit: Transfer CSU
Limitations on Enrollment: Admittance to RN Program and successful completion of first semester RN courses.
This course focuses on the care of patients across the lifespan experiencing cognitive, mental and behavioral disorders. Emphasis is placed on management of patients facing emotional and psychological stressors as well as promoting and maintaining the mental health of individuals and families. Concepts of crisis intervention, therapeutic communication, anger management, and coping skills are integrated throughout the course. The community as a site for care and support services is addressed. (Fall) (Letter Grade Only)

NURS 111 RN Skills 1

1.0 unit

Acceptable for credit: Transfer CSU
Limitations on Enrollment: Admittance to RN Program
This course provides opportunities to further develop clinical thinking and practice advanced nursing skills. These situations integrate previously nursing knowledge, skills, and attitudes with evidence-based protocols in a structured lab setting. (Spring) (Letter Grade Only)

NURS 112 RN Skills 2

0.5 units

Acceptable for credit: Transfer CSU
Limitations on Enrollment: Admittance to RN Program and successful completion of first semester RN courses.
This course provides opportunities to develop and practice advanced nursing skills. These complex skills integrate previously learned nursing skills and applied protocols in the structured lab setting. It facilitates clinical thinking, timely decision-making, and nursing actions to address patient conditions. (Fall) (Letter Grade Only)

NURS 189 Independent Projects in Nursing

1.0 - 3.0 units

Acceptable for credit: Transfer CSU
Courses for student 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, search, or development of skills and competencies under faculty advisement and supervision. Independent Projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed no later than the end of the second week of the semester. 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 units - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade Only)

NURS 300 CNA/Acute Care Aide

14.0 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to CNA program.
Prerequisite: ENGL 101 - Freshman Composition: Exposition
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. (Fall, Spring) (Letter Grade Only)

NURS 310 Pharmacology

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to the VN Program
The course covers basic pharmacologic principles including pharmacokinetics, pharmacodynamics, therapeutic effects, adverse effects, clinical uses, and contraindications. It introduces the nursing process and drug dosage calculations. Emphasis is on the role of the nurse in drug administration, prevention of drug interactions, assessment of therapeutic and adverse effects, and patient teaching across the lifespan. (Fall) (Letter Grade Only)

NURS 311 Medication Administration

1.5 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to VN Program and successful completion of NURS 310
This course focuses on the administration of medications to adult, geriatric and pediatric patients that require medical, surgical or preventive intervention. Concepts of patient-centered care, informatics, safety, evidence-based practice, quality, collaboration and professionalism are integrated throughout the course. (Spring) (Letter Grade Only)

NURS 317 Fundamentals of Nursing

3.5 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to VN Program and successful completion of NURS 310
This course provides an introduction to nursing and roles of the nurse in various care settings; as well as profession-related and patient care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic assessment and nursing skills is presented and the student is given an opportunity to demonstrate these skills in a laboratory setting. An introduction to the nursing process provides the student with a beginning framework for decision making. (Spring) (Letter Grade Only)

NURS 318 Clinical Lab 1

8.0 units

Acceptable for credit: D - Credit - Degree Applicable
Corequisite: NURS 311 - Medication Administration ; and NURS 317 - Fundamentals of Nursing
Limitations on Enrollment: Admittance to VN Program and successful completion of NURS 310
This course focuses on the care of the adult patients in long-term care, acute care, and outpatient settings who require medical and/or surgical interventions. Concepts of patient-centered care, informatics, safety, evidence-based practice, quality, collaboration, and professionalism are integrated throughout the course. (Spring) (Pass/No Pass)

NURS 320 Care of Older Adults

2.0 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to the VN program and/or successful completion of spring semester VN courses
This course focuses on the care of older adult patients with health issues that require medical and/or surgical interventions. Concepts of patient-centered care, informatics, safety, evidence-based practice, quality, collaboration, and professionalism are integrated throughout the course. (Summer) (Letter Grade Only)

NURS 322 Maternal and Infant Health

2.0 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to VN Program and/or successful completion of the summer semester VN courses
This course focuses on the care of all phases of the maternity cycle including care of the obstetrical patient and newborn infant. Concepts of patient-centered care, informatics, safety, evidence-based practice, quality, collaboration, and professionalism are integrated throughout the course. (Fall) (Letter Grade Only)

NURS 323 Respiratory Conditions

2.0 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to VN Program and/or successful completion of NURS 310
This course focuses on the care of adult patients with respiratory conditions that require medical and/or surgical interventions. Concepts of patient-centered care, informatics, safety, evidence-based practice, quality, collaboration, and professionalism are integrated throughout the course. (Spring) (Letter Grade Only)

NURS 327 GI and Urinary Conditions

2.5 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to VN Program and/or successful completion of spring semester VN courses
This course focuses on the care of adult patients with gastrointestinal (GI) or urinary conditions that require medical and/or surgical intervention. Concepts of patient-centered care, informatics, safety, evidence-based practice, quality, collaboration, and professionalism are integrated throughout the course. (Summer) (Letter Grade Only)

NURS 328 Clinical Lab 2

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to VN Program and/or successful completion of spring semester VN courses
The course is a supervised clinical experience in various health care settings using intermediate vocational nursing skills. (Summer) (Pass/No Pass)

NURS 329 Endocrine and Reproductive Conditions

2.5 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Successful completion of NURS 310 and admission to VN Program
This course focuses on the care of adult patients with endocrine and reproductive conditions that require medical and/or surgical interventions. Concepts of patient-centered care, informatics, safety, evidence-based practice, collaboration, and professionalism are integrated throughout the course. (Spring) (Letter Grade Only)

NURS 330 Care of Infants and Children

1.5 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to VN Program and/or successful completion of the summer semester VN courses
This course focuses on the care of pediatric patients with health issues that require medical and/or surgical intervention. Concepts of patient-centered care, informatics, safety, evidence-based practice, quality, collaboration, and professionalism are integrated throughout the course. (Fall) (Letter Grade Only)

NURS 331 Cardiovascular Conditions

2.0 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to VN Program and/or successful completion of summer semester VN courses
This course focuses on the care of adult patients with circulatory conditions that require medical and/or surgical interventions. Concepts of patient-centered care, informatics, safety, evidence-based practice, quality, collaboration, and professionalism are integrated throughout the course. (Fall) (Letter Grade Only)

NURS 332 Neurosensory Conditions

2.0 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to VN Program and/or successful completion of summer semester VN courses
This course focuses on the care of adult patients with neurological conditions that require medical and/or surgical interventions. Concepts of patient-centered care, informatics, safety, evidence-based practice, quality, collaboration, and professionalism are integrated throughout the course. (Fall) (Letter Grade Only)

NURS 335 Skin and Musculoskeletal Conditions

2.5 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to VN Program and/or successful completion of spring semester VN courses
This course focuses on the care of adult patients with skin and musculoskeletal conditions that require medical and/or surgical interventions. Concepts of patient-centered care, informatics, safety, evidence-based practice, quality, collaboration, and professionalism are integrated throughout the course. (Summer) (Letter Grade Only)

NURS 337 Professional Relationships

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to VN Program and/or successful completion of summer semester VN courses
This course facilitates the transition of the student to the role of a licensed vocational nurse (LVN). Emphasis is placed on issues related to nursing and healthcare as well as skills necessary to provide care to multiple patients and assign tasks to other LVNs and unlicensed personnel. Concepts related to leadership and management are presented as well as career development options that enhance career mobility. Standards of practice and the importance of practicing according to state regulations and statutes are examined. (Fall) (Letter Grade Only)

NURS 338 Clinical Lab 3

8.0 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Admittance to VN Program and/or successful completion of summer semester VN courses
This clinical course focuses on the care of adult, children, and obstetric patients in acute, long term, and outpatient settings who require medical and/or surgical interventions. Concepts of patient-centered/family-centered care, informatics, safety, evidence-based practice, quality, collaboration, and professionalism are integrated throughout the course. (Fall) (Pass/No Pass)

NURS 370 Intravenous Therapy

2.0 units
Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Current California LVN license or concurrent enrollment in the third semester VN program.
The course prepares the student for starting and superimposing intravenous fluids, 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. (Letter Grade Only)

NURS 380 Licensed Vocational Nursing Skills Lab

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
Repeatable: 2.00
Corequisite: enrollment in the licensed vocational nursing program
Open-entry laboratory course designed to provide students with the opportunity to refine and expand skills learned in the corequisite program. Students may repeat the course as they progress through the program. (Fall, Spring) (Pass/No Pass)

NURS 416 Certified Home Health Aide

2.0 units
Acceptable for credit: C - Credit - Not Degree Applicable
Advisories: MA 305 - Body Systems and Disease
Limitations on Enrollment: Completion of course admission packet.
Prerequisite: NURS 400; or NURS 300 - CNA/Acute Care Aide ; Proof of current CNA certificate
The course prepares the certified nurse assistant to expand skills and meet the home health aide eligibility requirements for State of California certification. (Summer) (Letter Grade Only)

NURS 420 Restorative Aide

1.5 units
Acceptable for credit: C - Credit - Not Degree Applicable
Limitations on Enrollment: Must provide documentation of being a current certified nursing assistant or proof of successful completion of NATAP testing.
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. (Summer) (Letter Grade Only)

NURS 422 EKG/Monitor Observer

1.5 units
Acceptable for credit: C - Credit - Not Degree Applicable
Limitations 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. (Letter Grade Only)

NURS 480 Certified Nursing Assistant Skills Lab

0.5 units
Acceptable for credit: C - Credit - Not Degree Applicable
Corequisite: enrollment in the licensed vocational nursing program
Open-entry laboratory class 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. (Fall, Spring) (Pass/No Pass)

Older Adults (Noncredit)

OLDR 7000 Natural History: Central Coast

4.0 - 8.0 hours
Acceptable for credit: N - Noncredit
This course, designed to promote socialization and cognitive acuity, presents an engaging review of the natural history and conservation issues related to the Central Coast of California. Discussion topics include (but are not limited to) plant communities, floral components, geology, soil, climate, biology, archeology, and environmental concerns. (Spring) (Noncredit)

OLDR 7001A Topics for Older Adults

15.0 - 45.0 hours
Acceptable for credit: N - Noncredit
This course is designed to promote the socialization and mental stimulation through the presentation and discussion of international, national, and local events from a current and historical viewpoint. Topics include a range of literature, current world issues, historical events, and personal issues of interest as they relate to the student.

OLDR 7001B Topics for Older Adults

6.0 - 18.0 hours
Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
This course is designed to promote the socialization and mental stimulation through the presentation and discussion of international, national, and local events from a current and historical viewpoint. Topics include a range of literature, current world issues, historical events, and personal issues of interest as they relate to the student.

OLDR 7002 Great Literature

6.0 - 12.0 hours
Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
This course is an intellectually and socially rewarding class in which outstanding short stories, essays, books, plays and poems are

read and discussed. Through the method of shared inquiry, along with thought-provoking questions, students are offered exciting opportunities for self-discovery and personal growth.

OLDR 7005 Film Appreciation

4.0 - 12.0 hours

Acceptable for credit: N - Noncredit

This course is an examination of film as an art form, which emphasizes film appreciation, a study of the historical context, dramatic issues, artistic and technical objectives, and narrative genre. Students view films and critically analyze and discuss the genre in order to develop a broad appreciation, insight, and analytical understanding of visual media.

OLDR 7100 Sensory Awareness

32.0 - 36.0 hours

Acceptable for credit: N - Noncredit

This sensory awareness class is designed to engage the five senses in order to sustain mental/cognitive acuity. Activities include discussions centered on current events and topics of interest. Music, storytelling, touch, aroma, and taste experiences provide focus and stimulation. (Fall, Spring, Summer) (Noncredit)

OLDR 7100B Sensory Awareness

0.0 hours

Acceptable for credit: N - Noncredit

Sensory awareness classes involve activities designed to stimulate the five senses. Activities include discussions centered on current events and topics of interest. Music, storytelling, touch, aroma, and taste experiences provide focus and stimulation.

OLDR 7101A Crafts for Seniors

32.0 - 36.0 hours

Acceptable for credit: N - Noncredit

Learn to work with one or all of the following craft media in this survey of crafts class: clay, paper, fabric, and paint. Some classes have a materials fee.

OLDR 7101B Crafts for Seniors

16.0 - 18.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Learn to work with one or all of the following craft media in this survey of crafts class: clay, paper, fabric, and paint. Some classes have a materials fee.

OLDR 7102 Current Topics

32.0 - 36.0 hours

Acceptable for credit: N - Noncredit

This course is designed to promote socialization and stimulate memory and cognition. Students explore a wide range of topics via discussions, guest speakers, and other techniques. Course discussion and activities draw upon current local, national, and/or world topics, and draws upon the participants' experiences and knowledge of current and historical events. (Fall, Spring) (Noncredit)

OLDR 7102B Current Topics

8.0 - 9.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Explore current topics and issues to stimulate memory and cognition. Through lively discussions, guest speakers, and other techniques, participants become more aware of the differences and similarities in attitudes and viewpoints of others. Course discussion and activities draw upon current community and global topics and participants' experience and knowledge.

OLDR 7104 Balance and Mobility

16.0 - 18.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

This class is designed for older adults identified as low-to-moderate risk for falls. Class activities target specific balance problems in a challenging, but safe training environment. This class is not intended to replace physical therapy.

OLDR 7200 Int. Watercolor Painting

24.0 - 54.0 hours

Acceptable for credit: N - Noncredit

Designed with the older adult in mind, expand your knowledge of watercolor and aquamedia techniques, develop your personal painting style, and enhance creative thinking and expression in this inspirational class. Demonstrations, challenging projects, and creative exercises build ability and confidence. Appropriate for all with a basic knowledge of watercolor. (Fall, Spring, Summer) (Noncredit)

OLDR 7200B Int. Watercolor Painting

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Expand your knowledge of watercolor and aquamedia techniques, develop your personal painting style, and enhance creative thinking in this inspirational class. Demonstrations, challenging projects, and creative exercises build ability and confidence. Appropriate for all with a basic knowledge of watercolor.

OLDR 7201A Jewelry, Sculpture, and Repousse

48.0 - 54.0 hours

Acceptable for credit: N - Noncredit

Develop your creative expression through mixed-media sculpture and pewter repousse, a mixed media with enamels and acrylics. Create two- and three-dimensional sculptures from wood, metal, clay, plaster, fabric, and paper. Explore design fundamentals including space, perspective, dimension, proportion, and balance.

OLDR 7201B Jewelry, Sculpture, and Repousse

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Develop your creative expression through mixed-media sculpture and pewter repousse, a mixed media with enamels and acrylics. Create two- and three-dimensional sculptures from wood, metal, clay, plaster, fabric, and paper. Explore design fundamentals including space, perspective, dimension, proportion, and balance.

OLDR 7202B Expressions in Colored Pencil

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
Discover the relaxing medium of colored pencil. Learn basics of blending, color layering, and a variety of techniques. Demonstrations on techniques, design concepts, and developing a vision are provided. Emphasis is on refining skills and developing personal expression. Projects include color scheme designs, mandalas, and greeting cards.

OLDR 7203B Creative Illustration

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
Beginning-to-advanced artists learn to create a style of illustration for the fairy tales, fables, myths, or poetry they enjoy. Emphasis is on translating animals, plants, or period costumes into stylized images that illustrate the story. Work in the medium of your choice including photography and found objects.

OLDR 7204B Sketching for Painters

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit
Beginning and advanced painters discover techniques that transform the study of an object or scene into a sketch that is useful in planning a painting. Students learn basic perspective concepts including how to place people, animals, and objects in a scene.

OLDR 7206A Tole Painting

48.0 - 54.0 hours

Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
Students explore the history of tole painting, while gaining practical experience in the basic techniques of brush control, shading, use of color, and finishing. Additional course topics include fabric painting, folk art, and pen and ink methods, with an emphasis on artistic awareness, small-muscle dexterity, social interaction, and self-esteem.

OLDR 7206B Tole Painting

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
Students explore the history of tole painting, while gaining practical experience in the basic techniques of brush control, shading, use of color, and finishing. Additional course topics include fabric painting, folk art, and pen and ink methods, with an emphasis on artistic awareness, small-muscle dexterity, social interaction, and self-esteem.

OLDR 7207B Silk Painting

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
Learn how to use silk painting techniques and materials to create original artwork or clothing. Instruction includes demonstrations and lectures on gutta, dyes, and finishing techniques. Learn and apply basic elements of design and color theory. Beginning to advanced artists welcome.

OLDR 7208B Mixed-Media Collage & Assemblage

6.0 - 18.0 hours

Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
Explore a variety of collage techniques that emphasize creative self-expression. Learn the basics of tearing, cutting, layering, decorating, and altering paper surfaces. Demonstrations on mixed-media techniques, design concepts and symbols, and creative layering are provided. Projects include texture variety collage, paper cutting, and a 3-D personal spirit box.

OLDR 7209 Botanical Illustration

24.0 - 54.0 hours

Acceptable for credit: N - Noncredit
Designed with the older adult in mind, explore drawing and/or watercolor, and learn to create accurate renderings of plants, ranging from fruits and vegetables to weeds and wildflowers while exploring your creative expression. Review examples of the classic scientific style in botanical illustration and the use of realistic plant images in contemporary, fine art. Exercises range from quick sketches to finished compositions. Beginners are welcome. (Fall, Spring, Summer) (Noncredit)

OLDR 7209B Botanical Illustration

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
Explore drawing and/or watercolor and learn to create accurate renderings of plants, ranging from fruits and vegetables to weeds and wildflowers. Review examples of the classic scientific style in botanical illustration and the use of realistic plant images in contemporary, fine art. Exercises range from quick sketches to finished compositions. Beginners are welcome.

OLDR 7210B Ukrainian Egg Art

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
Explore the traditional Ukrainian techniques of applying fine lines of wax and layers of vibrant dyes to real eggs and create these beautiful Pysankas. Learn the basic patterns, processes, and procedures from start to finish.

OLDR 7211 The Joy of Drawing

24.0 - 54.0 hours

Acceptable for credit: N - Noncredit
Drawing is the foundation of visual communication and can only be learned through practice. Students explore the use of charcoal, colored pencil, graphite, and ink to develop graphic fluency. Exercises help students give form and definition, convey volume, define planes, give movement and direction, and articulate emotion through drawing. (Fall, Spring, Summer) (Noncredit)

OLDR 7211B The Joy of Drawing

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y
Drawing is the foundation of visual communication and can only be learned through practice. Students explore the use of charcoal, colored pencil, graphite, and ink to develop graphic fluency. Exercises help students give form and definition, convey volume, define planes, give movement and direction, and articulate emotion through drawing.

OLDR 7212A Watercolor Painting

45.0 - 51.0 hours
Acceptable for credit: N - Noncredit
This course is designed for developing and/or sustaining confidence in creative expression, as well as providing opportunities for creative/personal growth, community engagement, and lifelong learning. Beginning-to-advanced painters learn basic to advanced watercolor techniques while working on gross and fine motor skills, and memory recall. Course will also explore art history, color theory, design elements, color mixing, brush techniques, luminous transparent wash techniques, and simple elements of composition. (Noncredit)

OLDR 7212B Watercolor Painting

6.0 - 18.0 hours
Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
Beginning-to-advanced painters learn basic and advanced watercolor techniques. Explore art history, color theory, design elements, color mixing, brush techniques, luminous transparent wash techniques, and simple elements of composition.

OLDR 7213 Painting in Oils and Acrylics

24.0 - 51.0 hours
Acceptable for credit: N - Noncredit
Learn how to paint your favorite subjects. This class covers the basics of oil and acrylics, from the beginning drawing to the finished painting. Beginning through experienced painters who wish to work with oils and acrylic media are welcome. (Fall, Spring, Summer) (Noncredit)

OLDR 7213B Painting in Oils and Acrylics

24.0 - 27.0 hours
Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
Learn how to paint your favorite subjects. This class covers the basics of oil and acrylics, from the beginning drawing to the finished painting. Beginning through experienced painters who wish to work with oils and acrylic media are welcome.

OLDR 7214 Ceramics 1

96.0 - 108.0 hours
Acceptable for credit: N - Noncredit
Repeatable: 5.00
This course serves as an introduction to ceramics materials, concepts and processes, including design principles, creative development, and ceramic terminology. Low-fire clay and glaze processes using hand-building forming techniques will be emphasized. These practices will help students to improve fine/gross motor skills, enhance mental acuity, enhance creativity, foster socialization, and increase appreciation for the arts among older adults. (Fall, Spring) (Noncredit)

OLDR 7215 Mixed Media 1

96.0 - 108.0 hours
Acceptable for credit: N - Noncredit
Repeatable: 2.00
An exploration of a variety of traditional and distinctly unique 2-dimensional art media as they relate to drawing and painting mediums. This course is designed to enhance mental/physical skills and fosters socialization. (Fall) (Noncredit)

OLDR 7216 Ceramics 2

96.0 - 108.0 hours
Acceptable for credit: N - Noncredit
Repeatable: 5.00
A 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. This course is designed to enhance mental/physical skills and fosters socialization. (Fall, Spring) (Noncredit)

OLDR 7400 Mixed Ensemble

64.0 - 72.0 hours
Acceptable for credit: N - Noncredit
Limitations on Enrollment: Audition at first class meeting
Designed to give singers with varying degrees of musical experience the opportunity to rehearse and perform standard choral literature in a broad range of styles, including a cappella and instrumentally accompanied works. Performances are scheduled throughout the semester with an emphasis on community outreach. This course is designed to enhance mental/physical skills and fosters socialization. (Fall, Spring) (Noncredit)

OLDR 7401 Jazz Ensemble

48.0 - 54.0 hours
Acceptable for credit: N - Noncredit
Repeatable: 12.00
Designed for members of the Allan Hancock College Jazz Band, which will perform a variety of traditional and contemporary jazz works. The band will make several appearances during the semester. This course is designed to enhance mental/physical skills and fosters socialization. (Fall, Spring) (Noncredit)

Parenting (Noncredit)

PARN 7002 Topics of Parenting

8.0 - 9.0 hours
Acceptable for credit: N - Noncredit
This lab course covers a wide range of parent education topics including hands-on experience on good parenting skills. This course is mandatory for all parents whose children are enrolled in Allan Hancock College's Campus Children's Center. (Fall, Spring) (Noncredit)

PARN 7010 Strengthening Families

8.0 - 10.0 hours
Acceptable for credit: N - Noncredit

This course presents the knowledge and skills necessary to successfully guide, discipline, and communicate with children. Students learn parenting styles and healthy living skills to meet current challenges facing families. (Fall, Spring) (Noncredit)

PARN 7011 Mommy/Daddy & Me: Toddlers

16.0 - 18.0 hours

Acceptable for credit: N - Noncredit

Students in this course participate in discussions facilitated by an experienced parent educator and covers important topics such as emerging independence, sleep issues, nutrition, and self-esteem. Parents learn play activities featuring easel painting, art experiences, outdoor play, music, and exploration of new environments. (Fall, Spring, Summer) (Noncredit)

Personal Development

PD 100 Personal and Career Exploration

3.0 units

Acceptable for credit: Transfer to UC, CSU

Provides in-depth career direction with an intensive exploration of one's own values, interests, abilities, and an intensive career information search. Instruction includes self-paced materials, lecture, small group discussion, interviews, and input from various campus departments. (Letter Grade or Pass/No Pass)

PD 101 Success in College

3.0 units

Acceptable for credit: Transfer to UC, CSU

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 Learning Skills 101 or Personal Development 105. (Letter Grade or Pass/No Pass)

PD 102 Human Relationships

3.0 units

Acceptable for credit: Transfer 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) (Fall, Spring) (Letter Grade or Pass/No Pass)

PD 110 College Success Seminar

1.0 unit

Acceptable for credit: Transfer 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. Teaches students to deal effectively with the myriad of academic, personal, and professional choices through interactive learning and practical application. Students will transfer skills and abilities to other courses thereby improving student success. (Pass/No Pass)

PD 115 Career Planning

1.0 unit

Acceptable for credit: Transfer CSU

A career planning course designed to assist students in discovering their basic aptitudes, skills, interests, personality, and values. Uses standardized vocational preference inventories, self-directed search, and career resource research to develop a career and educational plan. (F,S) (Pass/No Pass)

PD 700 College Connect

units

Acceptable for credit: N - Noncredit

Repeatable: 1.00

An introduction to college culture, policies, resources, and services. Topics include the characteristics of a successful student as well as strategies and essential tools to ensure a successful first semester. (Fall, Spring, Summer) (Noncredit)

Physical Education

PE 100 Introduction to Kinesiology

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: KIN 100

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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PE 106 Sports Officiating

3.0 units

Acceptable for credit: Transfer CSU

An introduction to the basic principles 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

PE 120 Beginning & Intermediate Swimming

1.0 unit

Acceptable for credit: Transfer to UC, CSU

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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PE 121 Swim Fitness Lab

1.0 unit

Acceptable for credit: *Transfer to CSU, limited to UC/see counselor

Advisories: PE 120 - Beginning & Intermediate Swimming

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. (Fall, Spring, Summer) (Pass/No Pass)

PE 122 Swim Fitness Lab

0.5 units

Acceptable for credit: *Transfer to CSU, limited to UC/see counselor

Advisories: PE 120 - Beginning & Intermediate Swimming

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. (Fall, Spring, Summer) (Pass/No Pass)

PE 123 Aerobic Swim

1.0 unit

Acceptable for credit: *Transfer to CSU, limited to UC/see counselor

Advisories: PE 120 - Beginning & Intermediate Swimming

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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PE 128 Sport Psychology

3.0 units

Acceptable for credit: Transfer to UC, 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

PE 129 First Aid-CPR: Educator/Coach

1.0 unit

Acceptable for credit: Transfer CSU

Repeatable: 100.00

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, and 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 not be certified at the “professional rescuer” level. Students must obtain and review the required textbook prior to the first class meeting. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PE 130 Self Defense

1.0 unit

Acceptable for credit: *Transfer to CSU, limited to UC/see counselor

Affords all students the opportunity to become proficient in basic self-defense skills. Instruction in both physical and mental skills regarding methods and techniques for providing personal safety and defending oneself. Defensive and offensive tactics will be presented in the areas of movement, leverage, striking, and the utilization of various objects. Does not require any prior martial arts training. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PE 132 Cardio Kickboxing

1.0 unit

Acceptable for credit: *Transfer to CSU, limited to UC/see counselor

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 accommodates most students at all fitness levels. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PE 133 Beginning Yoga Fitness

1.0 unit

Acceptable for credit: *Transfer to CSU, limited to UC/see counselor

Fundamentals of physical yoga at a beginning level, which focus on breathing, posture, and the development of the connection between the mind and muscles of the body. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PE 134 Martial Arts Techniques

1.0 unit

Acceptable for credit: *Transfer to CSU, limited to UC/see counselor

Introduction to basic techniques from over 10 different martial arts systems. Discussion of characteristics of each style, as well as physical and mental attributes of those likely to excel within each system. This non-sparring exercise program will improve reflexes, coordination, strength, flexibility, balance, and muscle tone. Techniques will be practiced in the mirror and on work-out bags. Designed to accommodate most students of various fitness levels. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PE 135 Intermediate Yoga Fitness

1.0 unit

Acceptable for credit: Transfer CSU

Advisories: PE 133 - Beginning Yoga Fitness or Comparable Experience

Continued instruction and practice in intermediate-based yoga poses designed to enhance strength, flexibility, balance and focus.

Emphasis on safety, proper body alignment, improved posture, and developing breathing techniques that encourage mind-body integration and relaxation response. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PE 140 Physical Fitness Laboratory

1.0 unit

Acceptable for credit: *Transfer to CSU, limited to UC/see counselor

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 hours. Students may not be concurrently enrolled in PE 141. (Fall, Spring, Summer) (Pass/No Pass)

PE 141 Physical Fitness Laboratory

0.5 units

Acceptable for credit: Transfer to UC, CSU

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. (Fall, Spring, Summer) (Pass/No Pass)

PE 142 Low Impact Conditioning Exercises

1.0 unit

Acceptable for credit: Transfer to UC, CSU

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

PE 143 Step Aerobics

1.0 unit

Acceptable for credit: *Transfer to CSU, limited to UC/see counselor

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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PE 145 Intercollegiate Conditioning

0.5 - 3.0 units

Acceptable for credit: Transfer CSU

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 o 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

PE 146 Strength and Flexibility

1.0 unit

Acceptable for credit: Transfer to UC, CSU

Designed to improve body alignment, flexibility and tone, and to strengthen problem areas, i.e. back, knees, and abdominals, through the use of various exercise equipment and a variety of stretching and strength exercises. Students learn a basic strength-fitness exercise program. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PE 149 Cooperative Work Experience: Occupational

1.0 - 8.0 units

Acceptable for credit: Transfer CSU

Limitations on Enrollment: To participate in Cooperative Work Experience: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in CWE 149 may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. CWE Units Unpaid Placement: 1 unit 60 hours 2 units 120 hours 3 units 180 hours 4 units 240 hours 5 units 300 hours 6 units 360 hours 7 units 420 hours 8 units 480 hours CWE Units Paid Placement: 1 unit 75 hours 2 units 150 hours 3 units 225 hours 4 units 300 hours 5 units 375 hours 6 units 450 hours 7 units 525 hours 8 units 600 hours

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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PE 154 Jogging/Walking

1.0 unit

Acceptable for credit: *Transfer to CSU, limited to UC/see counselor

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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PE 156 Beginning Golf

1.0 unit

Acceptable for credit: *Transfer to CSU, limited to UC/see counselor

Introduction to golf, elementary golf skills, the values and challenge of the game. Emphasis on developing a sound, repeating one-piece golf swing. Range practice. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PE 160 Tennis

1.0 unit

Acceptable for credit: *Transfer to CSU, limited to UC/see counselor

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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PE 164 Soccer

1.0 unit

Acceptable for credit: *Transfer to CSU, limited to UC/see counselor

Designed to prepare students to learn soccer and the rules of soccer. Fundamentals, strategy, and techniques will be stressed. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PE 167 Basketball

1.0 unit

Acceptable for credit: *Transfer to CSU, limited to UC/see counselor

This course stresses the development of the fundamental skills, basic team offense and defense, and physical conditioning. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PE 170 Softball

1.0 unit

Acceptable for credit: *Transfer to CSU, limited to UC/see counselor

This course is designed to provide the fundamental skills and knowledge necessary to successfully participate in the game of softball. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PE 172 Volleyball

1.0 unit

Acceptable for credit: *Transfer to CSU, limited to UC/see counselor

This course is 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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PE 189 Independent Projects

1.0 - 3.0 units

Acceptable for credit: Transfer CSU

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate 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 (Fall, Spring) (Letter Grade or Pass/No Pass)

PE 199 Adapted Wilderness Experience

0.5 units

Acceptable for credit: Transfer CSU

Designed to enable the disabled student the opportunity to enjoy and appreciate the wilderness and participate in wilderness activities. Trained assistants are available. (A) (Letter Grade Only)

Intercollegiate Athletics

PEIA 100 Intercollegiate Football

3.0 units

Acceptable for credit: Transfer to UC, CSU

Repeatable: 12.00

Limitations 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. (Fall) (Letter Grade or Pass/No Pass)

PEIA 105 Intercollegiate Soccer, Women

3.0 units

Acceptable for credit: Transfer to UC, CSU

Repeatable: 12.00

Limitations on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations 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. (Fall) (Letter Grade or Pass/No Pass)

PEIA 110 Intercollegiate Soccer, Men

3.0 units

Acceptable for credit: Transfer to UC, CSU

Repeatable: 12.00

Limitations on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations 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. (Fall) (Letter Grade or Pass/No Pass)

PEIA 120 Intercollegiate Cross-Country

3.0 units

Acceptable for credit: Transfer to UC, CSU
Repeatable: 12.00
Limitations on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations 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. (Fall) (Letter Grade or Pass/No Pass)

PEIA 125 Intercollegiate Volleyball

3.0 units

Acceptable for credit: Transfer to UC, CSU
Repeatable: 12.00
Limitations on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations 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. (Fall) (Letter Grade or Pass/No Pass)

PEIA 130 Intercollegiate Basketball, Men

1.5 - 3.0 units

Acceptable for credit: Transfer to UC, CSU
Repeatable: 12.00
Limitations on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

PEIA 135 Intercollegiate Basketball, Women

1.5 - 3.0 units

Acceptable for credit: Transfer to UC, CSU
Repeatable: 12.00
Limitations on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

PEIA 140 Intercollegiate Baseball

3.0 units

Acceptable for credit: Transfer to UC, CSU
Repeatable: 12.00
Limitations on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations 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. (Spring) (Letter Grade or Pass/No Pass)

PEIA 145 Intercollegiate Softball

3.0 units

Acceptable for credit: Transfer to UC, CSU
Repeatable: 12.00
Limitations on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations 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. (Spring) (Letter Grade or Pass/No Pass)

PEIA 150 Intercollegiate Track, Men

3.0 units

Acceptable for credit: Transfer to UC, CSU
Repeatable: 12.00
Limitations on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations 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. (Spring) (Letter Grade or Pass/No Pass)

PEIA 155 Intercollegiate Track, Women

3.0 units

Acceptable for credit: Transfer to UC, CSU
Repeatable: 12.00
Limitations on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations 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. (Spring) (Letter Grade or Pass/No Pass)

PEIA 170 Intercollegiate Golf, Men

3.0 units

Acceptable for credit: Transfer to UC, CSU
Repeatable: 12.00

Limitations on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations 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. (Spring) (Letter Grade or Pass/No Pass)

PEIA 180 Intercollegiate Swimming, Men

3.0 units

Acceptable for credit: Transfer CSU

Repeatable: 12.00

Limitations 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

PEIA 185 Intercollegiate Swimming, Women

3.0 units

Acceptable for credit: Transfer CSU

Repeatable: 12.00

Limitations 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 complete 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. (Spring) (Letter Grade or Pass/No Pass)

PEIA 188 Intercollegiate Water Polo, Women

3.0 units

Acceptable for credit: Transfer CSU

Limitations 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 water polo 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

PEIA 195 Intercollegiate Conditioning

0.5 - 3.0 units

Acceptable for credit: Transfer to UC, CSU

Repeatable: 12.00

Limitations 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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

Philosophy

PHIL 101 Survey of Philosophy

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: PHIL 100

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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PHIL 102 Existence and Reality

3.0 units

Acceptable for credit: Transfer to UC, CSU

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. (Letter Grade or Pass/No Pass)

PHIL 105 Ethics

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: PHIL 120

An introduction into the nature of ethics examining ethical issues, traditional and nontraditional ethical systems, and various contemporary ethical problems such as abortion and euthanasia. (Spring, Summer) (Letter Grade or Pass/No Pass)

PHIL 112 Logic

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: PHIL 110

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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PHIL 114 Critical Thinking

3.0 units

Acceptable for credit: Transfer to UC, CSU

Prerequisite: ENGL 101 - Freshman Composition: Exposition

Introduction to critical thinking and critical writing. The student will learn techniques of practical reasoning and argumentation, with emphasis on application of these techniques in the writing of a sequence of argumentative essays. Topics include: critical reading, argument analysis, recognizing propaganda and stereotypes, clarifying ambiguity, meaning and definition, evaluation evidence, logical correctness versus factual correctness, and common mistakes in reasoning (formal and informal fallacies). Critical writing strategies are emphasized. Sample arguments for analysis are drawn from readings in philosophy and from culturally diverse sources in other fields. This course has been designed to fulfill the IGETC Critical Thinking/English Composition requirement. (Fall, Spring) (Letter Grade or Pass/No Pass)

PHIL 121 Religions of the Modern World

3.0 units

Acceptable for credit: Transfer to UC, CSU

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

PHIL 122 Exploring Religious Issues

3.0 units

Acceptable for credit: Transfer to UC, CSU

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) (Fall) (Letter Grade or Pass/No Pass)

PHIL 189 Independent Projects

0.0 units

Acceptable for credit: Transfer CSU

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade Only)

Physical Sciences

PHSC 111 Matter, Energy and Molecules

4.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: CHEM 140

Advisories: ENGL 514 - Writing Skills 4 or eligibility for ENGL 101

Prerequisite: MATH 311 - Algebra 1

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. (Fall) (Letter Grade or Pass/No Pass)

PHSC 112 Earth and the Universe

4.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: GEOL 121

Advisories: Eligibility for MATH 311 and 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, earth quakes, volcanoes, plate tectonics, the atmosphere, the ocean, and weather. (Letter Grade or Pass/No Pass)

Photography

PHTO 101 History of Photography

3.0 units

Acceptable for credit: Transfer to UC, CSU

This course is a historical survey of the evolving nature of photography from the 1800's to the present. This course examines the role and function of photography and its cultural history, including its relationship to the fine arts, sciences, social sciences, fashion, and mass media. Emphasizes the aesthetic and historical influences on photography, as well as the medium of photography's effects upon society and culture and as a form of visual communication. (Fall, Spring) (Letter Grade or Pass/No Pass)

PHTO 110 Basic Photography

3.0 units

Acceptable for credit: Transfer to UC, CSU

Designed to introduce the student to the fundamentals of black and white photography as a means of personal expression or as a tool for professional growth. Included will be units on cameras, light, exposure, film and print development, enlarging, print finishing and criticism. Adjustable 35 mm camera suggested, school cameras available. (Fall, Spring) (Letter Grade or Pass/No Pass)

PHTO 120 Materials and Processes

3.0 units

Acceptable for credit: Transfer CSU

C-ID Course Number: N/A

Prerequisite: PHTO 110 - Basic Photography ; or PHTO 170 - Digital Photography

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. (Letter Grade or Pass/No Pass)

PHTO 130 Advanced Black and White Photography

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: PHTO 110 - Basic Photography
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. (Letter Grade or Pass/No Pass)

PHTO 140 Introduction to Color Photography

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: PHTO 110 - Basic Photography ; or PHTO 170 - Digital Photography
A course designed to introduce the 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. (Letter Grade or Pass/No Pass)

PHTO 150 Introduction to Commercial Photography

2.0 units

Acceptable for credit: Transfer CSU
Prerequisite: PHTO 110 - Basic Photography
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. 1 hour per week lecture, 3 hours per week lab. Adjustable 35 mm camera suggested, school cameras available. (Letter Grade or Pass/No Pass)

PHTO 151 Portrait Photography

2.0 units

Acceptable for credit: Transfer CSU
An introductory lecture/lab course examining the styles, considerations, and techniques of photographic portraiture, including studio, headshots, environmental, and fashion photography. Introduces lighting and equipment specific to photographic portraiture. Requires an adjustable camera with manual exposure mode. (Fall) (Letter Grade or Pass/No Pass)

PHTO 170 Digital Photography

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
An introductory course on the tools of digital photography including cameras, scanners, printers and Adobe Lightroom software. Topics include image capture, enhance enhancement and presentation including ink jet prints and digital slideshows. For this course Mac skills are useful, but not essential. (Fall, Spring) (Letter Grade or Pass/No Pass)

PHTO 189 Independent Projects in Photography

1.0 - 3.0 units

Acceptable for credit: Transfer CSU
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade or Pass/No Pass)

PHTO 380 Black And White Photo Lab 1

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Corequisite: PHTO 110 - Basic Photography ; or PHTO 120 - Materials and Processes ; or PHTO 130 - Advanced Black and White Photography ; or PHTO 150 - Introduction to Commercial Photography ; or any 179, 189, or 199 as related to black and white photo process only.
Limitations on Enrollment: Students may not be concurrently enrolled in PHTO 380 and PHTO 381
Open entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite class. (Pass/No Pass)

PHTO 381 Black And White Photo Lab 2

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
Corequisite: PHTO 110 - Basic Photography ; or PHTO 120 - Materials and Processes ; or PHTO 130 - Advanced Black and White Photography ; or PHTO 150 - Introduction to Commercial Photography ; or any 179, 189, or 199 as related to black and white photo process only.
Limitations on Enrollment: Students may not be concurrently enrolled in PHTO 380 and PHTO 381.

Open entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in corequisite class. Students may not be concurrently enrolled in PHTO 380 and 381. Corequisites: PHTO 110 or 120 or 130 or 150 or any 179, 189 or 199 as related to black and white photo process only. (Fall, Spring) (Pass/No Pass)

PHTO 382 Color Photo Lab 1

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Corequisite: PHTO 140 - Introduction to Color Photography ; or any 179, 189 or 199, as related to color photo process only.
Limitations on Enrollment: Students may not be concurrently enrolled in PHTO 382 and PHTO 383
Open entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in corequisite class. (Pass/No Pass)

PHTO 383 Color Photo Lab 2

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
Repeatable: 15.00
Corequisite: PHTO 140 - Introduction to Color Photography ; or any 179, 189 or 199 as related to color photo processes only.
Limitations on Enrollment: Students may not be concurrently enrolled in PHTO 382 and PHTO 383
Open entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in corequisite class. Students may not be concurrently enrolled in PHTO 382 and PHTO 383. Corequisite: PHTO 140 or any 179, 189 or 199 as related to color photo processes only (Fall, Spring) (Pass/No Pass)

PHTO 384 Digital Photo Lab 1

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Corequisite: PHTO 170 - Digital Photography ; or any 179, 189, or 199 as related to digital photo processes only.
Open entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in corequisite class. (Pass/No Pass)

PHTO 385 Digital Photo Lab 2

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
Corequisite: PHTO 170 - Digital Photography ; or any 179, 189, or 199 as related to digital photo process only.
Limitations on Enrollment: Students may not be concurrently enrolled in PHTO 384 and PHTO 385
Open entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in corequisite class. (Pass/No Pass)

PHTO 7200 Digital Photos & the Computer

8.0 - 12.0 hours

Acceptable for credit: N - Noncredit
Unsure of how and where to store your digital photos? This course is a brief introduction to how to upload, manage, and store digital photos on a computer. Students are required to bring to class a digital camera or cellphone and accompanying USB cable for their specific model camera and/or a card reader. (Noncredit)

PHTO 7201B Basic Digital Photography

24.0 hours

Acceptable for credit: N - Noncredit
Gain a deeper understanding of the fundamentals of digital photography and how cameras work. Students will learn navigation through menus and settings, as well as the concepts of two-dimensional design guidelines for composition, how to photograph in various lighting situations, and adjust exposures. Students entering the course are required to have access to a digital camera or cell phone that has controls to manipulate exposure, shutter speed, ISO and focus as well as the ability to download images to a computer. (Noncredit)

PHTO 7202B Digital Photo Editing & Post-Processing

24.0 hours

Acceptable for credit: N - Noncredit
If you currently possess a working knowledge and basic understanding of how to use a digital camera, this course will help you refine your technical and aesthetic photography skills. Students are required to have access to a digital camera or cellphone that has controls to manipulate exposure, shutter speed, ISO and focus, as well as the ability to download images to a classroom computer. (Noncredit)

PHTO 7203B Advanced Digital Photography

24.0 hours

Acceptable for credit: N - Noncredit
This intermediate to advanced course will build upon the digital photography fundamentals learned in Digital Photography Levels 1 and 2. Topics covered include exposure control, photographing in manual exposure mode, controlling depth of field, and capturing blurred motion with the use of light blocking filters, and an overview of camera lenses. Compositional elements of design will be reinforced by examining the use of leading lines, balance, the rule of thirds, framing, and selective focus. The subtleties of light will be explored and photographic lighting techniques. (Noncredit)

PHTO 7204B Phonetography

24.0 hours

Acceptable for credit: N - Noncredit
Learn to transform your mobile device snapshots into stunning images! This class will challenge students to look at their everyday life activities and the world around them through the creative lens of a mobile device camera. Students will use the media of the iPhone and other smartphones to correct and augment exposure, lighting, composition, and focus. Use of apps to manually control the camera and post-process images will also be covered. Students are required to bring to class an iPhone or other smartphone camera that has the ability to download apps. Students will acquire and upload several photo editing apps during this class. No prior experience in photography is required. (Noncredit)

PHTO 7205 Photography for Online Sales

8.0 hours

Acceptable for credit: N - Noncredit

Repeatable: 99.00
A photography course designed to introduce students to small product photography techniques useful for posting advertisements on eBay, Craigslist, or other online sites. Topics to be covered are camera settings, using a tripod, basic lighting techniques, selecting backgrounds, subject placement, and editing and prepping images for posting online. (Noncredit)

PHTO 7206 Food Photography

8.0 hours
Acceptable for credit: N - Noncredit
A photography course designed to introduce students to the basic approach for photographing food. Topics include using natural light for photography of food, controlling focus, photography equipment and supplies used in food photography, and useful software. Students are required to have access to a digital camera or cellphone that has controls to manipulate exposure, shutter speed, ISO and focus, as well as the ability to download images to a classroom computer (Noncredit)

Physics

PHYS 100 Concepts In Physics

3.0 units
Acceptable for credit: Transfer to UC, CSU
Advisories: MATH 311 - Algebra 1 ; ENGL 101 - Freshman Composition: Exposition ; or ENGL 514 - Writing Skills 4
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

PHYS 110 Introductory Physics

3.0 units
Acceptable for credit: Transfer to UC, CSU
Prerequisite: MATH 121 - Trigonometry ; or MATH 141 - Precalculus
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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PHYS 141 General Physics 1

4.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: PHYS 105
Prerequisite: MATH 141 - Precalculus ; or completion of or concurrent enrollment in MATH 121
The initial semester of a two-semester introduction to trigonometry-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. (Fall) (Letter Grade or Pass/No Pass)

PHYS 142 General Physics 2

4.0 units
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
C-ID Course Number: PHYS 110
Prerequisite: PHYS 141 - General Physics 1
A continuation of PHYS 141. Discusses heat, thermodynamics, electricity, magnetism, geometric and physical optics, atomic and nuclear physics. (Spring) (Letter Grade or Pass/No Pass)

PHYS 161 Engineering Physics 1

4.0 units
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
C-ID Course Number: PHYS 205
Prerequisite: PHYS 110 - Introductory Physics ; and MATH 182 - Calculus 2 which 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

PHYS 162 Engineering Physics 2

4.0 units
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
C-ID Course Number: PHYS 215
Prerequisite: PHYS 161 - Engineering Physics 1 ; and MATH 182 - Calculus 2
A continuation of PHYS 161 which discusses temperature, heat, thermodynamics, simple harmonic and wave motion, sound, geometric and physical behavior of light, as well as topics in modern physics, which may include the special theory of relativity, and the quantum theory of atomic and nuclear systems. (Fall) (Letter Grade or Pass/No Pass)

PHYS 163 Engineering Physics 3

4.0 units
Acceptable for credit: Transfer CSU
C-ID Course Number: PHYS 210
Advisories: Completion of, or concurrent enrollment in MATH 183
Prerequisite: PHYS 161 - Engineering Physics 1 ; and MATH 182 - Calculus 2
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. (Fall) (Letter Grade or Pass/No Pass)

PHYS 171 Computational Techniques for Physics I: Mechanics

1.0 unit
Acceptable for credit: Transfer CSU
Corequisite: PHYS 161 - Engineering Physics 1
Prerequisite: PHYS 161 - Engineering Physics 1
Introduction to computational methods in physics applied to the solution of classical mechanics problems. Simulation and

Visualization of elementary mechanical systems. Supports and complements material taught in PHYS 161. (Fall, Spring) (Letter Grade or Pass/No Pass)

PHYS 172 Computational Techniques for Physics II: Modern Physics

1.0 unit

Acceptable for credit: Transfer CSU
Corequisite: PHYS 162 - Engineering Physics 2
Prerequisite: PHYS 162 - Engineering Physics 2
Application of computational and data analysis methods to the solution of problems associated with oscillations, statistical mechanics, thermal physics, quantum physics. Simulation and Visualization of relevant physical systems. Complements material taught in PHYS 162. (Fall, Spring) (Letter Grade or Pass/No Pass)

PHYS 173 Computational Techniques for Physics III: Electricity & Magnetism

1.1 units

Acceptable for credit: Transfer CSU
Corequisite: PHYS 163 - Engineering Physics 3
Prerequisite: PHYS 163 - Engineering Physics 3
Computational techniques applied to the solution of problems relating to electric and magnetic fields and phenomena. Simulation and Visualization of electrodynamic systems. Complements material taught in PHYS 163. (Fall, Spring) (Letter Grade or Pass/No Pass)

PHYS 189 Independent Projects

0.0 units

Acceptable for credit: Transfer CSU
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade Only)

Paralegal

PLGL 101 Intro to Paralegal Studies

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
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. (Letter Grade Only)

PLGL 102 Criminal Law & Procedure

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
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 (Letter Grade Only)

PLGL 103 Civil Litigation

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
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. (Letter Grade Only)

PLGL 104 Legal Research & Writing

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
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. (Letter Grade Only)

PLGL 105 Legal Analysis & Writing

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
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. (Letter Grade Only)

PLGL 106 Case Management

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
This course is designed to help students develop the conceptual and technical skills necessary to manage cases in a law office environment. The course includes interaction with case management software, databases, and word processing. (Letter Grade Only)

PLGL 107 Ethics for Paralegals

1.0 unit

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
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. (Letter Grade Only)

PLGL 108 Wills and Trusts

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
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. (Letter Grade Only)

PLGL 109 Family Law

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
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. (Letter Grade Only)

PLGL 110 Intellectual Property Law

3.0 units

Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
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. (Letter Grade Only)

PLGL 111 Tort Law for Paralegals

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Advisories: PLGL 101 - Intro to Paralegal Studies
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. (Letter Grade Only)

PLGL 112 Corporations, Partnership, LLC

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
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. (Letter Grade Only)

Political Science

POLS 101 Introduction to Political Science

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: POLS 150
Advisories: Eligibility for ENGL 101
This is 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

POLS 103 American Government

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: POLS 110
Advisories: Eligibility for ENG 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) (Fall, Spring) (Letter Grade or Pass/No Pass)

POLS 104 Introduction to International Relations

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: POLS 140
Advisories: ENGL 101 - Freshman Composition: Exposition ; and POLS 103 - American Government
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

POLS 105 Comparative Politics

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: POLS 130
Advisories: ENGL 101 - Freshman Composition: Exposition ; and POLS 103 - American Government
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 Russia in order to provide a comparative range of contrasts among an advanced democratic society (Japan), a Communist system (China), and to an important competing power (Russia). (Fall, Spring) (Letter Grade or Pass/No Pass)

POLS 106 California Government and Politics

1.0 unit

Acceptable for credit: Transfer CSU
Advisories: ENGL 514 - Writing Skills 4

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. (Letter Grade or Pass/No Pass)

POLS 189 Independent Projects-Honors

2.0 units

Acceptable for credit: Transfer CSU
Prerequisite: program application
Honors courses designed to be an enriching experience associated with a specific general education course. The course material will either be a more in depth coverage of the material in the GE course, or will be more advanced material related to the course topics. (Letter Grade or Pass/No Pass)

Professional Development

PROD 301 Introduction to Life and Career Planning

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
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. (Fall, Spring) (Pass/No Pass)

Psychology

PSY 101 General Psychology

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: PSY 110
Advisories: ENGL 101 - Freshman Composition: Exposition
An Introduction to the concepts, methods, and techniques of psychology. Topics may include: critical thinking, nervous system, perception, learning, motivation, emotion, stress, prejudice, human interactions and social influences, psychological disorders and therapy. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PSY 105 Research Methods in Psychology

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: PSY 200
Advisories: ENGL 101 - Freshman Composition: Exposition
Prerequisite: MATH 123 - Elementary Statistics ; and PSY 101 - General Psychology
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. (Fall, Spring) (Letter Grade Only)

PSY 106 Alcohol, Other Drugs, and Addiction

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: NA
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, use/misuse/addiction, and approaches to prevention, intervention, and treatment. This course is not open to students who are enrolled in or have received credit for SOC 106 or HUSV 110. (Fall, Spring) (Letter Grade Only)

PSY 112 Human Sexuality

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: PSY 130
Advisories: ENGL 101 - Freshman Composition: Exposition ; and PSY 101 - General Psychology
This course is an introductory overview of the human sexual condition from the perspective of the diverse cultures, 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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PSY 113 Theories Of Personality

3.0 units

Acceptable for credit: Transfer to UC, CSU
Advisories: PSY 101 - General Psychology
Prerequisite: ENGL 101 - Freshman Composition: Exposition
This course covers major contemporary personality theories, compare and contrast diverse personality perspectives, and applies the theoretical principles to personality, psychological health, and psychological growth. (Letter Grade Only)

PSY 117 Child Psychology

3.0 units

Acceptable for credit: Transfer to UC, CSU
Advisories: ENGL 101 - Freshman Composition: Exposition ; and PSY 101 - General Psychology
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. Other topics include but are not limited to: the impact of nature versus nurture, the impact of different parenting styles, types of attachments as well as issues related to prenatal development and birth. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

PSY 118 Human Development - Lifespan

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: PSY 180
Advisories: ENGL 101 - Freshman Composition: Exposition ; and PSY 101 - General Psychology
A balanced study of basic theories, research, and principles of physical, cognitive, and psychosocial development from conception to death is presented in an integrated manner; includes behavior, sexuality, nutrition, health, stress, environmental relationships, and implications of death and dying. (Fall) (Letter Grade or Pass/No Pass)

PSY 119 Abnormal Psychology

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: PSY 120
Advisories: ENGL 101 - Freshman Composition: Exposition ; READ 110 - Introduction to Critical Reading ; and PSY 101 - General Psychology
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

PSY 121 Social Psychology

3.0 units

Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: PSY 170
Prerequisite: PSY 101 - General Psychology ; and ENGL 101 - Freshman Composition: Exposition
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 GE requirement. (Fall, Spring) (Letter Grade Only)

PSY 122 States of Consciousness

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
An exploration of different states of consciousness, the means of attaining those states, their uses, misuses, and consequences. Topics include theories of consciousness, neural correlates of conscious experience, substance use disorders, sleep, dreams, hypnosis, dissociation and dissociation disorders, out-of-body states, near-death experiences, paranormal phenomena, meditation, 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

PSY 127 Emotional Intelligence

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: NA
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

PSY 128 Positive Psychology

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: NA
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

PSY 132 Drugs, the Brain and the Body

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: NA
Advisories: HUSV 110 - Alcohol, Other Drugs, and Addiction ; or SOC 106 - Alcohol, Other Drugs, and Addiction ; or PSY 106 - Alcohol, Other Drugs, and Addiction
Provides an overview of the pharmacology of drugs in substance use disorders with emphasis on drug effects, how drug effects occur, how the body processes drugs, and health consequences of drug use and addiction. Physiologic aspects of addiction and tolerance are explored. Pharmacologic interventions are integrated with other substance use disorder treatment modalities. This course is not open to students who are enrolled in or have received credit for HUSV 132. (Fall, Spring) (Letter Grade Only)

PSY 142 Co-Occurring Disorders Engagement

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: NA
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 who have received credit for HUSV 142. (Fall, Spring) (Letter Grade or Pass/No Pass)

PSY 143 Co-Occurring Disorders: Integrated Interventions

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: NA
Advisories: HUSV 142 - Co-Occurring Disorders: Engagement ; or PSY 142 - Co-Occurring Disorders Engagement
A study of the intervention to benefit 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 who have received credit for HUSV 143. (Fall, Spring) (Letter Grade or Pass/No Pass)

PSY 189 Independent Project in Psychology

1.0 - 3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: NA
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Fall, Spring) (Letter Grade Only)

Real Estate

RE 100 Real Estate Principles

3.0 units

Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Advisories: Eligibility for ENGL 101
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. (Letter Grade Only)

RE 302 Legal Aspects Of Real Estate

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
A study of California real estate law affecting property ownership and management; contract, real estate transfers, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward California educational requirements for broker’s examination. (Pass/No Pass)

RE 303 Real Estate Practices

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

RE 305 Real Estate Appraisal

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

RE 306 Property Management

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

Reading

READ 110 Introduction to Critical Reading

3.0 units

Acceptable for credit: Transfer CSU
Advisories: READ 310 - Reading Skills and Strategies or ENGL 312 or ESL 310 ; or ENGL 513 - Writing Skills 3
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. By practicing critical reading, students will also improve their writing skills. This class serves as a prerequisite for English 101. Lecture: 3 hours per week. Lab: 1 hour per week. This course is not open to students who are enrolled in or have received credit for ENGL 113 or ESL 110. (Fall, Spring) (Letter Grade or Pass/No Pass)

READ 310 Reading Skills and Strategies

3.0 units

Acceptable for credit: C - Credit - Not Degree Applicable
Reading 310 uses fiction and nonfiction texts to develop reading skills and strategies. The emphasis is on improving reading comprehension and efficiency and helping students become critical readers. This course is not open to students who are enrolled in or have received credit for ENGL 312 or ESL 310. (Fall, Spring) (Pass/No Pass)

READ 510 Improving Reading Comprehension

4.0 units

Acceptable for credit: C - Credit - Not Degree Applicable
Designed to introduce students to reading skills necessary for success in college. Emphasis is on improving reading comprehension and developing vocabulary. This course is not

open to students who are enrolled in or have received credit for ENGL 510 or ESL 510. (Fall, Spring) (Pass/No Pass)

Recreation

REC 101 Intro to Recreation Management

3.0 units

Acceptable for credit: Transfer to UC, 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

REC 103 Leadership in Recreation Services

3.0 units

Acceptable for credit: Transfer 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 diverse populations. (Fall, Spring) (Letter Grade or Pass/No Pass)

REC 105 Program Planning for Recreation

3.0 units

Acceptable for credit: Transfer 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

REC 107 Recreational Sports Programming

3.0 units

Acceptable for credit: Transfer 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. The class will study the development and operation of sports venues. Students will gain experience by planning actual events. (Fall, Spring) (Letter Grade or Pass/No Pass)

REC 109 Outdoor & Adventure Recreation

3.0 units

Acceptable for credit: Transfer CSU

An introduction to recreation activities offered in outdoor and adventure settings. Analysis of current practices and the agencies offering these activities. Examination of a variety of outdoor and adventure recreation resources and the ways to use the resources with minimal impact. Course will assist Recreation Management Majors in determining their area of emphasis when transferring. (Fall, Spring) (Letter Grade or Pass/No Pass)

Sociology

SOC 101 Introduction to Sociology

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: SOC 110

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

SOC 102 Social Problems

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: SOC 115

A survey and analysis of ethnic groups and their relations in the United States including the stratification systems, prejudice and discrimination. (Fall, Spring) (Letter Grade or Pass/No Pass)

SOC 104 Social Science Research Methods

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: SOC 120

Prerequisite: SOC 101 - Introduction to Sociology

An introduction to sociological/psychological research methods. Presents the research process from topic selection through data collection for a variety of methods such as surveys, experiments, in-depth interviews, content analysis and comparative/historical research. This course is not open to students who are enrolled in or have received credit for Psychology 104. (Fall, Spring) (Letter Grade or Pass/No Pass)

SOC 106 Alcohol, Other Drugs, and Addiction

3.0 units

Acceptable for credit: Transfer 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, use/misuse/addiction, and approaches to 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. (Fall, Spring) (Letter Grade Only)

SOC 110 Introduction to Marriage & Family

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: SOC 130

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

SOC 120 Race and Ethnic Relations

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: SOC 150

A survey and analysis of ethnic groups and their relations in the United States including the stratification systems, prejudice, and discrimination. (Fall, Spring) (Letter Grade or Pass/No Pass)

SOC 122 Sociology of the Hispanic Culture

3.0 units

Acceptable for credit: Transfer to UC, CSU

A sociological exploration of the Hispanic culture which includes their educational, political and economic status. Emphasis will be on immigration patterns, culture, images, cultural values, social images, assimilation patterns and pluralism. Hispanic groups to be studied will include Mexican Americans, Puerto Rican Americans, Cuban Americans.(F,S) (Fall, Spring) (Letter Grade or Pass/No Pass)

SOC 155 Media and Society

3.0 units

Acceptable for credit: Transfer to UC, CSU

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 pubic 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. (Spring) (Letter Grade or Pass/No Pass)

SOC 160 Cities and Urban Life

3.0 units

Acceptable for credit: Transfer to UC, CSU

This course is an introduction to the multi-disciplinary 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 topics: 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; and 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

Spanish

SPAN 101 Elementary Spanish I

5.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: SPAN 100

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 introductory 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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

SPAN 102 Elementary Spanish II

5.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: SPAN 110

Prerequisite: SPAN 101 - Elementary Spanish I ; or 2 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 not covered in SPAN 101 and/or expands on cultural aspects presented in SPAN 101. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

SPAN 103 Intermediate Spanish I

5.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: SPAN 200

Advisories: ENGL 514 - Writing Skills 4

Prerequisite: SPAN 102 - Elementary Spanish II ; or 3 years of high school Spanish

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. SPAN 103 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. (Fall) (Letter Grade or Pass/No Pass)

SPAN 104 Intermediate Spanish II

5.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: SPAN 210

Advisories: ENGL 514 - Writing Skills 4

Prerequisite: SPAN 103 - Intermediate Spanish I ; or 4 years of high school Spanish

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. (Spring) (Letter Grade or Pass/No Pass)

SPAN 105 Advanced Composition and Grammar

5.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: N/A

Corequisite: SPAN 104 - Intermediate Spanish II

Prerequisite: SPAN 103 - Intermediate Spanish I ; or SPAN 104 - Intermediate Spanish II

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. (Spring) (Letter Grade or Pass/No Pass)

SPAN 111 Intermediate Spanish Conversation

2.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: N/A

Prerequisite: SPAN 102 - Elementary Spanish II ; 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. (Fall) (Letter Grade or Pass/No Pass)

SPAN 112 Advanced Spanish Conversation

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: N/A

Prerequisite: SPAN 111 - Intermediate Spanish Conversation ; or SPAN 103 - Intermediate Spanish I ; or SPAN 104 - Intermediate Spanish II

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. (Spring) (Letter Grade or Pass/No Pass)

SPAN 189 Independent Projects in Spanish

1.0 - 3.0 units

Acceptable for credit: Transfer CSU

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade or Pass/No Pass)

Speech Communication

SPCH 101 Public Speaking

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: COMM 110

An introduction to the theory and practice of presenting speeches for various situations and audiences. Students will become better communicators by learning how to appropriately select a topic, research, organize, outline, and effectively present informative, persuasive, and special occasion speeches. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

SPCH 102 Small Group Communication

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: COMM 140

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) (Letter Grade or Pass/No Pass)

SPCH 103 Interpersonal Communication

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: COMM 130

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. (Fall, Summer) (Letter Grade or Pass/No Pass)

SPCH 106 Argumentation and Debate

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: COMM 120

Advisories: ENGL 101 - Freshman Composition: Exposition ; and SPCH 101 - Public Speaking ; or SPCH 102 - Small Group Communication

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

SPCH 108 Oral Interpretation

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: COMM 170

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

SPCH 110 Intercultural Communication

3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: COMM 150

A study of intercultural communication theory. An understanding of cultural aspects and communication problems within and between ethnic groups is emphasized. (S) (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

SPCH 189 Independent Projects

1.0 - 3.0 units

Acceptable for credit: Transfer CSU

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate 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. (Fall, Spring) (Letter Grade or Pass/No Pass)

Science, Technology, Engineering, And Math

STEM 100 Success Strategies in Science, Technology, Engineering and Mathematics (STEM)

1.0 unit

Acceptable for credit: Transfer 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. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

STEM 140 Math & Science Teaching Careers

1.0 unit

Acceptable for credit: Transfer CSU

Advisories: ENGL 513 - Writing Skills 3 ; and MATH 311 - Algebra 1

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. (Spring) (Letter Grade or Pass/No Pass)

Theatre

THEA 101 Applied Professional Acting I

10.0 units

Acceptable for credit: Transfer to UC, CSU

Advisories: Eligibility for ENGL 100 or ENGL 101

Limitations on Enrollment: Completion of the program application and procedures for enrollment

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 movement, 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. (Fall) (Letter Grade Only)

THEA 102 Applied Professional Acting 2

10.0 units

Acceptable for credit: Transfer to UC, CSU

Limitations on Enrollment: Completion of the program application and procedures for enrollment

Prerequisite: THEA 101 - Applied Professional Acting I

A continuation of THEA 101, with emphasis on individual development. This course is not open to students who have received credit for DRMA 102. (Spring) (Letter Grade Only)

THEA 103 Beginning Professional Theatre Dance Styles

2.0 units

Acceptable for credit: Transfer to UC, CSU

Limitations on Enrollment: Completion of the 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 the body stretch and flexibility, strength and improve rhythmic and movement coordination. Limitation on enrollment: Completion of the program application and procedures for enrollment. This course is not open to students who have received credit for DRMA 401. (Fall) (Letter Grade Only)

THEA 104 Intermediate Professional Theatre Dance Styles

2.0 units

Acceptable for credit: Transfer to UC, CSU
Advisories: THEA 103 - Beginning Professional Theatre Dance Styles
Limitations on Enrollment: Completion of the program application and procedures for enrollment
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. (Fall) (Letter Grade Only)

THEA 110 Beginning Production Laboratory

3.0 units

Acceptable for credit: Transfer to UC, CSU
Advisories: Eligibility for Math 311
Limitations on Enrollment: Completion of the program application and procedures for enrollment.
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. (Fall, Spring) (Letter Grade Only)

THEA 111 Intermediate Production Laboratory

3.0 units

Acceptable for credit: Transfer to UC, CSU
Advisories: THEA 110 - Beginning Production Laboratory and eligibility for MATH 311
Limitations on Enrollment: Completion of the program application and procedures for enrollment.
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. (Fall, Spring) (Letter Grade Only)

THEA 112 Advanced Intermediate Production Laboratory

3.0 units

Acceptable for credit: Transfer to UC, CSU
Advisories: THEA 111 - Intermediate Production Laboratory and eligibility for Math 311
Limitations on Enrollment: Completion of the 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. (Fall, Spring) (Letter Grade Only)

THEA 113 Advanced Production Laboratory

3.0 units

Acceptable for credit: Transfer to UC, CSU
Advisories: THEA 112 - Advanced Intermediate Production Laboratory and Eligibility for; MATH 311 - Algebra 1
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. (Fall, Spring) (Letter Grade Only)

THEA 114 Beginning Performance Laboratory

3.0 units

Acceptable for credit: Transfer to UC, CSU
Advisories: Eligibility for ENGL 100 or ENGL 101
Limitations on Enrollment: Completion of the 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. (Fall, Spring) (Letter Grade Only)

THEA 115 Intermediate Performance Laboratory

3.0 units

Acceptable for credit: Transfer to UC, CSU
Advisories: THEA 114 - Beginning Performance Laboratory and eligibility for ENGL 100 or ENGL 101
Limitations on Enrollment: Completion of the 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. (Letter Grade Only)

THEA 116 Advanced Intermediate Performance Laboratory

3.0 units

Acceptable for credit: Transfer to UC, CSU
Advisories: THEA 115 - Intermediate Performance Laboratory and eligibility for ENGL 100 or ENGL 101
Limitations on Enrollment: Completion of the 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. (Letter Grade Only)

THEA 117 Advanced Performance Laboratory

3.0 units

Acceptable for credit: Transfer to UC, CSU

Advisories: THEA 116 - Advanced Intermediate Performance Laboratory and eligibility for ENGL 100 or ENGL 101

Limitations on Enrollment: Completion of the 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. (Fall, Spring) (Letter Grade Only)

THEA 120 Advanced Professional Acting 1

10.0 units

Acceptable for credit: Transfer to UC, CSU

Limitations on Enrollment: Completion of the program application and procedures for enrollment.

Prerequisite: THEA 101 - Applied Professional Acting I

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 specific 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 will be 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. (Letter Grade Only)

THEA 121 Adv. Professional Acting II

10.0 units

Acceptable for credit: Transfer to UC, CSU

Limitations on Enrollment: Completion of the program application and procedures for enrollment.

Prerequisite: THEA 120 - Advanced Professional Acting 1 ; or DRMA 120

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. (Spring) (Letter Grade Only)

THEA 122 Advanced Intermediate Professional Theatre Dance Styles

2.0 units

Acceptable for credit: Transfer to UC, CSU

Advisories: THEA 104 - Intermediate Professional Theatre Dance Styles

Limitations on Enrollment: Completion of the 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. (Fall) (Letter Grade Only)

THEA 123 Advanced Professional Theatre Dance Styles

2.0 units

Acceptable for credit: Transfer to UC, CSU

Advisories: THEA 122 - Advanced Intermediate Professional Theatre Dance Styles

Limitations on Enrollment: Completion of the 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. (Spring) (Letter Grade Only)

THEA 198 Topics in Theatrical Performance

0.5 - 3.0 units

Acceptable for credit: Transfer CSU

Limitations on Enrollment: Completion of the program application and procedures for enrollment.

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. (Fall, Spring) (Letter Grade Only)

THEA 199 Topics in Theatre Stagecraft

0.5 - 3.0 units

Acceptable for credit: Transfer CSU

Limitations on Enrollment: Completion of the program application and procedures for enrollment.

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. (Fall, Spring) (Letter Grade Only)

THEA 199S Special Topics in Theatre Stagecraft

1.0 unit

Acceptable for credit: Transfer CSU

Limitations on Enrollment: Audition/Interview

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. (Summer) (Letter Grade Only)

THEA 301 Beginning Preparation for Repertory Production

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Completion of the 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. (Fall, Spring) (Letter Grade Only)

THEA 302 Intermediate Preparation for Repertory Production

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
Advisories: THEA 301 - Beginning Preparation for Repertory Production
Limitations on Enrollment: Completion of 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. (Fall) (Letter Grade Only)

THEA 303 Advanced Intermediate Preparation for Repertory Production

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
Advisories: THEA 302 - Intermediate Preparation for Repertory Production
Limitations on Enrollment: Completion of 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. (Letter Grade Only)

THEA 304 Advanced Preparation for Repertory Production

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
Advisories: THEA 303 - Advanced Intermediate Preparation for Repertory Production
Limitations on Enrollment: Completion of 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. (Fall, Spring) (Letter Grade Only)

THEA 305 Materials, Tools, and Techniques 1

10.0 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: Eligibility for; MATH 311 - Algebra 1 ; and ENGL 100 - Writing in Career/Tech Fields ; or ENGL 101 - Freshman Composition: Exposition
Limitations 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. (Fall, Spring) (Letter Grade Only)

THEA 306 Materials, Tools, and Techniques 2

10.0 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: THEA 305 - Materials, Tools, and Techniques 1 ; and eligibility for ENGL 100 or ENGL 101
Limitations on Enrollment: Limitation on Enrollment: Completion of the 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. (Fall, Spring) (Letter Grade Only)

THEA 307 Planning, Production, and Management 1

10.0 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: THEA 305 - Materials, Tools, and Techniques 1 ; THEA 306 - Materials, Tools, and Techniques 2 ; and eligibility for MATH 311 and ENGL 100 or ENGL 101
Limitations on Enrollment: Completion of the 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. (Fall, Spring) (Letter Grade Only)

THEA 308 Planning, Production, and Management 2

10.0 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: THEA 307 - Planning, Production, and Management 1 ; or proof of equivalent prior training and/or work experience; and eligibility for ENGL 100 or ENGL 101 and MATH 311
Limitations on Enrollment: Completion of the 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 Drama -- Technical Theater Certificate program. This course is not open to students who have received credit for DRMA 304. (Fall, Spring) (Letter Grade Only)

THEA 310 Beginning Summer Touring Repertory Production

10.0 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations 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. (Summer) (Letter Grade Only)

THEA 311 Intermediate Summer Touring Repertory Production

10.0 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: THEA 310 - Beginning Summer Touring Repertory Production
Limitations 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. (Summer) (Letter Grade Only)

THEA 312 Advanced Intermediate Summer Repertory Production

10.0 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: THEA 311 - Intermediate Summer Touring Repertory Production
Limitations 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 completed DRMA 115. (Summer) (Letter Grade Only)

THEA 313 Advanced Summer Touring Repertory Production

10.0 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: THEA 312 - Advanced Intermediate Summer Repertory Production
Limitations 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. (Summer) (Letter Grade Only)

Viticulture And Enology

VEN 101 Introduction to Winemaking/Enology

3.0 units

Acceptable for credit: Transfer to UC, CSU
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. This course is not open to students who have received credit for AG 101. (Fall, Spring) (Letter Grade or Pass/No Pass)

VEN 102 Introduction to Viticulture

3.0 units

Acceptable for credit: Transfer to UC, CSU

An introduction to viticulture including grape growing, biology, anatomy, history, distribution, propagation, varieties, wine types, climate, common diseases and pests. This course is not open to students who have received credit for AG 102. (Fall, Spring) (Letter Grade or Pass/No Pass)

VEN 103 Sensory Evaluation of Wine

3.0 units

Acceptable for credit: Transfer CSU

Limitations on Enrollment: Must be 21 years of age or older.

An exploration of the principles of sensory wine evaluation. Demonstrates how wine quality is affected by climate, viticulture practices, production techniques, grape varieties, vineyard location, oak aging, and storage conditions. Participants will survey and evaluate commercial wine styles. Limitation on enrollment: students must be 21 years of age or older. This course is not open to students who have received credit for AG 103. (Fall) (Letter Grade or Pass/No Pass)

VEN 104 Advanced Sensory Evaluation of Wine

3.0 units

Acceptable for credit: Transfer CSU

Limitations on Enrollment: Must be 21 years of age or older

Prerequisite: VEN 103 - Sensory Evaluation of Wine ; or VEN 103 - Sensory Evaluation of Wine

An investigation of Bordeaux, Burgundian, and Rhone varietals from regions where they occur world wide -- France, USA, Chile, Italy, Australia, New Zealand, and Germany. Focuses on geography/soils, enological considerations, viticulture practices, wine production techniques and styles produced. This course is not open to students who have received credit for AG 104. (Spring) (Letter Grade or Pass/No Pass)

VEN 105 Wine Marketing and Sales

3.0 units

Acceptable for credit: Transfer CSU

An introductory overview of the wine industry, production, planning, marketing channels, advertising, promotion, packaging, pricing, retail/wholesale distribution, and public relations. This course is not open to students who have received credit for AG 105. (Letter Grade or Pass/No Pass)

VEN 106 Winery and Vineyard Financial Management

3.0 units

Acceptable for credit: Transfer CSU

Advisories: CBIS 371 - Intro to Excel

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, financial and managerial accounting for vineyards and wineries. Includes the basics of vineyard and winery financial management e.g. using financial statements and what they mean, cash flow management, financial and investment analysis, banking and funding sources. The class combines short lecture and hands-on experience to gain practice with, and examine the limitations of, each analysis. Some basic understanding of Microsoft Excel is recommended. This course is not open to students who have received credit for AG 106. (Fall, Spring) (Letter Grade or Pass/No Pass)

VEN 114 Wine Business

3.0 units

Acceptable for credit: Transfer CSU

Advisories: BUS 101 - Introduction to Business ; ENGL 514 - Writing Skills 4

The 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 experience to gain practice with, and examine the limitations of, each analysis. The student will work in small groups analyzing regional wine industries. This course is not open to students who have received credit for AG 114. (Fall, Spring) (Letter Grade or Pass/No Pass)

VEN 120 Viticulture Operations 1

3.0 units

Acceptable for credit: Transfer CSU

Advisories: VEN 102 - Introduction to Viticulture ; or VEN 102 - Introduction to Viticulture

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. This course is not open to students who have received credit for AG 120. (Fall) (Letter Grade or Pass/No Pass)

VEN 121 Viticulture Operations 2

3.0 units

Acceptable for credit: Transfer CSU

Advisories: VEN 102 - Introduction to Viticulture or AG 102 Introduction to Viticulture

Vineyard practices for the spring season including cultivation, frost control, planting, training, irrigation, disease, and pest control. Laboratory work will stress practical applications of viticulture theory. Operations in commercial vineyards will be studied through field trips. This course is not open to students who have received credit for AG 121. (Spring) (Letter Grade or Pass/No Pass)

VEN 122 Viticulture Operations 3

1.0 unit

Acceptable for credit: Transfer 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. This course is not open to students who have received credit for AG 122. (Summer) (Letter Grade or Pass/No Pass)

VEN 125 Soils and Plant Nutrition

4.0 units

Acceptable for credit: Transfer to UC, CSU
Advisories: CHEM 120 - Introductory Chemistry
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. The course is not open to students who are enrolled in or have received credit for AG 125. (Fall, Spring) (Letter Grade or Pass/No Pass)

VEN 130 Integrated Pest Management

4.0 units

Acceptable for credit: Transfer CSU
Prerequisite: VEN 102 - Introduction to Viticulture (or completion of AG 102); or AG 161 - Introduction to Plant Science
A study of the various pests and diseases found in California vineyard, fruit, vegetable, nut and grain crops - 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 and farms providing "hands-on" learning opportunities. Two separate lab sections will be offered in order to provide students the appropriate option for their agricultural field of interest. Section I will be for the Viticulture focus, Section II will be for the Agriculture focus. This course is not open to students who are enrolled in or have received credit for AG 130. (Letter Grade or Pass/No Pass)

VEN 135 Grapevine Physiology

1.0 unit

Acceptable for credit: Transfer CSU
Advisories: VEN 102 - Introduction to Viticulture or AG 102 Introduction to Viticulture
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. This course is not open to students who have received credit for AG 135. (Letter Grade or Pass/No Pass)

VEN 140 Viticulture Operations 4

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: VEN 120 - Viticulture Operations 1 or AG 120 Viticulture Operations 1
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. This course is not open to students who have received credit for AG 140. (Fall) (Letter Grade or Pass/No Pass)

VEN 141 Viticulture Operations 5

3.0 units

Acceptable for credit: Transfer CSU
Prerequisite: VEN 121 - Viticulture Operations 2 or AG 121 Viticulture Operations 2
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. This course is not open to students who have received credit for AG 141. (Spring) (Letter Grade or Pass/No Pass)

VEN 142 Viticulture Operations 6

1.0 unit

Acceptable for credit: Transfer CSU
Prerequisite: VEN 122 - Viticulture Operations 3 or AG 122 Viticulture Operations 3
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. This course is not open to students who have received credit for AG 142. (Summer) (Letter Grade or Pass/No Pass)

VEN 151 Winery Equipment

2.0 units

Acceptable for credit: Transfer CSU
Prerequisite: Completion of or concurrent enrollment in; VEN 101 - Introduction to Winemaking/Enology or AG 101 Introduction to Winemaking/Enology
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. This course is not open to students who have received credit for AG 151. (Fall) (Letter Grade or Pass/No Pass)

VEN 301 Pairing Wine and Food

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations 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. This course is not open to students who have received credit for AG 301. (Letter Grade or Pass/No Pass)

VEN 302 Progressive Wine and Food Pairing

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Must be 21 years of age or older.
Designed to give students an understanding of how to ensure food flavors and intensity are maximized, while serving a wider range of wines. This course is not open to students who have received credit for AG 302. (Letter Grade or Pass/No Pass)

VEN 303 European Wine and Food

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Must be 21 years or older
Designed for students wishing to expand their knowledge of wine and food pairings. Focuses on European as well as California wines with appropriate regional food. This course is not open to

students who have received credit for AG 303. (Fall, Spring) (Letter Grade or Pass/No Pass)

VEN 304 Dessert Wine and Food Pairing

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Must be 21 years of age or older.
Designed for advanced students wishing to expand their knowledge in wine and dessert pairings. Champagnes, sparkling wines and a variety of dessert wines (ports, sherries, Madeira) will be presented. This course is not open to students who have received credit for AG 304. (Letter Grade or Pass/No Pass)

VEN 305 Pairing the Wines and Foods of Provence

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: VEN 301 - Pairing Wine and Food
Limitations on Enrollment: Must be 21 years of age or older.
Designed for advanced students wishing to expand their knowledge of wine and food pairings. Focuses on the distinctive foods and wines of the Provence region in southern France. This course is not open to students who have received credit for AG 305. (Letter Grade or Pass/No Pass)

VEN 306 Pairing the Wines and Foods of Tuscany

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: VEN 301 - Pairing Wine and Food ; or VEN 301 - Pairing Wine and Food
Limitations on Enrollment: Must be 21 years or older at time of registration.
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. This course is not open to students who have received credit for AG 306. (Letter Grade or Pass/No Pass)

VEN 307 Vineyard Irrigation

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
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. This course is not open to students who have received credit for AG 307. (Letter Grade or Pass/No Pass)

VEN 308 Wine Analysis

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
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. This course is not open to students who have received credit for AG 308. (Letter Grade or Pass/No Pass)

VEN 310 Winemaking Operations I

2.0 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: VEN 101 - Introduction to Winemaking/Enology or AG 101 Introduction to Winemaking/Enology
Limitations on Enrollment: Must be 18 years of age or older and registered in the Enology/Viticulture major or must be 21 years old if not enrolled in the major.
The first course in a four-semester sequence, students are introduced to winemaking from grape harvest through bottling. This course is not open to students who have received credit for AG 310. (Letter Grade or Pass/No Pass)

VEN 311 Winemaking Operations II

2.0 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: VEN 310 - Winemaking Operations I or AG 310 Winemaking Operations 1 ; and VEN 101 - Introduction to Winemaking/Enology or AG 101 Introduction to Winemaking/Enology
Limitations on Enrollment: Must be 18 years of age or older and registered in the Enology/Viticulture major or must be at least 21 years old.
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. This course is not open to students who have received credit for AG 311. (Spring) (Letter Grade or Pass/No Pass)

VEN 312 Advanced Viticulture

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: VEN 102 - Introduction to Viticulture or AG 102 Introduction to Viticulture
This class prepares students to understand and make decisions for the viticultural process including canopy management, frost protection, specific deficit irrigation, morphology and physiology of the grapevine. This course is not open to students who have received credit for AG 312. (Letter Grade or Pass/No Pass)

VEN 314 Organic/Biodynamic Winegrowing

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
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, current winery practices, and cost analysis. This course is not open to students who have received credit for AG 314. (Spring) (Letter Grade or Pass/No Pass)

VEN 315 Fertilizers and Plant Nutrition

4.0 units

Acceptable for credit: D - Credit - Degree Applicable
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 of correcting for these deficiencies. Fertilizer and other soil amendments will be studied as well as the proper management and application

methods for these products. The course is not open to students who are enrolled in or have received credit for AG 315. (Spring) (Letter Grade or Pass/No Pass)

VEN 316 Introduction to Wine Microbiology

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: VEN 101 - Introduction to Winemaking/Enology ; or VEN 101 - Introduction to Winemaking/Enology
Introduction to the natural development, physiology, biochemistry 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. This course is not open to students who have received credit for AG 316. (Letter Grade or Pass/No Pass)

VEN 318 Advanced Winemaking

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Must be 21 years old or older.
Prerequisite: VEN 101 - Introduction to Winemaking/Enology
Students will receive an advanced background in winemaking, in a lecture setting. Relevant winemaking issues are analyzed and discussed. The course will cover the principles of viticulture for winemaking, wine chemistry, principles and practices of making standard types of wines, with special reference to methods of vinification and stability. A brief discussion of winemaking costs and alternatives is presented. This course is not open to students who have received credit for AG 318. (Letter Grade or Pass/No Pass)

VEN 320 Wine Tasting Room Sales

1.5 units

Acceptable for credit: D - Credit - Degree Applicable
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 are covered. Legalities of shipping wine interstate and the various means of wine shipment are discussed. This course is not open to students who have received credit for AG 320. (Letter Grade or Pass/No Pass)

VEN 321 Winemaking Operations III

2.0 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Must be 21 years of age or older
Prerequisite: VEN 310 - Winemaking Operations I
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. This course is not open to students who have received credit for AG 321. (Fall) (Letter Grade or Pass/No Pass)

VEN 322 Winemaking Operations IV

2.0 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Must be 21 years of age or older
Prerequisite: VEN 311 - Winemaking Operations II
The fourth course in a two year sequence (four semesters), students are introduced to all practical process of winemaking from grape harvest through bottle aging, including specific winemaking procedures such as stability treatments, personnel management, and wine packaging and quality control. This course is not open to students who have received credit for AG 322. (Letter Grade or Pass/No Pass)

VEN 323 Vineyard and Winery Evaluation

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: VEN 102 - Introduction to Viticulture ; and VEN 101 - Introduction to Winemaking/Enology
This course will include the data collection and process analysis of vineyards and wineries in the San Luis Obispo and Santa Barbara counties. The students and instructor will perform a comparative analysis of two local vineyard/winery operations, assessing a wide range of different variables ranging from soil conditions vineyard practices and winemaking to wine sales and product distribution. Students will present detailed reports at the end of the course with findings and suggestions to the management of the selected operations, addressing their specific concerns when applicable. (Letter Grade or Pass/No Pass)

VEN 324 Small Acreage Grapegrowing

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
Learn about small vineyard establishment and maintenance. Topics include: selection of site, variety and rootstock, vineyard layout, irrigation, trellising, planting and pest control. This course is not open to students who have received credit for AG 324. (Letter Grade or Pass/No Pass)

VEN 325 Vineyard Equipment Practices

2.0 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Valid California Driver's License. Must be at least 18 years of age.
This is designed as an 8 week course to give agriculture students at Allan Hancock College a basic understanding of vineyard tractor application, service and the use of vineyard equipment. (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

VEN 330 Harvest Boot Camp

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Must be 18 years of age or older
Course provides a basic understanding of the vocabulary and procedures for harvesting both at the vineyard and at the winery. Efficiency and safety issues are addressed. Management principles encountered in the day-to-day harvest operation. This course is not open to students who have received credit for AG 330. (Letter Grade or Pass/No Pass)

VEN 331 Practical Wine Appreciation

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
Limitations on Enrollment: Students must be 21 years old at the time of registering for the class.
Provides a basic understanding of wine varietal appreciation. Learn the descriptive language of wine and the basic components of

wine appearance, aroma and flavor. Different wine varietals will be evaluated and discussed. The class consists of four separate two hour meetings for a total of eight hours. (Fall, Spring) (Letter Grade or Pass/No Pass)

Vocational English As A Second Language

VESL 7300 Family Childcare Business

9.0 - 15.0 hours

Acceptable for credit: N - Noncredit

This course is a non-credit class designed to prepare students for establishing a licensed business in Early Child Care and Education. It will combine learning English (including skills in reading, writing, speaking, and listening) while completing the non-credit "Family Child Care Business" course. It is designed for students who have successfully completed NESL 7005 or NESL 7007 (Levels C or D) or demonstrated high-intermediate/Advanced ESL competency through assessment. This course is needed to complete a noncredit certificate in operating a childcare business. (Fall, Spring) (Satisfactory Progress)

VESL 7301 Child Health and Safety

18.0 - 30.0 hours

Acceptable for credit: N - Noncredit

This course is a non-credit class designed to prepare students for establishing a licensed business in Early Care and Education. This course will cover English and Basic Skills in reading, writing, speaking, and listening while completing the non-credit course "Basic Health, Safety and Nutrition". It is designed for students who have successfully completed NESL 7005 or NESL 7007 (Level C and D ESL) or demonstrated high-intermediate/Advanced ESL competency through assessment. This course is needed to complete a noncredit certificate in operating a childcare business. This course is Module 2 of 5 modules. (Noncredit)

VESL 7302 Developmental Needs of Children

15.0 - 25.0 hours

Acceptable for credit: N - Noncredit

This course is a non-credit class designed to prepare students for establishing a licensed business in the Early Child Care & Education field. This course will cover English and Basic Skills in reading, writing, speaking, and listening while completing the non-credit course "Developmental Needs of Children". It is designed for students who have successfully completed NESL 7005 or NESL 7007 (Levels C and D) or demonstrated high-intermediate/Advanced ESL competency through assessment. This course is needed to complete a noncredit certificate in operating a childcare business. (Noncredit)

VESL 7303 Infant and Toddler Care

12.0 - 20.0 hours

Acceptable for credit: N - Noncredit

This course is a noncredit class designed to prepare students for establishing a licensed business in Early Child Care. It will combine learning English and Basic Skills in reading, writing, speaking, and listening while completing the noncredit course "Caring for Infants and Toddlers". It is designed for students who have successfully completed NESL 7005 or 7007(levels C and D) or demonstrated high-intermediate/Advanced ESL competency through assessment. This course is needed to complete a noncredit certificate in operating a childcare business. (Noncredit)

VESL 7304 Ethics and Business Contracts

15.0 - 25.0 hours

Acceptable for credit: N - Noncredit

This course is a non-credit class designed to prepare students for establishing a licensed business in Early Child Care and Education. It will combine learning English and Basic Skills in reading, writing, speaking, and listening while completing the non-credit course "Ethics and Business Contracts". It is designed for students who have successfully completed NESL 7005 or NESL 7007 (Levels C and D) or demonstrated high-intermediate/Advanced ESL competency through assessment. This course is needed to complete a noncredit certificate in operating a childcare business. (Noncredit)

VESL 7310 History of Child Development

36.0 - 48.0 hours

Acceptable for credit: N - Noncredit

This course is designed to prepare non-credit students for success in the credit level Early Child Care Studies field. It will combine learning English and Basic Skills in reading, writing, speaking, and listening while completing the non-credit course "History of Child Development". It is designed for students who have successfully completed NESL 7005 or NESL 7007 (Levels C and D) or demonstrated high-intermediate/Advanced ESL competency through assessment. (Noncredit)

VESL 7311 Guidance and Interaction

18.0 - 30.0 hours

Acceptable for credit: N - Noncredit

This course is designed to prepare non-credit students for success in the credit level Early Child Care Studies Field. It will combine learning English and Basic Skills in reading, writing, speaking, and listening while completing the non-credit course "Guidance and Interactions". It is designed for students who have successfully completed NESL 7005 or NESL 7007 (Levels C and D) or demonstrated high-intermediate/Advanced ESL competency through assessment. (Noncredit)

VESL 7312 The Importance of Play

32.0 - 36.0 hours

Acceptable for credit: N - Noncredit

This course is designed to prepare non-credit students for success in the credit level Early Child Care Studies Field. It will combine learning English and Basic Skills in reading, writing, speaking, and listening while completing the non-credit course, "The Importance of Play". It is designed for students who have successfully completed NESL 7005 or NESL 7007 (Levels C and D) or demonstrated High-intermediate/Advanced ESL competency through assessment. (Noncredit)

VESL 7313 Observation Made Easy

36.0 - 48.0 hours

Acceptable for credit: N - Noncredit

This course is designed to prepare non-credit students for success in the credit level Early Child Care Studies Field. It will combine learning English and Basic Skills in reading, writing, speaking, and listening while completing the non-credit course “Observation Made Easy”. It is designed for students who have successfully completed NESL 7005 or NESL 7007 (Levels C and D) or demonstrated high-intermediate/Advanced ESL competency through assessment. (Noncredit)

VESL 7314 Assessment & Delivery Systems

15.0 - 25.0 hours
Acceptable for credit: N - Noncredit
This course is designed to prepare non-credit students for success in the credit level Early Child Care Studies Field. It will combine learning English and Basic Skills in reading, writing, speaking, and listening while completing the non-credit course “Assessments and Delivery Systems”. It is designed for students who have successfully completed NESL 7005 or NESL 7007 (Levels C and D) or demonstrated high-intermediate/advanced ESL competency through assessment. (Noncredit)

Vocational Community Education (Noncredit)

VOCE 7018A Spanish in the Workplace

48.0 - 54.0 hours
Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
Students develop conversational skills to communicate effectively with Spanish speakers in the workplace. Topics include phrases and vocabulary for problem-solving, handling real-life situations, avoiding mishaps and misunderstandings, and on-the-job procedures leading to increased employee productivity and safety.

VOCE 7018B Spanish in the Workplace

24.0 - 27.0 hours
Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
Students develop conversational skills to communicate effectively with Spanish speakers in the workplace. Topics include phrases and vocabulary for problem-solving, handling real-life situations, avoiding mishaps and misunderstandings, and on-the-job procedures leading to increased employee productivity and safety.

VOCE 7031A Career Lab

96.0 - 108.0 hours
Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
Visit this open-access lab to obtain guidance in determining career goals, developing a resume, or finding a job. Access computers, Internet resources, periodicals, videos, and office equipment necessary for a successful job search. After completing the initial lab orientation use the lab to fulfill your individual career objectives!

VOCE 7031B Career Lab

48.0 - 54.0 hours
Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
Visit this open-access lab to obtain guidance in determining career goals, developing a resume, or finding a job. Access computers, Internet resources, periodicals, videos, and office equipment necessary for a successful job search. After completing the initial lab orientation use the lab to fulfill your individual career objectives!

VOCE 7034A Welding Lab

0.0 hours
Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
This open-entry/open-exit laboratory is designed to provide students with the opportunity to refine and expand welding techniques. Students may be concurrently enrolled in credit welding classes. Basic welding skills are not taught in this class.

VOCE 7035A Jewelry Making & Repair

60.0 - 68.0 hours
Acceptable for credit: N - Noncredit
Repeatable: 99.00
Discover how easy it is to make a ring or pendant and perform simple jewelry repairs. Topics include jewelry restoration, restringing pearls or beads, silversmithing, and goldsmithing. (Fall, Spring, Summer) (Noncredit)

VOCE 7035B Jewelry Making & Repair

32.0 - 36.0 hours
Acceptable for credit: N - Noncredit
Prerequisite: TEEN Y
Discover how easy it is to make a ring or pendant and perform simple jewelry repairs. Topics include jewelry restoration, restringing pearls or beads, silversmithing, and goldsmithing.

VOCE 7100 Computers and You: Level 1

28.0 - 36.0 hours
Acceptable for credit: N - Noncredit
Learn the basics of using a computer. Understanding computer lingo, what to look for when buying a computer and an introduction to Windows - opening and saving files, Word Processing & the Internet. (Fall, Spring, Summer) (Noncredit)

VOCE 7101 Computers and You: Level 2

28.0 - 36.0 hours
Acceptable for credit: N - Noncredit
Designed to build on the skills mastered in Computers & You Level 1. Includes Microsoft Word, Internet, basic Email skills (using Outlook.com), and an introduction to Excel and PowerPoint. (Fall, Spring, Summer) (Noncredit)

VOCE 7103 Introduction to the Internet

14.0 - 18.0 hours
Acceptable for credit: N - Noncredit
Navigate the exciting world of cyberspace. Learn the business and consumer uses of the internet, such as websites, blogs, maps and directions, podcasts and more. Learn the inner workings of the Internet, as well as an introduction to buying and selling online. (Fall, Spring, Summer) (Noncredit)

VOCE 7105 Intro to Microsoft Word

28.0 - 36.0 hours
Acceptable for credit: N - Noncredit
Designed for beginning to intermediate computer users who would like to learn many of the features of Word, while creating

letters, certificates, flyers, labels and more. (Fall, Spring, Summer) (Noncredit)

VOCE 7107 Intro to Microsoft Excel

28.0 - 36.0 hours

Acceptable for credit: N - Noncredit

Students learn the basics of Excel: creating spreadsheets, formulas, charts, and more. (Fall, Spring, Summer) (Noncredit)

VOCE 7108 Computer Skills Lab

8.0 - 102.0 hours

Acceptable for credit: N - Noncredit

Designed for the person wanting to upgrade their computer skills. This is a great place to learn at your own pace using a manual or practice what you are learning in other computer classes. This lab allows for the flexibility of designing your own schedule by choosing the hours you wish to attend. (Fall, Spring, Summer) (Noncredit)

VOCE 7109 Microsoft Windows

14.0 - 18.0 hours

Acceptable for credit: N - Noncredit

Introduction to Windows, the most widely used computer operating system. Learn to customize the desktop, organize files, transfer files and photos from one device to another, perform basic photo editing, use OneDrive (cloud) services, and Windows Apps. (Fall, Spring, Summer) (Noncredit)

VOCE 7110 Social Media

14.0 - 18.0 hours

Acceptable for credit: N - Noncredit

Repeatable: 99.00

Learn how to use some of today's most popular Social Media. Some of the media covered will include Instagram, Facebook, Pinterest and Skype. (Fall, Spring, Summer) (Noncredit)

VOCE 7111 Email

14.0 - 18.0 hours

Acceptable for credit: C - Credit - Not Degree Applicable

Learn to use Microsoft Outlook E-mail, Calendaring, and Contacts functions. Learn to send and receive mail, add contacts, set appointments and reminders, create distribution groups, and more. (Fall, Spring, Summer) (Noncredit)

VOCE 7112 Intro to Microsoft PowerPoint

14.0 - 18.0 hours

Acceptable for credit: N - Noncredit

Students will learn the basics of creating PowerPoint slide shows for business, home and volunteer use. Students will create slides, and add pictures, animation, and music to their presentations. (Fall, Spring, Summer) (Noncredit)

VOCE 7113 Intro to Microsoft Publisher

14.0 - 18.0 hours

Acceptable for credit: N - Noncredit

Students will learn to create flyers, tri-folds, business cards, calendars, cards, envelopes & labels for business, volunteer, or home use. (Fall, Spring, Summer) (Noncredit)

VOCE 7300 Family Childcare Business

9.0 - 15.0 hours

Acceptable for credit: N - Noncredit

Interested in operating a family childcare business? Learn about California licensing procedures, marketing techniques, contracts and fees and other aspects of operating an independently-owned-business. This course is module 1 of 5 needed to complete a noncredit certificate in operating a childcare business. (Satisfactory Progress)

VOCE 7301 Child Health and Safety

18.0 - 30.0 hours

Acceptable for credit: N - Noncredit

Learn about a child's health, safety and nutrition regulations, policies and procedures with hands-on practice in this course designed for individuals interested in family childcare. Obtain the beginning knowledge and basic skills that could help in providing a safe and nurturing environment for children. This course is module 2 of 5 needed to complete a noncredit certificate in operating a childcare business. (Noncredit)

VOCE 7302 Developmental Needs of a Child

15.0 - 25.0 hours

Acceptable for credit: N - Noncredit

Understanding the development needs of children is important to establishing a child-friendly home daycare setting. Topics covered include children and discipline, culturally inclusive learning environments, inclusion of children with special needs, and age appropriate activities. This course is module three of five needed to complete a noncredit certificate in operating a childcare business. (Noncredit)

VOCE 7303 Infant and Toddler Care

12.0 - 20.0 hours

Acceptable for credit: N - Noncredit

Providing quality care for infants and toddlers begins with knowing how to setup appropriate features in the home environment and how to communicate effectively to meet the needs of the children. Learn strategies to build a relationship with the parents and child. This course is module 4 of five needed to complete a noncredit certificate in operating a childcare business. (Noncredit)

VOCE 7304 Ethics and Business Contracts

15.0 - 25.0 hours

Acceptable for credit: N - Noncredit

Module five - child care business course teaches students how they can best run their home day care using professional ethics as a guide to build professional relationships, select and maintain staff, interact with parents, maintain contract and other business practices. (Fall, Spring) (Noncredit)

VOCE 7310 History of Child Development

36.0 - 48.0 hours

Acceptable for credit: N - Noncredit

This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy and professional history. (Fall, Spring) (Noncredit)

VOCE 7311 Guidance and Interaction

18.0 - 30.0 hours

Acceptable for credit: N - Noncredit

This class will provide basic information regarding the importance of guidance and interactions with children. An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. (Fall, Spring) (Noncredit)

VOCE 7312 The Importance of Play

32.0 - 36.0 hours

Acceptable for credit: N - Noncredit

This class will provide basic information regarding the importance of play, its function, and relevance to a child's physical, cognitive and psychosocial development. It will also cover topics such as conservation, rough and tumble/war play and developmentally appropriate practices. (Fall, Spring) (Noncredit)

VOCE 7313 Observation Made Easy

36.0 - 48.0 hours

Acceptable for credit: N - Noncredit

The course applies observation and assessment skills in evaluating all areas of the child’s growth and development. It also includes documentation of child’s skills and behaviors. Knowledge of the child’s development and learning would provide the framework for curriculum and teaching strategies. (Fall, Spring) (Noncredit)

VOCE 7314 Assessment and Delivery Systems

15.0 - 25.0 hours

Acceptable for credit: N - Noncredit

In this course, the student becomes aware of various types of educational programs and delivery systems available to children 0-8 years of age. The student will be exposed to licensing regulations and procedures, the roles and responsibilities of a teacher and the concept of a teaching philosophy and professional ethics in Early Childhood (Fall, Spring) (Noncredit)

VOCE 7400B Beginning Floral Design

18.0 - 24.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Develop a designer's eye for floral artistry and learn to create attractive floral arrangements. Learn about design concepts such as color, line, texture, and shape. Also, learn plant identification, care, and seasonal availability of various flowers and greens. Students create arrangements to take home weekly.

VOCE 7401B Floral Design: Beyond the Basics

18.0 - 24.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Build on skills learned in Beginning Floral Design by practicing new techniques while refining your eye for design. Continue exploring color, line, texture, and shape. Experiment with new ideas and watch your confidence and creativity bloom. Students create arrangements to take home weekly.

VOCE 7402B Floral Design:Beyond Basics II

18.0 - 24.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

This course introduces more advanced floral design techniques and color theory, while students increase independence and creativity in their floral designs. Students create arrangements to take home weekly.

VOCE 7404B Floral Design: Special Events

18.0 - 24.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Learn the delicate art of transforming flowers and greenery into small-scale arrangements to be worn on clothing or larger-scale items to be used as decor for special events, such as parties or weddings. Principles of design, especially as they relate to smaller scale projects, are examined. The instructor presents a variety of hand-made, floral-inspired gift items and party or wedding favors. Students create arrangements to take home weekly. (Noncredit)

VOCE 7405 Floral Seasonal Celebrations

6.0 - 18.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Create a festive atmosphere in your home for the season through the use of fresh flowers, greenery, and decorative items. Design concepts such as color, line, texture, and shape are demonstrated. Projects include centerpieces, novelty designs, permanent botanicals, and fresh florals, all with a seasonal theme. Students create arrangements to take home weekly.

VOCE 7405B Floral Seasonal Celebrations

18.0 - 24.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Create a festive atmosphere in your home for the season using fresh flowers, greenery, and decorative items. Design concepts such as color, line, texture, and shape are demonstrated. Projects include centerpieces, novelty designs, permanent botanicals, and fresh florals, all with a seasonal theme. Students create arrangements to take home weekly.

VOCE 7500 Beg. Tax & Record Keeping

1.0 - 6.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Record keeping is the foundation of business success. Course topics include tax deduction basics, itemizing expenses, setting up filing systems, and tax ID information. This class is designed for new family child care providers.

VOCE 7501 Four Steps to a Profession: Family Child Care as a Profession

4.0 - 32.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Family child care providers often feel isolated from others in their profession and have limited opportunities for professional development and networking because they spend most working hours in their home. This course helps providers develop personal coping and self-care skills and creative solutions to address the drawbacks of the profession, thereby increasing longevity in the profession. At least one year of experience as a child care provider is suggested when enrolling in this course.

VOCE 7502 Intro to Tax Preparation

19.0 hours

Acceptable for credit: N - Noncredit

This course introduces basic tax concepts and terminology needed to prepare simple federal/state income tax returns. Students must also enroll in VOCE 7503-Introduction to Income Tax Preparation Software and VOCE 7504-Income Tax Preparation Internship to complete the Income Tax Preparation certificate program. (Spring) (Satisfactory Progress)

VOCE 7503 Intro to Tax Prep Software

8.0 hours

Acceptable for credit: N - Noncredit

Corequisite: VOCE 7502 - Intro to Tax Preparation

This course provides interactive computerized training using the IRS-approved TaxSlayer federal/state income tax preparation software, under the supervision and coordination of a qualified instructor. Students must also enroll in VOCE 7502-Introduction to Income Tax Preparation and VOCE 7504-Income Tax Preparation Internship of the Income Tax Preparation certificate program. (Spring) (Satisfactory Progress)

VOCE 7504 Income Tax Prep Internship

40.0 hours

Acceptable for credit: N - Noncredit

Corequisite: VOCE 7502 - Intro to Tax Preparation ; and VOCE 7503 - Intro to Tax Prep Software

Limitations on Enrollment: Complete the IRS Basic Certification within the first week of class before preparing tax returns.

This internship provides 40 hours of supervised basic federal/state income tax return preparation hands-on experience utilizing the IRS TaxSlayer software for low-income families. Students must also enroll in, and complete, VOCE 7502-Introduction to Income Tax Preparation and VOCE 7503-Introduction to Income Tax Preparation Software which are the formal training aspects of the Income Tax Preparation certificate program. IRS Basic Certification: All volunteers in the VITA/TCE Program must take the Standards of Conduct training and pass the certification test. Volunteer tax return preparers must be certified to prepare taxes and perform quality reviews of returns. Students must pass the applicable course test&mdash;Basic, Advanced, Military, or International in order to perform these duties. All volunteers who prepare or review returns must be certified in Basic, at a minimum. Volunteers can stop at Basic or proceed with other courses and certification levels. Volunteers can only prepare and quality review tax returns for the level at which they have been certified. (https://www.irs.gov/individuals/volunteer-training-certification) (Spring) (Satisfactory Progress)

VOCE 7600B Roses: Insects and Diseases

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

This course explores methods of managing insects and diseases on roses. Course topics include identification of good and bad insects, early detection of plant disease, appropriate chemical selection, fertilization, and pruning techniques. There is a special emphasis on rose varieties that thrive on the Central Coast of California.

VOCE 7602B Pruning Techniques

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Learn pruning techniques, care for roses and other plants, and techniques to promote blooming in flowering plants. Methods of disbudding, deadheading, and finger pruning are covered.

VOCE 7603A Landscape Construction

48.0 - 54.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

This course provides an overview of landscape construction and maintenance operations. Topics include landscape installation and maintenance, pruning methods, blueprint reading, cost estimates, pest control, landscape tools and equipment, and ornamental plant identification. Management problems surrounding recreation areas, parks, highways, and commercial and residential areas are also discussed.

VOCE 7604B Basic Landscaping 1

0.0 - 36.0 hours

Acceptable for credit: N - Noncredit

Repeatable: 99.00

Learn basic landscaping skills and techniques to enhance and beautify residential and commercial property. This class is designed for individuals currently employed in landscaping or who want to begin a career in gardening and landscaping. Students study and discuss safety, soil types, irrigation, fertilizers, plant types, pest control, and gardening equipment. (Noncredit)

VOCE 7605B Basic Landscaping 2

48.0 - 54.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

This class builds upon basic landscaping skills learned in Basic Landscaping 1. Learn more about plants, grasses, soils, plant identification, tools, and safety. Pruning and irrigation techniques are introduced. The class is designed for individuals employed in the landscaping business or who wish to begin working in landscaping.

VOCE 7606B Fruit Trees: Care and Pruning

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

This course introduces novice and expert gardeners to the principles of pruning commonly grown fruit trees. Learn about fertilizing and watering techniques, insect and disease control methods, when and where to prune, and when to seek professional help.

VOCE 7607B Water-Wise Landscaping

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

This course explores various planting and landscaping techniques to conserve water by as much as 50 percent. Learn how to create an easy to maintain landscape using native and drought tolerant plants. Drip irrigation practices will also be discussed. Xeriscaping, a landscaping method that utilizes water-conserving techniques, typically requires less maintenance than traditional landscapes, but special maintenance techniques are taught.

VOCE 7608B Residential Plant Selection

6.0 - 18.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

With the guidance of a professional landscape designer, students learn to identify nearly 200 plants that thrive on the Central Coast and in the Santa Ynez Valley, including trees, native plants, decorative shrubs, and easy-care ground covers. Discussion topics include placement, cultural requirements, landscape value, maintenance, and environmental practices.

VOCE 7609B Sprinklers & Drip Systems

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Learn to identify watering needs and conservation opportunities when creating a plan to install sprinkler, drip, and lawn irrigation systems. Identify what works best for different types of landscapes, from small beds to big lawns and gardens with irregular shapes. Individual issues are also addressed.

VOCE 7611B Plant Propagation

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Students learn how to produce plants for the garden, friends, or for the marketplace. Course topics include growing plants from seeds and cuttings, dividing perennials and bulbs, and grafting and budding fruit trees. Students also learn to grow new plants by using hybridizing methods.

VOCE 7612B Gardening w/ Specialty Plants

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Learn about the types and varieties of unique plants native to varied global regions and climates. Students review the advantages and challenges of using these plants in the residential or commercial garden. Discussion topics include ornamental grasses, tropical plants, native California plants, succulents, and cacti.

VOCE 7613B Gardening w/California Natives

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Learn about the types, uses, propagation techniques, and care of hundreds of California natives suitable for home gardens. Emphasis is on the regional natives best adapted to our climate and soils and those that attract native birds and butterflies.

VOCE 7614B Container Gardening

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Container gardening has its challenges, but with a little imagination and the appropriate knowledge, students can create a beautiful garden in miniature. This class offers practical advice on container choice, potting soils, fertilizers, and innovative plant collection ideas.

VOCE 7615A Flower Gardening

48.0 - 54.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Learn the basics of flower gardening including planting techniques, general care, and the planting calendar. Discussion covers the basic types of small-flowering plants: annuals, perennials, bulbs, roses, and wildflowers. Discover ways to maximize seasonal color with a special focus on using color and foliage texture to create an attractive garden and landscape.

VOCE 7615B Flower Gardening

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Learn the basics of flower gardening including planting techniques, general care, and the planting calendar. Discussion covers the basic types of small-flowering plants: annuals, perennials, bulbs, roses, and wildflowers. Discover ways to maximize seasonal color with a special focus on using color and foliage texture to create an attractive garden and landscape.

VOCE 7616B Ponds and Waterfalls

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Create your own tropical paradise! Learn how to design, build, and care for outdoor ponds and waterfalls. Proper plant and fish selection are discussed along with the materials needed to create waterscapes. Adding a water feature to your landscape can reduce the use of water.

VOCE 7617B Gardens & Landscape Structures

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Learn how landscapers and architects create attractive and dramatic outdoor spaces. Explore the use of pathways, benches, garden art, gazebos, patio covers, arbors, garden screens, trellises, modern fencing, retaining or garden walls, pavers, and stamped or acid-stained concrete to create useful and interesting landscapes.

VOCE 7618B Easy Plant and Lawn Care

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Reduce the time you spend on lawn care, watering, fertilizing, weeding, and pruning. Learn how to control weeds, rodents, and insect pests and create a beautiful landscape for your home. A properly maintained landscape will result in less water use.

VOCE 7619A Growing Vegetables and Herbs

48.0 - 54.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Learn everything you need to know about growing vegetables and herbs on the Central Coast. Explore gardening basics, including growing vegetables and herbs from seed and harvesting. This class will help every level of gardener have the most productive garden imaginable.

VOCE 7619B Growing Vegetables and Herbs

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Learn everything you need to know about growing vegetables and herbs on the Central Coast. Explore gardening basics, including growing vegetables and herbs from seed and harvesting. This class will help every level of gardener have the most productive garden imaginable.

VOCE 7620B Landscape Design

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Commercial and residential gardeners learn to design a landscape while exploring landscape styles, art and design principles, plant placement, and creative plant combinations. Common landscape problems, resolutions, and water conservation are addressed.

VOCE 7621A Epicurean Kitchen Garden

48.0 - 54.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Expand your gardening, cooking, and dining repertoires with a gardener's look at the fruits, nuts, vegetables, herbs, and berries that comprise local, national, and international cuisine. Explore garden-grown ingredients from cultures ranging from the Central Coast to those of Japan, Greece, and the Middle East. Each class meeting offers recipes to try at home.

VOCE 7621B Epicurean Kitchen Garden

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Expand your gardening, cooking, and dining repertoires with a gardener's look at the fruits, nuts, vegetables, herbs, and berries that comprise local, national, and international cuisine. Explore garden grown ingredients from cultures ranging from the Central Coast to those of Japan, Greece, and the Middle East. Each class meeting offers recipes to try at home.

VOCE 7622 Green Gardening: Beginning

25.0 hours

Acceptable for credit: N - Noncredit

This survey course combines discussion, demonstration, and interactive exercises to focus on resource conservation and pollution prevention in the landscape. This course builds upon existing skill sets to help professionals make a landscape as efficient, functional, and beautiful as possible. This course is the first in a two-part series, and is a prerequisite for Green Gardening: Advanced. (Fall, Spring, Summer) (Satisfactory Progress)

VOCE 7623 Green Gardening: Advanced

25.0 hours

Acceptable for credit: N - Noncredit

This course combines discussion, demonstration, and interactive exercises to develop detailed skill sets focused on resource conservation and pollution prevention in the landscape. The course builds upon the skills taught in the Green Gardening: Beginning to help professionals make a landscape as efficient, functional, and beautiful as possible, and to distinguish their services in a competitive market. This course is the second in a two-part series, and follows Green Gardening: Beginning. (Fall, Spring, Summer) (Noncredit)

VOCE 7700 Careers in Culinary Arts & Hospitality

12.0 - 14.0 hours

Acceptable for credit: C - Credit - Not Degree Applicable

Is a career in hospitality or culinary arts right for you? Are you currently employed and interested in advancing in the field? Chefs, bakers, managers, nutritionists, food scientists, buyers, and sommeliers are in high demand, and the career possibilities in the hospitality and culinary arts industry are limitless. In this short-term introductory course, learn about careers in the hospitality industry, paths to career advancement, and identify which career suits your skills and interests. The class will explore front of the house including managers, concierge, and service as well as back of the house, chefs, prep cooks, purchasing, business, and industry operations as well as identify the skill set and personality traits required. See if a career in hospitality is right for you. (Fall, Spring, Summer) (Noncredit)

VOCE 7701 Kitchen Basics ICCA

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Learn the fundamentals of food preparation including terminology, equipment, and techniques in this introductory course designed for individuals working in a kitchen, interested in starting a home-based culinary business, or who wish to improve their kitchen skills. Emphasis is on basic kitchen skills including food safety and sanitation, creating an efficient and safe workspace and kitchen weights and measures. Specific content includes knife skills, understanding ingredients, reading, scaling, and implementation of recipes. Students will be prepared to obtain a food handlers license. (Fall, Spring, Summer) (Pass/Satisfactory Progress/No Pass)

VOCE 7702 Introduction to Baking

16.0 - 18.0 hours

Acceptable for credit: N - Noncredit

Explore the amazing science and artistry of baking. This class introduces the student to the basic baking skills and procedures used in commercial bakeries. Gain practical experience in the production of quick breads, cookies, cakes & frostings in a professional kitchen setting. (Fall, Spring, Summer) (Satisfactory Progress)

VOCE 7703 Introduction to Cooking

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

Explore the workings of commercial kitchen operations in this introductory class designed to develop basic skills in the preparation of eggs, soups, vegetables, starches and grains, poultry and meats. Students learn about the many culinary positions available in a commercial kitchen while exploring their talents and interests. (Fall, Spring, Summer) (Pass/Satisfactory Progress/No Pass)

VOCE 7704 Understanding California Cottage Law

12.0 - 13.5 hours

Acceptable for credit: N - Noncredit

Explore the possibilities of creating a legal at-home workspace for food production. Learn the details of Class A & B licensing procedures, including requirements regarding employees, labeling, sales, and distribution. Covers permitted foods and workplace restrictions and the review of relevant federal food codes. (Fall, Spring) (Pass/Satisfactory Progress/No Pass)

VOCE 7705 Culinary Business Fundamentals

24.0 - 27.0 hours

Acceptable for credit: N - Noncredit

This class presents the legalities required in a cottage industry culinary business including the process and expense involved in obtaining business and fictitious business name licenses, liability insurance, and health department permits. Students will be introduced to contracts, agreements, expiration dates, packaging requirements, and return policies. (Fall, Spring) (Satisfactory Progress)

VOCE 7706 Marketing, Branding & Packaging

12.0 - 13.5 hours

Acceptable for credit: N - Noncredit

Learn the basics of developing a marketing plan including business name and logo design, advertising, promotion, and networking. This class will introduce techniques for understanding your product, customers, competition, and and how your product fits into the market. Instruction on the packaging and labeling requirements of the CA Cottage Law will be included as well as research into direct and indirect sales opportunities and appropriate venues. (Fall, Spring, Summer) (Satisfactory Progress)

VOCE 7707 Culinary Skills Development

12.0 - 13.5 hours

Acceptable for credit: N - Noncredit

Perfect your cooking skills and products. Students will receive assistance by professional chefs in perfecting recipes and menus to consistently create products using the most efficient and cost effective ingredients and production methods. Class will include lab time for one on one instruction. (Fall, Spring, Summer) (Pass/Satisfactory Progress/No Pass)

VOCE 7708 Baking Skills Development

12.0 - 13.5 hours

Acceptable for credit: N - Noncredit

Perfect your baking skills and products. Students will receive guidance from a professional chef to perfect recipes and menus to consistently create products using the most efficient and cost effective ingredients and production methods. Class will include lab time for one on one instruction. (Fall, Spring, Summer) (Pass/Satisfactory Progress/No Pass)

VOCE 7800 Commercial Truck Driving: Preparation for the Learner’s Permit

56.0 - 64.0 hours

Acceptable for credit: N - Noncredit

Advisories: NESL 7007 - Introduction to English D

This course prepares students to take the knowledge test required to obtain a California Commercial Learner’s Permit. (Fall, Spring, Summer) (Satisfactory Progress)

VOCE 7800B Commercial Truck Driving: Preparation for the Learner’s Permit

56.0 - 64.0 hours

Acceptable for credit: N - Noncredit

Advisories: NESL 7007 - Introduction to English D

This course prepares students to take the knowledge test required to obtain a California Commercial Learner&rsquo;s Permit. Curriculum follows Federal Motor Carrier Safety Administration's requirement for ELDT (Entry Level Driver Training). (Fall, Spring, Summer) (Satisfactory Progress)

VOCE 7801 Commercial Truck Driving: Behind-the-Wheel Training

160.0 - 180.0 hours

Acceptable for credit: N - Noncredit

Limitations on Enrollment: Students must be 1) over 21 years of age, 2) submit an authorized Medical Examination Report, and 3) have a valid California driver’s license at the time of registration. Individuals wishing to haul hazardous materials must pass a Transportation Security Administration (TSA) background check.

Prerequisite: VOCE 7800 - Commercial Truck Driving: Preparation for the Learner’s Permit

This course prepares students to take the road test required to obtain a California Commercial Driver’s License – Class A or B. Upon completion of the course and passing the road test, students are prepared for an entry-level position in the trucking industry. A Certificate of Completion is awarded to students who perform 80% or higher on all competency tests and pass the California Commercial Driver’s License – Class A or B test. (Noncredit)

VOCE 7801B Commercial Truck Driving: Behind-the-Wheel Training

75.0 - 85.0 hours

Acceptable for credit: N - Noncredit

Limitations on Enrollment: Students must: 1.) present a current California CDL Learner's Permit; 2.) submit an authorized Medical Examination Report; 3.) submit a 10-year driving history from DMV; 4.) submit a clear drug and alcohol screening test at Hancock-approved medical provider.

Prerequisite: VOCE 7800B - Commercial Truck Driving: Preparation for the Learner’s Permit
This course prepares students to take the road test required to obtain a California Commercial Driver's License Class A or B. Curriculum follows Federal Motor Carrier Safety Administration's requirement for ELDT (Entry Level Driver Training). A Certificate of Competency is awarded to students who perform 80% or higher on all competency tests. Upon completion of the course and passing the road test, students are prepared for an entry-level position in the trucking industry. (Fall, Spring, Summer) (Satisfactory Progress)

Veterinary Technology

VT 300 Introduction to Veterinary Technology

2.0 units
Acceptable for credit: D - Credit - Degree Applicable
Advisories: ENGL 101 - Freshman Composition: Exposition
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. Basic animal nursing skills and clinical procedures are introduced. Topics will include veterinary medical terminology, diagnostic procedures, and veterinary medical and surgical nursing care. (Fall, Spring) (Letter Grade or Pass/No Pass)

VT 301 Veterinary Anatomy, Physiology and Terminology

3.0 units
Acceptable for credit: D - Credit - Degree Applicable
Advisories: ENGL 101 - Freshman Composition: Exposition
Limitations on Enrollment: Acceptance into the Veterinary Technology Program
Prerequisite: BIOL 100 - Introductory Biology ; and CHEM 120 - Introductory Chemistry
This course introduces the biology of animals, the chemistry of life and medical terminology used in veterinary medicine. It includes the 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. (Fall, Spring) (Letter Grade Only)

VT 302 Veterinary Office Procedures

2.0 units
Acceptable for credit: D - Credit - Degree Applicable
Advisories: ENGL 101 - Freshman Composition: Exposition
Limitations on Enrollment: Acceptance into the Veterinary Technology Program.
This course covers the various roles of the veterinary health care team including veterinary hospital record management, client and interpersonal communication, medical terminology, and legal, ethical, and safety issues. (Fall, Summer) (Letter Grade Only)

VT 303 Veterinary Pharmacology

2.0 units
Acceptable for credit: D - Credit - Degree Applicable
Advisories: ENGL 101 - Freshman Composition: Exposition
Limitations on Enrollment: Acceptance into the Veterinary Technology 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 biohazardous material. (Letter Grade Only)

VT 304 Clinical Pathology & Microbiology

3.0 units
Acceptable for credit: D - Credit - Degree Applicable
Advisories: ENGL 101 - Freshman Composition: Exposition
Limitations on Enrollment: Acceptance into the Veterinary Technology Program.
Prerequisite: BIOL 100 - Introductory Biology
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. (Fall, Spring) (Letter Grade Only)

VT 305 Medical Nursing & Animal Care

4.0 units
Acceptable for credit: D - Credit - Degree Applicable
Advisories: ENGL 101 - Freshman Composition: Exposition
Limitations on Enrollment: Acceptance into the Veterinary Technology Program.
Prerequisite: VT 301 - Veterinary Anatomy, Physiology and Terminology or 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. (Spring) (Letter Grade Only)

VT 306 Surgical Nursing & Dentistry

4.0 units
Acceptable for credit: D - Credit - Degree Applicable
Advisories: ENGL 101 - Freshman Composition: Exposition
Limitations on Enrollment: Acceptance into the Veterinary Technology Program.
Prerequisite: VT 301 - Veterinary Anatomy, Physiology and Terminology
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. (Spring) (Letter Grade Only)

VT 307 Veterinary Radiology and Radiation Safety

2.0 units

Acceptable for credit: D - Credit - Degree Applicable
Advisories: ENGL 101 - Freshman Composition: Exposition
Limitations on Enrollment: Acceptance into the Veterinary Technology Program.
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. (Fall, Spring) (Letter Grade Only)

Wildland Fire Technology

WFT 101 Wildland Fire Behavior

3.0 units
Acceptable for credit: Transfer CSU
Advisories: WFT 302 - Basic Incident Command System I-200
A study of wildland fire behavior. Topics include influences that affect basic wildland fire behavior, the seven factors that must be continuously monitored in making wildland fire behavior predictions, and identification of the tools necessary to make spot fire behavior predictions. (Spring) (Letter Grade or Pass/No Pass)

WFT 102 Wildland Firefighter Safety and Survival

3.0 units
Acceptable for credit: Transfer CSU
Advisories: WFT 302 - Basic Incident Command System I-200
An exploration of the situations and conditions that result in fire shelter deployments, serious injuries and fatalities for wildland firefighters. (F) (Letter Grade or Pass/No Pass)

WFT 103 Wildland Fire Operations

3.0 units
Acceptable for credit: Transfer CSU
Advisories: WFT 302 - Basic Incident Command System I-200
An exploration of the command structure and operational processes for ground and air operations in the control of wildland fires. (Spring) (Letter Grade Only)

WFT 104 Wildland Public Information Officer, Prevention, and Investigation

3.0 units
Acceptable for credit: Transfer CSU
Advisories: WFT 302 - Basic Incident Command System I-200
Presents the roles and functions of the information officer, emphasizing fire prevention and investigation communications. (Fall) (Letter Grade Only)

WFT 105 Wildland Fire Planning, Logistics, and Finance

3.0 units
Acceptable for credit: Transfer CSU
Advisories: WFT 302 - Basic Incident Command System I-200
Explores the roles, responsibilities and functions of the planning, logistics, and finance sections that are utilized during the control of wildland fires. (Spring) (Letter Grade Only)

WFT 301 Introduction to Incident Command System IS700 & IS800

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: N/A
An introduction to the principles of the Incident Command System, its structures and terminology. (A) (Letter Grade or Pass/No Pass)

WFT 302 Basic Incident Command System I-200

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
Advisories: WFT 301 - Introduction to Incident Command System IS700 & IS800
A continuation of Wildland Fire Technology 301 providing a basic introduction to the Incident Command System (ICS). Develops the foundation necessary for the student to participate as a member of a wildland fire incident. Topics include the principles and features of ICS, an organizational overview, incident facilities, incident resources, and common responsibilities. (A) (Pass/No Pass)

WFT 303 Intermediate Incident Command System I-300

1.5 units
Acceptable for credit: D - Credit - Degree Applicable
Advisories: WFT 302 - Basic Incident Command System I-200
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. (Pass/No Pass)

WFT 304 Advanced Incident Command System I-400

1.0 unit
Acceptable for credit: D - Credit - Degree Applicable
Advisories: WFT 303 - Intermediate Incident Command System I-300
A course of study that pertains to ICS relationships and duties of command staff members, Agency Representatives, and activation of the command general staff. Not open to students who are enrolled in or who have completed EMS 314. (A) (Pass/No Pass)

WFT 306 Advanced Firefighter Training S-131

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: n/a
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. (Letter Grade or Pass/No Pass)

WFT 307 Introduction to Wildland Fire Behavior S-190

0.5 units
Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: n\a
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. (Letter Grade or Pass/No Pass)

WFT 308 Initial Attack Commander ICT S-200

1.5 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: n/a
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. (Letter Grade or Pass/No Pass)

WFT 309 Fire Operations in the Urban Interface S-215

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
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. (Letter Grade or Pass/No Pass)

WFT 310 Portable Pumps and Water Use S-211

1.5 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: n/a
Course of study for firefighters to gain competency in the use of portable pumps and water in wildland fire fighting. (Letter Grade or Pass/No Pass)

WFT 311 Wildfire Powersaws S-212

1.5 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: n/a
Course for those planning to operate, or directly supervise, the operation of chain saws on wildfires. (Letter Grade or Pass/No Pass)

WFT 312 Firing Operations S-219

2.0 units

Acceptable for credit: D - Credit - Degree Applicable
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. (Letter Grade or Pass/No Pass)

WFT 313 Crew Boss S-230

1.5 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: n/a
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. (Letter Grade or Pass/No Pass)

WFT 314 Engine Boss S-321

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
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 a engine crew on a wildland fire incident. (Letter Grade or Pass/No Pass)

WFT 315 Heavy Equipment Boss S-236

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
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. (Letter Grade or Pass/No Pass)

WFT 316 Field Observer S-244

2.0 units

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: n/a
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. (Letter Grade or Pass/No Pass)

WFT 318 Status/Check-In Recorder S-248

0.5 units

Acceptable for credit: D - Credit - Degree Applicable
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. (Letter Grade or Pass/No Pass)

WFT 319 Fire Business Management Principles S-260

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: n/a
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. (Letter Grade or Pass/No Pass)

WFT 320 Applied Business Management Principles S-261

1.5 units

Acceptable for credit: D - Credit - Degree Applicable
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. (Letter Grade or Pass/No Pass)

WFT 321 Basic Air Operations S-270

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
C-ID Course Number: n/a

This course covers aircraft types and capabilities, aviation management and safety for flying in and working with agency aircraft, tactical and logistical uses of aircraft, and requirements for helicopter take-off and landing areas. Note: The regulations, procedures and policies addressed in this course are primarily those governing federal agency and ICS operations. State, county, or other political subdivisions using this course will need to consult their agency having jurisdiction with respect to regulations, procedures and policies. (Letter Grade or Pass/No Pass)

WFT 323 Extended Attack Incident Commander S-300

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable

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. (Letter Grade or Pass/No Pass)

WFT 324 Task Force/Strike Team Leader S-330

1.5 units

Acceptable for credit: D - Credit - Degree Applicable

C-ID Course Number: n/a

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. (Letter Grade or Pass/No Pass)

WFT 325 Division/Group Supervisor S-339

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable

C-ID Course Number: n/a

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. (Letter Grade or Pass/No Pass)

WFT 326 Air Support Group Supervisor S-375

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

C-ID Course Number: n/a

The course identifies the duties of the Air Support Group Supervisor, who 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. (Letter Grade or Pass/No Pass)

WFT 327 Introduction to Wildland Fire Behavior Calculations S-390

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

C-ID Course Number: n/a

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. (Letter Grade or Pass/No Pass)

WFT 328 Safety Officer S-404

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

C-ID Course Number: n/a

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. (Letter Grade or Pass/No Pass)

WFT 329 Air Operations Branch Director S-470

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

C-ID Course Number: n/a

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. (Letter Grade or Pass/No Pass)

WFT 330 Followership to Leadership L-280

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable

C-ID Course Number: n/a

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. (Letter Grade or Pass/No Pass)

WFT 331 Incident Leadership L-381

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

C-ID Course Number: n/a

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. (Letter Grade or Pass/No Pass)

WFT 332 Facilitative Instructor M-410

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

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. (Letter Grade or Pass/No Pass)

WFT 333 Prescribed Fire Implementation RX-301

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

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. (Letter Grade or Pass/No Pass)

WFT 334 Introduction to Fire Effects RX-310

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

This course of study present 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. (Letter Grade or Pass/No Pass)

WFT 335 Prescribed Fire Plan Preparation RX-341

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

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. (Letter Grade or Pass/No Pass)

Wildland Fire Technology Logistics

WFTL 310 Display Processor S-245

0.5 units

Acceptable for credit: D - Credit - Degree Applicable

Advisories: WFT 302 - Basic Incident Command System I-200

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. (Pass/No Pass)

Wildland Fire Technology Operations

WFTO 311 Firefighter Training S-130

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

Advisories: WFT 302 - Basic Incident Command System I-200 ; and WFT 307 - Introduction to Wildland Fire Behavior S-190

Course of study designed to train new firefighters in basic firefighting skills and the knowledge necessary to effectively handle wildland firefighting situations. (Pass/No Pass)

WFTO 332 Intermediate Wildland Fire Behavior S-290

2.0 units

Acceptable for credit: D - Credit - Degree Applicable

Advisories: WFTO 311 - Firefighter Training S-130 ; WFT 307 - Introduction to Wildland Fire Behavior S-190

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. (Pass/No Pass)

Workforce Preparation (Noncredit)

WKPR 7000 Planning Your Next Job/Career

2.0 - 8.0 hours

Acceptable for credit: N - Noncredit

This course is designed for individuals who wish to explore new approaches to work and career opportunities. Students examine their work histories, identify marketable employment skills, and develop work-related goals. (Fall, Spring, Summer) (Satisfactory Progress)

WKPR 7001 Planning a Job Search

2.0 - 8.0 hours

Acceptable for credit: N - Noncredit

In this course, students have an opportunity to plan a job search strategy based on their life and work goals, their strengths, and past experiences. Students construct a resume from the "bottom up" and a systematic campaign for marketing themselves in a competitive job market. (Fall, Spring, Summer) (Satisfactory Progress)

WKPR 7002 Impression Management

2.0 - 8.0 hours

Acceptable for credit: N - Noncredit

In this course, students learn impression management concepts that apply to the workplace and life in general. Emphasis is on managing the interview and the job search process as well as using impression management to accomplish career goals. (Fall, Spring, Summer) (Satisfactory Progress)

WKPR 7005 Professional Workplace Skills

0.0 - 36.0 hours

Acceptable for credit: N - Noncredit

Repeatable: 99.00

Learn the skills that are essential to success in the workplace. Professional skills are the qualities, habits, attitudes that make someone a good employee and compatible to work with. It is estimated that 15% of someone’s workplace or career success comes from their technical skills and knowledge, while 85% comes from their ability to get along with people. Get these skills so that you can get a job, be promoted, or retain an existing job. (Noncredit)

WKPR 7006 Practical Workplace Skills

0.0 - 36.0 hours

Acceptable for credit: N - Noncredit

Repeatable: 99.00

Get the tools you need to find a job, apply for it, and successfully ace the interview. Gain skills to help you keep a job once you secure one, by learning to recognize and solve common workplace problems. Using examples provided by employers, such as issues with quality, quantity, and customer satisfaction, students develop the ability, skills, and knowledge needed to overcome these issues. This class combines education and job skills training to improve your employability. (Noncredit)

WKPR 7007 Technical Workplace Skills

0.0 - 36.0 hours

Acceptable for credit: N - Noncredit

Repeatable: 99.00

Technical skills can dazzle and impress a prospective employer. When crafting a resume, these skills—customer service, planning and organization, experience with tools and technology, attention to detail, operational excellence, and sustainable practices and safety—are valued by all employers. Sharpen these job skills in this class so you can confidently list these qualities on your resume. (Noncredit)

Welding Technology

WLDT 106 Beginning Welding

3.0 units

Acceptable for credit: Transfer 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 including SMAW, and a brief introduction to both GTAW (Tig) and GMAW (Mig) welding. (Fall, Spring) (Letter Grade or Pass/No Pass)

WLDT 107 Advanced Welding

3.0 units

Acceptable for credit: Transfer CSU

Prerequisite: WLDT 106 - Beginning Welding

A continuation of WLDT 106, emphasizing position welding of a variety of ferrous metals, using a variety of electrodes used in industries. (Fall, Spring) (Letter Grade or Pass/No Pass)

WLDT 189 Independent Projects

0.0 units

Acceptable for credit: Transfer CSU

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade or Pass/No Pass)

WLDT 199 Special Topics in Welding Technology

0.5 - 3.0 units

Acceptable for credit:

- (Letter Grade or Pass/No Pass)

WLDT 300 Shop Math and Measurement

3.0 units

Acceptable for credit: D - Credit - Degree Applicable

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 MT 381. (Fall, Spring) (Letter Grade or Pass/No Pass)

WLDT 301 Selected Welding Project

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable

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) (Fall, Spring) (Letter Grade or Pass/No Pass)

WLDT 305 Welded Sculptural Projects

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable

The course is an introduction to fundamentals of conceptualizing sculptural forms and fabricating these forms using shop mechanics and tools. Students will develop skill techniques of cutting, forming, forging, welding and finishing ferrous metal. (Fall, Spring) (Letter Grade or Pass/No Pass)

WLDT 306 Layout and Fabrication Interpretation

3.0 units

Acceptable for credit: D - Credit - Degree Applicable

Prerequisite: WLDT 106 - Beginning Welding CR C

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. (Fall, Spring) (Letter Grade or Pass/No Pass)

WLDT 307 G.M.A.W. Welding

3.0 units

Acceptable for credit: D - Credit - Degree Applicable

Prerequisite: WLDT 106 - Beginning Welding CR C

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. (Spring) (Letter Grade or Pass/No Pass)

WLDT 308 T.I.G. Welding

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: WLDT 106 - Beginning Welding CR C
Provides students with the theory and practical applications of gas tungsten arc welding (GTAW) and the operation of gas tungsten arc welding equipment. (Fall, Spring) (Letter Grade or Pass/No Pass)

WLDT 309 Mini MIG (GMAW)

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
This course will give students enough MIG welding background to weld in metal sculpture and ornamental iron classes using 110 power MIG welders. (Letter Grade or Pass/No Pass)

WLDT 312 Pipe Fitting & Welding

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: WLDT 107 - Advanced Welding
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) (Fall) (Letter Grade or Pass/No Pass)

WLDT 315 Metal Fabrication

4.0 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: WLDT 107 - Advanced Welding CR C
Provides the student with the opportunity to combine previously learned skills into a system requiring the use of prints, tolerances, and specifications. (Fall) (Letter Grade or Pass/No Pass)

WLDT 316 Metal Yard Sculptures

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
An introduction to the craft and art of creating metal yard sculptures. Emphasis is on creative discovery with and through fabrications primarily from non-ferrous metals, found metal objects, and/or commercially available components. (F) (Fall) (Letter Grade or Pass/No Pass)

WLDT 317 Ornamental Iron 1

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
Basics of ornamental iron work including fabrication techniques and safety training. (Fall) (Letter Grade or Pass/No Pass)

WLDT 318 Welding and Metal Sculpture

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
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. (Fall) (Letter Grade or Pass/No Pass)

WLDT 319 Blacksmithing Projects

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
An opportunity to use blacksmithing in the fabrication of projects developed and assigned by the instructor. (Spring) (Letter Grade or Pass/No Pass)

WLDT 320 Pipe Welding

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: WLDT 107 - Advanced Welding
An introductory course in the theory and practice of pipe welding designed to provide the student with an opportunity to acquire basic pipe welding skills used in the highly specialized pipe welding industry. (Fall) (Letter Grade or Pass/No Pass)

WLDT 330 Welding Certification

3.0 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: WLDT 107 - Advanced Welding ; or WLDT 307 - G.M.A.W. Welding ; or WLDT 308 - T.I.G. Welding
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. (Spring) (Letter Grade or Pass/No Pass)

WLDT 331 Advanced Welding Certification Lab

2.0 units

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: WLDT 330 - Welding Certification CR C
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. (Spring) (Letter Grade or Pass/No Pass)

WLDT 333 Welding Certification - SMAW

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
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. (Letter Grade or Pass/No Pass)

WLDT 334 Welding Certification - GMAW

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
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. (Letter Grade or Pass/No Pass)

WLDT 335 Flux Core Arc Welding

1.0 unit

Acceptable for credit: D - Credit - Degree Applicable
Prerequisite: WLDT 106 - Beginning Welding
Introduces students to craft flux core welding. Topics include types, uses, safety considerations, and fabrication techniques. (Letter Grade or Pass/No Pass)

WLDT 370 SkillsUSA

3.0 units
Acceptable for credit: D - Credit - Degree Applicable
Repeatable: 3.00
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. (Letter Grade or Pass/No Pass)

WLDT 389 Independent Projects

0.0 units
Acceptable for credit: D - Credit - Degree Applicable
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Letter Grade Only)

Administration & Faculty

Administration and Faculty

Administration

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- Associate Superintendent/Vice President, Finance and Administration: Eric D. Smith
- Associate Superintendent/Vice President, Academic Affairs: Robert Curry, Ph.D.
- Associate Superintendent/Vice President, Student Services: Nohemy Ornelas, Ed.D.
- Vice President, Institutional Effectiveness: Paul Murphy, Ph.D.

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- Dean, Academic Affairs, Sean Abel, Ph.D.
- Dean, Academic Affairs: Mary Patrick, Ph.D.
- Dean, Academic Affairs (Community Education): Sofia Ramirez-Gelpi, Ph.D.
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- Dean, Student Services, Counseling and Matriculation: Yvonne Teniente-Cuello
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- Associate Dean/Artistic Director, PCPA: Mark Booher
- Associate Dean, Public Safety: Mitch McCann

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- Director, Public Affairs and Communications: Lauren Milbourne
- Director, Student Activities and Outreach: Stephanie Robb
- District Police Chief: Cathy Farley
- Managing Director, Pacific Conservatory Theatre (PCPA): Jennifer Schwartz

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