



# CATALOG

## 2013-14

**Cover: "Nascence" by John Hood – 2013-14**



I have been teaching college art classes for more than 20 years and have discovered that I can still teach and make art at the same time. It brings me great satisfaction to do both.

My great-grandmother was a passionate artist who shared her love of painting with me, as did both grandparents. As a child I was drawn to the visual arts where my family exposed me to the major art museums across the nation. It was there that I found something I could relate to.

During graduate school I traveled to Europe and developed a passion for both surface markings and non-narrative subject matter. Most of my work over the years has involved contemplative compositions where the forms hover in space. "Nascence" is from a new body of work which attempts to merge several techniques and design arrangements for a more meditative and minimal style.



# CATALOG

## 2013-14

*Effective Summer Session 2013*

### **Santa Maria Campus**

800 South College Drive, Santa Maria, CA 93454-6399  
Admissions & Records Office  
(805) 922-6966 ext. 3248

### **Lompoc Valley Center**

One Hancock Drive, Lompoc, CA 93436  
(805) 735-3366

### **Vandenberg AFB Center**

144 Wyoming Avenue, bldg. 14003, Vandenberg AFB, CA 93437-6312  
(805) 734-3500 or (805) 605-5915

### **Solvang Center**

320 Alisal Road, Ste. 306, Solvang CA 93463  
(805) 693-1543

Toll-free from San Luis Obispo and Santa Barbara counties

**1-866-DIAL AHC (342-5242)**

**[www.hancockcollege.edu](http://www.hancockcollege.edu)**

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

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

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Artistic Director/Associate Dean, PCPA.....	Mark Booher	Director, Plant Services.....	Rex Van Den Berg
Executive Director, AHC Foundation.....	Jeff Cotter	Director, Public Affairs & Publications.....	Rebecca J. Alarcio
Interim Director, Admissions and Records.....	Marian Quaid-Maltagliati	Interim Director, Public Safety/Chief of Police.....	Wes Maroney
		Assistant Director, Information Technology Services.....	Janet Ford
		Managing Director, PCPA.....	Michael Black
		Title IX Coordinator.....	Luis P. Sanchez, J.D. LL.M.

## ACADEMIC DEPARTMENTS

### APPLIED SOCIAL SCIENCES

Dean – Ardis Neilsen

Department Chair – Al Avila

Administration of Justice • Culinary Arts  
 Early Childhood Studies • Education  
 Family & Consumer Sciences  
 Food Science & Nutrition  
 Human Services

### BUSINESS

Dean – Roanna Bennie

Department Chair - Marie Comstock

Accounting • Business • Real Estate  
 Computer Business Information Systems  
 Computer Business Office Technology  
 Paralegal Studies • Entrepreneurship  
 Cooperative Work Experience

### COMMUNITY EDUCATION

### COSMETOLOGY

VP, Academic Affairs, Luis Sanchez

Coordinator – Kathy McGarry

### COUNSELING

Dean – Rob Parisi, Ed.D.

Department Chair –

Yvonne Teniente-Cuello

Leadership • Learning Skills  
 Personal Development

### ENGLISH

Dean – Nancy Meddings

Chair – Julia Raybould-Rodgers

English • Reading • Library

### FINE ARTS

Dean – Roanna Bennie

Artistic Director/Associate Dean,

PCPA – Mark Booher

Department Chair – Larissa Nazarenko

Art • Dance • Drama • Film  
 Graphics • Music • Photography  
 Multimedia Arts & Communication

### HEALTH SCIENCES

Dean – Roanna Bennie

Department Chair – Bonny Friedrich

Dental Assisting • Medical Assisting  
 Nursing

### INDUSTRIAL TECHNOLOGY

Dean – Roanna Bennie

Department Chair – Eric Mason

Architecture • Auto Body Technology  
 Automotive Technology  
 Electronics/Computer Electronics  
 Engineering Technology  
 Machining & Manufacturing Technology  
 Space Operations • Welding Technology  
 Apprenticeship Training

### KINESIOLOGY, RECREATION & ATHLETICS

VP, Academic Affairs, Luis Sanchez

Associate Dean – Kim Ensing

Department Chair - Chris Stevens

Athletic Training • Health Education  
 Intercollegiate Athletics  
 Physical Education • Recreation

### LANGUAGES & COMMUNICATION

Dean – Ardis Neilsen

Department Chair –

Ethelwynne Reeves

American Sign Language  
 Educational Technology  
 English as a Second Language  
 Foreign Languages (Spanish, French,  
 Italian, Latin)  
 Speech Communication

### LIFE & PHYSICAL SCIENCES

Dean - Paul Murphy

Department Chair - Linda Metaxas

Agribusiness • Astronomy  
 Biology • Chemistry  
 Geographic Information Systems  
 Geology • Physical Science  
 Physics • Registered Veterinary Tech

### MATHEMATICAL SCIENCES

Dean - Paul Murphy

Department Chair – Dominic Dal Bello

Computer Science  
 Engineering • Mathematics

### PUBLIC SAFETY

Dean – Rick Rantz

Department Chair – David Senior

Emergency Medical Services  
 Environmental Technology  
 Fire Technology / Academy  
 Law Enforcement / Academy  
 Wildland Fire Technology

### SOCIAL & BEHAVIORAL SCIENCES

VP, Academic Affairs, Luis Sanchez

Department Chair - Gary Bierly

Anthropology • Economics  
 Geography • Global Studies  
 History • Humanities  
 Philosophy • Political Science  
 Psychology • Sociology



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

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# General Information



ALLAN  
HANCOCK  
COLLEGE



CATALOG  
2013-14

# 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 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 and Buellton, and Vandenberg Air Force Base.

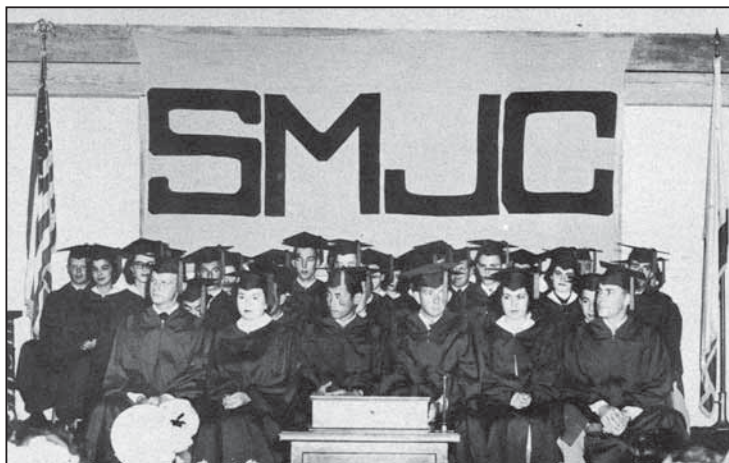
## Academics and Career Training

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

To take advantage of rapidly-changing educational technology, the college began offering instruction on television in 1972, and classes

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

The Community Education program, active since 1973, offers hundreds of courses including citizenship preparation and classes for older adults. The arts and lectures series has been presenting distinguished speakers and performers since 1965.



In 1951, Santa Maria Junior College's graduating class contained 45 students. The college's name was changed to Allan Hancock College three years later.

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 Entrepreneur Center opened in spring 2012.

Students' financial needs outside the classroom have been met over the years by a growing number of support programs. Each year, approximately \$350,000 in scholarships is awarded through the Allan Hancock College Foundation. In 1974, the college opened its Financial Aid and Job Placement offices. In addition, the Extended Opportunity Programs and Services (EOPS) office has helped students with "over and above" support services since the 1970s. The College Achievement Now (CAN) program was launched in 2010.

Theater has formed a strong part of the college's relationship with the community. From its beginning in a converted badminton court in 1964, the Pacific Conservatory of the Performing Arts (PCPA) has offered more than 500 plays and musicals, maintained artists in residence and trained approximately 3,000 actors and technicians. PCPA has also presented plays in Solvang since 1971, leading to the building of the Solvang Festival Theater in 1974. The 2013-14 season will mark PCPA's 50th anniversary.

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

## Facilities

Since the first classes taught in 1952 at the Camp Cooke Army barracks (now Vandenberg Air Force Base), the college has offered extensive courses in the community and remains committed to serving the Lompoc and Santa Ynez valleys. The college opened its Vandenberg Air

Force Base Center in 1957. Classes have been taught in the Santa Ynez Valley since 1971 and in Lompoc since 1974. The college completed construction of a permanent Lompoc Valley Center in spring 1999 and opened the Solvang Center in August 2000. In 1958, the voters approved a bond issue to purchase the airfield site and finance a building program.

## Facilities Timeline

- 1962 • Four new college buildings opened for fall classes:
  - *Student Center, Library, Science building and north wing of the gymnasium*
  - Formed nucleus of a campus master plan designed for 2,000 students
  - Classes continued to be held in buildings used for the original aeronautics college
- 1964 • Two-story business education building opened in December
- 1965 • Fine Arts building opened in the fall



- 1967 • Gymnasium and a new Industrial Technology building completed in the fall
- Administration and Student Services buildings opened for fall semester
- 1968 • Performing Arts Center, including Marian Theater, opened in the spring
- 1971 • Bookstore completed in May
- 1974 • Nine acres of property and buildings purchased from the Southern California Gas Company
- Located three blocks from the Santa Maria campus
- Known as "South Campus;" houses Plant Services operation, as well as the Public Safety department which offers law enforcement, fire technology, and emergency services instructional programs
- 1977 • Learning Resources Center opened with completion of 16,000 square-foot library addition and extensive remodeling of existing structure
- 1982 • Learning Assistance building opened
- Serves physically disabled students and those with learning disabilities
- 1989 • Humanities complex was completed
- 1991 • Family & Consumer Sciences facility opened for spring classes
- 1992 • Severson Theater, an addition to the Performing Arts Center, completed in the fall
- Entry and roadway improvements were made
- 2000 • Original Student Center completely remodeled and expanded
- Now incorporates the Bookstore, café, coffee bar, student lounge, offices and conference rooms
- 2006 • Measure I passed by voters
- A \$180 million general obligation bond, Measure I, was passed by voters in June 2006, and it is paving the way for additional new facilities and technology enhancements that will be completed over a 10-year period.



Commencement 2012 marked the 91st graduation in Allan Hancock College's history. A total of 716 students earned 931 associate in arts or associate in science degrees in 67 different majors.

- 2007 • Extensive remodel/expansion of Learning Resources Center/Library was completed
- Building now includes Academic Resource Center (ARC), which houses
  - *Student support operations such as the tutorial and writing centers*
  - *The Ann Foxworthy Gallery, named for Superintendent/President Emeritus Ann Foxworthy, Ph.D.*
- New Community Education building opened in summer
- New science building opened for fall classes
- 2010 • Both completed with Measure I funds
- 2010 • Groundbreaking held in May for new Student Services Center
- Expected completion is late summer 2013
- New facility will act as "front door" of the college
- Will house all important offices and functions that students need: registration, admissions, financial aid, counseling, learning assistance and more.
- New administration building is adjacent; will house all administrative functions, including the superintendent/president's office, human resources, facilities, business and administrative services and more.
- 2011 • Summer groundbreakings held for:
  - Children's Center Lab Addition, Santa Maria campus
  - Public Safety Training Complex, Lompoc Valley Center; estimated completion is fall 2013

- 2012 • Construction began in July on expansion of Industrial Technology complex
- To accommodate the expansion, athletic fields were moved and/or rebuilt, including a new baseball field, track and field, football practice field and soccer fields.
- New Industrial Technology building will open in spring 2014.
- 2013 • Early Childhood Studies building, which encompasses the Children's Center Lab School, opened in January
- New baseball field constructed across College Drive adjacent to the softball field opened in January
  - Renovation of the Performing Arts Center, building D, began in January
  - *Completion is expected by fall*
  - *Major focus is on ADA renovation and interior and exterior upgrades for code compliance and patron and performer comfort and safety*
  - Completion of remaining athletic fields expected by fall

Since 2006, technology improvements have included a complete overhaul of the college's mainframe, resulting in the installation of an integrated campus system that includes student and employee databases, reg-

istration, financial aid, purchasing, payroll, and more.

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

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

The history of Allan Hancock College is rich with accomplishment. Although the board of trustees, administration, faculty and staff value the college's past, they also have a vision for the future, as do our nearly 17,000 students each semester, who choose Allan Hancock College with the goal to "Start here. Go anywhere."

## MISSION OF THE COLLEGE

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

## VISION STATEMENT

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

## ALLAN HANCOCK COLLEGE SHARED VALUES

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

We at Allan Hancock College express our values in all that we do. Our commitment is to find innovative ways to enhance student achievement and to always put students first. We operate in a culture of mutual respect and lifelong learning, developing relationships among students and employees to enrich our collective appreciation for diverse ideas, thoughts and experiences. Our culture is supported by a philosophy that *shared governance and academic freedom* are primary vehicles in promoting excellence in all teaching, learning and services through open and honest communication. (Allan Hancock College Board Policy 1112, Allan Hancock College Board Policy 7200)

## ACCREDITATION

Allan Hancock College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (10 Commercial Blvd., Ste. 204, Novato, CA, 94949, (415) 506-0234), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. The college has been continuously accredited since 1952. The latest accreditation is available for review on the Allan Hancock College public website. In addition, the licensing or other approval documents by a state agency for the various programs that require additional credentials are available by request through the office of the Vice President of Academic Affairs.

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

## PHILOSOPHY STATEMENT ON ASSESSMENT AND STUDENT LEARNING OUTCOMES

Excerpt from the statement adopted by the Allan Hancock College Academic Senate Allan Hancock College is commit-

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

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

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

### Information from Learning Outcomes Assessment Committee

Assessment is the ongoing process of analyzing student academic achievements compared to expected outcomes. Student work may be used as part of the assessment process and will be anonymous. Activities may include, but are not limited to, examinations, performance assessments, written papers, projects, learning journals, portfolios, case studies, questionnaires, surveys, focus groups, interviews, and follow-up studies. Assessment differs from grades in that results are used to understand effectiveness and improve the college's programs and services to support student success. AHC's outcomes are available at [www.hancockcollege.edu/institutional\\_research\\_planning/learning\\_outcomes/](http://www.hancockcollege.edu/institutional_research_planning/learning_outcomes/).

## INSTITUTIONAL LEARNING OUTCOMES

What does Allan Hancock College contribute to the lives of its students? This question has inspired a dialog among our faculty, staff and students. Upon receiving an associate's degree from Allan Hancock College, students will have achieved proficiency in communication; critical thinking and problem solving; global awareness and cultural competence; information and technology literacy; quantitative literacy; scientific literacy and personal responsibility and development. The following ILOs are integrated as knowledge, skills, abilities and attitudes into a variety of courses and student services available at the college.

### 1. COMMUNICATION

Communicate effectively using verbal, visual and written language with clarity and purpose in workplace, community and academic contexts.

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

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

## 2. CRITICAL THINKING & PROBLEM SOLVING

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

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

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

## 3. GLOBAL AWARENESS & CULTURAL COMPETENCE

Respectfully interact with individuals of diverse perspectives, beliefs and values being mindful of the limitation of your own cultural framework.

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

- Develop an awareness of one's own cultural framework and how it informs one's perspectives and experiences.
- Recognize the interdependence of societies that participate in or depend on world economies, political systems and the planet's finite and fragile resources.
- Act with sensitivity, respect and integrity in interactions with individuals and peoples of diverse perspectives, beliefs and values.
- Develop an awareness of the importance of civic and community participation.

## 4. INFORMATION AND TECHNOLOGY LITERACY

Define what information is needed to solve a real-life issue and then use appropriate technologies to locate, access, select and manage the information.

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

- Use a computer to perform basic functions appropriate to the classroom and workplace.
- Select and use technology appropriate for the task.
- Determine the nature and extent of information needed.
- Locate, access, manage and evaluate information from multiple sources.
- Use information ethically and legally.
- Develop the ability to understand the applications and implications of technology in society.

## 5. QUANTITATIVE LITERACY

Use mathematical concepts and models to analyze and solve real life issues or problems.

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

- Perform calculations accurately.
- Interpret mathematical models such as formulas, graphs and tables.
- Apply mathematical concepts to solve problems.
- Create and analyze mathematical models of real-world situations.

## 6. SCIENTIFIC LITERACY

Use scientific knowledge and methodologies to assess potential solutions to real-life changes

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

- Demonstrate a science-based understanding of the natural world.
- Apply scientific concepts and models to solve complex problems within the natural world.
- Describe and demonstrate the use of the scientific method.
- Demonstrate science-based knowledge in daily life situations.

## 7. PERSONAL RESPONSIBILITY & DEVELOPMENT

Take the initiative and responsibility to assess your own actions with regard to physical wellness, learning opportunities, career planning, creative contribution to the community and ethical integrity in the home, workplace and community.

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

- Demonstrate an understanding of ethical issues and the ability to make ethical decisions in complex situations.
- Acquire knowledge and exercise choices that enhance wellness.
- Develop responsibility for one's own actions and participate actively in pluralistic society.
- Produce and/or respond to artistic or creative expressions.
- Participate effectively in teams, provide leadership, make decisions and seek consensus when appropriate.
- Value and apply lifelong learning skills for personal and professional growth.
- Value one's personal role in sustaining the ecosystem.
- Develop career goals and plans to accomplish them.

## ALLAN HANCOCK COLLEGE FOUNDATION

The Allan Hancock College Foundation raises friends and funds to support the mission of the college. Funds are raised through a year-round, community-wide effort led by volunteers who believe in students and education. These funds help provide opportunity for student success through scholarships and support for the college's programs and special projects.

## AUXILIARY PROGRAMS CORPORATION

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

A black and white microscopic image showing several overlapping plant cells. The cells are roughly circular or oval in shape, with thick, dark cell walls. The interior of the cells is lighter and shows some internal structures, possibly chloroplasts or nuclei. The cells are arranged in a somewhat regular pattern, with some overlapping others.

# Admission and Registration



ALLAN  
HANCOCK  
COLLEGE

∴ CATALOG  
∴ 2013-14

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

## ADMISSION PROCEDURE

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

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

## RESIDENCE REQUIREMENTS

### Legal Requirements

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

### Rules of Residency-Adults Over 19 Years of Age

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

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

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

2. Clearly verify an intent to make California a permanent place of residency by:
  - a. Primary Determinants
    - Filing California state tax as a resident;
    - Maintaining California as legal state of residence on Leave and Earnings Statement (LES) and W-2 form while in the armed forces for one year prior to the start of the semester of enrollment;
    - Possessing California motor vehicle license plates and registration;
    - Possessing a valid California driver's license or a Department of Motor Vehicles ID card;
    - Registering to vote and voting in California.
  - b. Supplemental Determinants
    - Showing California as a home address on federal tax forms;
    - Being a petitioner for divorce in California;
    - Obtaining a license from California for professional practice;
    - Establishing and maintaining active California bank accounts;
    - Owning residential property;
    - Holding active membership in service or social clubs;
    - Having spouse, children or other close relatives reside in California.
3. Not be involved in conduct inconsistent with a claim of California residency. Some examples of inconsistent conduct which nullify intent are:
  - Maintaining voter registration in another state;
  - Being a petitioner for divorce in another state;
  - Attending an out-of-state institution as a resident of that state;
  - Declaring nonresidency for state income tax purposes;
  - Retaining a driver's license and/or keeping a vehicle registered in another state during the time period for which California residence is claimed; and/or
  - Paying as a resident state income tax in another state.

## CALIFORNIA NONRESIDENT TUITION EXEMPTIONS

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

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

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

1. The student must have attended a California high school for three or more years. There are no provisions

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

2. The student must have graduated from a California high school or attained the equivalent thereof (e.g., a GED or a high school proficiency exam). There is no time limit on how far in the past the student might have attained this status.
3. *In the case of a student without lawful immigration status*, an affidavit must be filed with the college that indicates the student has applied for legalization or will do so as soon as the student is eligible to do so. The law does not require the institution to explore the student's eligibility for legalization nor does it require the institution to monitor future changes in eligibility. Students may obtain the "student affidavit for exemption from nonresident tuition" at the Admissions and Records office.
4. Except for nonimmigrant aliens, any nonresident student who meets the first two requirements shall be exempted from nonresident tuition even if he or she is a US citizen or lawful immigrant; however, they will not be classified as California residents.
5. Students must currently reside in California to be eligible for the exemption.

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

### Seasonal Agricultural Exemption

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

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

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

### Students Associated with the Armed Forces

Students who are members of the armed forces of the United States and their dependents stationed in this state on active duty, except those assigned to California for edu-

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

### International/Foreign Students

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

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

### Nonresident Students

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

### Incorrect Classification

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

### Reclassification

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

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

### Limitation of Residency Rules

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

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

## VETERANS AND SERVICE MEMBERS

### Credit from Military Service

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

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

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

## ENROLLMENT PROCEDURES

### All Students

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

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

To prevent delays in processing their registration, all new, continuing and returning students are encouraged to have their transcripts submitted to Allan Hancock College before

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

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

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

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

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

The student's responsibilities under this agreement include:

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

The responsibilities of Allan Hancock College under this agreement will entail providing appropriate matriculation services which shall include:

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

### Matriculation Retest and Exemption Policy

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

A student may retake the test once under the following conditions:

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

Students may file an appeal with the dean, student services/counseling and matriculation.

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

1. Are transferring from another accredited postsecondary institution and have completed the equivalent of the prerequisite to freshman composition or higher with a grade of C or better (exempt from English portion of assessment);
2. Are transferring from another postsecondary institution and
  - a. Have completed Algebra 2 or higher with a grade of C or better; or
  - b. Have completed any other math course with a grade of C or better within the last three years (Exemptions in #2 apply to math only);
3. Present scores from an assessment test currently in use by Allan Hancock College and taken within the past three years;

4. Have an associate degree or higher from an accredited institution;
5. Receive credit by examination for English (exempt from English portion only) and/or math (exempt from math portion only) from department-approved Advanced Placement (AP), College Level Examination (CLEP) or Defense Activity for Non-Traditional Education Support (DANTES) test(s).

**COUNSELING AND ORIENTATION:** Students may be exempt from counseling and orientation if they meet one or more of the following criteria:

1. Have an associate degree or higher from an accredited institution;
2. Have previously completed 12 or more units at Allan Hancock College;
3. Are taking courses to upgrade occupational skills or as continuing education related to current employment and are enrolling in no more than nine units;
4. Are taking courses not dependent on academic skill prerequisites (such as some PE, art, dance and music courses) and are enrolling in no more than nine units;
5. Are enrolling in six units or less (except English and math courses) and are not working toward an associate of arts or associate of science degree or transfer.

### Matriculation Appeals Procedure

If a student feels that assessment, orientation, counseling, course prerequisites or any other matriculation procedure or service is being applied in a discriminatory manner, an appeal may be filed with the Dean of Student Services, Counseling and Matriculation. Within 10 working days of the receipt of the appeal, the student will be notified of the college's proposed response to the complaint and any additional steps which will be taken.

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

All pre and/or corequisites that are stated in this catalog have been established according to policy approved by the Allan Hancock College Board of Trustees.

### High School Students Enrolling at Allan Hancock College - *College Now!*: A Concurrent Enrollment Enrichment Program

High school juniors and seniors who have been recommended for enrollment by their principal or designee are encouraged to enroll in Allan Hancock College approved courses. All high school students **are required to meet** with their high school counselor to discuss eligibility for enrollment, to obtain necessary signatures of approval and to complete the *College Now!* Petition for Enrollment form. Students and high school counselors should obtain *College Now!* forms included on the list of approved courses available on the college website, [www.hancockcollege.edu](http://www.hancockcollege.edu), and selecting *College Now!* in the Quick Links drop down menu. *College Now!* students who wish to take courses must meet the stated academic prerequisites or co-requisites. Pre/co-requisites are listed in the course description section of this catalog and are marked on the *College Now!* Course Listing with an asterisk (\*).



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

**Concurrent enrollment is limited to students enrolled in Santa Barbara and San Luis Obispo county high schools who are residents of Santa Barbara or San Luis Obispo counties.**

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

*College Now!* students are limited to six units of approved courses per semester. *College Now!* students must obtain and submit an official copy of their high school transcript verifying a minimum 2.5 unweighted high school grade point average. Only high school juniors and seniors are allowed to enroll in *College Now!* All college units and grades earned are recorded on the student's permanent college transcript. Receiving substandard grades and/or failure to complete coursework may affect future financial aid eligibility. Students must secure permission from their school district each semester, term or session. Students who do not meet the aforementioned requirements and have exceptional circumstances may appeal to the Dean of Student Services, Counseling and Matriculation for consideration. Requirements open to appeal include: holding a 2.5 GPA and/or Junior/ Senior standing and/or enrolling in excess of six units. Appeal forms are available in the office of the Dean of Student Services, Counseling and Matriculation. Students may not appeal to take courses that are not on the approved *College Now!* List. Students interested in this program should contact their high school counselor, or visit the college website at [www.hancockcollege.edu](http://www.hancockcollege.edu).

## INTERNATIONAL/FOREIGN STUDENTS

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

All inquiries for admission should be addressed to the Office of Admissions and Records, Attn: International Student Technician, 800 S. College Dr., Santa Maria, CA 93454-6399.

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

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

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

1. Submit a completed application for admission and declare an educational objective.
2. Provide evidence of sufficient facility in the use of the English language to ensure proper progression in a collegiate course of study. To provide this evidence, Allan Hancock College requires one of the following:
  - a. Satisfactorily passing the Test of English as a Foreign Language (TOEFL), periodically administered in the student's home country by the Educational Testing Service. A score of 475 on the paper test, 153 on the computerized test or 53 on the Internet-based test is required for admission. For more information on the TOEFL, visit their website, at [www.TOEFL.com](http://www.TOEFL.com). To report the TOEFL score to Allan Hancock College, please use code 4002. Students with a TOEFL score of less than 475 are required to take the Allan Hancock College English as a Second Language (ESL) assessment test for placement into the appropriate ESL classes. Students with a score of 475 or more on the TOEFL are required take the Allan Hancock College START test.
  - b. Satisfactorily passing a course in oral and written English in an institution in the United States.
3. Submit a confidential statement of finance that verifies financial capability for the costs of attending Allan Hancock College, or affidavits guaranteeing financial support from responsible resident citizens of the United States. The college does not provide financial assistance for international students.
4. Submit all official transcripts from previously attended and recognized international institutions along with a transcript evaluation translation report. For more information about Allan Hancock College's approved transcript evaluation agencies, please contact the Office of Admissions and Records at (805) 922-6966 ext. 3281.
5. Provide proof of major medical insurance coverage. If needed, the college can provide information on policies available to international students.
6. Submit proof of measles immunization and tuberculosis (TB) test.

## OUT-OF-STATE STUDENTS

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

## REGISTRATION

### Priority Registration (Day 1)

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

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

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

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

## FEES AND EXPENSES

Fees are payable at the time of registration. Students who register for classes must pay all registration fees by the established deadlines or they will be dropped from their classes. Arrangements for deferred payment of fees may be made for students paying nonresident tuition. Nonresident students interested in a payment plan must contact Auxiliary Accounting prior to enrolling.

### Schedule of Classes

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

### Enrollment Fee

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

### Health Fee

A health fee of \$19 (\$16 for summer) is charged to all students. The health fee covers the following benefits: student accident insurance, free health consultation by the college nurse, availability of personal counseling and a substance abuse prevention program.

All health fees collected are used exclusively to provide health services.

Health Fee Exemptions (Education Code Section 76355):

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

Health Fee Exemptions (Board Policy 6300):

1. Continuing EOPS students;
2. Prisoners at Lompoc Federal Correction Institution (FCI);
3. Residents of the Atascadero State Hospital.

### Materials Fee

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

### Student Center Fee

Each student enrolled in one or more classes at the Santa Maria and South campuses is required to pay a Student Center Fee. The fee was established by students to help fund the remodel and operation of the Student Center. The Student Center Fee is \$1 per unit up to a maximum of \$10 per year (summer session through spring semester). Students are not required to pay a fee for classes taken at the Lompoc Valley, Vandenberg AFB or Solvang centers, or for classes at other off-campus locations. For adds/drops,

lateral changes or academic skill level changes, for the same number of units at the same campus location, students will not incur an additional Student Center Fee. Students are also exempt from paying the Student Center Fee if they are a recipient of benefits under the Aid to Families with Dependent Children program, Supplemental Security Income/State Supplemental Program, General Assistance Program or a recipient of a Board of Governor's Fee Waiver (BOG-FW). Eligibility for these exemptions must be verified through the Financial Aid office.

**Student ID Card Fee**

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

Students may purchase a photo ID card by paying a \$2 fee per academic year at the district cashier in Santa Maria or at the administrative offices of the Lompoc Valley, Solvang or Vandenberg AFB centers. In addition to the privileges listed above, students may use the photo ID card to purchase tickets at a discounted rate for performances of the Pacific Conservatory of the Performing Arts (PCPA) and at AHC athletic events. There is a \$2 replacement fee for a lost photo ID card.

A basic ID card, without a photo and at no cost to the student, may be obtained one time at the Santa Maria campus Admissions and Records office or the Community Education Building, or at the administrative office at the Lompoc Valley Center.

**Nonresident Tuition (for out-of-state and foreign students)**

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

**Student Representation Fee**

The Student Representation Fee of \$1 provides support for student representatives to lobby for legislation such as bills to keep enrollment fees at the lowest possible level. However, students may, for religious, political, financial or moral reasons, refuse to pay the Student Representation Fee by selecting the "opt out" box online during their registration process. They may also go to the Santa Maria campus Cashier office in building A, or the administration office at the Lompoc Valley, Solvang or Vandenberg AFB center, and fill out a waiver request form.

**Physical Education Equipment Fees**

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

**Parking Fees**

Parking fees are collected for the maintenance and improvement of the parking lots and for the control of traffic. Such fees apply to all staff and student vehicles parked on the Santa Maria main campus and South Campus and at the Lompoc Valley Center between the hours of 8 a.m. and 10 p.m., Monday through Thursday, and 8 a.m. to 4 p.m. on Friday, when classes are in session. Parking permits may be purchased beginning the first day of web registration at Credential Solutions via MyHancock portal.

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

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

There is no parking fee at the south side of the Columbia Business Center (CBC), at the Workforce Resource Center (WRC), or at the Vandenberg Air Force Base (VAFB) and Solvang centers. A special no-charge permit is required by the Air Force for entry onto the base. For more information, contact the Vandenberg AFB Center at (805) 734-3500.

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

**Waivers/Exemptions**

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

**Textbooks**

All students provide their own textbooks. The cost varies according to the degrees/certificates, but usually does not exceed \$810 per semester. Supplementary materials for some courses are sold through the bookstore.

**Laboratory Breakage**

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

**Fines**

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

**Minimum Expenses**

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

**Obligation for Payment**

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

**Additional Fees**

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

## REFUND OF FEES

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

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

### Canceled Classes

In the event that the college cancels a class for any reason and the student chooses not to re-enroll in any other course, the student may obtain a refund of fees paid for the course. The process of obtaining the refund is the same as for voluntary withdrawals, except for the refund deadline. Refunds for classes which are canceled by the college are exempted from the posted refund deadlines.

### Refund Processing Fee

Refund of the enrollment fee is subject to a \$10 refund processing fee. For any student requesting a refund,

unless the class was canceled by the college, a refund processing fee of \$10 will be withheld from the refund. If the refund is less than \$10, the college will retain that amount for the processing fee. A maximum of \$10 may be retained each semester.

### Parking Fees

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

### Exceptions to Refund Policy

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

Parking Permit Fee: Follow steps one through three listed above. Step 4) A letter of appeal with the appropriate verification documentation must be submitted to the director, public safety/campus police.





# Student Services



ALLAN  
HANCOCK  
COLLEGE

∴ CATALOG  
∴ 2013-14

## COUNSELING

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

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

The college's comprehensive counseling program is designed to:

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

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

### Educational Planning

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

## Personal Development Courses

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

### Student Athlete Retention

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

## UNIVERSITY TRANSFER CENTER

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

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

University Transfer Centers are available at both the Santa Maria campus and the Lompoc Valley Center.

### Transfer Admissions Guarantee (TAG)

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

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

- 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)
- California State University, Monterey Bay (guarantee)

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

University of La Verne, Central Coast Center\*

Antioch University, Santa Barbara\*

Embry Riddle Aeronautical University, VAFB\*

Columbia College, San Luis Obispo Center\*

\* Admits all eligible AHC transfer students

\*\*If you're interested in filling out a Transfer Admission Guarantee for CSU Monterey Bay, you must meet with a counselor in order to fill out the forms and see if you meet the requirements.

## HEALTH SERVICES

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

### Mental Health Services

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

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

### Student Insurance

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

## FINANCIAL ASSISTANCE PROGRAMS

Allan Hancock College recognizes that many students will need financial help in order to attend school. The money that is available comes from several sources: the federal government, state government, Allan Hancock College and the community. Financial assistance comes in the form of grants, loans, scholarships and/or work study assignments. A general description of each program follows. The Financial Aid office will provide additional information and application to anyone interested.

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

## GRANT PROGRAMS

### Board of Governors Financial Assistance Program

California community colleges provide the Board of Governors Fee Waiver (BOG-FW) for students who need assistance paying enrollment fees. California residents or AB 540 students may be eligible for a BOG-FW if any one of the following criteria is met:

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

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

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

### Federal Pell Grants

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

### Federal Supplemental Educational Opportunity Grants (FSEOG)

The Federal Supplemental Educational Opportunity Grant Program is designed to supplement other sources of financial aid for students who qualify for additional assistance. These grants range from \$150 to \$750. All students who apply for financial aid are automatically considered for the Federal Supplemental Educational Opportunity Grant as long as funds are available.

### Cal Grants A, B, C (State Grants)

These are three state grant programs available through the California Student Aid Commission. To qualify for a Cal Grant A, B, or C, a student must file a FAFSA or Dream Act application to have their eligibility determined by the California Student Aid Commission. A student may accept only one Cal Grant.

#### Cal Grant A

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

### Cal Grant B

Cal Grant B provides a living allowance (and sometimes tuition/fee help) for students with very low incomes. A minimum grade point average of 2.00 is required for assistance; however, preference is given to students showing high potential for success. Nearly all Cal Grant B awards are available only to students who have completed less than one semester of full-time or 16 units of part-time study. There are a limited number of special Cal Grant B awards authorized for community college students transferring to four-year colleges. To be eligible for this special award, an applicant may not have completed more than six semesters or nine quarters of college study.

### Cal Grant C

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

### Extended Opportunity Programs and Services (EOPS) Grant

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

### Law Enforcement Personnel Dependent Scholarships

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

### Aid for American Indians

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

## SATISFACTORY ACADEMIC PROGRESS STANDARDS

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 pro-

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

### I. GRADE POINT AVERAGE (GPA) STANDARD

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

Students enrolled at AHC for more than two years (60 units attempted) must have a minimum cumulative GPA of 2.00 at the end of the second year to continue eligibility for financial aid.

#### Warning for not meeting the GPA Standard

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

#### Reinstatement

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

### II. UNIT COMPLETION STANDARDS - (PACE-PROGRESS TOWARDS EDUCATIONAL OBJECTIVE STANDARD)

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

#### Warning for not meeting the unit progression standard (Progress Toward Educational Objective Standard)

If you do not meet the progress standard, you will be placed on Unit Progression Warning for one semester. Your academic progress status will be displayed on the "myHancock" portal under your financial aid tab. Financial aid funding will be continued during the warning semester. If you do not meet the progress standard the next semester, your financial aid will be canceled. **Students will only receive ONE warning semester for not meeting the progress standard.**



Reinstatement

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

**III. MAXIMUM TIME LENGTH TO ACHIEVE EDUCATIONAL GOAL**

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

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

REMEDIAL/SPECIAL INSTRUCTION COURSES -- A maximum of 30 remedial/special instruction total units will be eligible for funding.

*Maximum Time Lengths for AHC Programs*

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

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

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

**IV. APPEALS FOR NOT MEETING SATISFACTORY ACADEMIC STANDARDS**

A student canceled for not meeting satisfactory academic standards may appeal based upon the following documented extenuating circumstances that directly affected their academic performance:

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

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

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

**Financial Aid Repayment and Refunds**

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

**EMPLOYMENT****Federal College Work Study Program (FWS)**

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

**SCHOLARSHIPS****General Scholarship Program**

Scholarships are awarded annually to qualified students by the Allan Hancock College Foundation. These scholarships are made possible through generous contributions from the community, including individuals, businesses, service clubs, and other associations. Students may apply for a variety of awards by completing the scholarship application which is available from the foundation office, on the foundation website at [www.ahcfoundation.org](http://www.ahcfoundation.org), and from the college's Financial Aid office. Students and donors are recognized at the college's annual Scholarship Awards Banquet in late May.

Applications are available in early fall. The application deadline is mid-November. Awards range from \$500 to \$10,000. Selection is made by members of a campus-wide scholarship selection committee, with representatives from faculty, counseling, staff and the foundation. Scholarships are available to students continuing at Allan Hancock College and to students transferring from Allan Hancock College to a university the following fall semester. Notification of awards occurs in May and funds become available in the fall upon meeting funding guideline criteria. Further information is available through the Financial Aid office, (805) 922-6966 ext. 3216.

## Outside Scholarships

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

## LOANS

### Federal Direct Student Loan Program

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

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Extended Opportunity Programs and Services (EOPS) is a state-funded program which offers "over and above" support services and financial assistance to educationally and economically disadvantaged students to help them succeed in college. Students receive assistance with academic counseling, peer advising and help navigating the financial aid process. Eligible students may receive cash grants, or book vouchers, priority registration, limited textbook loans and health fee waiver and are invited to attend workshops and annual social and cultural activities.

To be eligible for EOPS, a student must:

1. Complete a Free Application for Federal Student Aid (FAFSA).
2. Meet EOPS income and educational criteria as determined by Title 5 guidelines.

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

## COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

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

The CARE Center provides CARE students with a space to study and complete homework assignments, talk with other CARE students and meet with the CARE specialist. A computer lab is available for student use. Also, an academic counselor is on site several days a week for student convenience. The CARE Center is a child friendly site; therefore CARE parents are encouraged to bring their children with

them when they visit the CARE center. For more information you may reach us at (805) 922-6966 ext. 3623.

## CALWORKs SERVICES

The college's CalWORKs program offers supportive services to students currently receiving cash assistance through their county's CalWORKs program. These supportive services are designed to assist students to obtain the educational training and skills they need to transition off of cash assistance and ultimately achieve long-term self-sufficiency. Available services include: new student orientation; new student intake and service coordination; career assessment and education planning; short-term classes and programs to develop or enhance job skills; referrals for child care; work-study opportunities; monitored study labs; tutoring; and a limited textbook lending program. For further information, please contact the CalWORKs program at (805) 922-6966 ext. 3869.

## WORKFORCE RESOURCE CENTER

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

## CAREER/JOB PLACEMENT SERVICES CENTER

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

For assistance in Santa Maria, call 922-6966 ext. 3374; in Lompoc call 735-3366 ext. 5374. Registration and completion of the online orientation is required.

## POLICE DEPARTMENT

It is the mission of the Allan Hancock College Police Department to serve the campus community, safeguard lives and property and maintain an environment in which learning can take place. To fulfill this mission, the police department provides a variety of public safety services for students, faculty and the community. The police department is staffed by state-certified police officers, clerical and dispatch staff, student parking control and security workers, student clerks and volunteers. The police officers have full peace officer status. Police officers patrol the campus and surface streets in marked and unmarked police vehicles, enforcing the laws of the state of California and all ordinances of Allan Hancock College. Police and public safety services include crime prevention, lost and found property control, emergency/disaster management, crime and accident investigation, parking control and security escort services. To contact the Santa Maria campus, call (805) 922-6966 ext. 3652 (business hours, evenings or weekends); or ext. 3911 (emergency). To contact the Lompoc Valley Center, call (805) 922-6966 ext. 5652 (business hours, evenings or weekends); or ext. 5911 (emergency). The Allan Hancock College Police Department has entered into a Memorandum of Agreement with both the Santa Maria Police Department and the Lompoc Police Department for coverage of the campuses after hours, weekends and holidays. These Memorandums of Agreement also provide additional police support for specialized and complex investigations, and additional staffing responses for large scale incidents. Emergency call boxes at the Santa Maria campus and Lompoc Valley Center are located in various parking lots with preset police buttons.

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

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

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

## TRAFFIC REGULATIONS

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

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

## PARKING REGULATIONS

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

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

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

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

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

## CAMPUS CHILDREN'S CENTER

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

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

The Children's Center is available to student parents enrolled in nine or more units during fall and spring semesters, six or more units during summer session and/or CalWORKs or Title 5 participants. Limited staff spaces are available. Applications from student parents taking less than the minimum units are accepted on a space-available basis. An orientation session is required prior to enrollment. For further information, contact the center director at (805) 922-6966 ext. 3569 or stop by building J, room 20 for more information. Please do not contact the center classrooms directly.

## LIBRARY/ACADEMIC RESOURCE CENTER

Building L on the Santa Maria Campus houses the Library (L-North) and the Academic Resource Center (ARC) (L-South). On the first floor of the ARC are the Ann Foxworthy

Gallery, Tutorial Center, Writing Center and Open Access Computer Lab. On the second floor are faculty offices, classroom L-203, and the Multimedia Services, including the Teacher Learning Center.

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

The Open Access Computer Labs (OACL) provides computer access to registered AHC students who present a current student ID card. Students may use the Internet for research and word processing, spreadsheet, database management and presentation software, as well as programs required in specific classes. For more information, call (805) 922-6966 ext. 3751 for Santa Maria or ext. 5224 for Lompoc.

The Tutorial Centers provide free peer tutoring for many of the courses offered by the college. Tutoring can be one-time only or ongoing throughout the semester. VAFB students can receive assistance at the Lompoc Valley Center. Employment opportunities are available for qualified students who wish to serve as peer tutors. For more information, call (805) 922-6966 ext. 3260 for Santa Maria or ext. 5224 for Lompoc.

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

## DISTANCE LEARNING

Blackboard is the official course management system supported by Allan Hancock College. To enroll in an online distance learning course, students must use the internet and their Allan Hancock College e-mail account. Distance learning classes require regular participation of a minimum number of hours each day or week (see the online schedule of classes for details about a specific section). Students must complete their own work and not work with or through other parties, except in the case of students with disabilities. Students are welcome to use the Open Access Computer Lab at either the Lompoc or Santa Maria campuses for Blackboard access, provided they have a current student ID card.

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

Personal security is as important for online students as it is for students who take classes on campus. Allan Hancock College does not restrict enrollment, and by law must admit

all qualified students. Students should not share personal information, including phone numbers or addresses, with other online students they do not know. Additional advice about maintaining personal security in an online class can be provided by online instructors.

For more information on distance learning at Allan Hancock College, please call (805) 922-6966 ext. 3928, or visit the distance learning website at [www.hancockcollege.edu/distance\\_learning/](http://www.hancockcollege.edu/distance_learning/).

## COMPUTER RESOURCES CENTER

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

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

The Learning Assistance Program (LAP) provides assistance to students with permanent and temporary disabilities who have special needs related to campus life and the completion of a college degree or certificate program. Through a variety of services, students with verified disabilities receive assistance in achieving their individual educational and vocational goals. Students with disabilities who are eligible to attend a community college may voluntarily use these services, thereby providing them with equal educational access in compliance with federal and state laws, including Section 504 of the Rehabilitation Act, the Americans With Disabilities Act, and Title 5 of the California Education Code.

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

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

Students with learning disabilities who may experience specific difficulties with reading, oral or written expression, comprehension and/or arithmetic computations receive individual testing, diagnosis, instruction and support services. To inquire or receive a free brochure, call (805) 922-6966 ext. 3274 or (805) 735-3366 ext. 5274 (voice) or (805) 928-7834 (TTY) or (866) 327-6218 (VP), or (805) 266-7874 (VP).

### Accommodating the Academic Needs of Students with Disabilities

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

All instructors must give due consideration to adults who are disabled and have documentation of the disability. Reasonable accommodations are made to compensate for the disabling condition. Such accommodations may include taped textbooks, alternative testing arrangements, course waivers, course substitutions and/or modified assignments. Accommodations are determined on a case-by-case basis.

Students with additional questions regarding Section 504 or ADA and reasonable accommodation issues may contact the Learning Assistance Program, building K-Annex, or call (805) 922-6966 ext. 3274.

### Reasonable Accommodations

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

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

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

### Procedure to Request Reasonable Accommodations

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

- Step 1 The student shall meet with the instructor, present verification of a disability and request reasonable accommodations, or an LAP staff member, acting on behalf of the student, shall meet with the instructor and request reasonable accommodations for the student. If reasonable accommodations are satisfactorily provided for the student, the request process is completed.
- Step 2 If the instructor refuses to provide reasonable accommodations, the student shall inform the LAP director or his/her designee, in writing, of the instructor's decision. Within five (5) working days

or as soon as practical after being notified, the LAP director or designee shall meet with the instructor to try to resolve the matter. If reasonable accommodations are provided, the reasonable accommodation request process is completed.

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

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

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

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

### Course Substitution or Waiver

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

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

For some disabled students, such accommodations will not be sufficient to enable them to complete a specific course of study. For these students, a course substitution or waiver will be considered. If a student with a verified disability has attempted to complete the course and has demonstrated that receiving extra help with a required course or altering the means of delivery of that course is insufficient to enable him/her to complete the course, or if the student can show that

his/her disability is of such magnitude that any attempt at completing the course would be futile, the student may request a course substitution or waiver using the following procedure:

- Step 1 The student will submit a completed Course Substitution/Waiver Petition form to the chairperson of the appropriate department.
- Step 2 The chairperson of the department will review the petition and determine if a course substitution or waiver of program requirement(s) is appropriate and approve or disapprove the petition.
- Step 3 If the student is not satisfied with the decision of the department chairperson and wishes to pursue the matter further, the student will submit the petition to the Course Substitution/Waiver Committee (CSWC). This committee is composed of the vice president, student services (who chairs the committee), two faculty members appointed by the Academic Senate and one student appointed by the ASBG. The CSWC will hold a hearing to review the petition within 15 working days of receiving the student's petition. If additional time is needed by the CSWC or the student, the superintendent/president may grant an extension of time beyond the 15-day limit. The student and appropriate department representative(s) shall attend the hearing. The committee may request the attendance of resource persons, if needed.
- Step 4 This committee will review the student's petition and make a recommendation to substitute a course for a required course only if the committee determines that the content of the required course can be reasonably met with another course (substitution) and that the student has no chance of successfully completing the required course even with all the accommodations the college can offer. A waiver will only be considered when the student has no chance of successfully completing the required courses and there are no viable alternatives as determined by the CSWC.
- Step 5 Within five working days, or as soon as practical after the hearing, the chairperson of the CSWC will submit to the superintendent/president the CSWC's recommendations based on its findings. A copy of the recommendations will be forwarded to the student and the department chairperson.
- Step 6 Within 10 working days, or as soon as practical after receiving the written recommendation(s) of the CSWC, the superintendent/president will issue a decision.

### Student Grievance Rights

If the issue is not resolved to the satisfaction of the student, the student has a right to file a formal complaint concerning any allegation of failure to comply with the laws, regulations and procedures as set forth in Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 1974), Title 5 and the Americans With Disabilities Act of 1990. Complaints shall be processed through the existing college formal discrimination complaint procedures Board Policy 3010, Staff Diversity/Affirmative Action Policy. For ADA complaints, contact the ADA/504 Coordinator, at (805) 922-6966 ext. 3472.

## VETERANS AFFAIRS

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

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

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

### VA Vocational Rehabilitation Program (Chapter 31)

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

### Veterans Educational Assistance Program (VEAP) (Chapter 32)

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

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

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

### Dependents G.I. Bill (Chapter 35)

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

### Disabled Veterans' Dependents College Fee Waiver

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

1. The spouse, child or unremarried widow of a veteran who is totally service-connected disabled (100 percent) or died of a service-related death may qualify. The veteran must have served during a qualifying war period and be honorably discharged. This program does not have an income limit. The student may also receive federal education benefits (Chapter 35) concurrently.
2. The child of a veteran who has a service-connected disability (zero percent or greater) or died of a service-related death may also qualify for a waiver of fees. Students are required to meet the annual income limit which includes the student's reportable income and the value of support provided by the parents, which cannot exceed \$12,209 annually.
3. Any dependent, or surviving spouse who has not remarried, of any member of the California National Guard, who in the line of duty, and while in the active service of the state, was killed, died of a disability resulting from an event that occurred while in the active service of the state, or is permanently disabled as a

result of an event that occurred while in the active service of the state. "Active service of the state," for the purposes of this subdivision, means a member of the California National Guard activated pursuant to Section 146 of the Military and Veterans Code.

### **Selected Reserve Education Assistance Program (Chapter 1606)**

To be eligible, a reservist must have enlisted or re-enlisted for six or more years in the Selected Reserves after July 1, 1985, have a GED or high school diploma, and have completed the IADT and 180 days of service in the reserves.

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

### **Reserve Educational Assistance Program (Chapter 1607)**

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

### **Academic Requirements**

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

Evaluation is required to allow credit for prior training, including college, military and correspondence school. Military evaluations may be obtained free for those who have entered service since Oct. 1, 1981.

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

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

## **STUDENT GOVERNMENT AND ACTIVITIES**

Student government at Allan Hancock College is a vital instrument of the student body, providing a means by which a responsible student body may manage its own affairs, and affords an avenue of communication for student opinions and recommendations. Participation offers the student an

opportunity to enrich his or her college experience by participating actively in campus activities and to develop qualities of leadership and cooperation while working with students, faculty and administration in a variety of situations.

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

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

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

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

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

## **ATHLETICS**

Allan Hancock College is a member of the Western State Conference and competes in the California Community Colleges System in athletics under the direction of the Commission on Athletics. Allan Hancock College Football competes within the Southern California Football Association, the National Northern Division.

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

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

### **Equity in Athletics Disclosure Act**

Under the Equity in Athletics Disclosure Act of 1994, Section 360B of Pub.L.103-382, Allan Hancock College must provide specific information about its athletic programs for inspection by students, prospective students and the public by October 30 of each year for the previous reporting year. Such information is available online at <http://ope.ed.gov/athletics/>.

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

### **MESA PROGRAM**

The Mathematics, Engineering, Science Achievement (MESA) Program grant is funded by the California Community College Chancellor's Office. MESA provides academic support to financially and educationally disadvantaged students majoring in math-based disciplines who plan to transfer to four-year universities. MESA services include tutoring, academic excellence workshops, a student study center, industry and university field trips, scholarships, internships, career and leadership development activities and transfer counseling. Students who meet the criteria established by the state MESA grant are eligible for the program. To apply, visit the MESA center located in building W, room 21, on the Santa Maria campus. For more information, call MESA at (805) 922-6966 ext. 3446.

### **CAL-SOAP PROGRAM**

The Central Coast California Student Opportunity and Access Program (Cal-SOAP), administered by the California Student Aid Commission, is designed to increase post-secondary educational access to low-income and first generation elementary and secondary school students. Services provided by the project include academic tutoring, advising on academic preparation, admissions requirements, financial aid information, FAFSA completion and scholarships provided by the College Access Foundation of California. The Central Coast Cal-SOAP Consortium is composed of two community colleges and two university partners and provides services in five K-12 school districts and two community-based organizations. To contact CAL-SOAP, please call (805) 922-6966 ext. 3710.

### **COLLEGE ACHIEVEMENT NOW (CAN) PROGRAM**

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

### **LEARNING OUTCOMES TO SUPPORT STUDENT SERVICES**

The Student Services Division at Allan Hancock College has identified learning outcomes to support student programs and services. The assessment of those outcomes enables the college to understand its effectiveness and improve student services and support functions. The individual service area outcomes can be found online at [http://www.hancockcollege.edu/institutional\\_research\\_planning/learning\\_outcomes/outcomes.php#student](http://www.hancockcollege.edu/institutional_research_planning/learning_outcomes/outcomes.php#student).





# Policies and Procedures



ALLAN  
HANCOCK  
COLLEGE



CATALOG  
2013-14

## ALLAN HANCOCK COLLEGE BOARD POLICIES

Board Policy information can be accessed at [www.hancockcollege.edu/board\\_policies/index.asp](http://www.hancockcollege.edu/board_policies/index.asp).

### NONDISCRIMINATION STATEMENT

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

Discrimination on the basis of gender, including all forms of sexual harassment, is strictly forbidden by Title VII of the Civil Rights Act, Title IX, and the college policy on sexual harassment. All student discrimination complaints should be addressed to the vice president of student services, Allan Hancock College, 800 S. College Dr., Santa Maria CA, 93454-6399, (805) 922-6966 ext. 3267. All employee discrimination complaints should be addressed to the director of human resources, Allan Hancock College, 800 S. College Dr., Santa Maria CA, 93454-6399, (805) 922-6966 ext. 3338. The district is also committed to equal access and reasonable accommodations for students with disabilities. The coordinator for Americans with Disabilities Act (ADA) for students is the director, Learning Assistance Program, Allan Hancock College, 800 S. College Dr., Santa Maria CA, 93454-6399, (805) 922-6966 ext. 3380. All other ADA discrimination complaints should be addressed to the director, human resources, Allan Hancock College, 800 S. College Dr., Santa Maria CA, 93454-6399.

La Junta Directiva del Allan Hancock Joint Community College District reconoce que la diversidad en el ambiente académico fomenta la conciencia cultural, el entendimiento y respeto mutuo, la armonía y la creatividad, lo que a su vez aporta imágenes positivas para todos los estudiantes. El distrito se compromete a promover activamente en este colegio la diversidad cultural, incluyendo el reclutamiento y el emplear a personas calificadas pertenecientes a los grupos menos representados y protegidos, y se compromete también a cumplir con los reglamentos para ofrecer un lugar apropiado para laborar y de aprendizaje que contribuya a una discusión abierta, sin ninguna clase de intimidación, acoso o discriminación. La Junta Directiva compromete al distrito a contar con diversidad étnica en su personal y a ofrecer las mismas oportunidades de empleo para personas calificadas en todos los aspectos de su programa laboral, incluyendo la selección, asignación, promoción y el traslado, tomando en cuenta todas las clasificaciones necesarias. La

Junta Directiva también se compromete a asegurarse que todos sus empleados y solicitantes de empleo, cuenten con las mismas oportunidades de empleo sin importar su raza, color, descendencia, religión, origen, género, estado civil, edad, discapacidades físicas o mentales, condición médica, o por ser veterano de la guerra de Vietnam, estado civil, u orientación sexual.

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

### DISCRIMINATION COMPLAINTS

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

#### Discrimination Complaint Procedure

A student who feels he/she has been or is being subjected to discriminatory treatment, including sexual harassment, or who has learned of such unlawful discrimination in his or her official capacity, should immediately contact the office of the vice president, student services. If the complainant is not satisfied with the final decision, he/she may file a complaint with the Office of the State Chancellor for Community Colleges within 30 days of the determination of the board. The student can complete the form on the California Community Colleges Chancellor's Office website at <http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>.

### STUDENT COMPLAINTS

#### Grounds for Student Complaints

1. Any act or threat of intimidation, harassment or physical aggression
2. Arbitrary imposition of sanctions without due process
3. Violation of student rights which are described in board policies or the college catalog

### Informal Procedure for Complaints

When a student feels that he/she has just cause for a complaint, the following preliminary steps must be taken in the sequence presented within ninety (90) days of the alleged incident:

1. Meet with the person(s) involved in the complaint to seek a solution. The Associated Student Body's (ASB) commissioner of student rights may accompany the student and may assist both parties to achieve a mutually acceptable resolution of the complaint.
2. Confer with the chairperson of the appropriate department in cases involving faculty or staff. The ASB commissioner of student rights may attend.
3. Confer with the vice president, student services, or designee. He/she will call an informal conference with the parties involved in the complaint. In the case of a complaint against the vice president, student services, confer with the district affirmative action officer. In either case, the ASB commissioner of student rights may attend.

### Formal Procedure for Student Complaints

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

- Dismiss the complaint
- Alter the recommended sanctions
- Concur with the decision of the vice president, student services, or designee
- Concur with the recommendations of the committee

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

- Dismiss the complaint
- Alter the recommended sanctions
- Concur with the superintendent/president's decision
- Concur with the recommendations of the committee

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

### Procedure for Grade Review

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

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

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

- Step 1 Meet with the instructor to explain the situation and see if the problem can be resolved.
- Step 2 If step one does not resolve the issue and the student wishes to pursue it further, then the student shall complete the Grade Review Petition Form and arrange a meeting with the department chair of the faculty person who assigned the grade.
- Step 3 If step two does not resolve the issue and the student wishes to pursue it further, then the student shall arrange a meeting with the dean of the faculty person who assigned the grade.
- Step 4 If step three does not resolve the issue, then the student may request a formal hearing by the GRC. The GRC shall be composed of the vice president, student development and services, (who shall chair the committee), two faculty members (the president and vice president of the Academic Senate or their designees) and the ASBG president or his/her designee.

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

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

If the faculty member or the student wishes to appeal the decision, the board of trustees will arrange a hearing within two months of the filing of the appeal. The Board of Trustees can review the record through step four, or grant a hearing de nova (full hearing).

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

### Procedure for Academic Complaints

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

- Step 1 For academic complaints, other than grade review, students should seek a resolution by meeting with the faculty member(s) involved in the complaint to try to achieve a mutually acceptable resolution of the complaint. The faculty member(s) should meet with the student within ten (10) working days of the student's request for a meeting. If the faculty member(s) does not meet with the student within ten (10) working days of the request for a meeting, the student may proceed to Step 2. If the time limit is not met at any step, the student may proceed to the next step.
- Step 2 If the issue is not resolved at Step 1 and the student wishes to pursue the issue further, the student shall arrange a meeting with the chair of the appropriate department or the program coordinator to try to resolve the issue. If the chair of the department or the program coordinator is involved in the complaint or has another conflict of interest, the student shall go directly to Step 3. The chair of the department or the program coordinator should meet with the student within ten (10) working days of the student's request for a meeting. The chair or the program coordinator will attempt to resolve the issue by meeting with the student(s), and if appropriate, the faculty member(s). If appropriate, the chair or the

program coordinator may have a joint meeting with the student(s) and the faculty member(s) involved in the complaint.

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

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

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

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

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

If the superintendent/president renders a decision based upon a written record of the incident, he/she will forward written notice of the decision/action to the student, the dean, the chair of the department or the program coordinator, and the faculty member(s) involved in the complaint within ten (10) working days of receiving the student's appeal.

If the superintendent/president meets with the student, he/she will forward a written notice of his/her decision/action to the student, the dean, the chair of the department or the program coordinator, and the faculty member(s) involved in the complaint within ten (10) working days of meeting with the student. The number of calendar days designated for a meeting may be extended if mutually agreed upon by the student and the superintendent/president.

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

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

## GUIDELINES FOR STUDENT CONDUCT

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

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

Students shall respect and obey civil and criminal law and shall be subject to legal penalties for violation of laws of the city, county, state and nation in the same manner and to the same extent as any other person. Student conduct at Allan Hancock College must also conform to district and college rules and regulations. The same standards of student conduct apply whether a student is physically present in a campus facility, is engaged in a distance learning course, or is using electronic (e.g. web-based) services of the district. Any behavior that interferes with the instructional, administrative or service functions of the district will be considered to

be disruptive and will be subject to disciplinary action. Refer to the "Allan Hancock Joint Community College District Guidelines for Student Conduct, Disciplinary Action and Procedural Fairness," located in the office of the vice president, student services, for the procedural and substantive due process utilized in the adjudication of student disciplinary cases.

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

- A. Conduct Related to Individuals and College Functions
1. Disruptive Conduct:  
An individual shall not engage in disorderly, lewd, obscene, indecent or offensive conduct or any conduct that is reasonably likely to cause a breach of peace, disrupt, or that does disrupt, any college function, process or activity, including teaching, research and administration of public service functions on campus, at college-sponsored events off campus or through the use of college electronic resources not part of assigned college curriculum.
  2. Alcohol, Drugs and Drug Paraphernalia:  
An individual shall not possess, sell, offer to sell, purchase, offer to purchase, use or transfer illegal drugs, drug paraphernalia or alcohol, or be under the influence of alcohol, drugs or medication (except as prescribed by a physician and used in accordance with the prescription), or furnish alcohol to a minor.  
  
{The term "drugs" includes any narcotic, dangerous drug, steroid, vapor releasing toxic substance, marijuana, or controlled substance (imitation or otherwise) as defined by law. The term "medication" means any substance that is available legally by prescription only.}
  3. Threats, Assaults, Battery, Abuse and Fighting:  
An individual shall not verbally or physically threaten bodily harm or engage in any misconduct which results in injury or death to a student or to college personnel or otherwise abuse, assault or fight with any other person on college property or at an off-campus, college-sponsored event.
  4. Defamation:  
An individual shall not use defamatory words or phrases or distribute defamatory materials. Defamatory words or materials are those that: (1) are false and expose any person or the college to hatred, contempt, ridicule, disgust or an equivalent reaction; or (2) are false and have a tendency to impugn a person's occupation, business or office.
  5. Obscenity and Vulgarity:  
An individual shall not engage in the expression of obscene, libelous, slanderous or vulgar language or gestures, nor distribute or exhibit such materials by any means including digital. Obscene materials, language or gestures are those that an average person, applying contemporary standards of the college community, would find that, taken as a whole, appeal to prurient interests and lack serious literary, artistic, political or scientific value.
  6. Hazing:  
An individual shall not engage in any activity involv-

ing hazing, intimidation, assault or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, mental harm or personal degradation or humiliation.

7. **Endangering the Health and Safety of Others:**  
An individual shall not engage in conduct that endangers or reasonably could endanger, or that reasonably appears to endanger, the health or safety of students, college employees or other persons.
8. **Obstruction:**  
An individual shall not obstruct the authorized use or enjoyment of college facilities or activities by any other individual. Obstruction includes, but is not limited to: (1) disruption of classes, administrative functions, disciplinary procedures or the use of electronic resources; (2) unauthorized interference with any person's access to or from college facilities or events; (3) interference affecting the normal flow of pedestrian or other traffic; (4) use of facilities that are assigned to another individual or group; (5) use of sound amplifying equipment that unreasonably interferes with the activities of others; and (6) participation in any activity with the intent or reasonably predictable effect of disrupting or otherwise depriving a group or individual of the ability to see, hear or otherwise experience an authorized college function or activity.
9. **False Imprisonment:**  
An individual shall not imprison, detain or exercise unlawful control over the freedom of movement of any person.
10. **Harassment and Discrimination:**  
An individual shall neither harass another person nor engage in any form of discriminatory behavior. Harassment includes written or verbal abuse of a serious nature (either as a result of the severity or repetitive nature of the conduct) that humiliates or intimidates another individual and does not otherwise advance matters of public concern. Harassment also includes stalking or any other conduct that could reasonably be expected to cause fear or apprehension on the part of another individual, including persons submitting complaints, serving as witnesses or members of adjudicating committees. An individual shall not engage in conduct that is directed toward another person if that conduct would cause a reasonable person to fear for the person's safety or the safety of that person's immediate family member or close acquaintance, and that person, in fact, fears for his or her safety or the safety of an immediate family member or close acquaintance. An individual shall not engage in discriminatory conduct on the basis of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status or sexual orientation.
11. **Sexual Harassment:**  
An individual shall not engage in sexual harassment which consists of any unwelcome sexual advance, request for sexual favors or other written, verbal or physical conduct of a sexual nature when:  
(1) submission to or rejection of the conduct is made either an explicit or implicit condition for ac-

cess or decisions relating to any college-related opportunities; (2) the expression or conduct substantially interferes with an individual's work or academic performance or creates an unreasonably intimidating, hostile or offensive work, learning or other college-related environment; or (3) the expression of sexual or social interest in an individual continues after being informed that the interest is unwelcome.

12. **Sexual Misconduct:**  
An individual shall not engage in conduct that constitutes sexual misconduct, whether forcible or non-forcible, including but not limited to rape, sexual assault, public sexual indecency or indecent exposure.
  13. **Gambling:**  
An individual shall not engage in card playing for money, bet on sporting events and/or participate in other forms of gambling of any type on campus property or by means of college electronic resources.
  14. **Smoking:**  
An individual shall not engage in willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the district.
- B. Conduct Related to Property and Records:**
15. **Theft, Fraud, Misrepresentation, Robbery and Extortion:**  
An individual shall not take, use, borrow, steal or receive any property belonging to another without that person's permission, or otherwise obtain any benefit by fraud, identity theft, extortion, robbery, misrepresentation, deception or by expressed or implied threat. An individual shall not make any false oral or written statement to any person or entity with the intent to mislead or deceive.
  16. **Academic Honesty:**  
An individual shall not engage in any form of academic dishonesty, including but not limited to cheating, fabrication, facilitating academic dishonesty, copyright infringement or plagiarism. An individual shall not use or attempt to use the academic work or research of another person (or agency engaged in the selling of academic materials) and represent that it is his or her own or otherwise engage in dishonest academic work. An individual shall not share his or her knowledge or work with another student during an examination, test, quiz or other academic assignment unless specifically approved in advance by the instructor. An individual shall not bring to an examination any materials or notes not approved by the instructor; nor shall the individual receive, or attempt to receive, any test response from another student during an exam or at any time unless expressly authorized by a faculty member. (Refer to Academic Honesty)
  17. **Destruction of Property, Vandalism and Littering:**  
An individual shall not damage, destroy or deface any college or district property or property belonging to any member of the college community or a

- campus visitor and shall not litter on college property or at a college-sponsored event.
18. **Forgery:**  
An individual shall not use or attempt to use the identity or signature of another and represent that it is his or her own to obtain any benefit by fraud, misrepresentation or deception.
  19. **Emergency Alarms and Fire Control Devices:**  
An individual shall not knowingly activate, use or tamper with any college fire alarm, safety device or other device provided by the college for use in emergencies, unless the individual reasonably believes that an emergency exists that justifies use of the device.
  20. **Arson:**  
An individual shall not willfully or maliciously start, attempt to start or promote the continuation of any fire or explosion.
  21. **Unauthorized Entry and Duplication of Keys:**  
An individual shall not gain or attempt to gain forceful or unauthorized entry into, or occupation of, college facilities or grounds or designated off-limits areas. An individual shall not possess, reproduce, transfer or sell a key to any college building or facility without receiving express permission to do so from an appropriate college administrator.
  22. **Unauthorized Access and Tampering:**  
An individual shall not, without proper authorization, read, remove, copy, counterfeit, misuse, photograph, forge, alter, destroy or tamper with any college documents or records in any format, including digital. An individual is not permitted unauthorized use of electronic resources such as computer equipment (i.e., computer, disk drive, server, printer, scanner or monitor), computer software, database, data network, file, document, record, library material, telephone message, telephone record or telephone equipment, or may otherwise violate college or district policies pertaining to copyright law, computer software license or computer use. Such prohibited activities are inclusive of, but not limited to, unauthorized entry into a computer, database or file; transfer or copy of a file, data record or software; use of another individual's identification and/or password; use of computers to interfere with the work of another student, faculty member or other college employee; sending or forwarding obscene, vulgar, threatening or abusive messages, files or website links; or otherwise interfering with the normal operation of the college's computer systems and network.
  23. **Solicitation and Posting of Notices:**  
An individual shall not solicit or post any materials, pictures or writing on college property without first obtaining appropriate authorization.
  24. **Commercial Use of Academic Presentation:**  
An individual shall not, without proper authorization, prepare, give, sell, transfer, distribute or publish, for any commercial purpose, any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten, typewritten or digital class notes, except as permitted by any district policy or administrative procedure.
- C. **General Conduct**
25. **Violation of College Policies, Rules or Directives:**  
An individual shall not violate any college or district policy, administrative procedure, rule or directive inclusive of the terms and conditions of a disciplinary sanction or stipulation, or an "order to appear" issued by an authorized college official, nor shall an individual violate regulations pertaining to student organizations, facilities usage or the authorized time, place and manner of public expression.
  26. **Defiance of Authority and Untruthfulness:**  
An individual shall not willfully disobey the directions or reasonable orders of instructors, administrators or other college employees and shall respond to lawful requests for information from these persons in a truthful manner. An individual shall not obstruct or resist any college official, employee, college police officer or other law enforcement officer in the performance of his or her duty. An individual shall not furnish false information, including false identification, or fail to provide information to the college or to any college employee or agent, including campus law enforcement or security officers or other agents acting in good faith.
  27. **Possession of Weapons or Dangerous Items:**  
An individual shall not possess or use weapons inclusive of firearms, explosives, fireworks, dangerous chemicals or any other instrument capable of harming any person or property, or that reasonably would create the impression of being able to induce such harm, without express authority from the college president or his or her designated representatives or members of law enforcement agencies.  
  
{Weapons referenced in this standard are inclusive of, but not limited to: any instrument or weapon of the kind commonly known as blackjack, sling shot, fire bomb, Billy club, sand club, sandbag, metal knuckles; any dirk, dagger, firearm (loaded or unloaded) such as a pistol, revolver, rifle, etc; any knife having a fixed blade longer than two and one-half (2 ½) inches; any folding knife or switchblade longer than two inches; any folding knife with a blade that locks into place; any razor with an unguarded blade; a taser or stun gun; any metal pipe or bar used or intended to be used as a club.}
  28. **Attempted Violation:**  
An individual shall not attempt to engage in any conduct prohibited by these standards. An attempted violation of these standards is punishable in the same manner as a completed violation without regard as to whether the act was or could have been successfully completed.
  29. **Conspiracy and Encouragement:**  
An individual shall not conspire, encourage, assist, or incite any other person(s) to engage in any conduct prohibited by these Standards of Student Conduct.
  30. **Persistent Misconduct:**  
An individual shall not engage in persistent, serious misconduct where other means of correction, inclusive of directives issued by faculty members or

other college officials, have failed to bring about appropriate conduct.

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

## ALCOHOL / DRUG FREE WORKPLACE

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

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

Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program. (Allan Hancock College Board Policy 3030)

## SMOKING POLICY

In the interest of employee health and the general welfare of students and the public, smoking is not permitted in any indoor college facility or in any vehicle owned, operated, leased or chartered by the district, except as may be required in theatrical rehearsals and performances. Smoking is not permitted within 25 feet of any district building or leased facility and is permitted only in designated areas. The Facilities Council will be responsible for recommending the location of the designated smoking areas. (Allan Hancock College Board Policy 8991)

## OPEN CLASS POLICY

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

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

## PERSONAL SECURITY FOR DISTANCE LEARNING STUDENTS

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

## CANCELED CLASSES

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

## WORK LOAD FOR NORMAL PROGRAM

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

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

## PARTICIPATION IN DISTANCE LEARNING AND TBA PROGRAM

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

## APPRENTICESHIP TRAINING

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

A variety of apprenticeship courses listed in this catalog meet the primary objectives for indentured apprenticeship programs. These courses are limited to indentured appren-



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

## ATTENDANCE

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

Regular attendance at all class sessions is a primary obligation of the student. Regular participation in distance learning and TBA components is part of attendance, with minimum time required each day or week depending on the course section. Both the successful completion of college work and the financial support of the college are dependent on regular attendance. Students are required to remain for the entire period. Each college instructor will explain the absence policy for his or her class at the beginning of the semester; however, failure to attend regularly may result in a reduction of the student's final grade, or in the student being dropped from the class altogether. In the event of a prolonged illness, instructors should be notified either by the student or by Health Services. Veterans should contact the Financial Aid/Veterans Affairs office on the Santa Maria campus.

## AUTHORITY OF INSTRUCTORS

### Dropping Students

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

### Suspending Students

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

## ACADEMIC HONESTY

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.

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

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

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

## CHANGE OF PROGRAM (ADDS AND DROPS)

During the first week of a semester-length course and up to the census roster due date, a student may add an open class via online registration at [www.hancockcollege.edu](http://www.hancockcollege.edu) after obtaining an add authorization code from the class instructor. To add a class after the mentioned timeline, the instructor and student must complete a Student Petition for Late Admission to Class form. The form must be submitted to the Admissions and Records office. Upon review the petition may or may not be approved.

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

## FINAL EXAMINATIONS

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

## WITHDRAWAL FROM COLLEGE

Prior to the end of the 12<sup>th</sup> 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](http://www.hancockcollege.edu).

- Copying from another student's work without instructor approval

## ACADEMIC CREDIT

### Unit of Credit

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

### Advanced Placement Program (AP)

Allan Hancock College grants credit towards its associate degrees for successful completion of examinations in the AP. Students who complete AP Examinations with scores of 3, 4 or 5 will receive credit according to the chart on page 41.

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

Transfer students should check with their receiving institution or the University Transfer Center about policies for using AP examination scores and credits toward meeting admission, and/or graduation requirements. An official copy of the student's AP scores should be sent to the Admissions and Records office. Units earned from AP credit will be posted to the student's academic record at the time the student petitions to graduate.

### College Level Examination Program (CLEP)

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

### International Baccalaureate Program (IB)

Allan Hancock College grants credit towards its associate degrees for successful completion of examinations in the International Baccalaureate Program.

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

Transfer students should check with their receiving institution or the University Transfer Center about policies for using IB examination scores and credits toward meeting admission, and/or graduation requirements. An official copy of the student's IB scores should be sent to the Admissions and Records office. Units earned from IB credit will be posted to the student's academic record at the time the student petitions to graduate.

### Transfer of Credit and Course Waiver

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

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

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

The college will grant lower-division credit for degree-applicable coursework from regionally accredited colleges and universities listed in the American Council on Education (ACE) book. Contact Admissions & Records or Counseling for details.

Students from foreign institutions must have their transcripts translated and evaluated by a qualified translation and evaluation agency. Completed coursework will be considered for lower-division unit credit only if the foreign institution is listed in the American Council on Education (ACE) book. Courses must be completed with a C grade or better.

### Articulation of High School Courses

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

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

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

Students who have received an articulation certificate from an area high school or ROP instructor should explore receiving college credit. For criteria and eligibility information, students should contact an Allan Hancock College counselor.

### Military Service and Training Schools

See "Credit from Military Service."

## Allan Hancock College AP, CLEP &amp; IB Equivalency List

AP Examination	AP Score	AHC Associate Degree Subject Credit	AHC Unit Credit	AHC GE	CSU GE	IGETC
Art History	3 4,5	ART 103 ART 103+104	3 6	Category 3	3 sem units toward Area C1 or C2	3 sem units toward Area 3A or 3B
Biology	3,4,5	BIOL 100	4	Category 1	4 sem units in Area B2 & B3	4 sem units toward Area 5A w/lab
Calculus AB	3,4,5	MATH 181	5	Category 4B	3 sem units toward Area B4	3 sem units toward Area 2A
Calculus BC	3,4,5	MATH 181+182	10	Category 4B	3 sem units toward Area B4	3 sem units toward Area 2A
Chemistry	3 4,5	CHEM 120 CHEM 150	4 5	Category 1	4 sem units toward Area B1 & B3	4 sem units toward Area 5A w/lab
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
Computer Science A	3 4,5	N/A CS 121	3 (Elective) 4	N/A Category 4B w/ 4 or 5 score	N/A	N/A
Computer Science B	3 4,5	N/A CS 121+122	3 (Elective) 6	N/A Category 4B w/ 4 or 5 score	N/A	N/A
English Language and Composition	3,4,5	ENGL 101	4	Category 4A	3 sem units toward Area A2	3 sem units toward Area 1A
English Literature and Composition	3 4,5	N/A ENGL 102	3 (Elective) 3	N/A Category 3 w/ 4 or 5 score	6 sem units toward Area A2 & C2	3 sem units toward Area 1A or 3B
Environmental Science	3,4,5	ENVS 101	3	Category 1	4 sem units toward Area B1 & B3	3 sem units toward Area 5A w/lab
European History	3,4,5	No Equivalent Course	3	Category 3	3 sem units toward Area C2 or D6	3 sem units toward Area 3B or 4F
French Language	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	3,4,5	No Equivalent Course	3	Category 3	3 sem units toward Area C2	3 sem units each toward Area 3B and 6A
Government and Politics: Comparative	3,4,5	POLS 105	3	Category 2A	3 sem units toward Area D8	3 sem units toward Area 4H
Government and Political: United States	3,4,5	N/A	3	Category 2B	3 sem units toward Area D8 + US-2	3 sem units toward Area 4H
Human Geography	3,4,5	GEOG 102	3	Category 2A	3 sem units toward Area D5	3 sem units toward Area 4E
Italian Language and Culture	3,4,5	ITAL 103	5	Category 3	N/A (F10)	3 sem units each toward Area 3B and 6A
Japanese Language and Culture	3,4,5	No Equivalent Course	3	Category 3	3 sem units toward Area C2	3 sem units each toward Area 3B and 6A
Latin Literature	3,4,5	No Equivalent Course	3	Category 3	N/A (F09)	3 sem units each toward Area 3B and 6A
Latin: Virgil	3,4,5	No Equivalent Course	3	Category 3	3 sem units toward Area C2	3 sem units each toward Area 3B and 6A
Macroeconomics	3,4,5	ECON 101	3	Category 2A	3 sem units toward Area D2	3 sem units toward Area 4B
Microeconomics	3,4,5	ECON 102	3	Category 2A	3 sem units toward Area D2	3 sem units toward Area 4B
Music Theory	3,4,5	MUS 111	4	Category 3	N/A (F09)	N/A
Physics B	3,4,5	N/A	3	Category 1	4 sem units toward Area B1 & B3	4 sem units toward Area 5A w/lab
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 w/lab
Physics C: Mechanics	3,4,5	PHYS 141	4	Category 1	4 sem units toward Area B1 & B3	3 sem units toward Area 5A w/lab
Psychology	3 4,5	PSY 101	3	Category 2A	3 sem units toward Area D9	3 sem units toward Area 4I
Spanish Language	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	3,4,5	N/A	N/A	Category 3	3 sem units toward Area C2	3 sem units each toward Area 3B and 6A
Statistics	3,4,5	MATH 123	4	Category 4B	3 sem units toward Area B4	3 sem units toward Area 2A
Studio Art: 2D Design	3,4,5	N/A		N/A	N/A	N/A
Studio Art: 3D Design	3,4,5	N/A		N/A	N/A	N/A
Studio Art: Drawing	3,4,5	N/A		N/A	N/A	N/A
United States History	3 4,5	HIST 118 HIST 107+108	3 6	Category 2B	3 sem units toward Area C2 or D6 + US-1	3 sem units toward Area 3B or 4F
World History	3 4,5	HIST 101 HIST 101+102	3 6	Category 3	3 sem units toward Area C2 or D6	3 sem units toward Area 3B or 4F

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

### Course Attempts

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

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

### Reciprocity

A course for which substandard academic performance was recorded at Allan Hancock College may be repeated at another accredited college or university if, after the student submits a copy of the course outline, syllabus and/or catalog description, the course is determined to be equivalent. Official transcripts from the other institution must be submitted to Allan Hancock College to verify the course was completed with a grade of C or better, and for equivalency consideration a petition must be filed and a \$20 fee paid to cover costs. **Federal financial aid regulations do not alleviate units or grade points removed through academic renewal or course repetition.**

### Repetition of a Course Previously Successfully Completed

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

1. A minimum of 36 months has elapsed since the student last earned a grade in the course; AND
2. The subject matter of the course has changed because of changing technology or principles;
3. The course was taken for credit and the student now needs a letter grade because the course is in his or her major;
4. Other valid situations as evaluated by the instructor and the appropriate dean.

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

Course repetition is permitted without petition when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid

or volunteer employment. Such courses may be repeated for credit any number of times and are identified in the course description in the schedule of classes.

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

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

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

Special circumstances course repetitions will be indicated as repeated on the permanent academic record of the student. Grades awarded for special circumstances course repetitions will not be counted in calculating a student's grade point average. In addition, there is no assurance that repeated courses resulting in an improvement in grade will be accepted by other colleges and universities.

### Multiple and Overlapping Enrollments

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

### Academic Renewal

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

1. A period of at least one year has elapsed since the work to be alleviated was completed;
2. A student must have completed either a minimum of 18 semester units with at least a 2.4 GPA or 24 semester units with at least a 2.0 GPA at Allan Hancock College and/or another accredited college or university since the work to be alleviated was completed;
3. The student may choose to have either 1) all coursework taken in a substandard semester (or term) disregarded in the computation of GPA; or 2) individual sub-standard (D or F) coursework taken in a semester (or term) disregarded in the computation of GPA. The semesters need not be consecutive;

4. When work is alleviated, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. The semester(s) involved will not be deleted, but the units and grade points will be removed to calculate the grade point average.

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

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

**CREDIT BY EXAMINATION**

Credit by examination enables a student to receive academic credit by demonstrating mastery of subject matter or skills equivalent to a specific Allan Hancock College course. Each academic department determines which courses may be challenged and is responsible for developing and administering an appropriate comprehensive examination. Students may not be currently enrolled in a course equal to or more advanced than the course to be challenged, nor may they have received previous high school or college credit for such a course. To apply for credit by examination, a student must be enrolled in the current semester, be in good standing and must have completed a minimum of 12 units at Allan Hancock College. Students must apply within the first week of instruction for summer session and within the first three weeks of instruction for fall and spring semesters – there are no exceptions. Units earned by credit by examination are not considered to be part of the student’s official program and will not be used for reports to Financial Aid, Veterans Administration or similar agencies. There 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. A maximum of 12 units of credit may be allowed by special examination. Petitions for credit by examination are available in the Admissions and Records office. All petitions must be approved by the director, admissions and records; the instructor administering the exam; the department chair; and the dean, academic affairs. Students petitioning for Credit by Examination must provide transcripts from all previously attended U.S. high schools and/or colleges (unofficial copies accepted) for verification that the student has not completed the course, its equivalent or a higher course at another educational institution.

**ACADEMIC RECOGNITION**

Students who complete all units used for graduation with a grade point average of 3.5 or higher will graduate with honors. Students whose grade point average is 4.0 will graduate with high honors. All grades and units earned at other colleges, including Allan Hancock College, are used in computing the student’s GPA for graduation.

Students who complete 12 units or more in letter-graded courses with a grade point average of 3.5 or higher will be placed on the Honors List for that semester. Students who earn a 4.0 grade point average under the above conditions will be placed on the Special Honors List.

**AUDITING**

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

**GRADING SYSTEM**

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

Grade definitions are as follows:

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

**Grade Point and Grade Point Average**

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

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

The grade point average (GPA) is determined by multiplying the grade points for each unit times the number of units and then dividing the total units attempted into the total grade points received. (P, I, W, NP are not included in the GPA computation). See example.

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
<u>1 unit of F x 0 points</u>	=	<u>0 grade points</u>
12 units		27 grade points

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

Allan Hancock College annotates two grade point averages on a student’s academic transcript. The Allan Hancock College cumulative GPA is based on all units attempted and units earned in all AHC credit courses. The degree applica-

ble total is based on the total number of units attempted and units earned in Allan Hancock College degree applicable credit courses.

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

### Pass/No-Pass Grading Policy

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

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

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

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

### Limitations on Pass/No-Pass Grades

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

### Incomplete (I)

The grade of I may be given for satisfactory but incomplete work for unforeseeable, emergency and justifiable reasons at the end of the semester or term. The instructor will indicate the condition of the removal of the I and the grade assigned in lieu of its removal, will give one copy to the student and will file a copy with the Admissions and Records office. A final grade will be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The I may be made up no later than 180 calendar days following the end of the semester or term in which it was assigned. An I grade does not constitute successful completion for prerequisite purposes.

In addition, students may not re-enroll in a course in which they have a grade of I.

### Withdrawal (W)

This grade may be assigned upon student petition or may be assigned by the instructor. Students may drop online via the myHancock student portal any time prior to the last day of the 12<sup>th</sup> week of a semester class or 75 percent of shorter term classes. An instructor may drop a student for nonattendance and assign a W within the same time limits. A grade of W may not be given after the times indicated above.

A student who officially withdraws from a class during the first 10% of the term or before will receive no grade of record

### Military Withdrawal (W)

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

### Remedial Course Limit

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

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

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

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

### GRADES

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

months after the end of the semester or term in which the grade was earned.

## GOOD STANDING, PROBATION AND DISMISSAL

### General

Students enrolled at Allan Hancock College are required to maintain a specific level of academic and progressive 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 standards after attempting 8 semester units, he/she will be placed on a probationary status. Allan Hancock College identifies two types of probation: academic and progress probation. Students on academic and/or progress probation will be assisted by faculty in the counseling department to regain good standing.

### Good Standing

Allan Hancock College requires students to meet the minimum standards to be in a good academic and progress standing. Good academic standing is achieved when a student earns a minimum 2.0 semesters and a cumulative grade point average (GPA). Good progress standing is achieved when a student completes 50 percent of their attempted semester and cumulative units with a letter grade (A, B, C, D, or F) or P (pass). The student who meets the minimum standards will be in a good standing at Allan Hancock College.

### Academic Probation

When a student has attempted a minimum of 8 semester units at Allan Hancock College and has earned below a 2.0 semester and/or cumulative GPA. He/she will be placed on academic probation after semester grades are final.

#### First-time Academic Probation

A student is placed on first-time academic probation when his/her semester GPA is below 2.0. He/she is encouraged to meet with a counselor to discuss his/her academic standing and strategize ways to regain good standing.

#### Second-time Academic Probation

Second-time academic probation occurs after a student is on first-time academic probation and his/her semester and/or cumulative GPA is below a 2.0 for the subsequent semester. A student on second-time academic probation is limited to 9 units of enrollment. He/she is encouraged to meet with a counselor to discuss their academic standing and strategize ways to regain good standing. He/she is encouraged to schedule an appointment with a counselor to complete a Student Education Plan (SEP) which will outline a student's educational/career goals. A student on second-time academic probation will remain at this level until his/her semester and cumulative GPA reach a minimum of a 2.0. If a student on second-time academic probation earns a semester GPA below a 2.0, he/she will be subject to dismissal from the college.

### Progress Probation

When a student has attempted a minimum of 8 semester units at Allan Hancock College and has not completed a minimum of 50 percent of their units attempted with a letter

grade (A, B, C, D, or F) and P (pass), he/she will be placed on progress probation after semester grades are final.

#### First-time Progress Probation

A student is placed on first-time progress probation when he/she has not completed 50 percent of their attempted semester units with a letter grade (A, B, C, D, or F) and P (pass). He/she is encouraged to meet with a counselor to discuss his/her progress standing and strategize ways to regain good standing.

#### Second-time Progress Probation

Second-time progress probation occurs after a student is on first-time progress probation and his/her completed semester and/or cumulative units do not meet a minimum of 50 percent of their attempted units. A student on second-time progress probation is limited to 9 units of enrollment. He/she is encouraged to meet with a counselor to discuss their progress standing and strategize ways to regain good standing. He/she is encouraged to schedule an appointment with a counselor to complete a Student Education Plan (SEP) which will outline a student's educational/career goals. A student on second-time progress probation will remain at this level until his/her semester and cumulative completed units reach 50 percent of his/her attempted units. If a student on second-time progress probation does not complete 50 percent of his/her attempted semester units, he/she will be subject to dismissal from the college.

### Dismissal

A student who does not meet the college's minimum standards while on second-time academic and/or progress probation will be subject to dismissal from the college. A dismissed student is blocked from enrolling in credit courses. A dismissed student wishing to reenroll is required to go through the reinstatement process.

### Notification of Probation Status

A student on any level of academic and/or progress probation will be notified after grade finalization through their *myHancock* e-mail account. The e-mail will inform the student of his/her probationary status and necessary steps to take at this point.

### Reinstatement

A dismissed student wishing to take credit courses may submit a reinstatement application 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 he/she is prepared to succeed, his/her reinstatement application will be approved under certain conditions listed on the reinstatement contract. The deadline to submit a reinstatement application for a specified semester is available online under "academic calendar". The application may be downloaded from our college website under "counseling" or a student may obtain a copy from the Counseling Department.

### Reinstatement Appeal

The probation committee reviews each reinstatement application submitted to the counseling department and the dean, student services/counseling and matriculation, acts on appeals in the event a student is denied reinstatement and is requesting additional consideration.



### Removal from Probation

A student's probationary status will alleviate once he/she regains good academic and progress standing with the college.

### TRANSCRIPTS

There is no charge for the first two transcripts of a student's record issued by Allan Hancock College. There is a charge of \$4 for each additional transcript and \$10 if demand service is requested. Transcripts of grades for students who fail to return equipment or who have any unpaid accounts are withheld until the financial obligation is cleared. The Admissions and Records office reserves up to 10 working days to process transcript requests.

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

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

1. The right to inspect and review the student's education records within 45 days of the day Allan Hancock College receives a request for access. Students should submit to the Director, Admissions and Records, a written request that identifies the record(s) they wish to inspect. The director will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Admissions and Records Office, the student shall be advised of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask Allan Hancock College to amend a record that they believe is inaccurate. They should write the director, clearly identify the part of the record they want changed, and specify why it is inaccurate. If Allan Hancock College decides not to amend the record as requested by the student, the student shall be notified of the decision and advised as to his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Allan Hancock College in an administrative, supervisory, academic, research or support staff position (including law enforcement personnel and health staff); a person or company with whom Allan Hancock College has contracted (such as an attorney, auditor, collection agent, degree conferral and transcript processing agent, document managing agent and placement sites for internship or similar student work/study opportunities); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her

tasks; and/or consultants, volunteers or other outside parties to whom Allan Hancock College has outsourced institutional services or functions that it would otherwise use employees to perform. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. As allowed within FERPA guidelines, Allan Hancock College may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

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

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

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

### PHOTO AND VIDEOTAPE POLICY

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

### COPYRIGHT REGULATIONS

Allan Hancock College complies with all federal regulations including the TEACH Act. Students and staff are prohibited from using the Allan Hancock College network to illegally download or share music, videos or other copyrighted materials. In accordance with the Higher Education Opportunity Act (HEOA) and Digital Millennium Copyright Act, college administrators may be obligated to provide to copyright holders and law enforcement officials information about

AHC network users who have violated the law. There may be both civil and criminal penalties and fines for copyright violations. For questions pertaining to copyright issues, please contact the associate dean, learning resources, at (805) 922-6966 ext. 3475.

## USA PATRIOT ACT

Allan Hancock College complies with the requirements of the USA PATRIOT Act. This law provides federal officials with the authority to conduct searches of business records and data. Examples of records and data that might be retrieved include, but are not limited to

- Email records on computers and servers
- Internet search history on computers and servers
- Library user records
- Telephone call logs
- Student records and files

## EXPLANATION OF COLLEGE TERMS

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

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

**A.S. – Associate in Science Degree:** General degree granted by California community colleges, 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.).

**Class Schedule:** The listing of courses to be offered each semester or term, including hours, instructors, and room assignments

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

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

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

**Credit Course (graded):** Course for which units are granted.

**Electives:** Courses elected by the student which do not fulfill any specific requirement but provide units toward the degree.

**Fast Track:** Courses held throughout the semester. Fast Track classes meet eight weeks or less, many are only one or two days, some are on weekends. Space permitting, students can register for classes up to the first day of class.

**General Education:** Certain groups of courses required of all degree candidates regardless of their major. The A.A. and A.S. degrees require fulfillment of the AHC General Education requirements whereas the A.A.-T and A.S.-T degrees require fulfillment of the CSU GE or IGETC transfer General Education patterns. See Transfer Information and Graduation Requirements.

**Lower Division:** The first two years of college work, i.e., freshman and sophomore years and/or courses. By law, only lower division work can be offered at Allan Hancock College.

**Major:** The major field of study a student plans to pursue, e.g., biology, nursing, etc.

**Noncredit Course (ungraded):** Course for which no units are given. This catalog contains only credit courses.

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

**Semester Unit:** A semester unit represents one hour of lecture, two hours of activity, or three hours of laboratory per week for a semester. Graduation requires 60 semester units. One semester unit is equivalent to one and a half quarter units.

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

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

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



# Transfer Information & Graduation Requirements



ALLAN  
HANCOCK  
COLLEGE



CATALOG  
2013-14

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

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

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

### Transfer Admission Guarantee

Transfer can be a complicated process. Allan Hancock counselors exist at Allan Hancock College to simplify the process and ensure students a smooth transition to four-year colleges and universities. While some universities offer transfer guarantees, at other colleges it is ultimately the student's responsibility to successfully complete the correct classes and earn a competitive GPA. Students planning to transfer must work closely with a counselor in order to complete the specific guidelines for the Transfer Admission Guarantee. The following colleges and universities are included:

University of California, Davis (guarantee)  
 University of California, Irvine (guarantee)  
 University of California, Merced (guarantee)  
 University of California, Riverside (guarantee)  
 University of California, San Diego (guarantee)  
 University of California, Santa Barbara (guarantee)  
 University of California, Santa Cruz (guarantee)  
 Brandman University/Chapman University System,  
 Santa Maria Valley Campus  
 University of La Verne, Central Coast Center  
 Embry Riddle Aeronautical University, VAFB\*  
 Antioch University, Santa Barbara\*  
 Columbia College, San Luis Obispo Center\*

\* Admits all eligible AHC transfer students

As each participating college or university has specific requirements, students who wish to take advantage of the Transfer Admission Guarantee must work with the

University Transfer Center to develop and complete an approved course of study.

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

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

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

#### Requirements

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

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

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

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

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](http://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](http://www.assist.org) for specific information on C-ID course designations. Counselors can always help students interpret or explain this information

### Transfer Recognition Award

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

## TRANSFER TO THE UNIVERSITY OF CALIFORNIA

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

### Uniform Entrance Requirements

Nine of the 10 University of California campuses have uniform entrance requirements and certain features in common. Each campus is also distinctive and not all majors are offered on all campuses. Students should study the list of undergraduate colleges, schools and majors available on each campus to determine which will best satisfy their educational needs. Students may find it helpful to discuss with a counselor the particular advantages each campus has to offer.

### Admission from Community Colleges

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

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

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

### Intersegmental General Education Transfer Curriculum (IGETC Certification) Requirements

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

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

Courses completed at other campuses of the California community colleges must be certified in accordance with

the pattern of the source institution. It is the student's responsibility to provide: a) an official copy of his or her external transcript(s); and b) a dated general education certification pattern from the source institution which coincides with the term or terms in which such courses were completed.

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

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

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

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

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

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

The 2013-2014 Intersegmental General Education Transfer Curriculum is shown below.

Courses cannot be used in more than one area.

### Area 1 English Communication

#### 1A English Composition [3] {1}

ENGL 101

#### 1B Critical Thinking [3] {1}

ENGL 103 #Fall 96

PHIL 114 #Fall 93

#### 1C (CSU Only) Oral Communication [3] {1}

SPCH 101, 102, 106 #Spring 05

### Area 2 Mathematical Concepts and Quantitative Reasoning [3] {1}

MATH 123\*, 131\*, 135\*, 141\*, 181\*, 182, 183, 184

### Area 3 Arts and Humanities [9]

#### 3A Arts [3] {1}

ART 101, 103, 104, 105, 106

DANC 101

DRMA 103, 110, 111

FILM 101, 102, 107

MUS 100, 101, 102, 104, 106 #Spring 05

#### 3B Humanities [3] {1}

ASL 121 #Fall 02, 138 #Fall 03

ENGL 102 #Fall 96, 130, 131, 132 #Fall 99, 133, 135, 138 #Spring 05, 139 #Fall 99, 143 #Fall 00, 144 #Fall 08, 145, 146, 148 #Fall 96

FILM 103 #Spring 06

FRCH 102 #Fall 02

HIST 101 #Fall 95, 102 #Fall 96, 104, 105, 138 #Fall 03

HUM 101 #Fall 95, 102 #Fall 96, 104 #Fall 96, 105 #Fall 96

ITAL 102 #Fall 96

PHIL 101, 102, 105, 121, 122

SPAN 102, 103, 104, 112 #Spring 07 148 #Fall 96

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

#### 4A Anthropology and Archaeology

ANTH 102, 103

#### 4B Economics

BUS 141 #Spring 05

ECON 101, 102, 141 #Spring 05

IS 141 #Spring 05

#### 4E Geography

GEOG 102, 103

#### 4F History

HIST 103 #Spring 07, 107\*, 108\*, 118\*, 119, 120 #Fall 99

HUM 103 #Spring 07

#### 4G Interdisciplinary, Social and Behavioral Sciences

ECS 100,101

GBST 101

PSY 104

SOC 104 #Fall 05, 155 #Fall 08

SPCH 110 #Spring 06

#### 4H Political Science, Government and Legal Institutions

POLS 101, 103, 104, 105

#### 4I Psychology

PSY 101, 112, 113, 117, 118

#### 4J Sociology and Criminology

AJ 101, SOC 101, 102, 110, 120, 160 #Fall 08

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

#### 5A Physical Science {1}

ASTR 100

CHEM 120, 150, 151

ENVS 102 #Fall 02

GEOG 101

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

PHSC 111\*, 112\*

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

#### 5B Biological Science {1}

ANTH 101, 110 #Spring 06

BIOL 100\*, 120, 124, 125, 132, 135, 150, 154, 155

ENVS 101 #Fall 02

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

ASL 120  
FRCH 101  
ITAL 101 #Fall 96  
SPAN 101

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

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

Not part of IGETC; may be completed prior to transfer, six units, one course in political science (POLS 101 or 103) and one course in history (HIST 107\* or 108\* or 118\*). Courses used to meet this requirement may be used to satisfy requirements for IGETC.

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

### TRANSFER TO THE CALIFORNIA STATE UNIVERSITY

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

### Admission from Community Colleges

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

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

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

### California State University General Education Certification Breadth Requirements

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

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

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

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

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

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

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

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

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

The 2013-2014 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  
ENVS 102  
GEOG 101  
GEOL 100, 114, 131, 141  
PHSC 111, 112  
PHYS 100, 110, 141, 142, 161, 162, 163

**B2 Life Science {1}**

ANTH 101  
BIOL 100, 120, 124, 125, 128, 132, 135, 150, 154, 155  
ENVS 101

**B3 Laboratory Activity**

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

**B4 Mathematics/Quantitative Reasoning {1}**

MATH 100, 105, 121, 123, 131, 135, 141, 181, 182, 183, 184

**Area C Arts, Arts and Humanities [9] (at least one course in Arts and Humanities)****C1 Arts [3]**

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

**C2 Humanities [3]**

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

**Area D Social, Social Sciences [9] (only 6 units in each discipline)****D0 Sociology and Criminology**

AJ 101, SOC 101, 102, 110, 120, 160

**D1 Anthropology and Archaeology**

ANTH 102, 103

**D2 Economics**

BUS 121, 141

ECON 101, 102, 121, 141  
IS 141

**D3 Ethnic Studies**

HIST 120  
SOC 120

**D5 Geography**

GEOG 102, 103

**D6 History**

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

**D7 Interdisciplinary Social or Behavioral Science**

ECS 100,101  
GBST 101  
PSY 104  
SOC 104, 155  
SPCH 103, 110

**D8 Political Science, Government and Legal Institutions**

AJ 103, POLS 101, 103, 104,105

**D9 Psychology**

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

NOTE: U.S. History and American Institutions Requirement

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

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

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

**Area E Lifelong Learning and Self Development [3]**

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

NOTE: No course may be counted in more than one area

- means it transfers as a lab/activity/practice course
- [ ] means a minimum number of units is required
- { } means a minimum number of courses is required



## STUDENT SUCCESS

### Student Success Scorecard

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

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

View the Student Success Scorecard online at <http://www.hancockcollege.edu/>; click *About AHC*, then *You Should Know...*

### Student Right to Know (SRTK)

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

Each semester, Allan Hancock College enrolls approximately 3,400 full-time students and another 7,500 part-time students. Approximately 1,500 awards are granted annually with associate in arts degrees, associate in science degrees or certificates of completion. In compliance with the Student-Right-to-Know (SRTK) and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Allan Hancock Joint Community College District to make available its completion and transfer rates to all current and prospective students. In fall 2008, a cohort of all certificates, degree, and transfer-seeking first-time, full-time students were tracked over a three-year period. Following are their completion and transfer rates. These rates do not represent the success rates of the entire student population at Allan Hancock College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 26.6 percent attained a certificate or degree or became 'transfer prepared' during a three-year period, from fall 2008 to spring 2011. The state average is 24.6 percent. Students who are 'transfer-prepared' are defined as those who have completed 56 transferable units with a GPA of 2.0 or better. The college's SRTK transfer rate was 8.3 percent.

Students who received an AHC degree before transferring or who took more than three years to transfer are not included in this percentage.

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

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

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

A more meaningful measure of transfer success is the acceptance rate Allan Hancock College students experience at universities. This is the percentage of students who are accepted at their university of choice, compared to the numbers who apply. For example, AHC students enjoyed the highest transfer acceptance rates at California Polytechnic University, San Luis Obispo, with 55.76 percent of fall 2012 AHC transfer applicants accepted compared to 26 percent statewide.



# 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, Allan Hancock College as of fall 2011 offers associate in arts for transfer (AA-T) and associate in science for transfer (AS-T) degrees

### AA-T/AS-T Degrees

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

### AA/AS Degrees

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

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

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

**NOTE:** Petition for graduation deadlines are published on Allan Hancock College's website in the "At a Glance Class Schedule"

**An associate degree will be awarded when the following requirements have been met:**

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

3. **A PETITION FOR GRADUATION** has been filed in the Admissions and Records office by the published deadline.
4. **A MINIMUM OF 12 UNITS** toward the degree have been completed at Allan Hancock College (Title 5, Section 55802).
5. **A MINIMUM OF 2 COURSES IN HEALTH AND WELLNESS (3 Units)**

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

Select one course from each of the following areas:

### PHYSICAL ACTIVITY:

Dance (any activity course)  
Physical Education (any activity course)

### HEALTH EDUCATION or FIRST AID SAFETY:

Emergency Medical Services 102  
Family and Consumer Science 109  
Food, Science and Nutrition 109  
Health Education 100  
Human Services 126  
Nursing 103, 108

### **Completion of the following academy and nursing courses will fulfill the requirement:**

Law Enforcement 320 or 322, Emergency Medical Services 301, Fire Technology 307, Nursing 318, 328 & 338.

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

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

6. **COMPETENCY IN READING, IN WRITTEN EXPRESSION, AND IN MATHEMATICS** has been demonstrated.

Students will demonstrate competence in reading by completing the general education requirements (below).

Students will demonstrate competence in written expression by completing English 100 (grade C or higher) or English 101 (grade C or higher).

**NOTE:** Students who plan to transfer to a four-year institution should demonstrate competence in written expression by completing English 101 rather than English 100.

Students will demonstrate competence in mathematics by meeting any one of the following standards:

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

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

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

The purpose of the Multicultural/Gender Studies graduation requirement is to promote our students' awareness about, their understanding and appreciation of, and their respect for underrepresented groups and ethnic minorities. Courses that are designated as fulfilling this requirement are designed to help students link their personal experiences and their education to broader cultural perspectives, to expand their awareness of their own cultural heritage, and to encourage in them the skills of cultural competence which can foster the meaningful communication and connection needed in global heterogeneous societies.

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

Administration of Justice 105  
 Anthropology 102, 103, 105  
 Art 101, 105, 106  
 Business 107, 141  
 Dance 101  
 Drama 103  
 Early Childhood Studies 116, 117  
 Economics 141  
 English 105, 139, 130, 131, 148  
 Family and Consumer Sciences 131, 134  
 Film 101, 102, 103, 107  
 Food Science and Nutrition 134  
 Geography 102, 103  
 Global Studies 101, 141  
 History 101, 102, 103, 120  
 Human Services 107, 113  
 Humanities 101, 102, 103  
 Music 104, 105, 106  
 Philosophy 121  
 Political Science 105  
 Psychology 120  
 Sociology 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, AS degree major.

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

**GENERAL EDUCATION: A MINIMUM OF 21 SEMESTER UNITS OF GENERAL EDUCATION**

have been completed, three units in each of the categories listed below. (Not required for Associate in Art for Transfer (AA-T) or Associate in Science for Transfer (AS-T) Degrees.)

General education is a pattern of courses designed to develop in students a breadth of knowledge and allow students to gain command of subject areas and methods of inquiry that characterize the liberally educated person. Through general education, students expand their understanding of the physical world and the complex interrelationships of individuals and groups within their social environments; understand the modes of inquiry of the major disciplines; deepen appreciation of their artistic and cultural heritage, and become aware of other cultures

and times; strengthen their ability to communicate, reason, and critically evaluate information both orally and in writing; acquire a positive attitude toward learning, and develop self-understanding. As a result, they are better able to recognize, understand, and act upon the complex personal, social, scientific, and political issues that confront them.

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

**CATEGORY 1, NATURAL SCIENCES (3 units)**

Students completing courses in this category will:

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

Anthropology 101, 110 (when taken in conjunction with 101)  
 Astronomy 100  
 Biology 100, 120, 124, 132, 135  
 Chemistry 110, 120  
 Food Science and Nutrition 110  
 Geography 101  
 Geology 100, 114, 131, 141  
 Physical Science 111, 112  
 Physics 100

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

**A. Social Science (3 units)**

Students completing courses in this category will:

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

Administration of Justice 101, 103  
 Anthropology 102, 103, 105  
 Business 121, 141  
 Economics 101, 102, 121, 141  
 English 105  
 Geography 102, 103

Global Studies 141  
 Political Science 101, 104, 105  
 Psychology 101  
 Sociology 101, 102, 120, 122, 155, 160  
 Speech 110

### B. American History or Government (3 units)

In addition to those listed in Category 2A students completing courses in this category will also:

- take personal responsibility for being informed, ethical and active citizens of their community, their nation, and their world.

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

### CATEGORY 3, HUMANITIES (3 units)

Students completing courses in this category will:

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

American Sign Language 138  
 Art 101, 103, 104, 105  
 Dance 101, 110, 120, 130  
 Drama 103, 110, 111  
 English 102, 106, 130, 131, 132, 133, 135, 138, 139, 144, 145, 146, 148  
 Family and Consumer Sciences 144  
 Film 101, 102, 103, 110  
 French 101, 102  
 History 101, 102, 103, 104, 105, 120, 138  
 Humanities 101, 102, 103, 104, 105  
 Italian 101, 102  
 Latin 101  
 Multimedia Arts and Communication 101 and  
 Multimedia Arts and Communication 102  
 Music 100, 101, 102, 104, 106  
 Philosophy 101, 102, 105, 121, 122  
 Photo 110  
 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.
- Ofind and evaluate information by selecting and using appropriate research methods and tools.

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

### B. Communication and Analytical Thinking (3 units)

Students completing courses in this category will:

- think logically and critically in solving problems; explaining conclusions; and evaluating, supporting, or critiquing the thinking of others.
- identify and analyze real or potential problems and develop, evaluate, and test possible solutions and hypotheses.
- communicate in an understandable and organized fashion to explain their ideas, express their feelings, or support conclusions.

Computer Business Information Systems 101, 112

Computer Science 102, 111

English 103, 104

Math 100, 105, 123, 135, 181, 321

Philosophy 112, 114

Speech 101, 102, 106

### CATEGORY 5, LIVING SKILLS (3 units)

Students completing courses in this category will:

- exhibit habits of intellectual exploration, personal responsibility and well being.
- work with diverse people including those with different cultural and linguistic backgrounds and different physical abilities.
- interact with individuals and within groups with integrity and awareness of others' opinions, feelings and values.
- participate effectively in teams to make decisions and seek consensus.

Business 130

Culinary Arts 120

Early Childhood Studies 114

Economics 130

Emergency Medical Services 102

Family and Consumer Sciences 109, 112, 120, 130, 131, 138

Food Science and Nutrition 109, 112

Health Education 100

Human Services 106, 110

Leadership 111

Learning Skills 101

Personal Development 100, 101, 102

Psychology 106, 112, 113

Sociology 106, 110

Speech 103

## PETITIONING PROCEDURES FOR THE ASSOCIATE DEGREE

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

requirement check. The petition must have the signature of a counselor before it will be accepted for final evaluation by the admissions and records office.

3. All course requirements must be completed on or before the final day of classes for the semester in which the student petitions.
4. Official copies of all transcripts from other colleges attended must be on file in the Allan Hancock College counseling office before a petition for graduation can be evaluated. External courses, grades, and units used to meet requirements for the associate in arts or the associate in science degree must be from an accredited college/university.
5. Students are notified in writing of their graduation status by the admissions and records office.

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

## THE CERTIFICATE PROGRAM

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

### Petitioning Procedures

1. The student must petition to receive the certificate. Petitions are obtained in the counseling office.
2. All students petitioning for a certificate must first see a counselor for a preliminary requirement check. The petition must have the signature of a counselor before it will be accepted for final evaluation.
3. All required courses must have been completed by the end of the semester in which the student petitions.
4. A grade of C or better is necessary in all required courses.
5. A minimum of 25 percent of the units required for the certificate must be completed at Allan Hancock College.
6. Official copies of all transcripts from other colleges attended must be on file in the Allan Hancock College counseling office.
7. External transcripts become the property of Allan Hancock College. Transcripts submitted to AHC will not be released to students, other colleges or agencies.

## PROFICIENCY VERIFICATION

A verification of a proficiency may be issued to a student to validate the performance of a specific skill at a prescribed level. Students should contact the department

chair for further information as to what verifications are available and the specific requirements in each area.

## CATALOG RIGHTS

Graduation requirements for an Associate's Degree or vocational certificates are determined according to the Catalog in effect at the time of initial enrollment. In order to maintain catalog rights, a student must be in continuous enrollment during each successive academic year. For purposes of catalog rights, the academic year begins each summer and ends the subsequent spring session. To maintain continuous enrollment, a student must attend at least one credit class in an academic year. Students must apply for graduation within three years from the date all requirements are satisfied. It is important to note that:


1. Students who maintain continuous enrollment at Allan Hancock College, or students who are continuing at another accredited institution within the United States are eligible to graduate from AHC under the catalog in effect at the time they first enrolled at Allan Hancock College.
2. Students who stop attending AHC for a year or longer are eligible to graduate from AHC under the catalog in effect the semester the student re-enters Allan Hancock College again. One year is defined as one academic year. The student must maintain continuous enrollment thereafter-

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

## PROGRAMS OF STUDY

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

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

A black and white microscopic image showing several overlapping, roughly circular cells. Each cell has a darker, more textured center and a lighter, smoother outer boundary. The cells are arranged in a somewhat irregular pattern, with some overlapping others. The background is a light, grainy texture.

# Instructional Programs



ALLAN  
HANCOCK  
COLLEGE

∴ CATALOG  
∴ 2013-14



	A.A.	A.S.	Certificate
<b>English</b> .....			X
<b>Entrepreneurship</b> .....			X
Entrepreneurship and			
Small Business Mgt.....			X
<b>Environmental Technology</b> .....	X		X
Environmental Health &			
Safety Technician .....			X
<i>Hazardous Materials General Site Worker</i> .....			X
<i>HAZWOPER Refresher 8-Hour</i> .....			X
<b>Family and Consumer Sciences</b>			
Fashion Studies .....	X		X
Fashion Merchandising.....			X
General.....		X	
Interior Design Merchandising .....	X		X
<b>Film and Video Production</b> .....	X		X
<b>Fire Technology</b> .....	X		X
Firefighter Academy.....			X
<b>Global Studies</b> .....			X
<b>Human Services</b>			
Addiction Studies .....	X		X
General.....		X	X
Co-Occurring Disorders .....			X
Family Studies .....			X
Family Services Worker 1 .....			X
Family Services Worker 2.....			X
Family Services Worker 3.....			X
Specialized Helping Approaches .....			X
<b>Law Enforcement Training</b>			
Basic Law Enforcement Academy .....		X	
<b>Liberal Arts – Non-Transfer Option</b>			
Arts & Humanities .....			X
Mathematics & Science .....			X
Social & Behavioral Sciences .....			X
<b>Liberal Arts –Transfer Option</b>			
Arts & Humanities .....			X
Mathematics & Science .....			X
Social & Behavioral Sciences .....			X
<b>Liberal Studies – Elementary</b>			
Teacher Preparation .....			X
<b>Machining and Manufacturing</b>			
<b>Technology</b> .....	X		X
<b>Mathematics</b>			
Computer Science .....			X
Physics .....			X
<b>Medical Assisting</b>			
Medical Assisting .....			X
Medical Billing and Coding .....			X
<b>Music</b> .....			X

	A.A.	A.S.	Certificate
<b>Nursing</b>			
“30 Unit” Option .....			X
Certified Nursing Assistant .....			X
Certified Home Health Aide .....			X
EKG/Monitor Observer .....			X
Registered (LVN to RN only) .....	X		X
Restorative Aide .....			X
Vocational.....		X	X
<b>Paralegal Studies</b> .....	X		X
<b>Physical Education</b> .....			X
<b>Physics</b> .....			X
<b>Psychology</b> .....			X
<b>Registered Veterinary Technician</b> ..			X
<b>Recreation Management</b> .....	X		X
<b>Social Science</b> .....			X
<b>Sound Technology</b> .....			X
<b>Spanish</b> .....			X
<b>Speech Communication</b> .....			X
Communication Skills for Public Safety			
And Health Professionals .....			X
Communication Skills for the Business			
Professional .....			X
Communication Skills for the Professional			
Speaker .....			X
<b>Transfer Studies</b>			
CSU General Education Breadth			
(CSU GE/B) .....			X
Intersegmental General Education Transfer			
Curriculum (IGETC).....			X
UC/CSU Transfer Studies (Math,			
Engineering & Science majors) ..			X
<b>Welding Technology</b> .....	X		X
Metal Fabrication .....			X
Pipe Welding .....			X
<b>Wildland Fire Technology</b>			
Logistics, Finance, Planning .....	X		X
Operations .....	X		X
Prevention, Investigation, Prescribed			
Burning.....		X	X

**ASSOCIATE DEGREES FOR TRANSFER**

	A.A.T	A.S.T
<i>Administration of Justice for Transfer</i> ..		X
<i>Business Administration for Transfer</i> ...		X
Communication Studies for Transfer ...		X
<i>Early Childhood Education for Transfer</i> .....		X
<i>English for Transfer</i> .....		X
<i>History for Transfer</i> .....		X
Mathematics for Transfer.....		X

Students who complete an associate degree will fulfill general education requirements and/or outcomes as well as program outcomes listed with the individual programs of study on the following pages.

New programs appear *italicized*.



**ACCOUNTING (A.S.)**

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

The associate degree in accounting prepares students for entry-level positions and professional advancement in public, private and governmental accounting. Entry-level employment opportunities consist of positions such as accounts payable/ receivable clerk, payroll accountant, accounting paraprofessional, tax examiner assistant and junior cost accountant. This is a Tech Prep program (see "Programs of Study" on page 56 for information about Tech Prep).

The graduate of the AS program in accounting will:

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

Additional learning outcomes unique to the Accounting or Bookkeeping Certificates:

- Be able to explain, analyze and record payroll tax transactions.

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

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

Plus a minimum of 6 units selected from the following:

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

Recommended elective:

ACCT 399	Special Topics in Accounting	.5-3
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**ACCOUNTING (Certificate of Accomplishment)**

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

A total of 15 units is required for the certificate.

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

**ACCOUNTING: Bookkeeping (Certificate of Accomplishment)**

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

A total of 12 units is required for the certificate

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

**ADMINISTRATION OF JUSTICE (A.S.)**

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

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

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

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

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

Plus a minimum of 12 units selected from Administration of Justice courses on pages 114-116. Students are encouraged to discuss additional course choices with a member of the department and to focus their work upon their area of interest.

**AGRIBUSINESS: ENOLOGY/VITICULTURE (A.A.)**

The associate degree program is designed to prepare students for upper division course work leading to a baccalaureate degree in enology or viticulture. The curriculum prepares students for entry level and advanced positions in the wine industry including wine production, quality assurance and control, cellar supervision, vineyard management, research and grape production.

The graduate of the AA program in enology/ viticulture will:

- Demonstrate an understanding of the yearly cycle in the winery.
- Describe and demonstrate a proficiency in crushing, fermenting and pressing.
- Demonstrate a proficiency in chemically analyzing juice, must and wines and be able to interpret the data in order to take the appropriate action.

- Make appropriate additions to maintain wine stability and to determine the optimum time to bottle and release the wine.
- Make sound enological decisions during the course of the entire year (or years to bottling) to ensure wine quality and a clean, safe winery workplace.

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (21 units):

AG 101	Introduction to Winemaking	3
AG 102	Introduction to Viticulture	3
AG 103	Sensory Evaluation of Wine	3
AG 104	Advanced Sensory Evaluation of Wine	3
CHEM 140	Introductory Organic Chemistry	4
CHEM 150	General Chemistry 1	5

Plus a minimum of 10 units selected from the following:

AG 106	Winery Organization	3
AG 114	Wine Business	3
AG 135	Grapevine Physiology	1
AG 151	Winery Equipment	2
AG 307	Vineyard Irrigation	3
AG 308	Wine Analysis	3
AG 312	Viticulture II	3
AG 314	Organic/Biodynamic Wine	3
AG 315	Fertilizers and Plant Nutrition	4
BIOL 150	Cellular Biology	5
CA 120	Principles of Food Preparation	4
CHEM 151	General Chemistry 2	5
CS 102	Introduction to Computing with HTML	3
CS 111	Fundamentals of Programming 1	4
FSN 110	Nutrition Science	3
MATH 135	Calculus with Applications	4
MATH 181	Calculus 1	5
MATH 182	Calculus 2	5
PHYS 141	General Physics 1	4
PHYS 142	General Physics 2	4
PSY 118	Human Development-Lifespan	3

### AGRIBUSINESS: WINE MARKETING AND SALES (A.S. & Certificate of Achievement)

Designed for students preparing for or advancing in careers involving selling wine to wholesalers, retailers, brokers, restaurants and the public. Those seeking to enter or upgrade careers in the wine industry in marketing, public relations and promotion will find this program suited to their needs.

The graduate of the AS or certificate program in wine marketing and sales will:

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

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (32.5 units):

AG 101	Introduction to Winemaking	3
AG 102	Introduction to Viticulture	3
AG 103	Sensory Evaluation of Wine	3
AG 104	Advanced Sensory Evaluation of Wine	3
AG 105	Wine Marketing and Sales	3

or		
BUS 102	Marketing	3
AG106	Winery Organization	3
AG 114	Wine Business	3
AG 149	Cooperative Work Experience: Occupation (related to Wine Making and Marketing)	1-8
AG 301	Pairing Wine and Food	.5
AG 302	Advanced Pairing Wine and Food	.5
AG 303	Epicurean Wine and Food	.5
BUS 101	Introduction to Business	3
BUS 103	Advertising	3
BUS 104	Business Organization and Management	3

Recommended electives:

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

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

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

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

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

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (24 units):

AG 101	Introduction to Winemaking	3
AG 102	Introduction to Viticulture	3
AG 120	Viticulture Operations 1	3
AG 121	Viticulture Operations 2	3
AG 122	Viticulture Operations 3	1
AG 125	Soils and Plant Nutrition	4
AG 130	Integrated Pest Management for Grapes	4
AG 307	Vineyard Irrigation	3

Plus a minimum of 9 units selected from the following:

AG 103	Sensory Evaluation of Wine	3
AG 105	Wine Marketing and Sales	3
or		
BUS 102	Marketing	3
AG 114	Wine Business	3
AG 135	Grapevine Physiology	1
AG 140	Viticulture Operations 4	3
AG 141	Viticulture Operations 5	3
AG 142	Viticulture Operations 6	3
AG 149	Cooperative Work Experience: Occupational (related to Viticulture)	1-8
AG 151	Winery Equipment	2
AG 308	Wine Analysis	3
AG 312	Viticulture II	3
AG 314	Organic/Biodynamic Wine	3
AG 315	Fertilizers and Plant Nutrition	4

BIOL 154	General Botany	5
BUS 104	Business Organization and Management	3
BUS 160	Business Communications	3
CBIS 101	Computer Concepts and Applications	3
or		
CS 102	Introduction to Computing with HTML	3
CHEM 150	General Chemistry 1	5

### AGRIBUSINESS: PAIRING WINE AND FOOD (Certificate of Accomplishment)

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

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

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

A total of 3 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
AG 301	Pairing Wine and Food	.5
AG 302	Advanced Pairing Wine and Food	.5
AG 303	Epicurean Wine and Food	.5
AG 304	Dessert Wine and Food Pairing	.5
AG 305	Pairing the Wines and Foods of Provence	.5
AG 306	Pairing the Wines and Foods of Tuscany	.5

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

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

The graduate of the AS program in animation will:

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

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

COURSE NUMBER	TITLE	UNITS
Required core courses (25 units):		
ART/GRPH 108	Design 1 on the Computer	3
ART/MMAC 115	Introduction to Animation	3
ART 120	Drawing 1	3
ART 122	Life Drawing 1	3
FILM/ MMAC 117	3D Computer Animation 1	3
FILM/ MMAC 127	DVD Design and Production	3
GRPH 111	Digital Imagery Lab	1
GRPH 112	Digital Imagery	3
MMAC 101	Introduction to Multimedia	2
MMAC 102	Introduction to Multimedia Lab	1

Plus a minimum of 9 units selected from the following:

ART 107	Computer Fine Art	3
ART 110	Design 1	3

ART 123	Life Drawing 2	3
FILM 110	Introduction Motion Picture and Video Production	4
FILM/ MMAC 114	Dynamic Internet Design	3
FILM/ MMAC 116	Intermediate Animation	3
FILM/ MMAC 118	3D Computer Animation 2	3
FILM/ MMAC 125	Computer Video Editing	2
FILM/ MMAC 126	Intro to Motion Graphics	3
GRPH 130	3D Modeling for Production	3
MUS 118	Introduction to Electronic Music	3

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

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

The graduate of the AS program in graphics will:

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

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

COURSE NUMBER	TITLE	UNITS
Required core courses (26 units):		
ART/GRPH 108	Design 1 on the Computer	3
or		
ART 110	Design 1	3
GRPH 110	Introduction to Graphic Design	3
GRPH 111	Digital Imagery Lab	1
GRPH 112	Digital Imagery	3
GRPH 113	Digital Illustration	3
GRPH 114	Digital Illustration Lab	1
GRPH 115	Digital Design & Publishing	3
GRPH 116	Digital Portfolio	3
GRPH 120	Advanced Design for Publishing	3
MMAC 101	Introduction to Multimedia	2
MMAC 102	Introduction to Multimedia Lab	1

Plus a minimum of 9 units selected from the following:

ART 106	Art of the 20 <sup>th</sup> Century	3
ART 112	Design Color Theory	3
ART 120	Drawing 1	3

FILM 101	Film as Art and Communication	3
FILM/ MMAC 126	Intro to Motion Graphics	3
GRPH118	Introduction to Web Graphics	3
GRPH 130	3D Modeling for Production	3
GRPH 189	Independent Projects	1-3
MMAC 114	Dynamic Internet Design	3

### APPLIED DESIGN/MEDIA: MULTIMEDIA ARTS AND COMMUNICATION (A.S.)

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

The graduate of the AS program in multimedia will:

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

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (26 units):

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

Plus a minimum of 9 units selected from the following:

ART 107	Computer Fine Art	3
ART/MMAC 115	Introduction to Animation	3
FILM 111	Intermediate Film and Video Production	4
FILM/ MMAC 117	3D Computer Animation 1	3
FILM/ MMAC 118	3D Computer Animation 2	3
FILM/ MMAC 125	Computer Video Editing	2
FILM/ MMAC 126	Intro to Motion Graphics	3
FILM/ MMAC 127	DVD Design and Production	3
FILM/ MMAC 128	Intermediate Motion Graphics	3
MMAC 114	Dynamic Internet Design	3
GRPH 116	Digital Portfolio	3
GRPH 118	Introduction to Web Graphics	3

GRPH 130	3D Modeling Production	3
MUS 116	Sound Production Techniques	3
MUS 117	MIDI Technology and Its Applications	3

### APPLIED DESIGN/MEDIA: PHOTOGRAPHY (A.S.)

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

The graduate of the AS program in photography will:

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

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (19 units):

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

Plus a minimum of 9 units selected from the following:

PHTO 120	Materials and Processes	2
PHTO 121	Materials and Processes Lab	1
PHTO 130	Advanced Black and White Photography	2
PHTO 131	Advanced Black and White Photography Lab	1
PHTO 140	Introduction to Color Photography	2
PHTO 141	Introduction to Color Photography Lab	1
PHTO 150	Introduction to Commercial Photography	2
PHTO 179	Experimental Course in Photography	.5-3
PHTO 189	Independent Projects in Photography	1-3

Plus a minimum of 6 units selected from the following:

ART 101	Art Appreciation	3
ART 104	Art History Survey	3
ART 106	Art of the 20 <sup>th</sup> Century	3
ART 107	Computer Fine Art	3
ART 110	Design 1	3
FILM 101	Film as Art and Communication	3
FILM 102	Hollywood and the American Film	3
FILM 111	Intermediate Motion Picture and Video Production	4
GRPH 111	Digital Imagery Lab	1
GRPH 112	Digital Imagery	3

### APPLIED DESIGN/MEDIA: WEBSITE DESIGN (Certificate of Accomplishment)

The certificate in website design provides a specific skill set enabling the creation of visually rich websites for a wide range of purposes. The certificate is ideal for students wishing to bring additional competencies to their workplace; to enhance their employability; or to seek entrepreneurial opportunities.

The graduate of the certificate program in website design will:

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

- Produce a website portfolio that showcases individual Web competencies.

A total of 15 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
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Required core courses (12 units):

CS 102	Introduction to Computing with HTML	3
GRPH118	Introduction to Web Graphics	3
MMAC 112	Web Page Design	3
MMAC 114	Dynamic Internet Design	3

Plus a minimum of 3 units selected from the following:

ART 107	Computer Fine Art	3
ART/GRPH 108	Design 1 on the Computer	3
GRPH 111	Digital Imagery Lab	1
and		
GRPH 112	Digital Imagery	3
PHTO 170	Digital Photography	2
and		
PHTO 171	Digital Photography Lab	1

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

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

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

- Develop manual and computer-aided graphic communication skills.
- .
- Produce a complete set of architectural plans that may be submitted for plan check approval.
- Develop familiarity with components, materials, types, and methods of building construction; terminology as applied to codes, foundations, concrete, light frame wood, heavy timber, soils, and the structural elements.
- Develop the ability to use appropriate technologies to locate, access, select and manage the information.
- Become familiar with the latest building code requirements and be able to make job site judgments based on the code.
- Participate in a positive co-operative group learning environment.

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (33 units):

ARCH 111*	Architectural Graphics	3
ARCH 112*	Architectural Delineation	3
ARCH 121*	Architectural Drawing 1	4
ARCH 122*	Architectural Drawing 2	4
ARCH 131*	Materials of Construction 1	3
ARCH/ET 160	Digital Tools in Architecture	3
ARCH 151	Architectural Design Studio 1	5
ARCH 152	Architectural Design Studio 2	5
ART 110	Design 1	3

Plus a minimum of 7 units selected from the following:

ARCH 320	Uniform Building Code	3
ART 113	Three Dimensional Design	3
ART 127	Painting in Watercolor 1	3
ART 128	Painting in Watercolor 2	3
ART 103	Art History Survey-Ancient to Medieval	3
ART 104	Art History Survey-Renaissance to Modern	3
ART 105	Art History Survey-Art of Mexico	3
ENGR 152	Statics	3
ENGR 161	Materials Science	3

ENGR 162	Materials Science Lab	1
GEOL 100	Physical Geology	4

### ART (A.A.)

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

The graduate of the AA program in art will:

- Participate in a variety of visual arts through the application of developed skills in visual perception, analysis, design principles and technical abilities and demonstrate these in a portfolio work.
- Demonstrate an understanding of concepts, materials, and processes involved in the creation of visual art in diverse times and places by participation in discussions, knowledge of terminology, successful execution of projects and assignments, or portfolio.

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (27-28 units):

ART 103	Art History Survey-Ancient to Medieval	3
ART 104	Art History Survey-Renaissance to Modern	3
ART 106	Art of the 20 <sup>th</sup> Century	3
ART 107	Computer Fine Art	3
ART 108	Design 1 on the Computer	3
or		
ART 110	Design 1	3
ART 112	Design Color Theory	3
ART 113	Three Dimensional Design	3
or		
ART 160	Ceramics 1	3
or		
ART 164	Sculpture 1	3
ART 120	Drawing 1	3
or		
ART 121	Drawing 2	3
or		
ART 122	Life Drawing 1	3
FILM 110	Intro to Motion Picture & Video Production	4
or		
PHOTO 110	Basic Photography	3
or		
GRPH 110	Introduction to Graphic Design	3

Recommended electives:

ART 105	Art History Survey: Art of Mexico	3
ART 124	Mixed Media	3
ART 125	Painting in Acrylics 1	3
ART 127	Painting in Watercolor	3
ART 129	Painting in Oils	3
ART 131	Portraits	1
ART 132	Landscape	1.5
ART 160	Ceramics 1	3
ART 164	Sculpture 1	3
ART 199	Special Topics in Art	.5-3
ART/		
MMAC 115	Introduction to Animation	3
GRPH 116	Digital Portfolio	3
PHTO 120	Materials and Processes	3

### AUTO BODY TECHNOLOGY (A.S.)

The auto body curriculum is designed to prepare students for entry level career opportunities in the auto collision industry involving auto body metal repair, frame measurement and alignment, welding, automotive electrical and refinishing techniques found in the collision industry. Emphasis is also given to safety, ethics and work habits needed to succeed in the auto collision trade.

The graduate of the AS program in auto body technology will:

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

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (17 units):

AB 351	Auto Body - Metal	3
AB 353	Auto Body - Repair	3
AB 356	Automotive Painting Techniques	3
AB 358	Automotive Refinishing	3
AB 360	Collision and Painting Repairs	5

Plus a minimum of 6 units from the following

AT 303	Automotive Electricity	4
WLD T 106	Beginning Welding	3

### AUTO BODY METAL (Certificate of Achievement)

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

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

A total of 18 units is required for the certificate.

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

AB 351	Auto Body - Metal	3
AB 353	Auto Body - Repair	3
AB 356	Automotive Painting Techniques	3
AB 360	Collision and Painting Repair	5
AT 303	Automotive Electricity	4

### AUTO BODY REFINISHING (Certificate of Accomplishment)

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

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

A total of 15 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
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Required core courses (15 units):

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

### AUTOMOTIVE TECHNOLOGY: AUTO SERVICE MANAGEMENT (A.S.)

Designed to prepare the student to enter the automotive service profession in a position such as a service manager, service writer or parts manager.

The graduate of the AS program in auto service management will:

- Demonstrate an understanding of the importance of customer satisfaction and the role it plays in the success of a business in the automotive service industry.
- Demonstrate an understanding of the various business models in the automotive service industry.
- Demonstrate the ability to effectively communicate verbally and in writing with customers, co-workers and the employer.
- Demonstrate the ability to diagnose problems with the various systems of the automobile using systematic procedures and logical methods.
- Demonstrate the ability to identify what technical specifications are needed, where to find them and how to use them in the course of performing their duties.
- Demonstrate an understanding of the legal and ethical issues encountered in the automotive repair workplace and make responsible decisions.
- Demonstrate the required mechanical skills and the ability to use the trade tools at a level of proficiency that is expected in the profession.
- Demonstrate the use of the proper procedure for dealing with hazards encountered in the automotive repair work place.
- Demonstrate the ability to perform all of the NATEF tasks in each of the core courses in the option or certificate.

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (24 units):

AT 133	Automotive Engine Rebuilding	5
AT 303	Automotive Electricity	4
AT 314	Suspension and Alignment	4
AT 323	Power Trains	5
BUS 104	Business Organization & Management	3
BUS 107	Human Relations in Business	3

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

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

The graduate of the AS program in auto tune-up and diagnostic procedures will:

- Demonstrate an understanding of the evolving technology in the automotive control systems and the impact the automobile has on our environment.
- Demonstrate the ability to quickly master new techniques and skills as required in the automotive tune-up and diagnostic specialty.
- Demonstrate the ability to effectively communicate verbally and in writing with customers, co-workers and the employer.
- Demonstrate the ability to diagnose problems with the various systems of the automobile using systematic procedures and logical methods.
- Demonstrate the ability to identify what technical specifications are needed, where to find them and how to use them in the course of performing their duties.

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

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (23 units):

AT 133	Automotive Engine Rebuilding	5
AT 303	Automotive Electricity	4
AT 341	Fuel Injection/Turbocharging	5
AT 343	Engine Performance Diagnosis	5
AT 344	Emission Control/BAR CAC	4

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

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

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

- Demonstrate an understanding of the science of the automotive engine.
- Demonstrate the ability to work with a high degree of precision and accuracy using all of the machine tools involved in rebuilding of the automotive engine.
- Demonstrate the ability to effectively communicate verbally and in writing with customers, co-workers and the employer.
- Demonstrate the ability to diagnose problems with the various systems of the automobile using systematic procedures and logical methods.
- Demonstrate the ability to identify what technical specifications are needed, where to find them and how to use them in the course of performing their duties.
- Demonstrate an understanding of the legal and ethical issues encountered in the automotive repair workplace and make responsible decisions.
- Demonstrate the required mechanical skills and the ability to use the trade tools at a level of proficiency that is expected in the profession.
- Demonstrate the use of the proper procedure for dealing with hazards encountered in the automotive repair work place.
- Demonstrate the ability to perform all of the NATEF tasks in each of the core courses in the option or certificate.

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (19 units):

AT 133	Automotive Engine Rebuilding	5
AT 334	Automotive Machining	4
AT 341	Fuel Injection/Turbocharging	5
AT 389	Independent Projects in Automotive Technology	1-3
MT 109	Survey of Machining	4

### AUTOMOTIVE TECHNOLOGY: AUTOMOTIVE CHASSIS (A.S.)

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

The graduate of the AS program in automotive chassis will:

- Demonstrate an understanding of the science of the automotive drive train systems.

- Demonstrate the ability to use the latest techniques and tools used in servicing the automotive drive train.
- Demonstrate the ability to effectively communicate verbally and in writing with customers, co-workers and the employer.
- Demonstrate the ability to diagnose problems with the various systems of the automobile using systematic procedures and logical methods.
- Demonstrate the ability to identify what technical specifications are needed, where to find them and how to use them in the course of performing their duties.
- Demonstrate an understanding of the legal and ethical issues encountered in the automotive repair workplace and make responsible decisions.
- Demonstrate the required mechanical skills and the ability to use the trade tools at a level of proficiency that is expected in the profession.
- Demonstrate the use of the proper procedure for dealing with hazards encountered in the automotive repair work place.
- Demonstrate the ability to perform all of the NATEF tasks in each of the core courses in the option or certificate.

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (27 units):

AT 133	Automotive Engine Rebuilding	5
AT 303	Automotive Electricity	4
AT 313	Automotive Brakes	4
AT 314	Suspension and Alignment	4
AT 323	Power Trains	5
AT 324	Automatic Transmissions	5

### AUTOMOTIVE TECHNOLOGY: HIGH-TECH GENERAL MECHANIC - TUNE-UP EMISSION CONTROL SPECIALIST (Certificate of Achievement)

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

The graduate of the certificate program in high-tech general mechanic: tune-up emission control specialist will:

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

A total of 33 is required for the certificate.

COURSE NUMBER	TITLE	UNITS
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Required core courses (33 units):

AT 133	Automotive Engine Rebuilding	5
AT 303	Automotive Electricity	4
AT 306	Automotive Air Conditioning System	1
AT 313	Automotive Brakes	4
AT 323	Power Trains	5
AT 341	Fuel Injection/Turbocharging	5

AT 343	Engine Performance Diagnosis	5
AT 344	Emission Control/BAR CAC	4

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

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

The graduate of the certificate program in high-tech general mechanic: engine, power trains specialist will:

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

A total of 35 units constitute the certificate.

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>UNITS</b>
Required core courses (35 units):		
AT 133	Automotive Engine Rebuilding	5
AT 303	Automotive Electricity	4
AT 313	Automotive Brakes	4
AT 323	Power Trains	5
AT 324	Automatic Transmissions	5
AT 334	Automotive Machining	5
AT 343	Engine Performance Diagnosis	5
AT 399	Topics in-ASE Certification Prep	2

### **BIOLOGY (A.A.)**

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

The graduate of the AA program in biology will:

- Demonstrate proficient research skills in data gathering and analysis.
- Demonstrate effective communication using the language, concepts and models of biology.
- Demonstrate effective content knowledge of biodiversity.

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

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

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

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

Recommended electives:

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

### **BUSINESS ADMINISTRATION (A.A.)**

The associate degree program in business administration prepares students to begin upper-division work leading to a baccalaureate degree in business or business administration. Students will recall and apply significant business principles, produce work-based learning projects and demonstrate the ability to follow oral and written instructions.

The graduate of the AA program in business administration will:

- Recall significant business administration issues, theories and applications relevant to subsequent upper-division coursework.
- Apply business administration principles to produce work-based learning projects related to upper-division coursework.
- Demonstrate the ability to follow instructions on assignments and class activities.

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

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>UNITS</b>
Required core courses (25 units):		
ACCT 130	Financial Accounting	3
ACCT 140	Managerial Accounting	3
BUS 101	Introduction to Business	3
BUS 110	Business Law: Contracts and Sales	3
CBIS 101	Computer Concepts and Applications	3
ECON 101	Principles of Economics: Macroeconomics	3
ECON 102	Principles of Economics: Microeconomics	3
MATH 123	Elementary Statistics	4
Recommended electives:		
BUS/ECON 141		
/GBST 141	Global Economics	3
MATH 135	Calculus With Applications	4

### **BUSINESS: MANAGEMENT (A.S.)**

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

The graduate of the AS program in business management will:

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

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

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>UNITS</b>
Required core courses (24 units):		
ACCT 100	Accounting for Entrepreneurs	3
or		
ACCT 130	Financial Accounting	3
BUS 101	Introduction to Business	3



BUS 104	Business Organization and Management	3
BUS 107	Human Relations in Business	3
BUS 110	Business Law: Contracts and Sales	3
BUS 160	Business Communications	3
BUS 302	Essentials of Management	3
CBIS 101	Computer Concepts and Applications	3
or		
CBIS 141	Microsoft Excel - Comprehensive	3
or		
CBOT 131	Introduction to Word Processing	3
Plus a minimum of 9 units selected from the following:		
BUS 102	Marketing	3
BUS 106	Small Business Management	3
BUS 111	Internet Marketing	3
BUS/		
ECON 121	Business Economics	3
or		
ECON 102	Principles of Economics: Micro-Economics	3
BUS 140	Survey of International Business	3
CWE 149	Cooperative Work Experience: Occupational (related to Business Management)	1-4

### BUSINESS: MARKETING (A.S.)

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

The graduate of the AS program in business marketing will:

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

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

COURSE NUMBER	TITLE	UNITS
Required core courses (27) units		
ACCT 100	Accounting for Entrepreneurs	3
or		
ACCT 130	Financial Accounting	3
BUS 101	Introduction to Business	3
BUS 102	Marketing	3
BUS 104	Business Organization and Management	3
BUS 107	Human Relations in Business	3
BUS 110	Business Law: Contracts and Sales	3
BUS 160	Business Communications	3
BUS 302	Essentials of Management	3
CBIS 101	Computer Concepts and Applications	3
or		
CBIS 142	Microsoft Access - Comprehensive	3
or		
CBOT 333	Business Desktop Publishing	3
Plus a minimum of 6 units selected from the following:		
BUS 103	Advertising	3
BUS 106	Small Business Management	3
BUS 111	Internet Marketing	3
BUS 140	Survey of International Business	3
CWE 149	Cooperative Work Experience: Occupational (related to Marketing)	1-4
BUS 303	Sales and Marketing	3

### BUSINESS (Certificate of Achievement)

The business certificate prepares students for immediate employment in entry-level management positions. The coursework can be applied to the associate of science degree program in business. Students will recall and apply significant

business principles, produce work-based learning projects and demonstrate the ability to follow oral and written instructions.

The graduate of the certificate program in business will:

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

A total of 24 is required for the business certificate.

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

### BUSINESS: HUMAN RESOURCE MANAGEMENT (Certificate of Accomplishment)

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

The graduate of the certificate program in human resources management will:

- Recall significant human resource management issues, theories and applications.
- Apply human resource management principles to produce work-based learning projects.
- Demonstrate the ability to follow instructions on assignments and class activities.

A total of 3 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
BUS 363	Management: Conflict	.5
BUS 369	Employment Law	.5
BUS 370	Ethics and Integrity	.5
BUS 371	Sexual Harassment Law/Prevention	.5
BUS 372	Workplace Diversity	.5
BUS 396	Performance Measurement	.5
Complete all 6 courses above or		
BUS 391	Human Resource Management: Series	3

### BUSINESS: LAW (Certificate of Accomplishment)

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

The graduate of the certificate program in business law will:

- Recall significant legal issues, theories and applications.
- Apply legal principles to produce work-based learning projects.
- Demonstrate the ability to follow instructions on assignments and class activities.

A total of 3 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (2 units)		
BUS 369	Employment Law	.5
BUS 370	Ethics and Integrity	.5
BUS 371	Sexual Harassment Law/Prevention	.5
BUS 373	Forming a Small Business	.5
Plus a minimum of 1 unit selected from the following:		
BUS 372	Workplace Diversity	.5
BUS 374	Business Incorporation	.5
BUS 375	Patents and Copyright Law	.5
BUS 396	Performance Measurement	.5
or the following 3 unit course		
BUS 390	Business Law: Series	3

### BUSINESS: CUSTOMER SERVICE (Certificate of Accomplishment)

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

The graduate of the certificate program in customer service will:

- Recall significant customer service issues, theories and applications.
- Apply customer service principles to produce work-based learning projects .
- Demonstrate the ability to follow instructions on assignments and class activities.

A total of 3 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
BUS 357	Management: Listening	.5
BUS 362	Management: People Skills	.5
BUS 363	Management: Conflict	.5
BUS 370	Ethics and Integrity	.5
BUS 377	Managing Service Quality	.5
BUS 394	Management: Verbal	.5
Complete 6 courses above or		
BUS 389	Customer Service: Series	3

### BUSINESS: SUPERVISORY MANAGEMENT (Certificate of Accomplishment)

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

The graduate of the certificate program in supervisory management will:

- Recall significant business issues, theories and applications.
- Apply business principles to produce work-based learning projects .
- Demonstrate the ability to follow instructions on assignments and class activities.

A total of 3 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
BUS 360	Introduction to Supervision	.5
BUS 362	Management: People Skills	.5
BUS 363	Management: Conflict	.5
BUS 365	Managing Teams	.5
BUS 367	Managing Change	.5
BUS 377	Managing Service Quality	.5

Complete all 6 courses above or

BUS 302	Essentials of Management	3
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### BUSINESS: EXECUTIVE LEADERSHIP (Certificate of Accomplishment)

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

The graduate of the certificate program in executive leadership will:

- Recall significant executive leadership issues, theories and applications.
- Apply executive leadership principles to produce work-based learning projects.
- Demonstrate the ability to follow instructions on assignments and class activities.

A total of 3 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
BUS 356	Managing Organizations	.5
BUS 361	Your Leadership Style	.5
BUS 362	Management: People Skills	.5
BUS 367	Managing Change	.5
BUS 376	Strategic Planning	.5
BUS 397	Executive Leadership	.5

Complete all 6 courses above or

BUS 387	Executive Leadership: Series	3
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### BUSINESS: SALES AND MARKETING (Certificate of Accomplishment)

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

The graduate of the certificate program in sales and marketing will:

- Recall significant sales and marketing issues, theories and applications.
- Apply sales and marketing principles to produce work-based learning projects.
- Demonstrate the ability to follow instructions on assignments and class activities.

A total of 3 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
BUS 357	Management: Listening	.5
BUS 366	Promoting Small Business	.5
BUS 378	Effective Sales Methods	.5
BUS 380	Marketing Strategies	.5
BUS 381	Entering Global Markets	.5
BUS 382	Advertising and Public Relations Strategies	.5

Complete all 6 courses above or

BUS 303	Sales and Marketing	3
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### CHEMISTRY (A.A.)

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

The graduate of the AA program in chemistry will:

- Solve quantitative chemistry problems and demonstrate reasoning clearly and completely. Integrate multiple ideas in the problem solving process.

- Apply problem-solving skills related to the nature of matter, solutions, phase changes, chemical reactions, stoichiometry, energy transformations, atomic and molecular structure, quantum theory, chemical bonding, intermolecular forces, periodic properties, thermodynamics, kinetics, chemical equilibrium, acids and bases, electrochemistry and nuclear chemistry.
- Design, construct and interpret graphs accurately.
- Perform laboratory techniques correctly using appropriate safety procedures.

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

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

Recommended electives:

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

If you enjoy using technology and helping others then a career in information technology may be for you. The Computer and Business Information Systems (CBIS) program is a comprehensive degree where you will learn business concepts along with needed technical skills to help support a company's information systems' needs. Other CBIS program options allow you to specialize in applications, Web development and software support. Discover the possibilities of a career in information technology. This is a Tech Prep program (see "Programs of Study" on page 56 for information about Tech Prep).

The graduate of the AS or certificate program in computer business information systems will:

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

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

COURSE NUMBER	TITLE	UNITS
Required core courses (27 units)		
ACCT 130	Financial Accounting	3
BUS 101	Introduction to Business	3
CBIS 101	Computer Concepts and Applications	3
CBIS 108	Networking and Administration	3
CBIS 112	Introduction to Programming	3
CBIS 141	Microsoft Excel - Comprehensive	3
CBIS 142	Microsoft Access - Comprehensive	3
CBIS 321	Internet Business Applications	3
EL105	PC Preventive Maintenance and Upgrading	3

Recommended electives:

BUS 102	Marketing	3
BUS 104	Business Organization and Management	3

BUS 106	Small Business Management	3
CBIS 399	Special Topics Courses	.5-3

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

This certificate is the foundation for students to learn the basics of computer system software and general office applications through a series of hands on coursework. The skills developed throughout the different courses will improve students' productivity.

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

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

A total of 5 units is required for the certificate.

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

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

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

The graduate of the certificate program in database administration will:

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

A total of 17.5 units is required for the certificate.

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

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

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

The graduate of the certificate program in information architecture will:

- Understand the fundamentals of business and how they relate to information systems needs of a business.
- Use effective written and oral communication to support business information systems needs.

- Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software.
- Analyze/design/develop/deploy/maintain and manage business applications.

A total of 16.5 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (6.5 units)		
BUS 380	Marketing Strategies	.5
CBIS 321	Internet Business Applications	3
CBIS 327	Building Business Web Sites	3

Plus a minimum of 10 units selected from the following:

BUS 111	Internet Marketing	3
BUS 366	Promoting Small Business	.5
BUS 377	Managing Service Quality	.5
CBIS 318	Programming for the Web	3
CBIS 343	Applied Project Management 1	1.5
CBIS 372	Intro to Access	1
CS 102	Introduction to Computing with HTML	3
MMAC 114	Dynamic Internet Design	3

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

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

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

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

A total of 13.5 units is required for the certificate.

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

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

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

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

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

A total of 15 units is required for the certificate.

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

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

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

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

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

A total of 9 units is required for the certificate.

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

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

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

The graduate of the certificate program in Mac Computer Fundamentals for Business will:

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

A total of 3 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (3 units)		
CBIS 381	Introduction to Mac OS	1
CBIS 382	Office Apps for the Mac	2

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

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

The graduate of the certificate program in small business Webmaster will:

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

A total of 10 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
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Required core courses (6 units)

CBIS 321	Internet Business Applications	3
CBIS 327	Building Business Web Sites	3

Plus a minimum of 4 units selected from the following:

BUS 111	Internet Marketing	3
BUS 366	Promoting Small Business	.5
BUS 377	Managing Service Quality	.5
BUS 380	Marketing Strategies	.5
CBIS 318	Programming for the Web	3
CBIS 372	Intro to Access	1
CS 102	Introduction to Computing with HTML	3
MMAC 114	Dynamic Internet Design	3

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

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

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

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

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (21 units):

BUS 160	Business Communications	3
CBIS 371	Intro to Excel	1
CBOT 131	Introduction to Word Processing	3
CBOT 132	Advanced Word Processing	3
CBOT 302	Records Management	2
CBOT 333	Business Desktop Publishing	3
CBOT 334	Administrative Office Procedures	3
CBOT 337	Presentation Design – PowerPoint	3

Plus a minimum of 6 units selected from the following: (Strongly recommended: CBIS 141, CBIS 142, CBIS 373)

ACCT 100	Accounting for Entrepreneurs	3
or		
ACCT 130	Financial Accounting	3
or		
ACCT 317	Bookkeeping	3
ACCT 150	Introduction to Accounting Information Systems	3

BUS 107	Human Relations in Business	3
CWE 149	Cooperative Work Experience: Vocational/Internship	1-3
	(related to CBOT Administrative Assistant/Secretarial)	
CBIS 141	Microsoft Excel – Comprehensive	3
CBIS 142	Microsoft Access - Comprehensive	3
CBIS 373	Intro to Windows	1
CBOT 312	Keyboarding Speed and Development	1
CBOT 336	Intro to Internet Explorer	1
CBOT 362	Intro to MS Publisher	1

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

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

The graduate of the AS or certificate program in legal secretarial will:

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

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (19 units):

BUS 110	Business Law: Contracts and Sales	3
BUS 160	Business Communications	3
CBOT 131	Introduction to Word Processing	3
CBOT 132	Advanced Word Processing	3
CBOT 305	Legal Office Procedures	3
CBOT 334	Administrative Office Procedures	3
CBOT 336	Intro to Internet Explorer	1

Plus a minimum of 9 units selected from the following: (Strongly recommended: CBIS 141, CBIS 142, CBIS 373)

ACCT 100	Accounting for Entrepreneurs	3
or		
ACCT 130	Financial Accounting	3
BUS 107	Human Relations in Business	3
CWE 149	Cooperative Work Experience: Occupational	1-3
	(related to CBOT Legal Secretarial)	
CBIS 141	Microsoft Excel - Comprehensive	3
CBIS 142	Microsoft Access - Comprehensive	3
CBIS/		
CBOT 337	Presentation Design-PowerPoint	3
CBIS 373	Intro to Windows	1
CBOT 302	Records Management	2
CBOT 333	Business Desktop Publishing	3
CBOT 362	Intro to MS Publisher	1

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

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

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

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

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (15 units):

CBOT 131	Introduction to Word Processing	3
CBOT 132	Advanced Word Processing	3
CBOT 333	Business Desktop Publishing	3
CBOT 334	Administrative Office Procedures	3
CBOT 337	Presentation Design-PowerPoint	3

Plus a minimum of 9 units selected from the following:

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

### COMPUTER BUSINESS OFFICE TECHNOLOGY: COMPUTER BUSINESS OFFICE SKILLS (Certificate of Accomplishment)

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

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

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

A total of 4 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
BUS 362	Management: People Skills	.5
or		
BUS 401	Management: Listening	.5
BUS 377	Managing Service Quality	.5
CBIS 373	Intro to Windows	1
CBOT 336	Intro to Internet Explorer	1
CBOT 360	Word - Basics	1

### COMPUTER BUSINESS OFFICE TECHNOLOGY: COMPUTER BUSINESS PRESENTATIONS AND PUBLISHING (Certificate of Accomplishment)

Computer Business Presentations and Publishing is designed to provide training to develop presentation and publishing skills

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

The graduate of the certificate program in computer business presentations and publishing will:

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

A total of 4.5 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
BUS 382	Advertising and Public Relations Strategies	.5
CBOT 336	Intro to Internet Explorer	1
CBOT 360	MS Word - Basics	1
CBOT 361	Intro to PowerPoint	1
CBOT 362	Intro to MS Publisher	1

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

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

The graduate of the certificate program in administrative office skills will:

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

A total of 15 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
CBOT 131	Introduction to Word Processing	3
CBOT 132	Advanced Word Processing	3
CBOT 333	Business Desktop Publishing	3
CBOT 334	Administrative Office Procedures	3
CBOT 337	Presentation Design-PowerPoint	3

### COMPUTER SCIENCE (A.A.)

The associate degree program in computer science is designed for students who desire to transfer to a four-year school. Computer science is the study of the theoretical foundations of information and computation and their implementation and application in computer systems. Courses cover programming fundamentals, data structures, discrete mathematics and computer architecture, along with specific programming languages.

The graduate of the AA program in computer science will:

- Recall significant computer science concepts, vocabulary and theories.
- Produce elementary programming projects in a variety of languages.
- Demonstrate the ability to follow instructions.
- Find and correct programming errors.

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

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

Plus a minimum of 6 units selected from the following:

CS 131	Computer Organization	4
CS 161	Discrete Structures	3
CS 175	Object-Oriented Programming	3
CS 181	Game Programming	3

### COSMETOLOGY (A.S. & Certificate of Achievement)

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

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

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

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

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

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

### CULINARY ARTS AND MANAGEMENT: BAKING (Certificate of Accomplishment)

The graduate of the certificate program in baking will:

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

A total of 15 units is required for the certificate.

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

Recommended electives:

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

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

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

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

A total of 15 units is required for the certificate.

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

Recommended electives:

AG 301	Pairing Wine and Foods	.5
AG 302	Advanced Pairing Wine and Foods	.5
CA/FCS 123	Principles of Foods 2	2
FCS/FSN 109	Basic Nutrition for Health	3
FCS 131	Life Management	3
FCS 199	Special Topics in Foods and Nutrition	.5-3

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

The graduate of the certificate program in dietetic service supervision will:

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

A total of 20 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
CA/FCS 120	Principles of Foods 1	4
CA 124	Sanitation, Safety, and Equipment	3
CA 125	Supervision and Training Techniques	3
CA 126	Food Production Cost, Control and Management	3
FCS/FSN 109	Basic Nutrition for Health	3
FSN 127	Supervised Field Experience-Food Services	2
FSN 128	Supervised Field Experience-Dietetics	2

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

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

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

A total of 10 units is required for the certificate.

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

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

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

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

A total of 13 units is required for the certificate.

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

### CULINARY ARTS AND MANAGEMENT: RESTAURANT MANAGEMENT (Certificate of Achievement)

The graduate of the certificate program in restaurant management will:

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

A total of 32 units is required for the certificate.

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

Recommended electives:

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

### CULINOLOGY® (A.A.)

The associate degree program in Culinology® prepares students to transfer to a four-year institution to pursue a baccalaureate degree in Culinology®. Students apply culinary techniques, food science technology and nutritional science principles to the production of quality food with high sensory appeal and marketability. Skills are transformed into careers such as corporate executive chefs, directors for food research and development, flavorists, food scientist/technologists, menu development professionals, product assurance/development managers, senior culinary research technologists, senior formulation chefs, techno-chefs and more. The program is accredited by the Research Chef's Association and coursework is sequenced in building blocks of knowledge and skills with an emphasis on learning by doing. Graduates of the program also display skills necessary in pursuing baccalaureate degrees in food science, nutrition and dietetics.

The graduate of the AA program in Culinology® will:

- Synthesize nutrition science information in order to embody and improve health and promote longevity.
- Demonstrate proper culinary techniques using various food products within a commercial facility.
- Demonstrate proper baking techniques using various food products within a commercial facility.
- Design and produce recipes and menus that demonstrate culinary proficiency within a commercial food service facility.
- Compare and contrast the different responsibilities within the food service industry and various government agencies in applying regulations designed to prevent food borne illness.
- Apply principles of food processing with regards to food technology, food quality, spoilage, packaging and label requirements.
- Compare and contrast various Culinology® career options and create and present both a portfolio and Culinology® project tailored to a chosen career.
- Evaluate and rank sensory indicators for foods, evaluate and test possible solutions, make alterations, formulate a food product and justify marketability.
- Differentiate the concepts of acculturation, assimilation and ethnocentrism in relation to food culture; translate nutritional value and needs into recipes and menus; and make a meal reflective of a specific culture.
- Apply all Culinology® program course principles within a work setting.



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

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

### DANCE (A.A. & Certificate of Achievement)

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

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

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

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

COURSE NUMBER	TITLE	UNITS
Required core courses (27 units):		
<u>Select 2 of the following:</u>		
DANC 115	Advanced Modern Dance	3
DANC 125	Advanced Ballet	3
DANC 135	Advanced Jazz	3
<u>Select 1 of the following:</u>		
DANC 140	Beginning Folklorico	2
or		
DANC 152	Beginning Tap	2
DANC 101	Dance Appreciation	3
DANC 170	Music for Dancers	1
DANC 171	Dance Composition/Choreography	3
DANC 180	Performance Lab	3
DANC 182	Technical Production Lab	3
DANC 183	Dance Ensemble	3
DANC 185	Introduction to Performance Skills	3
Plus a minimum of 5 units selected from the following:		
DRMA 104	Introduction to Acting	3
MUS 100	Music Appreciation	3
DANC 133	Hip Hop/Jazz Styles	2
DANC 142	Intermediate Folklorico	.5
DANC 145	Folklorico Zapateados	.5
DANC 148	Folklorico Concert Production	3
DANC 151	Clinic in Tap	.5
DANC 153	Intermediate Tap	2
DANC 154	Pointe and Partnering Clinic	1
DANC 155	Clinic in Pilates	.5
DANC 156	Techniques for Stretch	1
DANC 167	Clinic in Intermediate Tap	.5
DANC 172	Beginning Ballroom Dance	.5
DANC 174	Intermediate Ballroom	.5
DANC 175	Clinic in Salsa	.5
DANC 176	Choreography Field Work	2
DANC 186	Dance Production	3

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

Approved by the California Dental Board Examiners, this program provides technical skills needed for employment in a dental office. The student develops skills to participate as a member of the dental health team in chairside general and specialty procedures, office management and x-ray techniques. Admittance to the dental assisting program requires the student to obtain program application forms and follow outlined procedures for enrollment. Applications and specific information are available at the Health Sciences Office, located in the Building M Science Complex. A grade of "C" or better in the designated dental assisting classes is required to progress in the program.

Upon completion of the dental assisting certificate requirements, students are eligible to take the California Registered Dental Assistants Examination. Students are encouraged to complete the associate in science degree.

The graduate of the AS or certificate program in dental assisting will:

- Perform all Registered Dental Assistant duties as specified by accreditation standards through directed lectures, demonstrations, guided practice, written assignments, exams and evaluation of skills to prepare for taking the Registered Dental Assisting State Board Exam and the Law and Ethics examination and gain employment as a Registered Dental Assistant.
- Practice assisting skills that demonstrate a working knowledge of infection control protocols.
- Demonstrate office management skills including computer skills technology to perform the following tasks; scheduling, inventory management, ordering supplies, treatment planning and patient charting.
- Complete requirements to obtain a certificate in pit and fissure sealants.
- Complete requirements to obtain a dental x-ray certificate.
- Complete requirements to obtain a coronal polishing certificate.
- Recognize the role of the dental assistant during a medical emergency.
- Explain the purpose of the state Dental Practice Act.

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

COURSE NUMBER	TITLE	UNITS
<b>Mandatory</b>		
<b>1<sup>st</sup> Semester (Summer Session) 1 unit</b>		
DA 310	Exploring Career Opportunities	1
<b>2<sup>nd</sup> Semester (Fall Semester) 16 units</b>		
DA 314	Intro to Bio-Dental Science	3
DA 317	Dental Assisting Theory	7
DA 318	Basic Dental Assisting Skills	3
DA 319	DA Administrative Skills	3
<b>3<sup>rd</sup> Semester (Spring Semester) 15.5 units</b>		
DA 325	Clinical Dental Procedures	3
DA 326	Dental Radiography	4
DA 327	Dental Screening	.5
DA 328	Pit & Fissure Sealants	1
DA 329	Dental Assisting Practicum	5
DA 330	Coronal Polish	1
DA 332	RDA Law and Ethics	.5
DA 348	RDA: Success Seminar	.5
Recommended electives (for both 2 <sup>nd</sup> & 3 <sup>rd</sup> semesters):		
DA 380	Dental Assisting Skills Lab	.5

### DRAMA (Certificate of Accomplishment)

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

The graduate of the certificate program in drama will:

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

A total of 15 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
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Required core courses (9 units):

DRMA 103	Theatre Appreciation	3
DRMA 110	History of the World Theatre 1	3
DRMA 111	History of the World Theatre 2	3

Plus a minimum of 6 units selected from the following:

DANC 101	Dance Appreciation	3
DANC 135	Commercial Dance Forms	3
DANC 152	Musical Theatre Forms: Tap Dance	2
DRMA 104	Introduction to Acting	3
DRMA 106	Intermediate Acting/Scene Study	3
DRMA 128	Makeup for Stage-TV	3

### DRAMA: ACTING (Certificate of Achievement)

A two-year vocational training program designed to develop the skills in acting or technical theatre necessary for the aspiring theatre artist to pursue a career in professional theatre. Students enrolled in this program receive instruction from theatre professionals who are company members of the Pacific Conservatory of the Performing Arts. Two areas of emphasis: acting and technical theatre. Admittance to program is by audition/interview.

The graduate of the certificate program in acting will:

- Develop the ability to collaborate with professionals in a rehearsal and performance process, demonstrating professional ethics, working discipline and performance skills to function at the highest standards of the theatrical profession.
- Develop a process for acting and text analysis which recognizes the activation of text as the central component of the rehearsal and performance process.
- Develop and improve vocal and physical techniques in support of character development in a rehearsal and performance process.
- Apply the principles and techniques of ensemble playing to any rehearsal process.

A total of 78 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
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Required core courses:

<b>Semester 1</b>		
DRMA 101	Applied Professional Acting I	10
DRMA 110	History of World Theatre 1	3
DRMA 112	Technical Production Lab	3
DRMA 113	Performance Lab	3
DRMA 401	Prof Theatre Dance Styles	2
<b>Semester 2</b>		
DRMA 102	Applied Professional Acting II	10
DRMA 111	History of World Theatre 2	3
DRMA 112	Technical Production Lab	3
DRMA 113	Performance Lab	3
DRMA 401	Prof Theatre Dance Styles	2
<b>Semester 3</b>		
DRMA 112	Technical Production Lab	3
DRMA 113	Performance Lab	3
DRMA 120	Advanced Applied Acting I	10
DRMA 401	Prof Theatre Dance Styles	2

### Semester 4

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

Recommended electives:

DANC 120	Beginning Ballet	2
DANC 130	Beginning Jazz	2
DRMA 115	Repertory Theatre	10
DRMA 118	Introduction to Technical Theatre Lab	1
DRMA 189	Independent Projects in Drama	1-3

### DRAMA: DESIGN/TECHNICAL THEATRE (Certificate of Achievement)

A two-year vocational training program designed to develop the skills in acting or technical theatre necessary for the aspiring theatre artist to pursue a career in professional theatre. Students enrolled in this program receive instruction from theatre professionals who are company members of the Pacific Conservatory of the Performing Arts. Two areas of emphasis: acting and technical theatre. Admittance to program is by audition/interview.

The graduate of the certificate program in design/technical theater will:

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

A total of 64.5 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
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### Semester 1

DRMA 112	Theatre Production Laboratory	3
DRMA 113	Performance Laboratory	3
DRMA 304	Internship in Theatrical Production A	10

### Semester 2

DRMA 112	Theatre Production Laboratory	3
DRMA 113	Performance Laboratory	3
DRMA 304	Internship in Theatre Production B	10

### Semester 3

DRMA 112	Theatre Production Laboratory	3
DRMA 113	Performance Laboratory	3
DRMA 304	Internship in Theatre Production C	10

### Semester 4

DRMA 112	Theatre Production Laboratory	3
DRMA 113	Performance Laboratory	3
DRMA 304	Internship in Theatrical Production	10

Plus a minimum of 0.5 units selected from the following:

DRMA 118	Introduction to Technical Theatre Lab	1
DRMA 189	Independent Projects in Drama	1
DRMA 303	Advanced Participation in Theatrical Production D	1
DRMA 199	Topics in Theatre	.5-6

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

Completion of the Early Childhood Studies: General program would qualify students up to a Master Teacher-level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII and federally funded programs.

The graduate of the AS or certificate program in early childhood studies: general will:

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

A major of 39 units is required for the associate in science degree and certificate.

COURSE NUMBER	TITLE	UNITS
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Required core courses (33 units):

ECS 100	Child Growth and Development	3
ECS 101	Child, Family and Community	3
ECS 102	Child, Health, Safety and Nutrition	3
ECS 104	Principles and Practices	3
ECS 105	Observation and Assessment	3
ECS 106	Introduction to Curriculum	3
ECS 115	Caring for Infants and Toddlers	3
ECS 116	Teaching in a Diverse Society	3
ECS 118	Practicum: Preschool	3
ECS 119	Practicum: Infant/Toddler	3
ECS 122	Positive Child Guidance	3

Plus a minimum of 6 units selected from the following:

ECS 112	The Preschool Child With Special Needs	3
ECS 113	Early Infant Intervention	3
ECS 114	Parent/Child Relationships	3
ECS 117	Teaching the Bilingual/Bicultural Child	3
ECS 125	Curriculum for School-age Children	3
ECS 303	Introduction to Early Childhood	2
ECS 310	Art for Young Children	.5
ECS 311	Creating Learning Materials	.5
ECS 312	Music Activities for Young Children	.5
ENGL 137	Children's Literature	3
FCS/FSN 109	Basic Nutrition for Health	3
or		
FSN 110	Nutrition Science	3
SPAN 101	Elementary Spanish	5

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

Completion of the Elementary Education program would qualify students up to a Teacher-level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII and federally funded programs.

The graduate of the AS or certificate program in elementary education will:

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

- Develop an environment that honors the diversity of the learning community - through empowerment, equity, respect and dignity.

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (39 units):

ECS 100	Child Growth and Development	3
ECS 101	Child, Family and Community	3
ECS 104	Principles and Practices	3
ECS 105	Observation and Assessment	3
ECS 106	Introduction to Curriculum	3
ECS 116	Teaching in a Diverse Society	3
ECS 117	Teaching the Bilingual/Bicultural Child	3
ECS 118	Practicum: Preschool	3
ECS 119	Practicum: Infant/Toddler	3
ECS 125	Curriculum for School-Age Children, 6-12 Years	3
ECS/EDUC 130	Exploring Teaching	3
ECS/EDUC 132	Child Identity and Learning	3
ECS/EDUC 133	Technology for Educators	3

Plus a minimum of 3 units selected from the following:

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

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

Completion of the Elementary Education with Bilingual/ Bicultural Emphasis program would qualify students up to a Master Teacher-level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII and federally funded programs.

The graduate of the AS or certificate program in elementary education with bilingual/bicultural emphasis will:

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

A major of 42 units is required for the associate in science degree and certificate. Demonstration of proficiency in Spanish and in English is required (see note).

COURSE NUMBER	TITLE	UNITS
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Required core courses (39 units):

ECS 100	Child Growth and Development	3
ECS 101	Child, Family and Community	3
ECS 104	Principles and Practices	3
ECS 105	Observation and Assessment	3

ECS 106	Introduction to Curriculum	3
ECS 116	Teaching in a Diverse Society	3
ECS 117	Teaching the Bilingual/Bicultural Child	3
ECS 118	Practicum: Preschool	3
ECS 119	Practicum: Infant/Toddler	3
ECS 125	Curriculum for School-Age Children, 6-12 Years	3
ECS /EDUC130	Exploring Teaching	3
ECS 132	Child Identity and Learning	3
ECS/EDUC 133	Technology for Educators	3

Plus a minimum of 3 units selected from the following:

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

Note: Proficiency in English may be demonstrated by the completion of English 101 and 102 with grades of "C" or better. Proficiency in Spanish may be demonstrated by the completion of Spanish 104 or a score of 3 or higher on an AP Spanish language exam.

**EARLY CHILDHOOD STUDIES:  
PRESCHOOL/INFANT-TODDLER PROGRAM  
DIRECTOR (A.S. & Certificate of Achievement)**

Completion of the Preschool/Infant Toddler Program would qualify students up a Site Supervisor-level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII and federally funded programs.

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

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

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

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>UNITS</b>
Required core courses (35 units):		
ECS 100	Child Growth and Development	3
ECS 101	Child, Family and Community	3
ECS 102	Child Health, Safety and Nutrition	3
ECS 104	Principles and Practices	3
ECS 105	Observation and Assessment	3
ECS 106	Introduction to Curriculum	3
ECS 111	Supervision and Administration	3
ECS 115	Caring for Infants and Toddlers	3
ECS 118	Practicum: Preschool	3
ECS 119	Practicum: Infant Toddler	3
ECS 120	Mentor Teacher and Adult Supervision	2
ECS 320	Administration: Staff Leadership	1
ECS 321	Administration: Professional Ethics	1
ECS 322	Administration: Parents as Partners	1

Plus a minimum of 3 units selected from the following:

ACCT 317	Bookkeeping	3
BUS 106	Small Business Management	3
BUS 107	Human Relations in Business	3
ECS 112	The Preschool Child with Special Needs	3
ECS 113	Early Infant Intervention	3
ECS 114	Parent/Child Relationships	3
ECS 117	Teaching the Bilingual/Bicultural Child	3
ECS 122	Positive Child Guidance	3
ECS 121	Family Child Care Business	2
ECS 125	Curriculum for School-age Children	3
ECS 303	Introduction to Early Childhood	2
FCS/FSN 109	Basic Nutrition for Health	3
or		
FSN 110	Nutrition Science	3

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

Completion of the Special Education program would qualify students up to a Master Teacher-level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII and federally funded programs.

The graduate of the AS or certificate program in special education will:

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

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

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>UNITS</b>
Required core courses (38 units)		
ASL 120	American Sign Language 1	3
ECS 100	Child Growth and Development	3
ECS 101	Child, Family and Community	3
ECS 102	Child Health, Safety and Nutrition	3
ECS 104	Principles and Practices	3
ECS 105	Observation and Assessment	3
ECS 106	Introduction to Curriculum	3
ECS 112	The Preschooler with Special Needs	3
ECS 113	Early Infant Intervention	3
ECS 118	Practicum: Preschool	3
ECS 119	Practicum: Infant/Toddler	3
ECS 122	Positive Child Guidance	3
LS 312	Adapted Computer Skills	2

Plus a minimum of 3 units selected from the following:

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

**ELECTRONIC ENGINEERING TECHNOLOGY  
(A.S.)**

The associate in science degree curriculum in electronic engineering technology provides the lower division course

requirements leading to a baccalaureate degree in engineering technology.

The graduate of the AS program in electronic engineering technology will:

- Demonstrate a fundamental mastery of knowledge and the use of electronic equipment in electrical, digital and analog circuits.
- Use computer simulation and design software to conduct, analyze and interpret electrical, digital and analog circuits.
- Make calculations involving various electrical laws, formulas, and principles for predicting circuit parameters using algebra and trigonometry required for electronics.
- Use research strategies to acquire information pertinent to the solution of electronic circuits and systems.
- Write technical laboratory reports with conclusions.
- Demonstrate learned skills with a capstone project requiring you to design, build and evaluate a piece of electronic equipment.

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (42 units):

CS	Any 3 unit programming course	3
CHEM 120	Introductory Chemistry	4
EL 118	Fundamentals of DC & AC Circuit Analysis	3
or		
EL 111	Fundamentals of DC Circuit Analysis	1.5
and		
EL 113	Fundamentals of AC Circuit Analysis	1.5
EL 119	Fundamentals of DC & AC Circuit Analysis Lab	2
or		
EL 112	Fundamentals of DC Circuit Analysis Lab	1
and		
EL 114	Fundamentals of AC Circuit Analysis Lab	1
EL 122	Electronic Devices and Circuits	3
EL 123	Electronic Devices and Circuits Lab	2
EL 125	Digital Devices and Circuits	3
EL 126	Digital Devices and Circuits Lab	2
EL 135	Electronic Measurement & Instrumentation	3
EL 136	Electronic Measurement & Instrumentation Lab	2
EL 146	Electronic Product Design, Fabrication & Documentation	2
MATH 181	Calculus 1	5
PHYS 141	General Physics 1	4
PHYS 142	General Physics 2	4

### ELECTRONICS TECHNOLOGY (A.S.)

The associate in science degree in electronics technology provides the basic knowledge and skills required for a wide variety of occupations in the field of electronics. This degree will also allow the student to transfer into an engineering technology baccalaureate program.

The graduate of the AS program in electronics technology will:

- Demonstrate a fundamental mastery of knowledge and the use of electronic equipment in electrical, digital and analog circuits.
- Use computer simulation and design software to conduct, analyze and interpret electrical, digital and analog circuits.
- Make calculations involving various electrical laws, formulas and principles for predicting circuit parameters using algebra and trigonometry required for electronics.
- Use research strategies to acquire information pertinent to the solution of electronic circuits and systems.
- Write technical laboratory reports with conclusions.
- Demonstrate learned skills with a capstone project requiring you to design, build and evaluate a piece of electronic equipment.

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (22 units):

EL 118	Fundamentals of DC & AC Circuit Analysis	3
or		
EL 111	Fundamentals of DC Circuit Analysis	1.5
and		
EL 113	Fundamentals of AC Circuit Analysis	1.5
EL 119	Fundamentals of DC & AC Circuit Analysis Lab	2
or		
EL 112	Fundamentals of DC Circuit Analysis Lab	1
and		
EL 114	Fundamentals of AC Circuit Analysis Lab	1
EL 122	Electronic Devices and Circuits	3
EL 123	Electronic Devices and Circuits Lab	2
EL 125	Digital Devices and Circuits	3
EL 126	Digital Devices and Circuits Lab	2
EL 135	Electronic Measurement & Instrumentation	3
EL 136	Electronic Measurement & Instrumentation Lab	2
EL 146	Electronic Product Design, Fabrication & Documentation	2

### ELECTRONICS TECHNOLOGY: DIGITAL SYSTEMS TECHNICIAN (Certificate of Achievement)

A total of 22 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
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EL 118	Fundamentals of DC & AC Circuit Analysis	3
or		
EL 111	Fundamentals of DC Circuit Analysis	1.5
and		
EL 113	Fundamentals of AC Circuit Analysis	1.5
EL 119	Fundamentals of DC & AC Circuit Analysis Lab	2
or		
EL 112	Fundamentals of DC Circuit Analysis Lab	1
and		
EL 114	Fundamentals of AC Circuit Analysis Lab	1
EL 122	Electronic Devices and Circuits	3
EL 123	Electronic Devices and Circuits Lab	2
EL 125	Digital Devices and Circuits	3
EL 126	Digital Devices and Circuits Lab	2
EL 135	Electronic Measurement & Instrumentation	3
EL 136	Electronic Measurement & Instrumentation Lab	2
EL 146	Electronic Product Design, Fabrication & Documentation	2

### ELECTRONICS TECHNOLOGY: ELECTRONIC TRAINING (Certificate of Achievement)

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

The graduate of the certificate program in electronic training will:

- Demonstrate a fundamental mastery of knowledge and the use of electronic equipment in electrical, digital and analog circuits.
- Use computer simulation and design software to conduct, analyze and interpret electrical, digital and analog circuits.
- Make calculations involving various electrical laws, formulas, and principles for predicting circuit parameters using algebra and trigonometry required for electronics.
- Use research strategies to acquire information pertinent to the solution of electronic circuits and systems.
- Write technical laboratory reports with conclusions.
- Build and analyze a modern computer system using subsystems.

A total of 18 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
EL 105	PC Preventive Maintenance and Upgrading	3
EL 118	Fundamentals of DC & AC Circuit Analysis	3
or		
EL 111	Fundamentals of DC Circuit Analysis	1.5
and		
EL 113	Fundamentals of AC Circuit Analysis	1.5
EL 119	Fundamentals of DC & AC Circuit Analysis Lab	2
or		
EL 112	Fundamentals of DC Circuit Analysis Lab	1
and		
EL 114	Fundamentals of AC Circuit Analysis Lab	1
EL 122	Electronic Devices and Circuits	3
EL 123	Electronic Devices and Circuits Lab	2
EL 125	Digital Devices and Circuits	3
EL 126	Digital Devices and Circuits Lab	2

### ELECTRONICS TECHNOLOGY: MECHATRONICS (A.S. & Certificate of Achievement)

The associate in science degree or certificate option offer students a comprehensive program of study in the software, electronics and mechanics of technologies used in automation (process control), robotics and machine design and maintenance.

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

- Demonstrate a fundamental mastery of knowledge and the use of electronic equipment in electrical, digital and analog circuits.
- Use computer simulation and design software to conduct, analyze and interpret electrical, digital and analog circuits.
- Make calculations involving various electrical laws, formulas and principles for predicting circuit parameters using algebra and trigonometry required for electronics.
- Use research strategies to acquire information pertinent to the solution of electronic circuits and systems.
- Write technical laboratory reports with conclusions.
- Demonstrate learned skills with a capstone project requiring you to design, build and evaluate a piece of electronic equipment.
- Apply current knowledge and adapt to emerging applications of automation and control.

A major of 52 units is required for the associate in science degree and certificate.

COURSE NUMBER	TITLE	UNITS
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Required core courses (37 units):

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

Plus a minimum of 15 units selected from the following:

CS 175	Object-Oriented Programming	3
EL 105	PC Preventive Maintenance & Upgrade	3
or		
EL 320	A+ Certification	2
EL106	Networking Essentials 1	3
EL107	Networking Essentials 2	3

EL/CEL/ET 128	Renewable Energy	3
EL/CEL/ET 131	Programmable Logic Controllers and Industrial Control Design	3
EL/CEL/ET 133	Mechatronic Systems 1	3
EL 135	Electronic Measurement & Instrumentation	3
EL 136	Electronic Measurement & Instrumentation Lab	2
EL 138	Introduction to Motorola's 68000 Microprocessor Family	3
EL/CEL/ET 139	Electrical Power, Motors and Controls	3
EL/CEL/ET 162	Fluid Power and Control	2
ET 100	Computer Aided Drafting and Design	3
PHYS 100	Concepts in Physics	3
or		
PHYS 110	Introductory Physics	3
or		
PHSC 111	Matter, Energy, and Molecules	4
WLDT 106	Beginning Welding	3
WLDT 107	Advanced Welding	3
WLDT 307	G.M.A.W. Welding	3
or		
WLDT 308	T.I.G. Welding	3
WLDT 315	Metal Fabrication	4

### ELECTRONICS TECHNOLOGY w/ EMPHASIS IN NETWORK MAINTENANCE AND DIGITAL TECHNOLOGIES (A.S. & Certificate of Achievement)

The associate in science degree or certificate option offer students a comprehensive program in networking essentials, basic electronics and computer applications.

The graduate of the AS or certificate program in network maintenance/digital technologies will:

- Demonstrate a fundamental mastery of knowledge and the use of electronic equipment in electrical, digital and analog circuits.
- Use computer simulation and design software to conduct, analyze and interpret electrical, digital and analog circuits.
- Make calculations involving various electrical laws, formulas and principles for predicting circuit parameters using algebra and trigonometry required for electronics.
- Use research strategies to acquire information pertinent to the solution of electronic circuits and systems.
- Write technical laboratory reports with conclusions.
- Demonstrate understanding of how computers communicate with each other and the methods employed to ensure that the communications is reliable.
- Modify operating parameters of infrastructure network devices to meet network requirements.

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

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

EL 105	PC Preventive Maintenance and Upgrading	3
EL 106	Networking Essentials 1	3
EL 107	Networking Essentials 2	3
EL 108	Networking Essentials 3	2
EL 109	Networking Essentials 4	2
EL 118	Fundamentals of DC & AC Circuit Analysis	3
or		
EL 111	Fundamentals of DC Circuit Analysis	1.5
and		
EL 113	Fundamentals of AC Circuit Analysis	1.5
EL 119	Fundamentals of DC & AC Circuit Analysis Lab	2
or		
EL 112	Fundamentals of DC Circuit Analysis Lab	1
and		
EL 114	Fundamentals of AC Circuit Analysis Lab	1

Plus a minimum of 3 units selected from the following:

BUS 101	Introduction to Business	3
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CBIS 101	Computer Concepts and Applications	3
CS 102	Introduction to Computing with HTML and	3
EL 125	Digital Devices and Circuits	3
EL 126	Digital Devices and Circuits Lab	2

Plus a minimum of 3 units selected from the following:

CS 111	Fundamentals of Programming 1	4
CS 161	Discrete Structures	3
CS 175	Object-Oriented Programming	3

### EMERGENCY MEDICAL SERVICES (A.S. & Certificate of Achievement)

The associate in science degree and certificate in emergency medical services prepares students to be entry-level technicians capable of providing emergency medical care and transportation as well as the ability to professionally interact with allied medical team members.

The graduate of the AS or certificate program in emergency medical services will:

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

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (18.5 units):

LE 341	Emergency Vehicle Operations/ Non-Law Enforcement	.5
EMS 300	Introduction to Emergency Medical Services	.5
EMS 301	Emergency Medical Technician-1 (Basic)	6
EMS 302	EMS Academy 1B (Advanced)	7
EMS 306	CPR for Healthcare Providers	.5
ENVT 156	First Responder Op 16-Hr	1
HUSV 148	Coping with Emergency Response	3

Plus a minimum of 12 units selected from the following:

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

WFT 302	Basic Incident Command System (I-200)	.5
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### EMERGENCY MEDICAL SERVICES: EMERGENCY MEDICAL TECHNICIAN 1 (BASIC) (Certificate of Accomplishment)

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

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

The graduate of the certificate program in emergency medical technician 1 (basic) will:

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

A total of 6.5 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
EMS 301	Emergency Medical Technician 1 (Basic)	6
EMS 306	CPR for Healthcare Providers	.5

### EMERGENCY MEDICAL SERVICES: PARAMEDIC TRAINING (Certificate of Achievement)

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

The graduate of the certificate program in paramedics will demonstrate:

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

A total of 29 units is required for the certificate.

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

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

**EMERGENCY MEDICAL SERVICES ACADEMY  
(Certificate of Accomplishment)**

The graduate of the certificate program in emergency medical services academy will:

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

A total of 8 units is required for the certificate.

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

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

The graduate of the certificate program in Emergency Medical Technician 1 (Basic) Refresher will:

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

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

COURSE NUMBER	TITLE	UNITS
EMS 401	Emergency Medical Technician 1(Basic) Refresher	1.5
or		
EMS 410	EMT 1 (Basic Skills Refresher Module A)	.5
EMS 411	EMT 1 (Basic Skills Refresher Module B)	.5
EMS 412	EMT 1 (Basic Skills Refresher Module C)	.5
EMS 413	EMT 1 (Basic Skills Refresher Module D)	.5

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

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

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

A total of 3 units is required for the certificate.

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

**EMERGENCY MEDICAL SERVICES: FIRST  
RESPONDER UPDATE  
(Certificate of Accomplishment)**

The graduate of the certificate program in first responder update will:

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

and scenarios pertaining to fire, safety, and/or medical services.

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

COURSE NUMBER	TITLE	UNITS
EMS 461	First Responder Update	.5

**ENGINEERING (A.A.)**

The associate degree in engineering provides lower-division coursework that can serve as the basis for a bachelor's degree offered by a four-year college or university. Students who intend to transfer should check the lower-division requirements in the catalog of the college or university to which they intend to transfer, create a Student Educational Plan with an academic counselor, visit [www.assist.org](http://www.assist.org), and consult the engineering faculty. The engineering program provides a general background suitable for a variety of engineering fields including mechanical, civil, aerospace, electrical, computer and biomedical engineering.

The graduate of the AA program in engineering will:

- Apply fundamental concepts of mathematics (through calculus), science and engineering.
- Identify, formulate and solve basic engineering problems.
- Conduct experiments and analyze and interpret data.
- Make basic design decisions concerning appropriate-level engineering problems.
- Communicate effectively both orally and in writing, using symbols, graphics and numbers.
- Recognize the need for, and an ability to engage in, lifelong learning.
- Function professionally and ethically as an individual and within diverse teams.
- Use techniques, skills and modern engineering tools necessary in engineering education and practice.

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

COURSE NUMBER	TITLE	UNITS
Required core courses (20 units):		
CHEM 150	General Chemistry 1	5
MATH 182	Calculus 2	5
PHYS 161	Engineering Physics 1	5
PHYS 162	Engineering Physics 2	5
or		
PHYS 163	Engineering Physics 3	5

Plus a minimum of 6 units selected from Category A and 9 units selected from Category A and/or B.

**Category A - Engineering**

ENGR 152	Statics	3
ENGR 154	Dynamics	3
ENGR 156	Strength of Materials	4
ENGR 161	Materials Science	3
and		
ENGR 162	Materials Science Lab	1
ENGR 170	Electric Circuit Analysis	3
and		
ENGR 171	Electric Circuit Lab	1
ENGR 172	Circuits and Devices	4
and		
ENGR 173	Circuits and Devices Lab	1

**Category B - Engineering Support**

CHEM 151	General Chemistry 2	5
CS 111	Fundamentals of Programming 1	4
or		
CS 175	Object-Oriented Programming	3
ET 140	Engineering Drawing	3
ET 145	Advanced Engineering Drawing	3
MATH 183	Multivariable Calculus	5
MATH 184	Linear Algebra/Diff Equations	5
PHYS 162	Engineering Physics 2	5



or			
PHYS 163	Engineering Physics 3		5

Recommended electives:

ENGR 100	Introduction to Engineering		1
ENGR 124	Excel for Science and Engineering		1
ENGR 126	Matlab for Science and Engineering		1

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

### ENGINEERING TECHNOLOGY (A.S.)

The associate degree in engineering technology provides a background for employment as a technician or engineering assistant in support of and under the direction of a professional engineer. The major industries of mining, construction, petroleum, manufacturing, transportation, communications and public utilities require engineering technologists.

The graduate of the AS program in engineering technology will:

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

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

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

### ENGINEERING TECHNOLOGY: CIVIL ENGINEERING (A.S.)

The associate degree in civil engineering technology provides a background for employment in a civil engineering office or for field work in support of and under the direction of a professional engineer. Typical employment is in surveying, field crews recording data to prepare subdivision maps, street and highway proposals and grading maps.

The graduate of the AS program in civil engineering will:

- Develop familiarity with the components, materials, types, and methods of building construction; terminology as applied to codes, foundations, concrete, light frame wood, heavy timber, soils, and the structural elements.
- Develop graphic communication skills including orthographic projection; detail and assembly drawings; auxiliaries; sections; dimensioning; and surface development.
- Become familiar with the origin, nature and application of the fundamental concepts and principles of physics and its application to the field of civil engineering technology.
- Become familiar with the principles of physical geology including the identification of rocks and minerals.
- Be able to interpret topographical and geological maps.
- Become familiar with land forms and structures.
- Become familiar with force systems and equilibrium condition and develop the ability to use these principles to solve engineering problems.

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

COURSE NUMBER	TITLE	UNITS
ARCH 131	Materials of Construction 1	3
ENGR 152	Statics	3
GEOL 100	Physical Geology	4
MATH 181	Calculus 1	5
PHYS 141	General Physics 1	4
PHYS 142	General Physics 2	4

### ENGINEERING TECHNOLOGY: ENGINEERING DRAFTING (Certificate of Accomplishment)

The certificate in engineering drafting is intended to prepare students for employment (or to transfer to a university) with a strong background in the mechanical areas of drawing, while also becoming a skilled operator of a CADD system.

The graduate of the certificate program in engineering drafting will:

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

A total of 15 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (12 units):		
ET 100	Computer Aided Drafting and Design	3
ET 140	Engineering Drawing	3
ET 145	Advanced Engineering Drawing	3
ET 330	Print Reading and Interpretation	3

Plus a minimum of 3 units selected from the following:

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

### ENGINEERING TECHNOLOGY w/EMPHASIS IN MECHATRONICS (A.S. & Certificate of Achievement)

The associate in science degree or certificate option offer students a comprehensive program of study in the software, electronics, and mechanics of technologies used in automation (process control), robotics and machine design and maintenance.

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

- Demonstrate a fundamental mastery of knowledge and the use of electronic equipment in electrical, digital and analog circuits.
- Use computer simulation and design software to conduct, analyze and interpret electrical, digital and analog circuits.
- Make calculations involving various electrical laws, formulas and principles for predicting circuit parameters using algebra and trigonometry required for electronics.

- Use research strategies to acquire information pertinent to the solution of electronic circuits and systems.
- Write technical laboratory reports with conclusions.
- Demonstrate learned skills with a capstone project requiring you to design, build and evaluate a piece of electronic equipment.
- Apply current knowledge and adapt to emerging applications of automation and control.

A major of 52 units is required for the associate in science degree and certificate.

COURSE NUMBER	TITLE	UNITS
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Required core courses (37 units):

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

Plus a minimum of 15 units selected from the following:

CS 175	Object-Oriented Programming	3
EL105	PC Preventive Maintenance & Upgrade	3
or		
EL 320	A+ Certification	2
EL 106	Networking Essentials 1	3
EL 107	Networking Essentials 2	3
EL/CEL/ET 128	Renewable Energy	3
EL/CEL/ET 131	Programmable Logic Controllers and Industrial Control Design	3
EL/CEL/ET 133	Transducers and Sensors	3
EL 135	Electronic Measurement & Instrumentation	3
EL 136	Electronic Measurement & Instrumentation Lab	2
EL 138	Introduction to Motorola's 68000 Microprocessor Family	3
EL/CEL/ET 139	Electrical Power, Motors and Controls	3
EL/CEL/ET 162	Fluid Power and Control	2
ET 100	Computer Aided Drafting and Design	3
PHSC 111	Matter, Energy and Molecules	4
or		
PHYS 100	Concepts in Physics	3
or		
PHYS 110	Introductory Physics	3
SP 104	Quality Management Control and Safety	3
WLDT 106	Beginning Welding	3
WLDT 107	Advanced Welding	3
WLDT 307	G.M.A.W. Welding	3
or		
WLDT 308	T.I.G. Welding	3
WLDT 315	Metal Fabrication	4

### ENGLISH (A.A.)

In today's information society, reading comprehension and writing skills are essential for everyone. The English major offers a rich and varied education in these vital areas of literacy—serving the individual student, the academic community and society at large. The program includes courses in literature and critical thinking, reading and writing to enhance communication skills, to deepen understanding of our cultural traditions, to provide a breadth of knowledge appropriate for many degree and vocational programs and to prepare students for transfer to four-year institutions.

English majors often enter fields such as law, education, public relations, human services, journalism and corporate communications. To ensure that their transfer objectives are being met, English majors should consult with a counselor.

The graduate of the AA program in English will:

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

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

COURSE NUMBER	TITLE	UNITS
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Required core course (3 units):

ENGL 102	Freshman Composition: Literature	3
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Plus a minimum of 9 units selected from the following:

ENGL 130	American Literature to 1865	3
ENGL 131	American Literature 1865 to present	3
ENGL 145	British Literature to 1800	3
ENGL 146	British Literature 1800 to Present	3

(Any of the above courses not taken to meet the above requirement may be included among the selected units.)

Plus a minimum of 9 units selected from the following:

ENGL 104	Technical Writing	3
or		
ENGL 110	Grammar for College & Career	3
ENGL 105	Language & Culture	3
ENGL 106	Creative Writing	3
ENGL 107	Literary Arts Journal 1	3
or		
ENGL 108	Literary Arts Journal 2	3
ENGL 132	Literature and Film	3
ENGL 133	Modern Fiction	3
ENGL 135	Introduction to Poetry	3
ENGL 138	Introduction to Shakespeare	3
ENGL 139	Ideas of Difference in Contemporary American Literature	3
ENGL 144	Literature: The Ancient and Classical World	3
ENGL 148	Hispanic Literature in Translation	3

### ENTREPRENEURSHIP (A.S.)

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

A graduate of the AS program in entrepreneurship will:

- Recall significant entrepreneurship issues, theories and applications.
- Apply entrepreneurship principles to produce work-based learning projects.
- Demonstrate the ability to follow instructions on assignments and class activities.

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

COURSE NUMBER	TITLE	UNITS
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**Semester 1 (Fall) Required Courses (9 units):**

BUS 102	Marketing	3
CBOT/CBIS 337	Presentation Design PowerPoint	3
ENTR 101	Introduction to Entrepreneurship	3

**Semester 2 (Spring) Required Courses (9 units):**

BUS 106	Small Business Management	3
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BUS 110	Business Law: Contracts and Sales	3
CBOT 333	Business Desktop Publishing	3

**Semester 3 (Fall) Required Courses (9 units):**

BUS 390	Business Entrepreneurship Law	3
BUS 111	Internet Marketing	3
ENTR 102	Entrepreneurship Projects	3

**Semester 4 (Spring) Required Courses (9 units):**

ACCT 100	Accounting for Entrepreneurs	3
or		
ACCT 130	Financial Accounting	3
BUS 107	Human Relations in Business	3
ENTR 103	New Venture Laboratory	3

### ENTREPRENEURSHIP: ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT (Certificate of Achievement)

The certificate of accomplishment in entrepreneurship and small business management is designed to help students gain the basic knowledge and skill necessary to become a successful entrepreneur. It provides foundation courses to prepare students to start and operate a small business.

The graduate of the certificate program in entrepreneurship and small business management will:

- Recall significant entrepreneurship issues, theories and applications.
- Apply entrepreneurship principles to produce work-based learning projects.
- Demonstrate the ability to follow instructions on assignments and class activities.

A total of 17.5 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
<b>Semester 1 (Fall) Required Courses (10 units):</b>		
BUS 302	Essentials of Management	3
BUS 303	Sales and Marketing	3
BUS 366	Promoting a Small Business	.5
BUS 377	Managing Service Quality	.5
ENTR 101	Introduction to Entrepreneurship	3

**Semester 2 (Spring) Required Courses (7.5 units):**

BUS 364	Winning Business Plans	.5
BUS 378	Effective Sales Methods	.5
BUS 382	Advertising and Public Relations Strategies	.5
BUS 390	Business Law: Entrepreneurship	3
ENTR 102	Entrepreneurship Projects	3

### ENVIRONMENTAL TECHNOLOGY (A.S. & Certificate of Achievement)

The curriculum prepares students to enter the rapidly growing field of hazardous materials handling. Students desiring transfer to a four-year college or university should consult a counselor for specific transfer information.

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

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

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

COURSE NUMBER	TITLE	UNITS
Required core courses (30 units):		
BIOL	Any four-unit biology course	4
BIOL 120	Humans and the Environment	3
CHEM	Any four-unit chemistry course	4

ENVT 101	Introduction to Environmental Hazardous Materials	3
ENVT 150	Hazardous Materials-General Site Worker	2
ENVT 151	Hazardous Materials-Site Supervisor	1
ENVT 152	Identification & Assessment of Hazardous Materials	3
ENVT 153	Industrial Safety	1
ENVT 154	Monitoring and Sampling	2
ENVT 155	Respiratory Protection-Administration	.5
ENVT 156	First Responder Operational	1
ENVT 157	First Aid for HazMat Workers	1.5
ENVT 158	Hazardous Waste Minimization and Emissions Reduction	1
ENVT 159	Hazardous Materials and Hazardous Waste Permitting	1
ENVT 160	Air and Water Pollution Permitting and Compliance	2

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

Recommended elective:

ENVT 199	Special Topics in ENVT	.5-3
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### ENVIRONMENTAL TECHNOLOGY: ENVIRONMENTAL HEALTH AND SAFETY TECHNICIAN (Certificate of Accomplishment)

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

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

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

A total of 16 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (16 units):		
ENVT 150	Hazardous Materials-General Site Worker	2
ENVT 151	Hazardous Materials-Site Supervisor	1
ENVT 152	Identification & Assessment of Hazardous Materials	3
ENVT 153	Industrial Safety	1
ENVT 154	Monitoring and Sampling	2
ENVT 155	Respiratory Protection-Administration	.5
ENVT 156	First Responder Operational	1
ENVT 157	First Aid for HazMat Workers	1.5
ENVT 158	Hazardous Waste Minimization and Emissions Reduction	1
ENVT 159	Hazardous Materials and Hazardous Waste Permitting	1
ENVT 160	Air and Water Pollution Permitting and Compliance	2

### ENVIRONMENTAL TECHNOLOGY: HAZARDOUS MATERIALS – GENERAL SITE WORKER (Certificate of Accomplishment)

A certificate of accomplishment, in Hazardous Materials – General Site Worker (40 Hour) provides the initial training required by regulation (29CFR1910.120(e), 8CCR5192(e) for persons engaged in hazardous substance removal or other activities which expose or potentially expose workers to hazardous substances and health hazards. The certificate of accomplishment provides necessary background for employment including environmental field technicians, household hazardous waste technicians, and environmental remediation technicians. Public and private

employment sectors include environmental site management, environmental laboratory services, environmental engineering, surveyors, archaeologists, safety and health, solid and hazardous waste management, environmental remediation, oil and gas exploration and production, construction, and manufacturing

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

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

A total of 2 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
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Required core courses (2 units):

ENVT 150	Hazardous Materials-General Site Worker	2
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### ENVIRONMENTAL TECHNOLOGY: HAZWOPER REFRESHER 8-HOUR (Certificate of Accomplishment)

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

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

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

A total of 0.5 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
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Required core courses (2 units):

ENVT 450	HAZWOPER Refresher 8-Hour	0.5
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### FAMILY AND CONSUMER SCIENCES GENERAL (A.S.)

The associate degree program in Family and Consumer Sciences (FCS), general option, prepares students to transfer to teacher education or career pathway programs at four-year schools and for productive family living and wise consumer decisions. Employment opportunities are as high school family and consumer sciences teachers or to work in businesses and agencies serving families. Students synthesize scientific and artistic information with regards to sociological and cultural perspective to make lifestyle changes that improve their quality of life.

The graduate of the AS program in family consumer sciences - general will:

- Synthesize and apply nutrition science information and culinary techniques and make lifestyle changes that improve health and promote longevity.
- Will analyze and direct their financial affairs with regards to short and long term plans.

- Will design and implement life management strategies and goals to improve their quality of life.
- Will integrate fashion principles, textile characteristics and personal style with marketing strategies to create and present projects and portfolios tailored to their chosen career.
- Will compare and contrast family and relationships dynamics from a sociological and cultural perspective.

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

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

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

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

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

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

### FAMILY AND CONSUMER SCIENCES: FASHION STUDIES (A.S. & Certificate of Achievement)

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

The graduate of the AS or certificate program in fashion studies will:

- Integrate fashion principles with respect to industry changes and marketing strategies and present project.
- Apply design principles to fashion industry conditions to achieve personal style and present portfolio.
- Analyze textile characteristics for sensory appeal and present project.
- Apply clothing design principles to construct and present a fashion design.
- Differentiate historic fashion concepts with current design trends and present portfolio.

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (19 units):

ART 110	Design 1	3
or		
ART 108	Design 1 on the Computer	3
or		
ART 120	Drawing 1	3
FCS 137	Fashion Industry and Marketing	3
FCS 138	Professional and Personal Apparel Selection	3
FCS 139	Textiles	3
FCS 140	Apparel Construction	4
FCS 144	Historic Fashion/Costume	3

Recommended electives:

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

### FAMILY AND CONSUMER SCIENCES: FASHION MERCHANDISING (Certificate of Accomplishment)

The certificate program in fashion merchandising prepares students for immediate employment and to transfer to universities and technical schools of fashion and costume design. Students integrate fashion principles, textile characteristics and personal style with marketing strategies to create and present projects and a portfolio tailored to their chosen career. Job opportunities include store buyer or manager, fashion consultant, fashion promotion and sales representatives.

The graduate of the certificate program in fashion merchandising will:

- Integrate fashion principles with respect to industry changes and marketing strategies and present project.
- Apply design principles to fashion industry conditions to achieve personal style and present in class portfolio.
- Analyze textile characteristics for sensory appeal and present project.
- Differentiate historic fashion concepts with current design trends and display in portfolio.
- Apply all fashion merchandising principles in a work setting.

A total of 16 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
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Required core courses (16 units):

BUS 103	Advertising	3
FCS 137	Fashion Industry and Marketing	3
FCS 138	Professional and Personal Apparel Selection	3
FCS 139	Textiles	3
FCS 144	Historic Fashion/Costume	3
FCS 149	Cooperative Work Experience: Occupational (related to Fashion Merchandising)	1

Recommended electives:

BUS 102	Marketing	3
BUS 377	Managing Service Quality	.5
BUS 378	Effective Sales Methods	.5
BUS 380	Marketing Strategies	.5
CBIS 101	Computer Concepts and Applications	3
FCS 131	Life Management	3

### FAMILY AND CONSUMER SCIENCES: INTERIOR DESIGN MERCHANDISING (A.S. & Certificate of Achievement)

The associate degree and certificate program in interior design merchandising prepares students to transfer to universities and technical schools of interior design and for immediate employment as specialty store salespersons, design product representatives or owners and managers of their own businesses. Students integrate design principles, textile characteristics and personal style with marketing strategies to create and present projects and a portfolio tailored to their chosen career. Job opportunities include store buyer or manager, interiors consultant, interiors promotion and sales representatives.

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

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

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

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

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

BUS 102	Marketing	3
BUS 103	Advertising	3
FCS 137	Fashion Industry and Marketing	3
FCS 139	Textiles	3
FCS 170	Interior Design	3
FCS 171	Interior Design Materials	3

Plus a minimum of 6 units selected from the following:

ART 110	Design 1	3
or		
ART 108	Design 1 on the Computer	3
ART 112	Design Color Theory	3
ART 113	Three Dimensional Design	3
ARCH 121	Architectural Drawing 1	4
BUS 106	Small Business Management	3
CBIS 101	Computer Concepts and Applications	3
FCS 131	Life Management	3
FCS 149	Cooperative Work Experience: Occupational (related to Interior Design Merchandising)	1
FCS 199	Special Topics in Family and Consumer Science (related to Interior Design Merchandising)	.5-3

### FILM AND VIDEO PRODUCTION (A.S. & Certificate of Achievement)

The Film and Video Program prepares students for a wide variety of positions in the motion picture broadcast industries. Students write, produce and edit narrative and documentary projects in a series of courses designed to bring students from beginning through intermediate production and post-production technique. All courses provide students access to the latest in digital production and post-production technology. In addition, students learn to critically interpret motion pictures through a series of courses in film history and aesthetics.

The graduate of the AS or certificate program in film & video production will:

- Utilize camera, sound, editing and lighting equipment in a professional capacity.
- Write compelling narrative stories in proper screenplay format and structure.
- Apply analysis and critical evaluation to cinematic works through discourse and writing.

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (23 units):

FILM 105	Film and Television Writing 1	3
FILM 110	Introduction to Motion Picture and Video Production	4
FILM 111	Intermediate Motion Picture and Video Production	4
FILM/ MMAC 125	Computer Video Editing	3
FILM/ MMAC 126	Intro to Motion Graphics	3
PHTO 110	Basic Photography	3
FILM 101	Film as Art and Communication	3
or		
FILM 107	History of World Cinema	3

Plus a minimum of 13 units selected from the following:

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

### FIRE TECHNOLOGY (A.S. & Certificate of Achievement)

The fire technology degree/certificate program is designed to prepare those interested in a career in the fire service, either public or private, upgrade the skills of in-service fire personnel in their present positions or prepare in-service personnel for promotional opportunities.

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

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

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

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

FT 101	Fire Protection Organization	3
FT 102	Fire Prevention Technology	3
FT 103	Fire Protection Equipment and Systems	3
FT 104	Building Construction for Fire Protection	3
FT 105	Fire Behavior and Combustion	3
FT 106	Principles of Fire & Emergency Services Survival	3

Plus a minimum of 15 units selected from the following:

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

### FIRE TECHNOLOGY: FIREFIGHTER ACADEMY (Certificate of Accomplishment)

The graduate of the certificate program in firefighter academy will:

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

A total of 12 units is required for the certificate.

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

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

### GLOBAL STUDIES (A.A.)

Global Studies is an interdisciplinary and cross-cultural approach to studying the trends of modern global society and events. Increasing connections and interdependencies among nations, institutions and peoples around the world direct our attention to globalization as a central phenomenon of the contemporary era. The goal of the Global Studies program is to provide students with a strong base of knowledge, methods and practical skills for the comparative analysis of social, political, economic, environmental and cultural dimensions of globalization processes. The articulated transfer major will prepare students for further studies toward a baccalaureate degree in inter-national/global studies.

The graduate of the AA program in global studies will:

- Analyze important globalizing trends and their impact on the world's cultures and the environment.
- Explain transnational economic processes affecting global decisions and events.
- Understand how globalization is affecting multiculturalism and the processes causing contemporary cultures to change.
- Explore the changing nature of political organizations and non-governmental organizations in the modern world system.
- Analyze the interdependence among people, groups, societies, governments and nations in finding solutions to current global problems and conflicts.
- Describe core civic values which generate socially responsible behavior at both local and global levels.

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (18 units)

GBST 101	Introduction to Global Studies	3
BUS/ECON/ GBST141	Global Economics	3
ECON 102	Principles of Economics: Micro Economics	3
GEOG 103	World Regional Geography	3
HIST/HUM 102	World Civilizations Since 1500	3
or		
HIS/HUM 105	Western Civilizations Since 1650	3
POLS 104	Introduction to International Relations	3

Plus 6 units selected from the following:

ANTH 102	Introduction to Cultural Anthropology	3
BUS 140	Survey of International Business	3
ECON 101	Principles of Economics: Macro Economics	3
PHIL 121	Religions of the Modern World	3
POLS 101	Introduction to Political Science	3

Plus a minimum of 10 units of French or Italian or Spanish selected from the following:

FRCH 101	Elementary French	5
FRCH 102	Elementary French	5
ITAL 101	Elementary Italian	5
ITAL 102	Elementary Italian	5

SPAN 101	Elementary Spanish	5
or		
SPAN 102	Elementary Spanish	5
SPAN 103	Intermediate Spanish	5
SPAN 104	Intermediate Spanish	5
SPAN 110	Introduction to Conversation in Spanish	2
SPAN 111	Intermediate Spanish Conversation	2

Recommended elective: A second year foreign language

### HUMAN SERVICES: GENERAL (A.S. & Certificate of Achievement)

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

The graduate of the AS or certificate program in human services – general will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in the general human or social service field. The knowledge and skills that they will possess fall under the following three rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; and (3) Documentation.
- **Interpersonal Helping Skills:** Graduates will possess interpersonal skills required to engage empathically with clients, develop safe and trusting relationships with them, assess their strengths and problems and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, non-possessive warmth, genuineness and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.
- **Ethics and Boundaries:** Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be breached. They will demonstrate an understanding of the principles of culturally competent practice.
- **Documentation:** Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

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

COURSE NUMBER	TITLE	UNITS
Required core courses (22 units):		
FCS 131	Life Management	3
HUSV 101	Becoming a Helping Professional	3
HUSV 102	Case Management of Diverse Clients	3
HUSV 103	Basic Counseling Skills	3
HUSV 105	Practicum Seminar	2
or		
HUSV 121	Fieldwork Supervision-Human Services	2
HUSV 106	Family Systems, Addiction and Trauma	3
HUSV 108	Crisis Intervention Strategies	3
HUSV 120	Human Services Practicum	2
Plus a minimum of 6 units selected from the following:		
HUSV 104	Group Dynamics	3

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

### HUMAN SERVICES: ADDICTION STUDIES (A.S. & Certificate of Achievement)

This associate degree/certificate program is for students preparing for or advancing their careers in the growing field of drug and alcohol dependency treatment, prevention and education. The certificate program is accredited by the California Association of Alcohol and Drug Educators (CAADE) and provides the educational components necessary to become a Certified Addiction Treatment Specialist through CAADE or the California Association of Alcoholism and Drug Abuse Counselors (CAADAC).

The graduate of the AS or certificate program in addiction studies will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs as addiction counselors or other positions in the addiction treatment and recovery field. The knowledge and skills that they will possess fall under the following four rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; (3) Documentation; and (4) Professional Certification Preparation.
- **Interpersonal Helping Skills:** Graduates will possess interpersonal skills required to engage empathically with clients who have substance use problems, develop safe and trusting relationships with them, assess their strengths and problems and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, non-possessive warmth, genuineness and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services. They will be skillful in both individual and group counseling contexts.
- **Ethics and Boundaries:** Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be breached. They will demonstrate an understanding of the principles of culturally competent practice.
- **Documentation:** Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.
- **Professional Certification Preparation:** Graduates will possess the knowledge, skills and attitudes recommended in Technical Assistance Publication 21 (TAP 21, Addiction Counseling Competencies), published by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration. They will be prepared to successfully pass a written examination leading to certification as an addiction counselor, and they will have completed at least 250 supervised work hours in the addiction treatment field in partial fulfillment of the supervised work experience requirement for certification.

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

COURSE NUMBER	TITLE	UNITS
Required core courses (39 units)		
FCS 131	Life Management	3
HUSV 101	Becoming a Helping Professional	3
HUSV 102	Case Management of Diverse Clients	3

HUSV 103	Basic Counseling Skills	3
HUSV 104	Group Dynamics	3
HUSV 105	Practicum Seminar	2
or		
HUSV 131	Fieldwork Supervision-Addiction Studies	2
HUSV 106	Family Systems, Addiction and Trauma	3
HUSV 108	Crisis Intervention Strategies	3
HUSV 110/ SOC 106/ PSY 106	Alcohol, Drugs, and Addiction	3
HUSV 111	Addiction Treatment and Recovery	3
HUSV 124	Substance Abuse Prevention and Education	3
or		
HUSV 142	Co-occurring Disorders-Assessment	3
HUSV 130	Addiction Studies Practicum	4
HUSV/ PSY 132	Drugs, the Brain and the Body	3
Plus a minimum of 3 units selected from the following:		
FCS/FSN 112	Nutrition, Weight Management, and Eating Disorders	3
HUSV 107	Serving Culturally Diverse Clients	3
HUSV 113	Women and Addiction	3
Recommended electives:		
HUSV 122	States of Consciousness	3

### HUMAN SERVICES: FAMILY STUDIES (Certificate of Achievement)

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

The graduate of the certificate program in family studies will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in the human or social service field that involve families and children. The knowledge and skills that they will possess fall under the following three rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; and (3) Documentation.
  - Interpersonal Helping Skills: Graduates will possess interpersonal skills required to engage empathically with clients and their families, develop safe and trusting relationships with them, assess their strengths and problems and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, non-possessive warmth, genuineness and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.
  - Ethics and Boundaries: Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be breached. They will demonstrate an understanding of the principles of culturally competent practice.
  - Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

A total of 31 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (25 units):		
FCS 131	Life Management	3
HUSV 101	Becoming a Helping Professional	3

HUSV 102	Case Management of Diverse Clients	3
HUSV 103	Basic Counseling Skills	3
HUSV 106	Family Systems, Addiction and Trauma	3
HUSV 108	Crisis Intervention Strategies	3
HUSV 113	Women and Addiction	3
HUSV 150	Family Studies Practicum	2
HUSV 105	Practicum Seminar	2
or		
HUSV 151	Fieldwork Supervision-Family Studies	2
Plus a minimum of 6 units selected from the following:		
ECS 101	Child, Family and Community	3
ECS 114	Parent/Child Relationships	3
FCS/FSN 109	Basic Nutrition for Health	3
FCS 130	Consumer and Family Finance	3
HUSV 107	Serving Culturally Diverse Clients	3
HUSV 189	Independent Projects in Human Services	1-3
SOC 110	Personal and Family Relationships in the 21st Century	3

### HUMAN SERVICES: CO-OCCURRING DISORDERS (Certificate of Achievement)

This certificate program is designed for students preparing for or advancing their careers in social services, mental health or addiction treatment where it is beneficial to possess knowledge of the special needs of persons with both mental illness and substance use disorders. Persons with co-occurring disorders, also called "dual diagnosis" or "dual disorders," have long been overlooked or underserved by the traditionally separated mental health and addiction treatment fields, but a movement is underway in many agencies, including Santa Barbara County's drug, alcohol and mental health services, resulting in sweeping changes in how all clients and their needs are conceptualized and how services are coordinated and integrated. A certificate in this field will put graduates in the forefront of this movement and may significantly enhance opportunities for employment or promotion.

The graduate of the certificate program in co-occurring disorders will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in specialized settings with clients who have complex and multiple needs as the result of having one or more substance use disorders and one or more mental disorders occurring together. The knowledge and skills that they will possess fall under the following three rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; and (3) Documentation.
  - Interpersonal Helping Skills: Graduates will possess interpersonal skills required to engage empathically with clients who have co-occurring disorders, develop safe and trusting relationships with them, assess their strengths and problems and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, non-possessive warmth, genuineness and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services. They will understand the importance of, and demonstrate the ability to work as part of, a comprehensive, continuous, integrated system of care.
  - Ethics and Boundaries: Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be breached. They will demonstrate an understanding of the principles of culturally competent practice.
  - Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

A total of 47- 49 units is required for the certificate.



COURSE NUMBER	TITLE	UNITS
Required core courses (45-47 units):		
FCS 131	Life Management	3
HUSV 101	Becoming a Helping Professional	3
HUSV 102	Case Management of Diverse Clients	3
HUSV 103	Basic Counseling Skills	3
HUSV 104	Group Dynamics	3
HUSV 106	Family Systems, Addiction and Trauma	3
HUSV 105	Practicum Seminar	2
or	and/or	
HUSV 141	Fieldwork Supervision – Co-occurring Disorders	2
HUSV 108	Crisis Intervention Strategies	3
HUSV 110/ SOC 106/ PSY 106	Alcohol, Drugs, and Addiction	3
HUSV 111	Addiction Treatment and Recovery	3
HUSV 130	Addiction Studies Practicum	2-4
HUSV/ PSY 132	Drugs, the Brain and the Body	3
HUSV 140	Co-occurring Disorders Practicum	2
HUSV/ PSY 142	Co-occurring Disorders: Concepts and Assessment	3
HUSV/ PSY 143	Co-occurring Disorders: Management and Treatment	3
Plus a minimum of 3 units selected from the following:		
FCS/FSN 112	Nutrition, Weight Management, and Eating Disorders	3
HUSV 107	Serving Culturally Diverse Clients	3
HUSV 113	Women and Addiction	3
Recommended electives:		
HUSV 122	States of Consciousness	3

### HUMAN SERVICES: FAMILY SERVICES WORKER 1 (Certificate of Accomplishment)

These three certificates provide the knowledge and skills necessary for entry level employment and career advancement in the Community Action Commission (CAC) of Santa Barbara County's Family Services Aide position. In addition, the courses can be applied to other degrees or certificates in Human Services and early Childhood Studies. The certificates include Family Services Worker 1, Family Services Worker 2 and Family Services Worker 3.

The graduate of the certificate program in family services worker 1, 2 or 3 will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in the Community Action Commission, a Santa Barbara County non-profit social service agency. The knowledge and skills that they will possess fall under the following three rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; and (3) Documentation.
- **Interpersonal Helping Skills:** Graduates will possess interpersonal skills required to engage empathically with clients, develop safe and trusting relationships with them, assess their strengths and problems and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, non-possessive warmth, genuineness, and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.
- **Ethics and Boundaries:** Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the

conditions under which confidentiality must be 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 con-sent and release of information forms.

A total of 15 units is required for the certificate.

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

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

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

COURSE NUMBER	TITLE	UNITS
HUSV 106	Family Systems, Addiction and Trauma	3
HUSV 105	Practicum Seminar	2
or		
HUSV 161	Fieldwork Supervision – Family Services Worker 2	2
HUSV 160	Family Services Worker 2 Practicum	2

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

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

COURSE NUMBER	TITLE	UNITS
ECS 105	Observation and Assessment	3
ECS 112	Preschool Special Needs Child	3
FCS/FSN 109	Basic Nutrition for Health	3
FCS 130	Consumer and Family Finance	3
HUSV 103	Basic Counseling Skills	3
HUSV 107	Serving Culturally Diverse Clients	3
HUSV 108	Crisis Intervention Strategies	3
PSY 118	Human Development Lifespan	3

### HUMAN SERVICES: SPECIALIZED HELPING APPROACHES (Certificate of Accomplishment)

Recipients of the Specialized Helping Skills Certificate will possess a set of interconnected skills and knowledge that go beyond and enhance the interpersonal helping skills and knowledge that the other Human Services certificates provide. The skills and knowledge that they will gain fall under the following three rubrics: (1) Happiness, Thriving, and Ability to Cope; (2) Consciousness and Alteration of Conscious States; and (3) Additional Evidence-Based Helping Skills.

The graduate of the certificate program in specialized helping approaches will:

- **Happiness, Thriving, and Ability to Cope:** Graduates will be able to list practices associated with positive emotion, life satisfaction, and personal thriving; know how to deal effectively with their own emotions and the emotions of others; and possess skills for creating positive mental states in themselves and others.
- **Consciousness and Alteration of Conscious States:** Graduates will understand the human need to alter mental and emotional states; be able to list methods that people use for doing so; grasp the difference between constructive, healthy methods, and destructive, unhealthy ones; and be able to practice

methods that engender constructive, healthy mental and emotional states.

- **Additional Evidence-Based Helping Skills:** Graduates will gain a set of helping skills that are gentle and non-confrontive and that introduce clients to the benefits of a lifelong personal recovery program.

A total of 15 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
HUSV 112	Gentle Comm Skills for Change	3
HUSV 126	Meditation, Mindfulness, and Relaxation	3
HUSV/PSY 127	Emotional Intelligence	3
HUSV/PSY 128	Positive Psychology	3
HUSV 144	Twelve Step Facilitation	3

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

39 hours lecture, 9.5 hours lab weekly. (Total: 777 hours)  
Limitation on enrollment: Admission by application.

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

The graduate of the certificate program in basic law enforcement academy will:

- Meet the California Commission on Peace Officers Standards and Training (POST) requirements for basic and advanced law enforcement officer training.
- Successfully complete academy, advanced officer training (AOT), and perishable skills courses in an environment of serious study, rigorous physical training, and law enforcement disciplinary procedures.

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

A total of 20 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
LE 320	Basic Law Enforcement Academy	20

### LIBERAL ARTS (A.A.) (Non-transfer)

The Associate Degree in Liberal Arts is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis." The curriculum in liberal arts allows students to develop an appreciation of the beauty and values that have shaped and enriched our culture.

The graduate of the AA program in liberal arts (non transfer) will:

- Complete Allan Hancock College AA degree General Education, Graduation and Proficiency Requirements 21-30 units.
- Complete a total of 60 associate degree applicable units
- Complete 18 units in one "Area of Emphasis" from those listed below.

### LIBERAL ARTS (A.A.) (Transfer Option)

The associate degree in liberal arts is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis." The curriculum in liberal arts allows students to develop an appreciation of the beauty and values that have shaped and enriched our culture. In addition, the curriculum can also prepare students to transfer to four year institutions.

The graduate of the AA program in liberal arts (transfer) will:

- Complete either option A or B below for the general education pattern which relates to your educational goal. Students should consult with a counselor to determine which general education pattern is appropriate.
- Complete 18 units in one "Area of Emphasis" from those listed below.

- Complete a total of 60 associate degree applicable units.

General Education Patterns

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

### LIBERAL ARTS: ARTS & HUMANITIES (A.A.) (Non-transfer)

Courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures and have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

The graduate of the AA program in liberal arts (non transfer) – arts and humanities will:

- Develop an ability to identify artwork from various periods and styles.
- Students will develop an appreciation for the importance of art in society, and to recognize the ways art can affect and/or reflect cultural, political and humanistic issues.
- Develop an individual aesthetic sensitivity.
- Understand western and non-western works of philosophical, historical, literary, aesthetic and cultural importance.
- Produce or respond to artistic and creative expression.

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

#### Arts

ART 101, 103, 104, 105, 106, 110, 115, 120, 121, 122, 123, 125, 126, 127, 128, 160, 161, 163, 164, 165

DANC 101

DRMA 103, 104, 110, 111

FCS 144

FILM 101, 102, 107, 110, 115

GRPH 110

MMAC 115

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

PHTO 110

#### Humanities

ASL 121, 138

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

FILM 103

FRCH 101, 102

HIST 101, 102, 104, 105, 138

HUM 101, 102, 104, 105

ITAL 101, 102, 103, 104

PHIL 101, 102, 105, 121, 122

SPAN 101, 102, 103, 104, 112,

SPCH 108

### LIBERAL ARTS: ARTS & HUMANITIES (A.A.) (Transfer Option)

Courses emphasize the study of cultural, literary and humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

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

- Develop an appreciation of the beauty and values that have shaped and enriched our culture.
- Understand the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation.

- Develop an appreciation for the importance of art in society, to recognize the way art can affect and/or reflect cultural, political and humanistic issues.
- Develop an individual aesthetic sensitivity.
- Understand the interrelationship between the creative arts, the humanities and self.
- Develop the ability to identify artwork from various periods and styles.

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

#### Arts

ART 101, 103, 104, 105, 106, 110, 115, 120, 121, 122, 123, 125, 126, 127, 128, 160, 161, 163, 164, 165

DANC 101

DRMA 103, 104, 110, 111

FCS 144

FILM 101, 102, 107, 110, 115

GRPH 110

MMAC 115

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

PHTO 110

#### Humanities

ASL 121, 138

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

FILM 103

FRCH 101, 102

HIST 101, 102, 104, 105, 138

HUM 101, 102, 104, 105

ITAL 101, 102, 103, 104

PHIL 101, 102, 105, 121, 122

SPAN 101, 102, 103, 104, 112,

SPCH 108

### LIBERAL ARTS: MATHEMATICS & SCIENCE (A.A.) (Non-transfer)

Courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in mathematics emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations.

The graduate of the AA program liberal arts (non transfer) - mathematics & sciences will:

- Demonstrate an ability to think logically and critically in solving problems; explaining conclusions; and evaluating, supporting or critiquing the thinking of others.
- Students will develop the set of logical thought, clear and precise expression, and require critical evaluation of communication in whatever symbol system the student uses.
- Understand the facts and principles that form the foundations of living and non-living systems.
- Understand experimental methodology, the testing of hypothesis, the power of systematic questioning and the influence of the scientific method on the world's civilizations.

A total of 18 units with a minimum of one course in biological science, one course in physical science and one course in mathematics

#### Biological Sciences

ANTH 101, 110

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

#### Mathematics

MATH 100, 105, 121, 123, 131, 135, 141, 181, 182, 183, 184

#### Physical Sciences

ASTR 100

CHEM 110, 120, 150, 151

GEOG 101

GEOL 100, 114, 131, 141

PHSC 111, 112

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

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

Courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in mathematics emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations.

The graduate of the AA program in liberal arts (transfer) - mathematics & sciences will:

- Develop an appreciation of the beauty and values that have shaped and enriched our culture.
- Develop mathematical and quantitative reasoning skills beyond the level of intermediate algebra.
- Demonstrate an ability to think logically and critically in solving problems; explaining conclusions; and evaluating, supporting or critiquing the thinking of others.
- Understand the facts and principles that form the foundations of living and non-living systems.
- Understand experimental methodology, the testing of hypothesis, the power of systematic questioning and the influence of the scientific method on the world's civilizations.

A total of 18 units with a minimum of one course in biological science, one course in physical science and one course in mathematics

#### Biological Sciences

ANTH 101, 110

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

#### Mathematics

MATH 100, 105, 121, 123, 131, 135, 141, 181, 182, 183, 184

#### Physical Sciences

ASTR 100

CHEM 110, 120, 150, 151

GEOG 101

GEOL 100, 114, 131, 141

PHSC 111, 112

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

### LIBERAL ARTS: SOCIAL & BEHAVIORAL SCIENCES (A.A.) (Non Transfer)

Courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the social and behavioral sciences. Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

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

- Understand human behavior in relation to human, social, political and economic institutions.
- Develop individual responsibility, personal integrity and respect for diverse people and culture.
- Understand the past in order to understand and analyze present and future issues, problems and projects.
- Understand ways people have acted in response to their societies.

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

#### Administration of Justice

AJ 101, 103

#### Anthropology

ANTH 102, 103

#### Early Childhood Studies

ECS 100, 101

#### Economics

BUS 121, 141

ECON 101, 102, 121, 141

**Geography**

GEOG 102, 103

**Global Studies**

GBST 101, 141

**History**

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

HUM 103

**Political Science**

POLS 101, 103, 104, 105

**Psychology**

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

**Sociology**

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

**Speech**

SPCH 103, 110

**LIBERAL ARTS: SOCIAL & BEHAVIORAL SCIENCES (A.A.) (Transfer Option)**

Courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the social and behavioral sciences. Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

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

- Develop an appreciation of the beauty and values that have shaped and enriched our culture.
- Understand ways people have acted in response to their societies.
- Identify and evaluate how societies and social subgroups operate.
- Understand human behavior in relation to human, social, political and economic institutions.
- Develop individual responsibility, personal integrity and respect for diverse people and culture.
- Understand the past in order to understand and analyze present and future issues, problems and projects.

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

**Administration of Justice**

AJ 101, 103

**Anthropology**

ANTH 102, 103

**Early Childhood Studies**

ECS 100, 101

**Economics**

BUS 121, 141

ECON 101, 102, 121, 141

GBST 141

**Geography**

GEOG 102, 103

**Global Studies**

GBST 101

**History**

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

HUM 103

**Political Science**

POLS 101, 103, 104, 105

**Psychology**

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

**Sociology**

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

**Speech**

SPCH 103, 110

**LIBERAL STUDIES: ELEMENTARY TEACHER PREPARATION (A.A.)**

The associate of arts degree in liberal studies - elementary teacher preparation is designed to provide students who intend to enroll in a baccalaureate teacher preparation program with a pattern of coursework necessary to transition into upper division

course requirements. The program develops competencies in critical thinking and communication, both spoken and written, and incorporates the elementary subject matter requirements established by the California Commission on Teaching Credentialing.

- Complete the prescribed pattern of general education courses (23 units).
- Complete the major core requirements (29 units).
- Complete a total of 60 associate degree applicable units.

**Associate Degree General Education Requirements**

Students are required to complete the following courses within the Allan Hancock College associate degree general education requirements as part of the Liberal Studies – Elementary Teacher Preparation program.

Required general education courses (23 units):

**Category 1: Natural Sciences**

BIOL 100 (4 units)

**Category 2: Human Institutions****A. Social Science**

GEOG 103 (3 units) - also fulfills Multicultural/Gender Studies requirement

**B. American History or Government**

HIST 107 (3 units)

**Category 3: Humanities**

HIST/HUM 101 (3 units)

**Category 4: Language and Rationality****A. Written Composition**

ENGL 101 (4 units)

**B. Communication and Analytical Thinking**

ENGL 103 or PHIL 112 or PHIL 114 or SPCH 106 (3 units)

**Category 5: Living Skills**

HED 100 (3 units)

**Associate Degree Major Core Requirements**

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

Required core courses (29 units):

ART 101 or DANC 101 or DRMA 103 or MUS 100 (3 units)

ECS 100 3 units

EDUC 130 (3 units)

SPCH 101 (3 units)

POLS 103 (3 units)

ENGL 102 (3 units)

PHSC 111 (4 units)

PHSC 112 (4 units)

MATH 105 OR MATH 131 OR MATH 135 OR MATH 141 OR

MATH 181 (3-5 units) - also fulfills math proficiency requirement

Recommended electives:

CBIS 101 (3 units)

HIST 119 (3 units)

MATH 123 (4 units)

PSY117 (3 units)

PHIL 102 OR PHIL 105 (3 units)

Please see a counselor for specific CSU campus requirements.

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

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

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

- Understand the importance of attendance and punctuality.
- Have experience working in collaboration with others.

- Possess essential academic skills in reading, writing, math, using and locating information and basic computer competency.
- Communicate effectively and interpret key instructions.
- Understand the basics of safety, quality assurance and continuous improvement, or lean manufacturing.
- Function effectively in a manufacturing environment containing a variety of production, welding, machining and metal-forming or CNC equipment.
- Possess a variety of basic and high-tech skills consistent with modern manufacturing processes.

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (19 units):

MT 109	Survey of Machining	4
MT 110	CNC Principles and Practices	4
MT 111	CNC Principles and Practices 2	4
MT 330	Print Reading and Interpretation	3

Plus 10 units in the following area of specialization:

MT 381	Industrial Mathematics	3
MT 311	Master cam 1 (CAD/CAM)	4
MT 312	Lean Manufacturing	1
MT 313	SolidWorks1	3
MT 314	CNC Principles and Practices 3	3
WLDT 106	Beginning Welding	3

Recommended electives:

CBIS 101	Computer Concepts & Applications	3
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### MATHEMATICS w/COMPUTER SCIENCE EMPHASIS (A.A.)

The associate in arts degree in math is offered for those students desiring a major in mathematics and recognition of their general education accomplishments.

The graduate of the AA program in mathematics with a computer science emphasis will:

- Interpret and draw inferences from mathematical models such as formulas, graphs, tables and schematics.
- Represent mathematical informationsymbolically, visually, numerically, verbally and in writing.
- Utilize a variety of problemsolving techniques and strategies to identify, analyze and solve problems from arithmetic through calculus.
- Estimate and check mathematical results for reasonableness.
- Create and analyze mathematical models of real world and/or theoretical situations, including the implications and limitations of those models.
- Use appropriate technologies to analyze and solve mathematical problems and verify the appropriateness and reasonableness of the solution(s).

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (27 units):

CS 111	Fundamentals of Programming 1	4
CS 161	Discrete Structures	3
MATH 181	Calculus 1	5
MATH 182	Calculus 2	5
MATH 183	Multivariable Calculus	5
MATH 184	Linear Algebra/Diff Equations	5

### MATHEMATICS w/PHYSICS EMPHASIS (A.A.)

The associate in arts degree in math is offered for those students desiring a major in mathematics and recognition of their general education accomplishments.

The graduate of the AA program in mathematics with a physics emphasis will:

- Interpret and draw inferences from mathematical models such as formulas, graphs, tables and schematics.
- Represent mathematical information symbolically, visually, numerically, verbally and in writing.
- Employ quantitative methods from arithmetic, algebra, geometry or statistics to solve problems.
- Estimate and check mathematical results for reasonableness.
- Create and analyze mathematical models of real world and/or theoretical situations, including the implications and limitations of those models.
- Use appropriate technologies to analyze and solve mathematical problems, and verify the appropriateness and reasonableness of the solution(s).

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (25 units):

MATH 181	Calculus 1	5
MATH 182	Calculus 2	5
MATH 183	Multivariable Calculus	5
MATH 184	Linear Algebra/Diff Equations	5
PHYS 161	Engineering Physics 1	5

Plus 5 units selected from the following:

PHYS 162	Engineering Physics 2	5
PHYS 163	Engineering Physics 3	5

### MEDICAL ASSISTING (Certificate of Achievement)

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

The graduate of the certificate program in medical assisting will:

- Develop communication skills necessary to effectively communicate with other health care team members, patients, and physicians.
- Utilize critical thinking and decision-making skills while providing competent clinical and administrative service in healthcare settings.
- Demonstrate respect for the human dignity and the rights of all individuals with awareness of cultural differences.

A total of 26.5 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
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#### Semester 1 (17 units)

MA 305	Body Systems and Disease	5
MA 350	Medical Assisting Fundamentals	2
MA 351	Medical Assisting Clinical Procedures 1	3
MA 352	MA Administrative Procedures	4

#### Semester 2 (12.5 units)

MA 353	Medical Assisting Clinical Procedures 2	5
MA 355	Medical Assisting Pharmacology	4
MA 356	Medical Assisting Job Success Externship 3.5	3.5

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

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

The graduate of the certificate program in medical billing and coding will:

- Develop communication skills necessary to effectively communicate with other health care team members, patients, and physicians.
- Utilize critical thinking and decision-making skills while providing competent clinical and administrative service in healthcare settings.
- Demonstrate respect for the human dignity and the rights of all individuals with awareness of cultural differences.

A total of 19 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
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Required core courses (19 units):

CBIS 101	Computer Concepts and Applications	3
MA 305	Body Systems and Diseases	5
MA 352	MA Administrative Procedures	4
MA 360	Medical Billing and Insurance	4
MA 361	Coding for Medical Insurance	3

**MUSIC (A.A.)**

The music major fulfills lower-division requirements for students planning to transfer to a four-year college or university culminating in employment in the areas of music teaching, music performance and many other related fields of the music industry. In addition, the associate in arts degree will benefit those students seeking employment in the commercial music industry (e.g., merchandising, club-date performance, recording, church music positions, public recreation departments, private teaching). All music majors are required to take one performance class each semester.

The graduate of the AA program in music will:

- Demonstrate familiarity with language, concepts and practice of music.
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A major of 32 units is required for the associate in arts degree.

COURSE NUMBER	TITLE	UNITS
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Required core courses (24 units):

MUS 101	Music History-Ancient to Baroque	3
MUS 102	Music History-Classical to 20th Century	3
MUS 111	Comprehensive Music Theory 1	4
MUS 112	Comprehensive Music Theory 2	4
MUS 113	Comprehensive Music Theory 3	4
MUS 114	Comprehensive Music Theory 4	4
MUS 120	Beginning Piano (+)	1
MUS 121	Intermediate Piano (+)	1

Plus a minimum of 4 units selected from the following performance ensembles (students may repeat those courses designated as repeatable for degree credit):

MUS 130	Mixed Ensemble	2
MUS 132	Masterworks Chorale	2
MUS 133	Chamber Voices	2
MUS 137	Concert Chorale	1
MUS 140	Symphonic Band	2

MUS 143	Jazz Band	1
MUS 144	Jazz Improvisation	1
MUS 145	Big Band Jazz	1
MUS 146	Jazz Ensemble	1
MUS 150	Instrumental Ensemble	1
MUS 151	Concert Band 1	1

Plus a minimum of 4 units selected from the following:

MUS 100	Music Appreciation	3
MUS 104	Roots of Pop, Rock and Jazz	3
MUS 105	Appreciation of the American Musical on Stage and Screen	3
MUS 106	World Music	3
MUS 115	Introduction to Sound Recording & Mixing	3
MUS 116	Sound Production Techniques	3
MUS 117	MIDI Technology and Its Applications	3
MUS 118	Introduction to Electronic Music	3
MUS 119	Electronic Music Studio Techniques	1
MUS 122	Piano Repertoire	1
MUS 123	Class Vocal Techniques	2
MUS 124	Intermediate Class Vocal Techniques	2
MUS 125	Beginning Guitar	1
MUS 126	Intermediate Guitar	1
MUS 127	Vocal Repertoire	2
MUS 160	Music Business	2

(+) May be waived by examination.

**NURSING: REGISTERED NURSING (LVN-TO-RN ONLY) (A.S.)**

The registered nursing program, fully accredited by the California Board of Registered Nursing, is a two-semester program offered every year starting spring semester. California licensed vocational nurses and students are eligible to apply after completion of an accredited vocational nursing program and program prerequisites. The LVN-to-RN program is specifically designed to provide the LVN with an opportunity for career advancement and prepares the licensed vocational nurse for the additional responsibilities required of the registered nurse. In addition, the program has a 30-unit certificate option, completion of which qualifies the successful graduate to take the NCLEX RN licensing examination. The student choosing this option is NOT considered a graduate of the Allan Hancock Nursing program for college. Applicants to this curriculum alternative must meet with the program director for advisement.

The graduate of the AS program in registered nursing (LVN to RN only) will:

Be prepared to take and pass the National Council Licensure Examination for Registered Nurses.

Preparation will include demonstration of competency by:

- Utilize nursing concepts to facilitate health and self-actualization by solving goal setting, energy and caring problems.
- Use a database from the humanities and sciences to support nursing activities.
- Using the concept of caring as a basis for providing nursing care implementing the behaviors of prevention, maintenance, care and restoration.
- Being responsible and accountable for self and one's nursing practice.
- Provide nursing care to culturally diverse people utilizing tools of communication, teaching, nursing process, caring, energy, life span and psychomotor skills.
- Use research findings to substantiate evidence based nursing practice.
- Establish learning patterns that will provide the means for lifelong personal and professional growth.
- Develop work-role relationships with members of the health team.
- Practice nursing that is responsive to current and changing health care needs.
- Enact the advocacy and leadership roles of the Registered Nurse.

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

COURSE NUMBER	TITLE	UNITS
Required core courses (26 units)		
NURS 101	Foundations for Caring	2
NURS 102	Community Med-Surg Nursing	3
NURS 103	RN Practicum 1	5
NURS 104	Medical/Surgical Nursing 1	3
NURS 106	Leadership and Management	2
NURS 108	RN Practicum 2	5
NURS 109	Medical Surgical Nursing 2	2.5
NURS 110	Mental Health Nursing	2.5
NURS 111	Intermediate RN Skills	.5
NURS 112	Advanced RN Skills	.5

### NURSING: 30 UNIT OPTION (Certificate of Achievement)

Completion of the 30-unit certificate qualifies the successful graduate to take the NCLEX RN licensing examination. The student choosing this option is NOT considered a graduate of the Allan Hancock Nursing program or the college. Applicants to this curriculum alternative must meet with the program director for advisement.

A total of 30 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
BIOL 125	Human Physiology	4
BIOL 128	Microbiology	5
NURS 103	RN Practicum 1	5
NURS 104	Medical Surgical Nursing 1	3
NURS 106	Leadership and Management	2
NURS 108	RN Practicum 2	5
NURS 109	Medical Surgical Nursing 2	2.5
NURS 110	Mental Health Nursing	2.5
NURS 111	Intermediate Skills for Health Professionals	.5
NURS 112	Advanced Skills for Health Professionals	.5

### NURSING: VOCATIONAL NURSING (A.S. & Certificate of Achievement)

The vocational nursing program is a one-year curriculum designed to prepare the CNA to function as a licensed vocational nurse. Upon satisfactory completion of each of the prerequisites and all of the nursing courses in the one-year program, including summer, the student is positioned to take the National Council Licensure Examination for Vocational Nurses.

The graduate of the AS or certificate program in vocational nursing will:

Be prepared to take and pass the National Council Licensure Examination for Vocational Nurses.

A vocational nursing graduate will be able to:

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

- Communicate effectively with patients and co-workers to assist in the achievement of health related and/or organizational goals.

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

COURSE NUMBER	TITLE	UNITS
Required core courses (47 units):		
<b>Fall Semester (3 units)</b>		
NURS 310	Pharmacology	3
<b>First/Spring Semester (17.5 Units)</b>		
NURS 311	Medication Administration	1.5
NURS 317	Fundamentals of Nursing	3.5
NURS 318	Clinical Lab 1	8
NURS 323	Respiratory System	2
NURS 329	Endocrine and Reproductive Systems	2.5

### Second/Summer Semester (10 units)

NURS 320	Gerontology	2
NURS 327	Digestive and Urinary Systems	2.5
NURS 335	Skin & Musculoskeletal Systems	2.5
NURS 328	Clinical Lab 2	3

### Third/Fall Semester (16.5 units)

NURS 322	Maternal and Infant Health	2
NURS 330	Pediatrics	1.5
NURS 331	Circulatory System	2
NURS 332	Neurosensory System	2
NURS 337	Professional Relations	1
NURS 338	Clinical Lab 3	8

### NURSING: CERTIFIED NURSING ASSISTANT (Certificate of Accomplishment)

The nursing assistant program prepares the student to enter the field of health care as a geriatric or acute care nursing assistant. All students who successfully complete the program must pass a written and skills test given by the State of California in order to become a Certified Nurse Assistant. Fees are involved. Additional certifications in home health aide, restorative aide and EKG/Monitor Observer are offered for those with CNA certification.

The graduate of the certificate program in nursing assistant will:

- Demonstrate clinical skills in varied environments in long term and acute care hospitals.
- Identify and describe differences between long-term care and acute care nursing assistant functions.
- Identify legal and ethical responsibilities of the nursing assistant.
- Demonstrate skills and knowledge necessary to successfully complete and pass the state board examination.

A total of 16 units constitute the certificate.

COURSE NUMBER	TITLE	UNITS
NURS 300	Certified Nursing Assistant	16

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

Successful completion of this course results in the CNA being awarded home health aide certification, allowing them to work in home health care.

The graduate of the certificate program in certified home health aide will:

- Differentiate home care activities from long-term care activities.
- Define the home health aide role within the care management team.
- Perform personal care services as defined in class and clinical experience on home-bound clients.
- Interpret normal vs. abnormal pertinent medical and social needs of the patient and to whom to report findings.

- Use required information systems, e.g., charts, forms, schedules appropriate to the home health aide level of practice.

A total of 2 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
NURS 416	Certified Home Health Aide	2

### NURSING: RESTORATIVE AIDE (Certificate of Accomplishment)

The CNA will be awarded a restorative aide certificate upon successful completion of this course. The CNA is then allowed to work in physical therapy or rehabilitation environments providing care.

The graduate of the certificate program in restorative aide will:

- Contrast the responsibilities of nursing, physical therapy and the restorative aide in producing the maximum rehabilitation possible for the resident and the importance of a team approach for optimum results.
- Identify regulations that apply to rehabilitative/restorative nursing.
- Identify disabilities that could benefit from restorative care.
- Accurately document restorative care.
- Demonstrate competence in performing restorative techniques.

A total of 1.5 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
NURS 420	Restorative Aide	1.5

### NURSING: EKG / MONITOR OBSERVER (Certificate of Accomplishment)

This certificate course prepares the CNA to function in the role of monitor observer for those patients requiring continuous EKG monitoring.

The graduate of the certificate program in EKG/monitor observer will:

- Identify the role and responsibilities of the monitor observer as a member of the health care team.
- Recognize normal electrical patterns of the heart.
- Recognize life-threatening abnormal rhythms of the heart.
- Apply monitor leads correctly.
- Explain the use of the cardiac monitor as a diagnostic and monitoring tool

A total of 1.5 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
NURS 422	EKG/Monitor Observer	1.5

### PARALEGAL STUDIES (A.S.)

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

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

- Recall significant paralegal issues, theories, and applications.
- Apply paralegal principles to produce a work-based learning projects.
- Demonstrate the ability to follow instructions on assignments and class activities.

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (24 units):

BUS 110	Business Law: Contract and Sales	3
CWE 149	Cooperative Work Experience	2

PLGL 101	Intro to Paralegal Studies	3
PLGL 102	Criminal Law and Procedure	3
PLGL 103	Civil Litigation	3
PLGL 104	Legal Research and Writing	3
PLGL 105	Legal Analysis and Writing	3
PLGL 106	Case Management	3
PLGL 107	Ethics for Paralegals	1

Plus a minimum of 12 units selected from the following:

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

### PARALEGAL STUDIES (Certificate of Achievement)

The Certificate of Achievement in Paralegal Studies is designed to help students gain the basic knowledge and skills necessary for an entry-level paralegal position. All courses in the Certificate of Achievement Program are also required courses in the Associate Degree program in Paralegal Studies so students have a seamless pathway to paralegal certification and career advancement.

The graduate of the certificate program in paralegal studies will have a:

- Recall significant paralegal issues, theories, and applications.
- Apply paralegal principles to produce a work-based learning projects.
- Demonstrate the ability to follow instructions on assignments and class activities.

A total of 24 units constitute the certificate

COURSE NUMBER	TITLE	UNITS
BUS 110	Contract Law	3
CWE 149	Cooperative Work Experience	2
PLGL 101	Intro to Paralegal Studies	3
PLGL 102	Criminal Law and Procedure	3
PLGL 103	Civil Litigation	3
PLGL 104	Legal Research and Writing	3
PLGL 105	Legal Analysis and Writing	3
PLGL 106	Case Management	3
PLGL 107	Ethics for Paralegals	1

### PHYSICAL EDUCATION (A.A.)

The associate degree in physical education prepares students to move into a curriculum in a four-year institution to pursue a baccalaureate degree in such areas as exercise physiology, kinesiology, physical therapy and teaching. The physical educator with a baccalaureate degree is prepared to enter graduate or professional programs of specialized study such as adapted physical education, coaching, exercise physiology, physical therapy and education.

The graduate of the AA program in physical education will:

- Demonstrate and evaluate the factors that contribute to a healthy lifestyle and contribute to the prevention of adult-related diseases such as diabetes, obesity and cardiovascular disease.
- Synthesize health education information and apply principles of exercise in order to improve personal wellness and longevity.
- Acquire program specific information from various sources with which to better appreciate, analyze, and communicate in different situations, involving diverse individuals and viewpoints.

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



COURSE NUMBER	TITLE	UNITS
Required core courses (15 units):		
BIOL 124	Human Anatomy	4
BIOL 125	Human Physiology	4
HED 100	Health and Wellness	3
PE 100	Introduction to Kinesiology	3

Plus a minimum of 1 unit selected from PE (Physical Education) activity and/or PEIA (Physical Education Intercollegiate Athletic) courses.

Plus a minimum of 6 units selected from the following:

ATH 104	Care and Prevention of Athletic Injuries	3
ATH 106	Orthopedic Injury Assess/Rehab	4
FSN 110	Nutrition Science	3
PE 106	Sports Officiating	3
PE 128	Sport Psychology	3
PE 129	First Aid-CPR: Educator/Coach	1
REC 101	Intro to Recreation Management	3
REC 107	Recreational Sports Programming	3
REC 105	Program Planning for Recreation	3

### PHYSICS (A.A.)

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

The graduate of the AA program in physics will:

- Demonstrate knowledge of the fundamental laws of physics and physical terminology.
- Apply physical principles to solve a variety of simple problems.
- Demonstrate the proper use of physical apparatus for testing and observing physical theories.
- Write scientific reports on a given experiment indicating the significance of the experiment and the degree to which the results verify a principle or law.
- Analyze complex problems to identify single principle components and synthesize solutions from multiple concepts.

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

COURSE NUMBER	TITLE	UNITS
Required core courses (35 units):		
CHEM 150	General Chemistry 1	5
CHEM 151	General Chemistry 2	5
MATH 181	Calculus 1	5
MATH 182	Calculus 2	5
PHYS 161	Engineering Physics 1	5
PHYS 162	Engineering Physics 2	5
PHYS 163	Engineering Physics 3	5

Recommended electives:

MATH 183	Multivariable Calculus	5
MATH 184	Linear Algebra and Differential Equations	5
PHYS 121	Project and Design Lab 1	1

### PSYCHOLOGY (A.A.)

The associate degree program in psychology prepares students to move into a curriculum in a four-year institution leading to a baccalaureate degree in psychology.

The graduate of the AA program in psychology will:

- Describe the major contemporary personality theories and will be able to apply the concepts to psychological health, principles of adjustment, and growth.
- Define, describe and evaluate the developmental process from conception through death from the perspectives of various psychological theories including psychodynamic, behavioral, cognitive, epigenetic, and sociocultural theoretical perspectives.

- Define, describe and evaluate the psychosocial human life-span/development starting from conception through death; including major concepts related to behavior, sexuality, nutrition, health, stress, environmental relationships, and implication of death and dying.
- Describe and compare the basic knowledge about statistical analysis of data, including descriptive and inferential statistics and will be able to apply the knowledge gained in statistics to psychological research designs.
- Critically evaluate the soundness of information which they encounter in the media and popular psychology publications.
- Understand the cultural influences on human behavior and mental processes.
- Describe major research findings regarding human behavior and mental processes.

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

COURSE NUMBER	TITLE	UNITS
Required core courses (13 units):		
MATH 123	Elementary Statistics	4
PSY 101	General Psychology	3
PSY 113	Theories of Personality	3
PSY 117	Child Psychology	3
or		
PSY 118	Human Development-Lifespan	3

Plus a minimum of 12 units selected from the following:

ANTH 101	Introduction to Physical Anthropology	3
ANTH 102	Introduction to Cultural Anthropology	3
HUVS 106	Family Systems and Codependency	3
PSY/SOC 104	Social Science Research Methods	3
PSY 112	Human Sexuality	3
PSY 115	Behavior Modification	3
PSY 116	Death and Dying	3
PSY 119	Abnormal Psychology	3
PSY 120	Cultural Psychology	3
PSY/SOC 121	Social Psychology	3
SOC 101	Introduction to Sociology	3
SOC 110	Personal and Family Relationships in the 21 <sup>st</sup> Century	3

Recommended electives:

BIOL 100	Introduction to Biology	4
BIOL 124	Human Anatomy	4
BIOL 125	Human Physiology	4
MATH 135	Calculus with Applications	4
PSY/HUSV 128	Positive Psychology	3

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

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

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

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

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

COURSE NUMBER	TITLE	UNITS
Required core courses (15 units)		
REC 101	Intro to Recreation Management	3
REC 103	Leadership in Recreation Services	3
REC 105	Program Planning for Recreation	3
REC 107	Recreational Sports Programming	3
CWE 149	Cooperative Work Experience	3

Plus a minimum of 6 units selected from the following:

ATH 104	Care/Prevention of Athletic Injuries	3
EMS 102	First Aid and Safety	3
H ED 100	Health and Wellness	3
SOC 120	Race and Ethnic Relations	3
SPCH 102	Small Group Communication	3

### REGISTERED VETERINARY TECHNICIAN (Certificate of Achievement)

Allan Hancock College's Veterinary Technician Program is designed to provide students with the skills and knowledge necessary to pursue a career as a Registered Veterinary Technician. This field may include various types of animal care, veterinary laboratory procedures and surgical techniques as well as x-ray technology, dental extractions, general animal nursing, emergency care, and veterinary office procedures. This program will also assist the student in qualification for the California Registered Veterinary Technician Examination by providing the educational requirements mandated by the California Veterinary Medical Board (CA VMB). In addition to the academic preparation provided by the AHC RVT program, students must complete 4,416 hours of work experience supervised by a licensed veterinarian to qualify for the licensing examination. The CA VMB eligibility requirements are subject to change at any time and without notice. Allan Hancock College does not control the requirements of the CA VMB.

Completers of the registered veterinary technician certificate program will:

- Successfully complete the California Registered Veterinary Technician licensing examination.
- Correctly perform the clinical skills required of the Veterinary Medical Board as stated in the Registered Veterinary Technician Task List-Proof of Experience.
- Perform animal nursing and critical care for common domestic animals including: restraint, administering medications, diagnostic sampling for laboratory evaluation, maintaining fluid therapy, applying and removing bandages, and applying emergency protocols.
- Provide competent assistance with office procedures, telephone contacts, admitting and discharging patients, and maintaining medical and financial records.

The Registered Veterinary Technician Certificate of Achievement program requires 20 units as required by the California Veterinary Medical Board (Title 16, Section 2068.5). The courses are specifically designed to meet the application requirements for the Alternative Route, with specific content coverage in the following areas:

- Dental prophylaxis & extractions
- Anesthetic instrumentation, induction and monitoring
- Surgical nursing, assisting and instrumentation, suturing techniques, and application of casts & splints
- Radiology & radiation safety (may include diagnostic imaging)
- Diseases and animal nursing including zoonotic diseases and emergency veterinary care
- IV Catheter placement

One additional unit is available for students who want a structured setting to prepare for the state exam. Students must have completed BIOL 100 and CHEM 120 (or the equivalent) as well as be eligible for MATH 311.

A major of 20 units is required for the certificate of achievement. To complete the program in one year the following course sequence is suggested, but not required. RVT 301 must be taken first for entrance into the program.

COURSE NUMBER	TITLE	UNITS
Required core courses (20 units)		

#### Fall semester courses:

RVT 301	Veterinary Anatomy, Physiology and Terminology	3
RVT 302	Veterinary Office Procedures	2
RVT 303	Veterinary Pharmacology	2
RVT 304	Clinical Pathology & Microbiology	3

#### Spring semester courses:

RVT 305	Medical Nursing and Animal Care	4
RVT 306	Surgical Nursing and Dentistry	4
RVT 307	Veterinary Equipment and Radiography	2

Elective (not required)

RVT 308	Seminar for Registered Veterinary Technicians	1
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### SOCIAL SCIENCE (A.A.)

The social sciences are concerned with the study of human behavior and the human condition. The various disciplines within social science are united in their quest to understand the "whys," "causes," and "consequences" of human experience and action. The social science major is designed to provide the student with an integrated liberal arts background that focuses on social science and fulfills the lower-division requirements for specific upper-division majors. Occupational choices for social scientists are numerous and varied in both the private and public sectors. Depending on the individual's specialization, career opportunities may be found most frequently in the areas of human services, education, law and criminal justice, government and business administration.

The graduate of the AA program in social science will:

- Synthesize and apply social science concepts.
- Use information/data from multiple sources and demonstrate knowledge of research methodologies and multiple theoretical perspectives.
- Have the ability to use social science methods to identify, formulate and study social problems.
- Understand the interdisciplinary nature of knowledge and view issues from a holistic perspective.
- Have college-level knowledge and skills in critical thinking, analysis and written communication.
- Understand the global society and processes of globalization from non-Western, Western and indigenous perspectives.
- Make informed, reasoned and ethical personal and public choices.

A major of 18 units is required for the associate in arts degree.

COURSE NUMBER	TITLE	UNITS
Required core courses (18 units):		
ANTH 102	Cultural Anthropology	3
GEOG 102	Human Geography	3
HIST/HUM 105	Western Civilization Since 1650	3
PSY 101	General Psychology	3
POLS 101	Introduction to Political Science	3
or		
POLS 104	Introduction to International Relations	3
SOC 101	Introduction to Sociology	3

Recommended electives:

BUS/ECON/ GBST 141	Global Economics	3
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ECON 102	Principles of Economics: Micro-Economics	3
or		
SOC 122	Sociology of the Hispanic Culture	3

### SOUND TECHNOLOGY (Certificate of Achievement)

The sound technology certificate is intended to prepare students for careers in sound recording and sound reinforcement in live and studio performance situations, as well as in the film industry, television, radio and other areas where sound recording and electronic music play an increasingly vital role. The certificate program can also be valuable preparation for enrolling in an advanced commercial music school.

The graduate of the certificate program in sound technology will:

- Recognize and define the basic terminology associated with acoustics.
- Recognize and define the basic terminology associated with sound recording and electronic music.
- Participate in sound recording and mix-down sessions.
- Produce and record works of electronic music.

A total of 19 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
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Required core courses (12 units):

MUS 115/ FILM 120	Introduction to Sound Recording & Mixing	3
MUS116/ FILM 121	Sound Production Techniques	3
MUS 117	MIDI Technology and Its Applications	3
MUS 118	Introduction to Electronic Music	3

Plus a minimum of 7 units selected from the following:

EL 118	Fundamentals of DC & AC Circuit Analysis	3
or		
EL 111	Fundamentals of DC Circuit Analysis	1.5
and		
EL 113	Fundamentals of AC Circuit Analysis	1.5
EL 119	Fundamentals of DC & AC Circuit Analysis Lab	2
or		
EL 112	Fundamentals of DC Circuit Analysis Lab	1
and		
EL 114	Fundamentals of AC Circuit Analysis Lab	1
FILM 110	Introduction to Film and Video Production	4
MUS 104	The Roots of Pop, Rock and Jazz	3
MUS 111	Comprehensive Music Theory 1	4
MUS 112	Comprehensive Music Theory 2	4
MUS 119	Electronic Music Studio Techniques (+)	1
MUS 143	Jazz Band (+)	1

(+) May be repeated for credit.

### SPANISH (A.A.)

As the world becomes increasingly smaller, knowledge of foreign languages expands in importance. Spanish is a very useful language in education, health, social services, business and other fields where contact with the public takes place. The focus of the program is on language; however, students also gain historical, economic and cultural insights into the Hispanic world.

The graduate of the AA program in Spanish will:

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

A major of 18 units is required for the associate in arts degree.

COURSE NUMBER	TITLE	UNITS
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Required core courses (10 units):

SPAN 103	Intermediate Spanish	5
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SPAN 104	Intermediate Spanish	5
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Plus a minimum of 8 units selected from the following:

ENGL 102	Freshman Composition: Literature	3
FRCH 101	Elementary French	5
FRCH 102	Elementary French	5
ITAL 101	Elementary Italian	5
ITAL 102	Elementary Italian	5
ITAL 103	Intermediate Italian	5
ITAL 104	Intermediate Italian	5
SPAN 105	Advanced Composition	5
SPAN 111	Intermediate Spanish Conversation	2
SPAN 112	Advanced Spanish Conversation	3

Recommended electives:

ART 105	Art History Survey-Art of Mexico	3
ASL 120	American Sign Language 1	3
ASL 121	American Sign Language 2	3
BUS 140	Survey of International Business	3
BUS/ECON		
GBST 141	Global Economics	3
DANC 140	Folkloric Dances of Mexico and Spain	1
DANC 142	Floricanto Dance	.5
ECS 116	Teaching in a Diverse Society	3
ECS 117	Teaching the Bilingual/Bicultural Hispanic Child	3
ENGL 130	American Literature/19th Century	3
ENGL 133	Modern Fiction	3
FILM 103	Contemporary Latin American Film	3
HIST 120	History of the Mexican-American	3
LATN 101	Elementary Latin	3
POLS 104	International Relations	3
SPAN 110	Introduction to Conversation in Spanish	2
SPCH 101	Public Speaking	3
SOC 122	Sociology of the Hispanic Culture	3
ENGL 148	Hispanic Literature in Translation	3

### SPEECH COMMUNICATION (A.A.)

The speech communication major provides students with an opportunity to improve their personal, public and professional lives. Students study communication dynamics in interpersonal relationships, groups and public settings. By studying how, why and with what consequences people communicate, students will become more competent communicators. Students will develop broad-based competencies in oral and written communication as well as critical analysis. The articulated transfer major will prepare students for further studies toward a baccalaureate degree in speech and/or communication studies.

The graduate of the AA program in speech communication will:

- Demonstrate knowledge of communication theories.
- Demonstrate competent communication behaviors for a variety of purposes.

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

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

SPCH 101	Public Speaking	3
SPCH 102	Small Group Communication	3
SPCH 103	Interpersonal Communication	3
SPCH 106	Argumentation and Debate	3
SPCH 108	Oral Interpretation of Literature	3
SPCH 110	Intercultural Communication	3

Plus a minimum of 3 units selected from the following:

ANTH 102	Cultural Anthropology	3
ENGL 102	Freshman Composition: Literature	3
ENGL 103	Critical Thinking and Composition	3
FILM 101	Film as Art and Communication	3
HIST/HUM 104	Western Civilization to 1650	3
HIST/HUM 105	Western Civilization Since 1650	3
MATH 123	Elementary Statistics	4

PHIL 114	Critical Thinking	3
PSY 101	General Psychology	3
SOC 120	Race and Ethnic Relations	3

### **SPEECH COMMUNICATION: COMMUNICATION SKILLS FOR PUBLIC SAFETY AND HEALTH PROFESSIONALS (Certificate of Accomplishment)**

The graduate of the certificate program in communication skills for public safety and health professionals will:

- Demonstrate knowledge of communication theories.
- Demonstrate competent communication behaviors to be used in the field of public safety and health.

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

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>UNITS</b>
SPCH 103	Interpersonal Communication	3
SPCH 110	Intercultural Communication	3
SPCH 189	Independent Projects	1-3

### **SPEECH COMMUNICATION: COMMUNICATION SKILLS FOR THE BUSINESS PROFESSIONAL (Certificate of Accomplishment)**

The graduate of the certificate program in communication skills for the business professional will:

- Demonstrate knowledge of communication theories.
- Demonstrate competent communication behaviors to be used in the field of business.

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

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>UNITS</b>
SPCH 102	Small Group Communication	3
SPCH 103	Interpersonal Communication	3
SPCH 110	Intercultural Communication	3
SPCH 189	Independent Projects	1-3

### **SPEECH COMMUNICATION: COMMUNICATION SKILLS FOR THE PROFESSIONAL SPEAKER (Certificate of Accomplishment)**

The graduate of the certificate program in communication skills for the professional speaker will:

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

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

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>UNITS</b>
SPCH 101	Public Speaking	3
SPCH 106	Argumentation and Debate	3
SPCH 108	Oral Interpretation of Literature	3
SPCH 189	Independent Projects	1-3

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

*See transfer information section for course requirements.*

Completion of all these requirements will permit you to transfer to any CSU campus without the need, after transfer, to take additional lower-division general education courses. Students will understand the basic principles of natural sciences, social and behavioral sciences, the humanities and fine arts. Students completing this degree will understand the basic principles of these academic disciplines, their methods of inquiry, their history, and impact on society, and their relationships to each other. Students will also be able to think critically, to communicate effectively, to reason using quantitative models and to maintain their physical and mental well being.

The graduate of the transfer studies program in CSU general studies 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.

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

See transfer information section for course requirements.

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

The graduate of the transfer studies program in IGETC will:

- Demonstrate an ability to think logically and critically in solving problems; explaining conclusions; and evaluating, supporting or critiquing the thinking of others.
- Demonstrate an understanding of how societies and social subgroups operate.
- Critically explain how people act and have acted in response to their societies.
- Evaluate and interpret the ways in which people throughout the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation.
- Develop mathematical and quantitative reasoning skills beyond the level of intermediate algebra.
- Understand the acts and principles which form the foundations of living and non-living systems.
- Understand experimental methodology, the testing of hypothesis, the power of systematic questioning and the influence of the scientific method on the world's civilizations.
- Be able to develop basic speaking, listening, reading and writing skills in a foreign language.

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

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

General Education Patterns

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

Courses in which students will select in the natural science and mathematics area will emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in mathematics emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to

demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's largest civilizations. Students wishing to transfer in Math, Engineering and Science majors are strongly advised to meet with a counselor to develop a student education plan to ensure a smooth transfer process.

The graduate of the transfer studies program in UC/CSU transfer studies (math, engineering and science majors) will:

- Develop mathematical and quantitative reasoning skills beyond the level of intermediate algebra.
- Demonstrate an ability to think logically and critically in solving problems; explaining conclusions; and evaluating, supporting or critiquing the thinking of others.
- Understand the acts and principles which form the foundations of living and non-living systems.
- Understand experimental methodology, the testing of hypothesis, the power of systematic questioning and the influence of the scientific method on the world's civilizations.

### WELDING TECHNOLOGY (A.S. & Certificate of Achievement)

The associate degree and certificate curriculum in welding technology is designed to provide comprehensive occupational training in all common types of welding methods as related to today's welding fabrication industries. This program will provide students with manipulative skills and technical knowledge required to perform in the areas of oxyacetylene, shielded metal arc and gas metal arc (G.M.A.W. and T.I.G.) welding processes.

Also included in this program are hand cutting and semi-automatic cutting techniques. Certification tests may be taken. Employment opportunities available are welder, welder mechanic, maintenance welder, construction welder, pipe welder and welding inspectors.

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

- Pass at least one welder qualification test (3G-verticle or 4G-overhead) using at least one basic process.
- Pass the GMAW and SMAW processes to the American Welding Societies D1.1 Structural Welding Code.
- Have competency in blueprint reading.
- Have a working knowledge of metallurgy.
- Be able to do a basic layout, fitting and cutting operation.
- Have the ability to operate basic welding equipment in a safe manner.

A major of 31 units is required for the associate in science degree and certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (16 units):		
MT 109	Survey of Machining	4
WLDT 106	Beginning Welding	3
WLDT 107	Advanced Welding	3
WLDT 306	Layout and Fabrication Interpretation	3
WLDT 381	Industrial Math	3

Plus a minimum of 15 units selected from the following:

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

Recommended electives:

WLDT 199	Special Topics in Welding Technology	.5-3
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### WELDING TECHNOLOGY: METAL FABRICATION (Certificate of Achievement)

The graduate of the certificate program in metal fabrication will:

- Pass at least one welder qualification test (3G-verticle or 4G-overhead) using at least one basic process.
- Have competency in blueprint reading.
- Have a working knowledge of metallurgy.
- Do a basic layout, fitting and cutting operation.
- Operate basic welding equipment in a safe manner.
- Weld, cut and fit ferrous and non-ferrous materials to industry standard.

A total of 20 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
MT 109	Survey of Machining	4
WLDT 106	Beginning Welding	3
WLDT 107	Advanced Welding	3
WLDT 306	Layout and Fabrication Interpretation	3
WLDT 315	Metal Fabrication	4
WLDT 381	Industrial Math	3

### WELDING TECHNOLOGY: PIPE WELDING TECHNOLOGY (Certificate of Achievement)

The graduate of the certificate program in pipe welding technology will:

- Pass at least one welder qualification test (3G-verticle or 4G-overhead) using at least one basic process.
- Have competency in blueprint reading.
- Have a working knowledge of metallurgy.
- Do a basic layout, fitting and cutting operation.
- Operate basic welding equipment in a safe manner.
- Weld, cut and fit ferrous and non-ferrous materials to industry standard.

A total of 19 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
MT 109	Survey of Machining	4
WLDT 106	Beginning Welding	3
WLDT 107	Advanced Welding	3
WLDT 306	Layout and Fabrication Interpretation	3
WLDT 312	Pipe Fitting and Welding	3
WLDT 381	Industrial Math	3

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

The graduate of the AS or certificate program in wildland firefighting operations will:

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

Prerequisites for all wildland firefighting courses are the following two National Wildfire Coordinating Group Incident Command System Courses.

COURSE NUMBER	TITLE	UNITS
WFT 301	Intro to Incident Command System [I-100]	.5
WFT 302	Basic Incident Command System [I-200]	1

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

COURSE NUMBER	TITLE	UNITS
Required core courses (15 units):		
WFT 101	Wildland Fire Behavior	3
WFT 102	Wildland Fire Fighter Safety and Survival	3
WFT 103	Wildland Fire Operations (Ground, Air)	3

WFT 104	Wildland Fire Public Information Officer, Prevention, and Investigation	3
WFT 105	Wildland Fire Logistics, Finance and Planning	3

Plus a minimum of 15 units selected from the following:

WFT 303	Intermediate Incident Command System [I-300]	1
WFT 304	Advanced Incident Command System [I-400]	1
WFT 305	Multi-Agency Coordination	.5
WFT 306	Incident Command System for Executives	.5
WFTO 310	Basic Fire Suppression Orientation [S-110]	.5
WFTO 311	Firefighter Training [S-130]	2
WFTO 312	Advanced Firefighter Training [S-131]	.5
WFTO 313	Introduction to Wildland Fire Behavior [S-190]	.5
WFTO 314	Initial Attack Incident Commander Type 4 ICT4 [S-200]	1
WFTO 315	Supervisory Concepts and Techniques [S-201]	1
WFTO 316	Fire Operations in the Urban Interface [S-205]	2
WFTO 317	Portable Pumps and Water Use [S-211]	.5
WFTO 318	Wildfire Powersaws [S-212]	1.5
WFTO 319	Driving for the Fire Service [S-216]	2
WFTO 320	Interagency Helicopter Training Guide [S-217]	2
WFTO 321	Crew Boss (Single Resource) [S-230]	.5
WFTO 322	Engine Boss (Single Resource) [S-231]	.5
WFTO 323	Dozer Boss (Single Resource) [S-232]	1
WFTO 324	Tractor/Plow Boss [S-233]	.5
WFTO 325	Firing Methods & Procedures [S-234]	.5
WFTO 326	Felling Boss [S-235]	1.5
WFTO 327	Staging Area Manager [J-236]	.5
WFTO 328	Field Observer [S-244]	2
WFTO 329	Fire Business Management Principles [S-260]	.5
WFTO 330	Basic Air Operations [S-270]	1
WFTO 331	Helispot Manager [J-272]	.5
WFTO 332	Intermediate Wildland Fire Behavior [S-290]	2
WFTO 333	Incident Commander, Multiple Resources [S-300]	1
WFTO 334	Leadership & Organizational Development [S-301]	1.5
WFTO 335	Task Force/Strike Team Leader [S-330]	1.5
WFTO 336	Fire Suppression Tactics [S-336]	2
WFTO 337	Division/Group Supervisor [S-339]	2
WFTO 338	Intermediate Aviation Operations [S-370]	2
WFTO 339	Helibase Manager [S-371]	2
WFTO 340	Helicopter Coordinator [S-374]	2
WFTO 341	Air Support Group Supervisor [S-375]	2
WFTO 342	Air Tanker Coordinator [S-376]	1.5
WFTO 343	Air Tactical Group Supervisor [S-378]	1.5
WFTO 344	Introduction to Wildland Fire Behavior Calculations [S-390]	2
WFTO 345	Incident Commander [J-400]	1.5
WFTO 346	Liaison Officer [S-402]	1
WFTO 347	Safety Officer [S-404]	1.5
WFTO 348	Standards for Survival [PMS-416]	.5
WFTO 349	Hazardous Materials Awareness Program for Firefighters [PMS-418]	.5
WFTO 350	Command and General Staff [S-420]	2
WFTO 351	Look Up, Look Down, Look Around [PMS-427]	.5
WFTO 352	Learn to Behave [PMS-428]	1
WFTO 354	Operations Section Chief [S-430]	2
WFTO 355	Training Specialist [S-445]	1
WFTO 356	Air Operations Branch Director [S-470]	2
WFTO 357	Advanced Wildland Fire Behavior Calculations [S-490]	2
WFTO 358	Facilitative Instructor [PMS-925]	2
WFTO 360	Hazardous Materials First Responder Update	.5
WFTO 362	Campbell Prediction System	1
WFTO 363	Followership to Leadership [L-280]	1
WFTO 364	Incident Leadership [L-381]	2

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

The graduate of the AS or certificate program in wildland firefighting prevention, investigation and prescribed burning will:

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

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

Prerequisites for all wildland firefighting courses are the following two National Wildfire Coordinating Group Incident Command System Courses.

COURSE NUMBER	TITLE	UNITS
WFT 301	Intro to Incident Command System [I-100]	.5
WFT 302	Basic Incident Command System [I-200]	1

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (15 Units):

WFT 101	Wildland Fire Behavior	3
WFT 102	Wildland Fire Fighter Safety and Survival	3
WFT 103	Wildland Fire Operations (Ground, Air)	3
WFT 104	Wildland Fire Public Information Officer, Prevention, and Investigation	3
WFT 105	Wildland Fire Logistics, Finance, and Planning	3

Plus a minimum of 15 units selected from the following:

WFT 303	Intermediate Incident Command System [I-300]	1
WFT 304	Advanced Incident Command System [I-400]	1
WFT 305	Multi-Agency Coordination	.5
WFT 306	Incident Command System for Executives	.5
WFTP 310	Prescribed Fire for Burn Bosses [RX-300]	2
WFTP 311	Introduction to Wildfire Prevention [P-101]	2
WFTP 312	Inspecting Fire Prone Property [P-110]	.5
WFTP 313	California Basic Fire Prevention [P-140]	2
WFTP 314	Wildfire Origin & Cause Determination [P-151]	2
WFTP 315	Introduction To Public Information Officer [S-203]	2
WFTP 316	Ignition Specialist [RX-230]	2
WFTP 317	Intermediate Fire Prevention [P-240]	2
WFTP 318	Prescribed Fire Monitoring & Analysis [RX-290]	2
WFTP 319	Burn Boss [RX-300]	2
WFTP 320	Wildfire Prevention Analysis & Planning [P-301]	2
WFTP 321	Wildfire Prevention Marketing [P-303]	2
WFTP 322	Advanced Fire Prevention [P-340]	2
WFTP 323	Introduction to Fire Effects [RX-340]	2
WFTP 324	Information Officer [S-403]	2
WFTP 325	Prescribed Fire Management [RX-420]	2
WFTP 326	Smoke Management Techniques [RX-450]	2

or the following WFTO courses"

WFTO 310	Basic Fire Suppression Orientation [S-110]	.5
WFTO 313	Introduction to Wildland Fire Behavior [S-190]	.5
WFTO 315	Supervisory Concepts & Techniques [S-201]	1
WFTO 316	Fire Operations in the Urban Interface [S-205]	2
WFTO 325	Firing Methods and Procedures [S-234]	.5
WFTO 329	Fire Business Management Principles [S-260]	1
WFTO 332	Intermediate Wildland Fire Behavior [S-290]	2
WFTO 334	Leadership & Organizational Development [S-301]	1.5
WFTO 344	Introduction to Wildland Fire Behavior Calculations [S-390]	2
WFTO 355	Training Specialist [S-445]	1
WFTO 358	Facilitative Instructor [PMS-925]	2
WFTO 362	Campbell Prediction System	1

### WILDLAND FIREFIGHTING LOGISTICS, FINANCE, PLANNING (A.S. & Certificate of Achievement)

The graduate of the AS or certificate program in wildland firefighting logistics, finance and planning will:

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

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

Prerequisites for all wildland firefighting courses are the following two National Wildfire Coordinating Group Incident Command System Courses.

COURSE NUMBER	TITLE	UNITS
WFT 301	Intro to Incident Command System [I-100]	.5
WFT 302	Basic Incident Command System [I-200]	1

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (15 Units):

WFT 101	Wildland Fire Behavior	3
WFT 102	Wildland Fire Fighter Safety and Survival	3
WFT 103	Wildland Fire Operations (Ground, Air)	3
WFT 104	Wildland Fire Public Information Officer, Prevention & Investigation	3
WFT 105	Wildland Fire Logistics, Finance, and Planning	3

Plus a minimum of 15 units selected from the following:

WFT 303	Intermediate Incident Command System [I-300]	1
WFT 304	Advanced Incident Command System [I-400]	1
WFT 305	Multi-Agency Coordination	.5
WFT 306	Incident Command System for Executives	.5
WFTL 314	Base/Camp Manager [J-254]	2
WFTL 315	Equipment Manager [J-255]	1.5
WFTL 316	Tool and Equipment Specialist [J-256]	.5
WFTL 317	Incident Communications Manager [J-257]	1.5
WFTL 310	Display Processor [S-245]	.5
WFTL 311	Check in Recorder/Status Recorder [S-248]	.5
WFTL 312	Ordering Manager [J-252]	.5
WFTL 313	Receiving and Distribution Manager [J-253]	.5
WFTL 318	Communications Equipment/Procedures [S-258]	2
WFTL 319	Security Manager [I-259]	.5
WFTL 320	Fire Business Management Principles [S-260]	1.5
WFTL 321	Personnel Time Recorder [J-261]	1
WFTL 322	Equipment Time Recorder [J-262]	1
WFTL 323	Claims Manager [J-263]	1
WFTL 324	Compensation for Injury Manager [J-264]	1
WFTL 325	Commissary Manager [J-266]	1
WFTL 326	Documentation Unit Leader [J-342]	1
WFTL 327	Situation Unit Leader [J-346]	1.5
WFTL 328	Demobilization Unit Leader [J-347]	1
WFTL 329	Resource Unit Leader [J-348]	1.5
WFTL 330	Facilities Unit Leader [J-354]	2
WFTL 331	Ground Support Unit Leader [J-355]	.5
WFTL 332	Supply Unit Leader [J-356]	2
WFTL 333	Food Unit Leader [J-357]	1.5
WFTL 334	Communications Unit Leader [J-358]	4
WFTL 335	Medical Unit Leader [J-359]	.5
WFTL 336	Cost Unit Leader [I-362]	.5
WFTL 337	Compensation/claims Unit Leader [I-363]	.5
WFTL 338	Time Unit Leader [I-365]	.5
WFTL 339	Procurement Unit Leader [I-368]	.5
WFTL 340	Planning Section Chief [J-440]	2
WFTL 341	Logistics Section Chief [J-450]	2
WFTL 342	Finance Section Chief [I-460]	2

or the following WFTO Courses

WFTO 310	Basic Fire Suppression Orientation [S-110]	.5
WFTO 315	Supervisory Concepts & Techniques [S-201]	1
WFTO 316	Fire Operations in the Urban Interface [S-205]	2
WFTO 327	Field Observer [S-244]	2
WFTO 329	Fire Business Management Principles [S-260]	1
WFTO 331	Leadership & Organizational Develop [S-301]	1.5
WFTO 351	Training Specialist [S-445]	1
WFTO 354	Facilitative Instructor [PMS-925]	2

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

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

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

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

The associate in arts for transfer (AA-T) or associate in science for transfer (AS-T) degree will be awarded when the following graduation requirements have been met:

1. **A MINIMUM OF 60 UNITS** have been completed satisfactorily. A maximum of 12 units of workshop and no more than 16 units of P graded courses can be applied toward an AA/AS degree. Only 100 level courses will apply to the degree.
2. **A GRADE POINT AVERAGE OF 2.0** or better has been earned for all college work attempted.
3. **A PETITION FOR GRADUATION** has been filed in the Admissions and Records office by the published deadline.
4. **A MINIMUM OF 12 UNITS** toward the degree have been completed at Allan Hancock College (Title 5, Section 55802).
5. **COMPETENCY IN READING, WRITTEN EXPRESSION AND MATHEMATICS** has been demonstrated.
  - Students will demonstrate competence in reading by completing the transfer general education requirements.
  - Students will demonstrate competence in written expression by completing English 101 (grade C or higher).
  - Students will demonstrate competence in mathematics by meeting one of the following standards:
    - A. Pass with a C or higher any 100-level math course of at least three units.
    - B. Receive a math placement recommendation for any 100-level math course based on the current Allan Hancock START process.
7. **MAJOR: A MINIMUM of 18 UNITS** has been completed in an AA-T or AS-T degree major. See the AA-T/AS-T degree sheets in counseling or consult the appropriate page in this catalog for specific degree requirements. A minimum of 25 percent of the units required in the major must be completed at Allan Hancock

College. A grade of C or higher is necessary in each course used to complete the major.

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

### ASSOCIATE in ARTS in COMMUNICATION STUDIES for TRANSFER (AA-T)

The Associate in Arts in Communication Studies for Transfer provides students with an opportunity to improve their personal, public and professional lives. Students study communication dynamics in interpersonal relationships, groups, and public settings. By studying how, why and with what consequences people communicate, students will become more competent communicators. Students will develop broad-based competencies in oral and written communication as well as critical analysis. The Associate in Arts in Communication Studies for Transfer will prepare students for further studies toward a California State University (CSU) baccalaureate degree in speech and/or communication studies.

The graduate of the AA-T in Communication Studies will:

- Demonstrate knowledge of communication theories.
- Demonstrate competent communication behaviors for a variety of purposes.
- Be able to locate, synthesize, evaluate and utilize research.

#### Associate Degree for Transfer Requirements

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

- The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of "c" or better.

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

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

#### COURSE

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

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

Total CSU GE and AA-T in Speech Communication units: 42

Total IGETC and AA-T in Speech Communication units: 49

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

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

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

The graduate of the AA-T in English will:

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

#### Associate Degree for Transfer Requirements

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

- The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of "c" or better.

#### Associate in Arts in English for Transfer Program Requirements

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

#### COURSE

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



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

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

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

5. Obtain a minimum grade point average of 2.0

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

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

The graduate of the AA-T in history will:

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

#### Associate Degree for Transfer Requirements

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

- The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). The following Allan Hancock College graduation requirements **will not be** required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of "c" or better.

#### Associate in Arts in History for Transfer Program Requirements

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

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

HiST 101	World Civilizations to 1600	3
HIST 102	World Civilizations Since 1500	3
HIST 104	Western civilization to 1650	3
HIST 105	U.S. History to 1877	3
HIST 108	U.S. History 1877 to Present	3

3. DOUBLE COUNTING: A maximum of 12 units may be double counted for the CSU GE and/or IGETC general education requirements.

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

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

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

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

The graduate of the AS-T in administration of justice will:

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

#### Associate Degree for Transfer Requirements

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

- The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). [The following Allan Hancock College graduation requirements **will not be** required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of "c" or better.

#### Associate in Science in Administration of Justice for Transfer Program Requirements

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

COURSE NUMBER	TITLE	UNITS
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Required core courses (6 units):

AJ 101	Introduction to Criminal Justice	3
AJ 103	Concepts of Criminal Law	3

Select 4 courses from the following (12 units)

AJ 102	Criminal Procedures <i>(not required at any CSU campus)</i>	3
AJ 104	Legal Aspects of Evidence <i>(CSU East Bay, CSU Sacramento)</i>	3
AJ 105	Community Relations <i>(CSU East Bay, CSU Sacramento)</i>	3
AJ 111	Criminal Investigations <i>(CSU East Bay, CSU Sacramento CSU San Bernardino, Humboldt State and San Jose State)</i>	3

- AJ 120 Juvenile Law and Procedures 3  
(*CSU Chico*)
- AJ 130 Introduction to Criminal Corrections 3  
(*CSU Los Angeles*)
3. DOUBLE COUNTING: A maximum of 6 units can be double counted for CSU GE and a maximum of 6 units can be doubled counted for IGETC.
- Total CSU GE and AS-T in Administration of Justice units: 51
- Total IGETC and AS-T in Administration of Justice units: 49
4. Select additional courses, if needed, to achieve the 60 units required for the Associate in Science in Administration of Justice for Transfer Degree.

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

The associate in science in business administration for transfer degree prepares students to begin upper-division work leading to a California State University baccalaureate degree in business or business administration. Students will recall and apply significant business principles, produce work-based learning projects and demonstrate the ability to follow oral and written instructions.

The graduate of the AS-T in business administration will:

- Recall significant business administration issues, theories and applications relevant to subsequent upper-division coursework.
- Apply business administration principles to produce work-based learning projects related to upper-division coursework.
- Demonstrate the ability to follow instructions on assignments and class activities.

#### Associate Degree for Transfer Requirements

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

- The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of "c" or better.

#### Associate in Science in Business Administration for Transfer Program Requirements

- GENERAL EDUCATION: Complete one of the following:
  - CSU General Education Pattern 39 units
  - Intersegmental General Education Transfer Curriculum 37 units
  - Total GE Units: 37-39 units
- MAJOR CORE COURSES: A major of 25-26 units is required for the associate in science in business administration for transfer degree.

COURSE NUMBER	TITLE	UNITS
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Required core courses (15 units):

ACCT 130	Financial Accounting	3
ACCT 140	Managerial Accounting	3
BUS 101	Introduction to Business	3
ECON 101	Principles of Macro-Economics	3

- ECON 102 Principles of Micro Economics 3

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

- MATH 123 Elementary Statistics 4  
(*Required at Cal Poly Pomona, Cal Poly SLO, CSUB, CSUCI, CSUEB, CSUFresno, CSULB, CSUMB, CSUN, CSUSac, CSUSB, HSU, SFSU*)
- MATH 135 Calculus with Applications 4  
(*Required at Cal Poly Pomona, Cal Poly SLO, CSUB, CSUC, CSUEB, CSU Fullerton, CSULB, CSUN, CSUSac, CSUSB, CSUSM, SDSU, SFSU, SJSU & SSU*)

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

- CBIS 101 Computer Concepts and Applications 3  
(*Required at CSUS & SJSU*)

- BUS 110 Business Law: Contracts & Sales 3  
(*Required at CCP, CSUB, CSUCI, CSUEB, CSUF, CSULB, CSULA, SDSU, and SJSU*)

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

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

The associate in science in early childhood education for transfer degree is designed to prepare students for transfer into the CSU system to complete a baccalaureate degree in early childhood education or similar major. Completion of an associate in science in early childhood education for transfer would qualify students up to a Master Teacher level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII, and Federally funded programs. In addition, students will be prepared to enter the workforce as a teacher of young children, infancy through pre-school, a teacher of school-age children in child education care, and/or a director of children's program or centers.

The graduate of the AS-T in early childhood education for transfer will:

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

#### Associate Degree for Transfer Requirements

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

- The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE).

[The following Allan Hancock College graduation requirements **will not be** required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

- B. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- C. Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of "c" or better.

### Associate in Science in Early Childhood Education for Transfer Program Requirements

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

TOTAL GE UNITS: 37-39 units
2. MAJOR CORE COURSES: A major of 24 units is required for the associate in science in early childhood education for transfer degree.

COURSE NUMBER	TITLE	UNITS
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Required core courses (24 units):

ECS 100	Child Growth & Development	3
ECS 101	Child, Family & Community	3
ECS 102	Child Health, Safety & Nutrition	3
ECS 104	Principles & Practices of Teaching Young Children	3
ECS 105	Observation & Assessment	3
ECS 106	Introduction to Early Childhood Curriculum	3
ECS 116	Teaching in a Diverse Society	3
ECS 118	Practicum: Preschool	3

3. **DOUBLE COUNTING:** A maximum of 6 units can be double counted for the major and CSU GE or IGETC General Education requirements
4. Select additional courses, if needed, to achieve the 60 units required for the Associate in Science in Early Childhood Studies for Transfer.

### ASSOCIATE IN SCIENCE IN MATHEMATICS FOR TRANSFER (A.S.T)

The associate in science in mathematics for transfer degree is offered for those students desiring a major in mathematics at a California State University.

The graduate of the AS-T in Mathematics will:

- Interpret and draw inferences from mathematical models such as formulas, graphs, tables and schematics.
- Utilize a variety of problem-solving techniques and strategies to identify, analyze, and solve problems from arithmetic through calculus
- Employ quantitative methods from arithmetic, algebra, geometry, or statistics to solve problems.
- Estimate and check mathematical results for reasonableness.
- Create and analyze mathematical models of real world and/or theoretical situations, including the implications and limitations of those models.
- Use appropriate technologies to analyze and solve mathematical problems, and verify the appropriateness and reasonableness of the solution(s).

### Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to the California State University, including the following:

- A. The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]
- B. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- C. Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of "c" or better.

### Associate in Science in Mathematics for Transfer Program Requirements

1. GENERAL EDUCATION: Complete one of the following:
  - a. CSU General Education Pattern 39 units
  - b. Intersegmental General Education Transfer Curriculum 37 units

Total GE Units: 37-39 units
2. MAJOR CORE COURSES: A major of 23-25 units is required for the associate in arts degree.

COURSE NUMBER	TITLE	UNITS
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Required core courses (20 units):

MATH 181	Calculus 1	5
MATH 182	Calculus 2	5
MATH 183	Multivariable Calculus	5
MATH 184	Differential Equations w/Linear Algebra	5

Select any course from the following (3-5 units):

CS 111	Fundamentals of Programming 1 (CPSLO, CSUB, CSUDH, CSUEB, CSUF, CSUFULL, CSUS, CSUSB, CSUSM, HSU, SFSU), SJSU & SSU)	4
CS 161	Discrete Structures (CSULA, CSUMB & SJSU)	3
MATH 123	Elementary Statistics (CSUB, CSULA & CSUSM)	4
PHYS 161	Engineering Physics 1 (CPSLO, CSUDH, CSUF, CSULB, CSULA, CSUN, CSUSB, SJSU)	5

3. **DOUBLE COUNTING:** 3 units may be double counted for the major and CSU GE B4 or IGETC 2 for only one of the following: MATH 123, 181, 182, 183 or 184.

An additional 3 units may also be double counted for the major and CSU GE B1 or IGETC 5A for PHYS 161.

Total CSU GE and AS-T in Math Units: 58-60  
Total IGETC and AS-T in Math Units: 56-58

4. **Select additional courses**, if needed, to achieve the 60 units required for the Associate in Science Transfer Degree.

A black and white microscopic image showing several overlapping, roughly circular plant cells. Each cell has a thick, dark outer boundary (cell wall) and a lighter, granular interior (cytoplasm). Some cells have darker, more dense central regions (nuclei). The cells are arranged in a somewhat irregular pattern, with some overlapping others.

# Announcement of Courses



ALLAN  
HANCOCK  
COLLEGE

∴ CATALOG  
∴ 2013-14

# ANNOUNCEMENT OF COURSES

## COURSE INFORMATION

Students should familiarize themselves with the information given below about the course descriptions. Courses are listed alphabetically. Each course is designated by a prefix and number. A descriptive title and the unit value follow the course number. The semester in which the course is usually offered is noted at the end of the course description following the grading option. See the key at the end of this section.

**Numbering System:** Courses numbered **100-199** are baccalaureate-level courses and will transfer to the California State University system and other four-year institutions. Please note that some of these courses would not be appropriate for specific majors or for the general education requirements for graduation. Students should check the current catalog of the institution of transfer to determine which courses are appropriate.

**Courses numbered 300-399** are intended for certificate and associate degree programs. In some cases, with special arrangements, they may be acceptable for transfer to some four-year universities.

**Courses numbered 400-499** are primarily vocational credit courses that are not applicable to the associate degree programs and do not transfer to four-year institutions.

Courses numbered **500-599** are college preparatory in nature and are not applicable to the associate degree programs and do not transfer to four-year institutions.

**Cooperative Work Experience (149/302):** Cooperative Work Experience courses provide on-the-job learning related to a student's educational or occupational goals, and are offered by numerous disciplines. See "Cooperative Work Experience" for a more complete description.

**Experimental Courses (179, 379, 479, 579):** Formerly known as "Workshop," these courses are designed in specific disciplines to test new curriculum before adopting it as part of an academic program. See "Experimental Courses" for a more complete description of the concept.

**Independent Projects (189/389):** These courses are academic opportunities for students who are capable of independent work and who demonstrate the need or desire for additional study beyond the regular curriculum. See "Independent Projects" for a more complete description of the concept.

**Special Topics Courses (199/399/499/599):** Formerly known as "Institutes" or "Topics In," these courses are designed to meet specific and unique curriculum need within the college's service area. These courses address a specific topic relating to a discipline and are not offered on a regular cycle (not within a two-year period). These courses are not included in any major core.

**Acceptable for Credit:** This designation identifies the course and unit transferability to the CSU and UC systems.

CSU - accepted towards graduation at all California State University campuses.

UC - accepted towards graduation at all University of California campuses.

UC - CL (Credit Limitation) - limited number of units accepted towards graduation at all University of California campuses.

UC-DAT (Determined After Transfer) - acceptance towards graduation at the UC campus is determined after the student has transferred. Course units may not be applied for the UC 60-unit admission requirement.

**Course Repeatability:** Effective fall 2013 only certain courses can be designated repeatable. Courses so designated will provide for increasing competency levels of performance in intercollegiate athletics, preparation for a bachelor's degree in specific majors, or preparation for non-athletic intercollegiate or vocational competitions. Please check this catalog for identification of course repeatability.

**Course Requirements:** Course descriptions include skill requirements or recommended levels of preparation as follows:

**Prerequisite:** A prerequisite is a course (or equivalent skills or prior experience) that a student must complete with a grade of "C" or better (or possess) before enrolling in a more advanced course. A prerequisite is a course needed before a student may register for a subsequent course. If a student believes the prerequisite has been met by other means, an appeal for prerequisite equivalency can be filed with the dean of counseling and matriculation. Deadlines for submission of an appeal are printed in the Prerequisites, Corequisites and Advisories link on myHancock at <http://www.hancockcollege.edu/Default.asp?Page=501>.

**Corequisite:** A corequisite is a course that must be taken prior to or at the same time the student is enrolling in the desired course. Deadlines for submission of an appeal are printed in the Prerequisites, Corequisites and Advisories link on myHancock at <http://www.hancockcollege.edu/Default.asp?Page=501>.

**Advisory:** An advisory is a course that a student is encouraged, but not required, to take before enrolling in a more advanced course. The advisory course will, in all likelihood, enhance a student's learning in the advanced course.

**Limitation on enrollment:** Enrollment is subject to limitations based on reasons of:

1. health and safety; or
2. in cases of intercollegiate competition or public performance courses, allocation of available seats to those students judged most qualified and providing such courses are not core requirements for a major or a general education requirement for which there is no other course available; or one or more sections of a course are limited to a cohort of students when other sections of the same course are available for open enrollment.

**To Be Arranged (TBA) Courses:** Some courses have "to be arranged" (TBA) components and/or may be offered via distance learning (DL). TBA components require participation in a minimum number of hours each week (for semester length courses), or minimum number of hours each day (for shorter terms), in addition to the scheduled days and times designated in the schedule of classes. Regular participation is required of all students in courses with TBA components and/or classes offered via distance learning. For detailed information about participation requirements, visit [www.hancockcollege.edu](http://www.hancockcollege.edu) and select the class schedule to search. After finding the course section of interest, click on the blue class CRN for complete details.

**Field Trips:** Certain courses have field trips scheduled as a regular part of the course. Some of these trips are scheduled for the evening, and some for Saturdays or other days when the college is not usually in session. These trips are scheduled far enough in advance to give the student ample time for planning. Unless specifically advised otherwise, students are responsible for arranging their own transportation to and from the class site. The district assumes no liability or responsibility neither for the transportation nor for any person driving a personal vehicle who is not an agent of the district.

**Grading Options:**

P/NP	pass/no pass
GR/P/NP	grade or pass/no pass
GR	letter grade only

**Travel Courses:** The possibility of offering enriched experiences to students through travel in both the United States and in foreign countries has been recognized by the college, and certain courses may be presented as travel classes during vacation time. Any travel class offered is equivalent to the same offering on campus and the student workload and testing is comparable to that on campus. The college assumes no responsibility for travel expenses living costs or incidental expenses incurred by anyone participating in a travel class. Because of enrollment demands, expenses, housing and travel arrangements and other special considerations, travel classes will be offered only when student interest and other factors make them appropriate.

**Semester in which a course is usually offered:**

F = fall only	UF = summer, fall
S = spring only	F1 = fall, odd years
U = summer only	F2 = fall, even years
W = winter only	S1 = spring, odd years
FSU= fall, spring, summer	S2 = spring, even years
FS = fall, spring	A = as needed
SU = spring, summer	D = contact department

## ACCOUNTING

**ACCT 100 Accounting for Entrepreneurs 3 units**

Acceptable for Credit: CSUA survey of financial and managerial accounting theory and practice with an emphasis on entrepreneurs. This course is not open to students who have received credit for ACCT 101. (F,S,U) (GR/P/NP)

**ACCT 130 Financial Accounting 3 units**

Acceptable for Credit: CSU, UC

An introduction to the role of financial accounting in business and society and the accounting process. Topics include recognition, measurement and classification of business events; analyzing and recording financial transactions; conceptual foundation of financial reporting; and the usefulness of financial statements for decision making. This course is not open to students who have received credit for ACCT 121 and/or ACCT 122. (F,S) (GR/P/NP)

**ACCT 140 Managerial Accounting 3 units**

Acceptable for Credit: CSU, UC

Prerequisite: ACCT 130 or ACCT 121 and ACCT 122

Introduces the analysis and techniques for aiding management in planning and controlling decisions, and the use of accounting data for budgeting, cost control, pricing, evaluation of performance and general decision making. This course is not open to students who have received credit for ACCT 123 and/or ACCT 124. (F,S) (GR/P/NP)

**ACCT 150 Introduction to Accounting Information Systems 3 units**

Acceptable for Credit: CSU

Prerequisite: ACCT 130

An introduction to the development and analysis of accounting information systems including the use of a commercially-used small business accounting management system (QuickBooks). This course is not open to students who have received credit for ACCT 110. (F,S) (GR)

**ACCT 160 Introduction to Financial Statement Analysis 3 units**

Acceptable for Credit: CSU

Prerequisite: ACCT 130

An introduction to the analysis, interpretation and research of financial statement information. (F,S) (GR)

**ACCT 170 Introduction to Tax Accounting 3 units**

Acceptable for Credit: CSU

A survey of the laws, procedures, returns and subsidiary schedules involved in the preparation of federal and state personal tax returns. This course meets the continuing education requirements of the California Tax Preparer Program. This course is not open to students who have completed ACCT 305. (F,S) (GR)

**ACCT 317 Bookkeeping 1 3 units**

A study of basic bookkeeping practices using accrual accounting concepts for sole proprietorships, with emphasis on manual techniques of data entry and financial statement preparation. (F) (GR/P/NP)

**ACCT 318 Bookkeeping 2 3 units**

Prerequisite: ACCT 317

A study of basic bookkeeping practices using accrual accounting concepts for partnerships and merchandising businesses, with emphasis on manual techniques of data entry and financial statement preparation. (F,S,U) (GR/P/NP)

**ACCT 327 Payroll Accounting 3 units**

A study of payroll computations, payroll record keeping and the filing of quarterly and annual payroll tax reports. Topics include state disability insurance, unemployment insurance and income taxes. Introduces, at the federal level, Social Security, unemployment insurance and income tax and how these taxes affect the employee/employer. (S) (GR/P/NP)

**ACCT 399 Special Topics in Accounting 0.5 to 3 units**

For course description, see "Special Topics."

## ADMINISTRATION OF JUSTICE

**AJ 101 Intro to Criminal Justice 3 units**

Acceptable for credit: CSU, UC

Advisory: Eligibility for ENGL 101 or successful completion of ENGL 514

This course introduces students to the characteristics of the criminal justice system in the United States, Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped

those principles and approaches. Although justice structure and process is examined in a cross cultural context, emphasis is placed on the U.S. justice system, particularly the structure and function of U.S. law enforcement, courts and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies. (F,S) (GR/P/NP)

**AJ 102 Criminal Procedures 3 units**

*Acceptable for credit: CSU*

Advisory: Eligibility for ENGL 101 or successful completion of ENGL 514

This course provides an examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional law precedents. (S) (GR/P/NP)

**AJ 103 Concepts of Criminal Law 3 units**

*Acceptable for credit: CSU, UC*

Advisory: Eligibility for ENGL 101 or successful completion of ENGL 514

This course offers an analysis of the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice course will build. The course will also include some limited discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes. (F) (GR/P/NP)

**AJ 104 Legal Aspects of Evidence 3 units**

*Acceptable for credit: CSU*

Advisory: Eligibility for ENGL 101 or successful completion of ENGL 514

This course examines categories of evidence and legal rules governing its admission and exclusion in the criminal process. Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest; search and seizure; kinds and degrees of evidence and rules governing admissibility; and judicial decisions interpreting individual rights and case studies. (F) (GR/P/NP)

**AJ 105 Community Relations 3 units**

*Acceptable for credit: CSU, UC*

Advisory: Eligibility for ENGL 101 or successful completion of ENGL 514

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics covered may include crime prevention, restorative justice, conflict resolution, and ethics. (S) (GR/P/NP)

**AJ 111 Criminal Investigation 3 units**

*Acceptable for credit: CSU*

Advisory: Eligibility for ENGL 101 or successful completion of ENGL 514

This course addresses the techniques, procedures, and ethical issues in the investigation of crime, including organization of the investigative process, crime scene

searches, interviewing and interrogating, surveillance, source of information, utility of evidence, scientific analysis of evidence and the role of the investigator in the trial process. (F) (GR/P/NP)

**AJ 120 Juvenile Law and Procedures 3 units**

*Acceptable for credit: CSU, UC*

Advisory: Eligibility for ENGL 101 or successful completion of ENGL 514

This course is an examination of the origin, development, and organization of the Juvenile Justice System as it evolved in the American Justice System. The course explores the theories that focuses on Juvenile Law, courts and processes, and the constitutional protections extended to juveniles administered in the American Justice System. (F) (GR/P/NP)

**AJ 130 Intro to Corrections 3 units**

*Acceptable for credit: CSU, UC*

Advisory: Eligibility for ENGL 101 or successful completion of ENGL 514

This course provides a critical analysis of punishment, the various types of punishment, alternatives to punishment, and the impact of punishment on the Criminal Justice System. A Critical examination of the types of Correctional institutions and the clients housed in each institution. (GR/P/NP)

**AJ 149 Cooperative Work Experience: Occupational 1 to 8 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Cooperative Work Experience: Occupational."

**AJ 189 Independent Projects in Administration of Justice 1 to 3 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**AJ 305 Police Patrol Procedures 3 units**

A study of the procedures, philosophies and concepts of the police patrol system covering the vital areas of patrol preparation, field observation, field interviews, patrol systems, police ethics and professionalism, public service responsibilities, and their relationship to the administration of justice system. (F) (GR/P/NP)

**AJ 306 Technical Police Report Writing 1.5 units**

Designed to prepare the student to complete standard police report forms required by the State of California; prepare field interrogation cards; identify personal property and physical descriptions of individuals; identify the corpus delicti of specific State statutes; and learn use of the 10-code using principles of communication involved in effective writing. (A) (GR/P/NP)

**AJ 307 Narcotics Investigation 1.5 units**

Deals with the identification of narcotics offenses as stipulated in the California Penal Code, Health and Safety Code, Welfare and Institutions Code, Business and Professions Code and Vehicle Code. Included will be surveillance, court testimony, probable cause and court decisions related to the narcotic offender. Special consideration will be given to physical evidence and the Uniform Control Substance Act. (A) (GR/P/NP)

**AJ 308 Drugs & Drug Dependency 1.5 units**

An exploration of drugs and drug dependency. This includes classification, signs and symptoms, source, properties, effects and methods of use. Designed for anyone interested in the subject of drug use and abuse. (A) (GR/P/NP)

**AJ 315 Introduction to Criminology 3 units**

Theories of the causes of criminal behavior, focusing on the person and the group; criminal behavior systems; the police behavioral response to criminal activity; and its nature and causes. (S) (GR/P/NP)

**AJ 199, 399 Special Topics in Administration of Justice 0.5 to 3 units**

199 - Acceptable for Credit: CSU, UC

For course description, see "Special Topics"

**AGRIBUSINESS****AG 101 Intro to Winemaking/Enology 3 units**

Acceptable for credit: CSU, UC

An examination of enology (winemaking) including history, grape growing, chemistry, wine microorganisms, fermentation, winemaking operations, cooperage, physiology and sociology of wine and health and legal issues. (F,S) (GR/P/NP)

**AG 102 Introduction to Viticulture 3 units**

Acceptable for credit: CSU, UC

An introduction to viticulture including grape growing, biology, anatomy, history, distribution, propagation, varieties, wine types, climate and common diseases and pests. (F,S) (GR/P/NP)

**AG 103 Sensory Evaluation of Wine 3 units**

Acceptable for credit: CSU

Limitation on enrollment: Must be 21 years of age or older

An exploration of the principles of sensory wine evaluation. Demonstrates how wine quality is affected by climate, viticulture practices, production techniques, grape varieties, vineyard location, oak aging and storage conditions. Participants will survey and evaluate commercial wine styles. (F,S) (GR/P/NP)

**AG 104 Advanced Wine Evaluation 3 units**

Acceptable for credit: CSU

Limitation on enrollment: Must be 21 years of age or older  
Prerequisite: AG 103

An investigation of Bordeaux, Burgundian and Rhone varietals from regions where they occur worldwide – France, USA, Chile, Italy, Australia, New Zealand and Germany. Focuses on geography/soils, enological considerations, viticulture practices, wine production techniques and styles produced. (S) (GR/P/NP)

**AG 105 Wine Marketing and Sales 3 units**

Acceptable for credit: CSU

An introductory overview of the wine industry, production, planning, marketing channels, advertising, promotion, packaging, pricing, retail/wholesale distribution and public relations. (A) (GR/P/NP)

**AG 106 Winery Organization 3 units**

Acceptable for credit: CSU

Presents the many aspects of operating a small to medium-sized winery in today's business environment. Topics

include an overview of the California grape and wine industry, government compliance, financial planning (capital and operating budgets), grape supply options, grape contracts, winery design and systems, quality control, sales planning and packaging, as well as marketing and distribution options. (F,S) (GR/P/NP)

**AG 114 Wine Business 3 units**

Acceptable for credit: CSU

This course will cover the basics of wine business for commercial wine production, sales, marketing, logistics, compliance and administration. The class combines short lecture and hands-on experiences to gain practice with, and examine the limitation of, each analysis. The student will work in small groups analyzing regional wine industries. (F,S) (GR/P/NP)

**AG 120 Viticulture Operations 1 3 units**

Acceptable for credit: CSU

Advisory: AG 102

Vineyard practices for the fall and winter seasons, including harvest, pruning, fertilization, weed control, erosion control and propagation. Laboratory work will stress practical applications of viticulture theory. Operations in commercial vineyards will be studied through field trips. (F) (GR/P/NP)

**AG 121 Viticulture Operations 2 3 units**

Acceptable for credit: CSU

Advisory: AG 102

Vineyard practices for the spring and summer seasons including cultivation, frost control, planting, training, irrigation, disease and pest control. Laboratory work will stress practical applications of viticulture theory. Operations in commercial vineyards will be studied through field trips. (S) (GR/P/NP)

**AG 122 Viticulture Operations 3 1 unit**

Acceptable for credit: CSU

Advisory: AG 121

Vineyard practices for the summer season including canopy management, crop load assessment and adjustment, pest and disease monitoring and management, weed control, irrigation and grape quality improvement techniques. (U) (GR/P/NP)

**AG 125 Soils and Plant Nutrition 4 units**

Acceptable for credit: CSU, UC

Advisory: CHEM 120

A study of the physical, chemical and biological properties of soils, including plant nutrition and factors affecting the availability of nutrients. Composition, value, use and application of fertilizer materials and soil amendments will be covered. (F,S) (GR/P/NP)

**AG 130 Integrated Pest Management for Grapes 4 units**

Acceptable for credit: CSU

Prerequisite: AG 102

A study of the various pests and diseases found in the Central Coast wine grape vineyards, emphasizing pest and disease identification, sampling and monitoring techniques and control methods. Integrated pest management approaches will be emphasized, including the latest bio-control strategies, biotechnological advances, and disease modeling for risk management. Students will visit local vineyards, providing "hands-on" learning opportunities. (A) (GR/P/NP)



**AG 134 Internship Seminar 1 unit**

*Acceptable for credit: CSU, UC-DAT*

Advisory: Concurrent enrollment in AG 149, CWE 149 or CWE 302

Provides students with a seminar format to discuss, analyze and critically evaluate their work-based learning experiences. This forum emphasizes job market information, attitudes and abilities that facilitate job success; skills necessary for maintaining employment; and techniques for enhancing job advancement opportunities. See Cooperative Work Experience 134 in the schedule for specific enrollment information. (F,S) (GR)

**AG 135 Grapevine Physiology 1 unit**

*Acceptable for credit: CSU*

Advisory: AG 102

An advanced study of grapevine physiology and phenology. Topics include vine balance, flowering and fruit set, stages of berry growth and vine water status. This course is designed for those working in the wine grape industry and already familiar with vineyard operations. (A) (GR/P/NP)

**AG 140 Viticulture Operations 4 3 units**

*Acceptable for credit: CSU*

Advisory: AG 120

Advanced vineyard practices for the fall season including crop projection, grape quality assessment, grape maturity monitoring, harvest coordination, post-harvest practices and budgeting. Management planning and financial aspects of the operations are emphasized. (F) (GR/P/NP)

**AG 141 Viticulture Operations 5 3 units**

*Acceptable for credit CSU*

Advisory: AG 121

Advanced vineyard practices for the winter and spring seasons including vine balance determination, pruning, cover crop management, frost protection, vine training, vineyard research trials and budgeting. Management planning and financial aspects of the operations are emphasized. (S) (GR/P/NP)

**AG 142 Viticulture Operations 6 1 unit**

*Acceptable for credit: CSU*

Advisory: AG 122

Advanced vineyard practices for the summer season including equipment operation and maintenance, vine training, vineyard research trials and budgeting. Management planning and financial aspects of the operations are emphasized. (U) (GR/P/NP)

**AG 149 Cooperative Work Experience: Occupational 1 to 8 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Cooperative Work Experience: Occupational."

**AG 150 Introduction to Agribusiness 3 units**

*Acceptable for credit: CSU*

Provides a basic understanding of the business and economics of the agricultural industry; an introduction to the economic aspects of agriculture and their implications to the agricultural producer, consumer and the food system; management principles encountered in the day to day operation of an agricultural enterprise as they relate to the decision making process. (A) (GR/P/NP)

**AG 151 Winery Equipment 2 units**

*Acceptable for credit: CSU*

Presents all aspects of winery equipment: function, use, location, safe operation and repair. A strong emphasis is placed on safety and legal compliance. Production, storage and packaging equipment are included. (F) (GR/P/NP)

**AG 152 Introduction to Animal Science 3 units**

*Acceptable for credit: CSU*

A scientific approach to the livestock industry encompassing aspects of animal anatomy, physiology, nutrition, genetics and epidemiology. Emphasis on the origin, characteristics, adaptations and contributions of livestock to the modern agriculture industry. Field trips may be required. (A) (GR/P/NP)

**AG 153 Introduction to Sustainable Agriculture 3 units**

Introduction to the history, definitions, concepts, principles and practices of sustainable agricultural systems. Includes an examination of case studies to connect sustainable agriculture principles to actual farming practices. (A) (GR/P/NP)

**AG 154 Introduction to Fruit Science 3 units**

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. Laboratory required. (A) (GR/P/NP)

**AG 155 Introduction to Mechanized Agriculture 3 units**

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. Laboratory required. (A) (GR)

**AG 156 Intro to Environmental Horticulture 3 units**

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. Laboratory required. (A) (GR/P/NP)

**AG 157 Agricultural Sales, Communication & Leadership 3 units**

The study of principles and practices of the selling process: selling strategies and approaches, why and how people buy, prospecting, territory management, and customer service. Self- management, communication, and interpersonal skills necessary in developing managerial abilities, leadership qualities, and facilitating teamwork within the agribusiness sector will be explored. Students will gain experience through role-play, formal sales presentations, and job shadowing. The course content is organized to give students an in-depth understanding of the factors and influences that affect the agribusiness industry on a day-to-day basis. (A) (GR/P/NP)

**AG 179, 379 Experimental Courses in Agribusiness 0.5 to 10 units**

179 - Acceptable for credit: CSU, UC-DAT

For course description, see "Experimental Courses."

**AG 189 Independent Projects in Agribusiness 1 to 3 units**

Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."

**AG 199, 399 Special Topics in Agribusiness 0.5 to 3 units**

199 - Acceptable for credit: CSU, UC-DAT

For course description, see "Special Topics."

**AG 301 Pairing Wine and Food 0.5 unit**

Limitation on enrollment: Must be 21 years of age or older

Designed to familiarize students with the components of tasting wine and food, to develop wine evaluation techniques and to pair wines with appropriate food. (F,S,U) (GR/P/NP)

**AG 302 Advanced Pairing Wine and Food 0.5 unit**

Limitation on enrollment: Must be 21 years of age or older

Prerequisite: AG 301

An advanced study of the components of tasting wine and food. (F,S,U) (GR/P/NP)

**AG 303 Epicurean Wine & Food 0.5 unit**

Limitation on enrollment: Must be 21 years of age or older

Prerequisite: AG 302

Designed for advanced students wishing to expand their knowledge of wine and food pairings. Focuses on European as well as California wines with appropriate regional food. (F,S,U) (GR/P/NP)

**AG 304 Dessert Wine & Food Pairing 0.5 unit**

Limitation on enrollment: Must be 21 years of age or older

Prerequisite: AG 303

Designed for advanced students wishing to expand their knowledge of specific wine and dessert pairings. Champagnes, sparkling wines and a variety of dessert wines (ports, sherries, Madeira) will be presented. (F,S,U) (GR/P/NP)

**AG 305 Pairing Wines & Foods of Provence 0.5 unit**

Limitation on enrollment: Must be 21 years of age or older

Prerequisite: AG 303

Designed for advanced students wishing to expand their knowledge of wine and food pairings. Focuses on the distinctive foods and wines of the Provence region in southern France. (F,S,U) (GR/P/NP)

**AG 306 Pairing Wines and Foods of Tuscany 0.5 unit**

Limitation on enrollment: Must be 21 years of age or older

Prerequisite: AG 303

Designed for advanced students wishing to expand their knowledge of specific wine and food pairings. Focuses on the distinctive foods and wines of the Tuscan region in northern Italy. (F,S,U) (GR/P/NP)

**AG 307 Vineyard Irrigation 3 units**

Acceptable for credit: CSU

Students will receive a general background in vineyard irrigation water management, including theory and practice lectures. Vineyard water stress monitoring, ETO, crop coefficients and drip irrigation topics will be covered. (F,S,U) (GR/P/NP)

**AG 308 Wine Analysis 3 units**

Students will receive a general background in wine analysis with theory and demonstrations. Most common and important wine analysis in current winemaking industry settings will be practiced in teams providing hands-on experience. (S) (GR/P/NP)

**AG 310 Basic Winemaking 1 2 units**

Limitation on enrollment: Must be 21 years of age or older

Advisory: AG 101

The first course in a two-semester sequence, students are introduced to winemaking from grape harvest through bottling. (F) (GR/P/NP)

**AG 311 Basic Winemaking 2 2 units**

Limitation on enrollment: Must be 21 years of age or older

Prerequisite: AG 310 Advisory: AG 101

The second course in a two-semester sequence, students will chemically analyze, fine and bottle the red and white wines that were fermented in the previous semester. (S) (GR/P/NP)

**AG 312 Viticulture II 3 units**

Prerequisite: AG 102

This class prepares students to understand and make decisions about the viticulture process including canopy management, frost protection, specific deficit irrigation, morphology and physiology of the grapevine. (S) (GR/P/NP)

**AG 314 Organic/Biodynamic Wine 3 units**

Introduction to professional organic and biodynamic wine grape production with ecological production methods. Theory and practice with an emphasis on regional growing conditions. Includes appropriate planting, maintenance, soil fertility, biodiversity and ecological pest management as well as winery practices. Cost analysis of alternatives is explored. (S) (GR/P/NP)

**AG 315 Fertilizers and Plant Nutrition 4 units**

This course will provide an introduction to fertilizers and plant nutrition. Essential nutrients for plant development will be studied as well as deficiency symptoms and methods for correcting these deficiencies. Fertilizer and other soil amendments will be studied as well as the proper management and application methods for these products. (F,S) (GR/P/NP)

**AG 316 Introduction to Wine Microbiology 3 units**

Prerequisite: AG 101

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. AG 101 (Introduction to Winemaking) is a prerequisite. (A) (GR/P/NP)

**AG 320 Wine Tasting Room Sales 1.5 units**

Presents all aspects of wine tasting room service and sales. Cellar clubs, selling techniques, wine vocabulary and the laws and regulations of serving wine in California will be covered. Legalities of shipping wine interstate and the various means of wine shipment are discussed. (S,U) (GR/P/NP)

**AG 321 Basic Winemaking III 3 units**

Prerequisite: AG 310

Limitation on enrollment: Student must be at least 21 years old at the time of enrollment

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. AG 310 (Basic Winemaking I) is a prerequisite. Students must be at least 21 years old on the first day of class and present valid picture ID. (F) (GR/P/NP)

**AG 322 Basic Winemaking IV 4 units**

Prerequisite: AG 311

Limitation on enrollment: Student must be at least 21 years old at the time of enrollment

The fourth course in a two year sequence (four semesters), students are introduced to all practical process of wine-making from grape harvest through bottle aging, including specific winemaking procedures such as stability treatments, personnel management, and wine packaging and quality control. Students must be at least 21 years old on the first day of class and present valid picture ID. (S) (GR/P/NP)

**AMERICAN SIGN LANGUAGE**

**ASL 120 American Sign Language 1 3 units**

Acceptable for credit: CSU, UC

An introductory course in American Sign Language which presents basic sign vocabulary and grammar, the manual alphabet and topics related to signing and deafness. (F,S) (GR/P/NP)

**ASL 121 American Sign Language 2 3 units**

Acceptable for credit: CSU, UC

Prerequisite: ASL 120

A continuation of ASL 120, emphasizing receptive and expressive skills, aspects of ASL grammar, vocabulary, literature, subcultures within the deaf community and the various education regimes for deaf children in the United States. (F) (GR/P/NP)

**ASL 124 American Sign Language 3 3 units**

Acceptable for credit: CSU, UC

Prerequisite: ASL 121 and completion of or concurrent enrollment in ENGL 110.

Continuing development of skills learned in ASL 121 emphasizing ASL grammar, vocabulary and idiomatic constructions. Provides an opportunity for further development of conversational techniques, focusing on expressive and receptive skill. Deaf cultural issues, non-manual markers, advanced classifiers and numbering systems will be explored. (F2,S1) (GR/P/NP)

**ASL 130 Conversational ASL 3 units**

Acceptable for credit: CSU

Prerequisite: ASL 120

Designed to improve conversational skills in American Sign Language by increasing vocabularies and perfecting grammatical structures. Emphasis is on improving expressive and receptive skills. (S) (GR/P/NP)

**ASL 138 History of Deaf 3 units**

Acceptable for credit: CSU, UC

A culturally diverse exploration of the deaf from Aristotle to the present. Focus is on the ideas, events and laws that have shaped the community as viewed through literature, folklore, art and philosophy. Interrelationship of societies is emphasized. This course is not open to students who are enrolled in or have received credit for HIST 138. (S) (GR/P/NP)

**ASL 149 Cooperative Work Experience: Occupational 1 to 8 units**

Acceptable for credit: CSU, UC-DAT

For course description, see "Cooperative Work Experience: Occupational.

**ASL 189 Independent Projects in American Sign Language 1 to 3 units**

Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."

**ANTHROPOLOGY**

**ANTH 101 Intro to Biological Anthropology 3 units**

Acceptable for credit: CSU, UC

An introductory course on the study of human evolution that explores the history of evolutionary thought, the biological basis of life, genetics, population biology, modern human variation, paleontology, primatology and hominid evolution. Important scientific and social issues that relate to physical anthropology will also be presented. Students are encouraged to concurrently enroll in Anthropology 110. (F,S,U) (GR/P/NP)

**ANTH 102 Intro to Cultural Anthropology 3 units**

Acceptable for credit: CSU, UC

An introductory course on contemporary human sociocultural adaptations from around the world. This course is a cross-cultural survey of important avenues of anthropological research and attempts to understand and explain the similarities and differences in human behavior, social institutions, and total ways of life. By studying all human societies, anthropologists attempt to understand the variability of culture to gain a holistic view of the human condition. (F,S,U) (GR/P/NP)

**ANTH 103 Intro to Archaeology 3 units**

Acceptable for credit: CSU, UC

An introduction to the study of archaeological concepts, methods, and theory as well as human prehistory. The course will cover many of the fundamental principles of archaeological research and provide an overview of human prehistory 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. (S2) (GR/P/NP)

**ANTH 105 Language and Culture 3 units**

Acceptable for credit: CSU, UC

An introduction to the study of language and communication in relation to culture. Focus is on the structure, function and

history of language as well as the social, symbolic and practical uses of language. Linguistic concepts, methodologies and theoretical assumptions will be explored. Topics include language in everyday life and ritual events, socialization, multilingualism, miscommunication and art-making as cultural activity. This course is not open to students who are enrolled in or have received credit for ENGL 105. (F,S) (GR/P/NP)

### **ANTH 110 Biological Anthropology Lab 1 unit**

*Acceptable for credit: CSU, UC*

Corequisite: ANTH 101 or completion of ANTH 101

A hands-on laboratory class designed to complement the Anthropology 101 lecture class. This lab class explores the biological basis of human life from an evolutionary perspective through the study of genetics, human variation, human osteology, non-human primates, and hominin fossil remains. (F,S,U) (GR/P/NP)

### **ANTH 122 States of Consciousness 3 units**

*Acceptable for credit: CSU*

An exploration of different states of consciousness, the means of attaining those states, their uses, misuses and consequences. Topics include theories of consciousness, substance use and abuse, sleep, dreams, hypnosis, dissociation, out-of-body states, near-death experiences, psychic and paranormal phenomena, religious ecstasy and conversion, alternative religions, meditation and prayer, culture-bound syndromes, non-Western methods of altering consciousness and peak experiences. This course is not open to students who are enrolled in or who have received credit for PSY 122 or HUSV 122. (F,S) (GR/P/NP)

### **ANTH 179, 379 Experimental Courses in Anthropology 0.5 to 10 units**

*179 - Acceptable for credit: CSU, UC-DAT*

For course description see "Experimental Courses."

### **ANTH 199 Special Topics in Anthropology 0.5 to 3 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Special Topics."

## APPRENTICESHIP

The primary objective of the apprenticeship program is to train workers in skilled occupations to meet the needs of the industry. The program is open to all individuals 18 years of age or older without regard to race, color, religion, national origin or sex.

Applications or information concerning applications may be obtained from the industrial technology department.

The major training received by an apprentice is on the job working for a signatory contractor or employer. Therefore, enrollment in all courses listed under apprenticeship training is limited to indentured apprentices and qualified applicants.

### **APRN 481 Electricity 3 units**

Prerequisite: Registration is limited to indentured apprentices and those awaiting indenture.

Provides classroom theory directly related to skills performed at the work site, including tools and equipment, electrical principles and applications to basic AC-DC circuitry, motors, generators, controls, transformers, electrical codes and ordinances, related mathematics and drawing and safety practices. (F,S) (GR)

### **APRN 484 Plumbing 3 units**

Prerequisite: Registration is limited to indentured apprentices and those awaiting indenture.

Provides classroom theory directly related to skills performed at the work site, including tools and equipment, materials, fixtures, layout, installation practices, blueprint reading, related mathematics, laws and regulations, safety practices and employer-employee relations. (F,S) (GR)

### **APRN 486 Operating Engineers 3 units**

Prerequisite: Registration is limited to indentured apprentices and those awaiting indenture.

Provides classroom theory directly related to skills performed at the work site, including the repair and operation of heavy-duty equipment; related mathematics and science, particularly as they pertain to the electrical and hydraulic systems; and first aid and safety practices. The total program is designed for specialization in heavy duty mechanics. (F,S) (GR)

## ARCHITECTURE

### **ARCH 111 Architectural Graphics & Design 1 3 units**

*Acceptable for credit: CSU, UC*

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. (S) (GR/P/NP)

### **ARCH 112 Architectural Graphics & Design II 3 units**

*Acceptable for credit: CSU, UC*

Prerequisite: ARCH 111

Continuation of ARCH 111 plus the issues, concepts, processes and skills pertaining to research methods, building form analysis, color theory, and the design and visual communication of architectural space. Projects of increasing complexity are assigned and developed using various presentation techniques and media. (F) (GR/P/NP)

### **ARCH 121 Architectural Drawing 1 4 units**

*Acceptable for credit: CSU*

The first course in a two-semester sequence that prepares the student to enter the construction field as a drafter. Emphasizes the planning and the development of a set of residential plans that may be submitted for plan check approval. The first semester presents an overview of planning and building, particularly plans and schedules. (S) (GR/P/NP)

### **ARCH 122 Architectural Drawing 2 4 units**

*Acceptable for credit: CSU*

The second course in a two-semester sequence that prepares the student to enter the construction field as a drafter. Emphasizes the planning and development of a set of residential plans that may be submitted for plan check approval. The second semester covers structural details, energy and mechanical requirements and a study of fire resistive materials and finishes. (F) (GR/P/NP)

**ARCH 131 Building Construction Materials & Methods 3 units**

*Acceptable for credit:* CSU

Advisory: Concurrent enrollment in ARCH 121.

A general survey of the components, materials, types and methods of building construction; terminology as applied to codes; foundations, concrete, light frame wood, heavy timber, soils and the structural systems. This course is strongly recommended for those entering the construction industry. (A) (GR/P/NP)

**ARCH 151 Architectural Design Studio I 5 units**

*Acceptable for credit:* CSU

Prerequisite: ARCH 111

Advisory: ARCH 112

A continued and refined study begun in ARCH 111 & 112 of design principles and processes. Environmental and visual phenomena such as architectural form, function, context, and daylighting are studied through intermediate level design problems. (A) (GR/P/NP)

**ARCH 152 Architectural Design Studio II 5 units**

*Acceptable for credit:* CSU

Prerequisite: ARCH 151

A continuation of the study of design principles and processes. Projects of an advanced level are assigned in which students have the opportunity to design complex, multi-use, multi-story buildings. Case studies are performed of specific building types before the design process begins (A) (GR/P/NP)

**ARCH 160 Digital Tools in Architecture 3 units**

*Acceptable for credit:* CSU

Advisory: ARCH 111

Introduces computer design and presentation skills for architecture students. Topics include image editing, page layout and 3D modeling. This course is not open to students who are enrolled in or have received credit for ET 160. (A) (GR/P/NP)

**ARCH 179, 379 Experimental Courses in Architecture 0.5 to 10 units**

179 - *Acceptable for credit:* CSU, UC-DAT

For course description, see "Experimental Courses."

**ARCH 320 Uniform Building Code 3 units**

Introduces the student to the purpose and use of the Uniform Building Code and prepares the student to make job site judgments based on the code. (A) (GR/P/NP)

**ARCH 321 International Building Code 3 units**

Introduces the student to the purpose and use of the International Building Code and prepares the student to make design and job site judgments based on the code. (A) (GR/P/NP)

**ART****ART 101 Art Appreciation 3 units**

*Acceptable for credit:* CSU, UC

A study of the visual arts as an expression of thought and culture. (F,S) (GR/P/NP)

**ART 103 Art History Survey—Ancient to Medieval 3 units**

*Acceptable for credit:* CSU, UC

A survey of painting, sculpture and architecture in the western world from the Paleolithic through the Gothic period. (F) (GR/P/NP)

**ART 104 Art History Survey—Renaissance to Modern 3 units**

*Acceptable for credit:* CSU, UC

Advisory: Art 103 is recommended.

A survey of painting, sculpture and architecture in the western world from Renaissance to modern times. (S) (GR/P/NP)

**ART 105 Art History Survey—Art of Mexico 3 units**

*Acceptable for credit:* CSU, UC

A survey of the art of Mesoamerica, tracing the cultural development of the Valley of Mexico and the Yucatan Peninsula from the earliest archaeological findings to the present time. (A) (GR/P/NP)

**ART 106 Art of the 20<sup>th</sup> Century 3 units**

*Acceptable for credit:* CSU, UC

Advisory: ART 103 and ART 104

A survey of art of the 20<sup>th</sup> century including its roots in the 19<sup>th</sup> century. Topics include the investigation of appropriation from a global perspective, alternative art markets and the impact of multiculturalism on content, subject matter and the studio process. A variety of media are covered such as architecture, painting, sculpture, film, photography and the digital arts. (A) (GR/P/NP)

**ART 107 Computer Fine Art 3 units**

*Acceptable for credit:* CSU

An examination of the styles and techniques of computer fine art. (GR/P/NP)

**ART 108 Design 1 on the Computer 3 units**

*Acceptable for credit:* CSU

A basic study of visual design elements and principles, using the computer. This course is not open to students who are enrolled in or have received credit for GRPH 108. (F,S) (GR/P/NP)

**ART 109 Art History Survey—American Art 3 units**

*Acceptable for credit:* CSU, UC

A comprehensive survey of the rich cultural diversity of American art from Colonial times to the present. Major artists and styles will be studied in the context of American culture. (F,S) (GR/P/NP)

**ART 110 Design 1 3 units**

*Acceptable for credit:* CSU, UC

An introduction to the elements and principles of design. (F,S) (GR/P/NP)

**ART 112 Design Color Theory 3 units**

*Acceptable for credit:* CSU, UC

Prerequisite: ART 110 or ART 108 or GRPH 108

An intensive study and application of color theory. (S2) (GR/P/NP)

ART	124	ART
<b>ART 113 Three-Dimensional Design</b> <b>3 units</b> <i>Acceptable for credit: CSU, UC</i> Prerequisite: ART 110 Investigates a series of spatial design problems as they might apply to professional fields, including architecture, interior design, display and sculpture. (A) (GR/P/NP)		<b>ART 128 Painting in Watercolor 2</b> <b>3 units</b> <i>Acceptable for credit: CSU, UC</i> Prerequisite: ART 127 An intermediate course with emphasis on the development of an individual style in watercolor painting. (A) (GR/P/NP)
<b>ART 115 Introduction to Animation</b> <b>3 units</b> <i>Acceptable for credit: CSU</i> A lecture/lab introduction to animation production including classical character animation and nontraditional techniques. Lecture: 1.5 hours per week; lab 4.5 hours per week. This course is not open to students who are enrolled in or have received credit for FILM 115 or MMAC 115. (F,S) (GR/P/NP)		<b>ART 129 Painting in Oils 1</b> <b>3 units</b> <i>Acceptable for credit: CSU, UC</i> Advisory: ART 110 and ART 120 are recommended A study of oil painting techniques. (A) (GR/P/NP)
<b>ART 120 Drawing 1</b> <b>3 units</b> <i>Acceptable for credit: CSU, UC</i> An exploration of freehand drawing using a variety of drawing media with emphasis on two and three-dimensional spatial composition. (F,S,U) (GR/P/NP)		<b>ART 130 Painting in Oils 2</b> <b>3 units</b> <i>Acceptable for credit: CSU, UC</i> Prerequisite: ART 129 An intermediate course with emphasis on the development of an individual style in oil painting. (A) (GR/P/NP)
<b>ART 121 Drawing 2</b> <b>3 units</b> <i>Acceptable for credit: CSU, UC</i> Prerequisite: ART 120 A continuation of ART 120 with greater emphasis on pictorial composition, style and color drawing techniques. (S) (GR/P/NP)		<b>ART 131 Portraits</b> <b>1.5 units</b> <i>Acceptable for credit: CSU, UC</i> Advisory: ART 120 A study of portrait drawing and painting. (F,S) (GR/P/NP)
<b>ART 122 Life Drawing 1</b> <b>3 units</b> <i>Acceptable for credit: CSU, UC</i> Prerequisite: ART 120 A fundamental course in the study of the human figure including anatomy, form, movement and composition. (A) (GR/P/NP)		<b>ART 132 Landscape</b> <b>1.5 units</b> <i>Acceptable for credit: CSU, UC</i> An examination of the styles and techniques of landscape painting and drawing. (F,S) (GR/P/NP)
<b>ART 123 Life Drawing 2</b> <b>3 units</b> <i>Acceptable for credit: CSU, UC</i> Prerequisite: ART 122 A continuation of life drawing in the study of the human figure. (A) (GR/P/NP)		<b>ART 133 Painting the Figure 1</b> <b>0.5 unit</b> <i>Acceptable for credit: CSU, UC</i> Advisory: ART 120 and completion of or concurrent enrollment in ART 122 Painting the human figure, exploring color, composition and style. Students may choose to work in acrylics, oils, watercolors, pastels or other painting media. (F,S) (GR/P/NP)
<b>ART 124 Mixed Media</b> <b>3 units</b> <i>Acceptable for credit: CSU, UC</i> Advisory: ART 110 or ART 125 or ART 129 An exploration of a variety of traditional and distinctly unique two-dimensional art media as they relate to drawing and painting mediums. (F) (GR/P/NP)		<b>ART 134 Painting the Figure 2</b> <b>0.5 unit</b> <i>Acceptable for credit: CSU, UC</i> Prerequisite: ART 133 An intermediate course in painting the human figure, with emphasis on personal style. Students may choose to work in acrylics, oils, watercolors, pastels, or other painting media. (F,S) (GR/P/NP)
<b>ART 125 Painting in Acrylics 1</b> <b>3 units</b> <i>Acceptable for credit: CSU, UC</i> Advisory: ART 110 and ART 120 are recommended. A study of acrylic painting techniques. (A) (GR/P/NP)		<b>ART 149 Cooperative Work Experience: Occupational</b> <b>1 to 8 units</b> <i>Acceptable for credit: CSU, UC-DAT</i> For course description, see "Cooperative Work Experience: Occupational."
<b>ART 126 Painting in Acrylics 2</b> <b>3 units</b> <i>Acceptable for credit: CSU, UC</i> Prerequisite: ART 125 An intermediate course with emphasis on the development of an individual style in acrylic painting. (A) (GR/P/NP)		<b>ART 160 Ceramics 1</b> <b>3 units</b> <i>Acceptable for credit: CSU, UC</i> An introduction to low-fire clay and glaze processes, using hand-building forming techniques. Because this is a lecture/lab course, students are expected to work 4 hours/week outside of class time. (F,S,U) (GR/P/NP)
<b>ART 127 Painting in Watercolor 1</b> <b>3 units</b> <i>Acceptable for credit: CSU, UC</i> Advisory: ART 110 and ART 120 are recommended. A study of watercolor techniques. (A) (GR/P/NP)		<b>ART 161 Ceramics 2</b> <b>3 units</b> <i>Acceptable for credit: CSU, UC</i> Advisory: ART 160 Continuation of Ceramics 1 and low-fire clay and glaze processes, using the potter's wheel, extruder, making and using molds, graphic design with low fire colored glazes. Because this is a lecture/lab course, students are expected to work 4 hours/week outside of class time. (F,S) (GR/P/NP)

**ART 162 Ceramics 3****3 units***Acceptable for credit: CSU, UC*

Advisory: ART 161

An introduction to high fire ceramic materials and techniques, including research into ceramic materials and experimental use of high fire glazes. Because this is a lecture/lab course, students are expected to work 4 hours/week outside of class time. (F,S) (GR/P/NP)

**ART 163 Ceramics Workshop****3 units***Acceptable for credit: CSU, UC*

Advisory: ART 162

A continuation of ART 162 with individualized assignments. Because this is a lecture/lab course, students are expected to work 4 hours/week outside of class time. (F,S) (GR/P/NP)

**ART 164 Sculpture 1****3 units***Acceptable for credit: CSU, UC*

A basic exploratory course in sculpture techniques and materials. (A) (GR/P/NP)

**ART 165 Sculpture 2****3 units***Acceptable for credit: CSU, UC*

Prerequisite: ART 164

A continuation of ART 164 with an emphasis on the development of an individual style using various sculpture materials and techniques. (A) (GR/P/NP)

**ART 179, 379 Experimental Courses in Art****0.5 to 10 units***179 - Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

**ART 189 Independent Projects in Art****1 to 3 units***Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**ART 199 Special Topics in Art****0.5 to 3 units***Acceptable for credit: CSU, UC*

For course description, see "Special Topics."

**ART 366 Working the Potter's Wheel****2 units**

A lecture/lab course introducing students to using the potter's wheel as a tool for shaping clay. This course provides all necessary information for students new to the use of the potter's wheel. Students will need to purchase clay and tools for their own use. Lecture: 1 hour per week, lab: 3 hours per week. (F, S) (GR/P/NP)

**ART 367 Advanced Potter's Wheel****2 units**

Advisory: ART 366

A lecture/lab course which expands upon the skills of Art 366, Working the Potter's Wheel. This course explores the vast array of contemporary ceramic practices based primarily on the use of the potter's wheel, while also further developing students' skills at forming clay on the wheel. Students will need to purchase clay and tools for their own use. Lecture: 1 hour per week, lab: 3 hours per week. (F,S) (GR/P/NP)

**ART 368 Modifying Forms from the Wheel****2 units**

Advisory: ART 366

A lecture/lab course which expands upon the skills of Art 367, Advanced Potter's Wheel. This course focuses on the development of personal expression through use of the potter's wheel. Students will need to purchase clay and tools

for their own use. Lecture: 1 hour per week, lab: 3 hours per week. (F, S) (GR/P/NP)

**ART 380 Art Lab (Ceramics) 1****0.5 unit**

Corequisite: ART 160 or ART 161 or ART 162 or ART 163 as related to ceramics or ART 199 as related to ceramics.

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. Students may not be concurrently enrolled in ART 380 and ART 381. (F,S) (P/NP)

**ART 381 Art Lab (Ceramics) 2****1 unit**

Corequisite: ART 160 or ART 161 or ART 162 or ART 163 as related to ceramics or ART 199 as related to ceramics.

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. Students may not be concurrently enrolled in ART 380 and ART 381. (F,S) (P/NP)

**ART 382 Art Lab (Sculpture) 1****0.5 unit**

Corequisite: ART 164 or ART 165

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. Students may not be concurrently enrolled in ART 382 and ART 383. (F,S) (P/NP)

**ART 383 Art Lab (Sculpture) 2****1 unit**

Corequisite: ART 164 or ART 165

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. Students may not be concurrently enrolled in ART 382 and ART 383. (F, S) (P/NP)

**ASTRONOMY****ASTR 100 Elementary Astronomy****3 units***Acceptable for credit: CSU, UC*

A survey course introducing the general principles and fundamental facts of astronomy. (F, S) (GR/P/NP)

**ASTR 179 Experimental Courses in Astronomy****0.5 to 10 units***Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

**ASTR 189 Independent Projects in Astronomy****1 to 3 units***Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**ATHLETIC TRAINING****ATH 104 Care/Prevention-Athletic Injuries****3 units***Acceptable for credit: CSU, UC*

Advisory: BIOL 100 or equivalent

Designed for prospective coaches, athletic trainers and health and physical education educators to aid in the recognition, evaluation and care of athletic injuries. Emphasizes techniques in taping, care prevention and rehabilitation of athletic injuries. This course includes one lab hour per week "to be arranged (TBA)" and led by the instructor. The lab hour allows students to apply concepts and techniques presented during lecture. Lecture: 3 hours weekly. Lab: 1 hour weekly TBA. (F, S) (GR/P/NP)

**ATH 106 Orthopedic Injury Assess/Rehab 4 units***Acceptable for credit: CSU*

Prerequisite: ATH 104

Advisory: EMS 102, ENGL 101, BIOL 100 or equivalent

Designed for prospective kinesiology health professionals, including but not limited to athletic trainers, physical therapy aids, physical therapy assistants, physical therapists, and health and physical educators. The course will focus on the three areas of orthopedic care: theory and implementation of therapeutic modalities to athletic injuries; advanced recognition and assessment of orthopedic injuries; and application of rehabilitation programs for athletic injuries. This course includes three lab hours per week to be arranged (TBA) and led by the instructor. The lab hours allow for students to apply concepts and techniques presented during lecture. Lab hours can be credited as contact hours for athletic training curriculum and/or pre-physical therapy programs. Lecture: 3 hours weekly. Lab: 3 hours weekly TBA. (F, S) (GR/P/NP)

**AUTO BODY TECHNOLOGY****AB 330 Print Reading & Interpretation 3 units**

Prepares students to read engineering drawings and specifications and to enable them to understand the intent of the engineer by interpreting the relationship of two-dimensional drawings with respect to actual objects or projects. This course is not open to students who are enrolled in or have received credit for AT 330 or ET 330 or MT 330. (A) (GR/P/NP)

**AB 351 Auto Body Metal 3 units**

This course is designed to give students a basic knowledge of auto body metal repair, which includes metal finishing and plastic filler application. (F, S) (GR/P/NP)

**AB 353 Auto Body Repair 3 units**

Prerequisite: AB 351

This course is designed to increase student's skill and knowledge in the areas of frame; measurement, straightening, and alignment. Course work also includes panel service, and structural panel replacement. (S) (GR/P/NP)

**AB 354 Selected Auto Body Paint Projects 1 unit**

Prerequisite: AB 356

Projects selected by the student and developed under the direct supervision of instructional staff in the auto collision disciplines. Work is completed under the supervision of the responsible instructor in the auto body lab. The student must have the basic knowledge of painting techniques to complete the project. (A) (GR/P/NP)

**AB 355 Selected Auto Body Metal Projects 1 unit**

Prerequisite: AB 351

Projects selected by the student and developed under the direct supervision of instructional staff in the auto collision disciplines. Work is completed under the supervision of the responsible instructor in the auto body lab. The student must have the basic knowledge of painting techniques to complete the project. (A) (GR/P/NP)

**AB 356 Automotive Painting Techniques 3 units**

This course is designed to increase student's skill and knowledge in the areas of automotive painting techniques.

Course work includes preparation of vehicle, types of equipment, characteristics of paints, and techniques of paint application. (F) (GR/P/NP)

**AB 358 Automotive Refinishing 3 units**

Prerequisite: AB 356

This course is designed to increase student's skill and knowledge in the application of preparing, masking, painting, and detailing techniques. Course work also includes restoring corrosion protection, plastic bumper repair, and custom air brush graphics. (S) (GR/P/NP)

**AB 360 Collision Repair 5 units**

Prerequisite: AB 353

This course is designed to increase student's skill and knowledge in the areas of major collision repair, including vehicle construction, estimating, MIG welding, door, roof, glass, chassis, and electrical service. Students will also develop their abilities to achieve commercially acceptable speed and quality levels in auto collision repair. (S) (GR/P/NP)

**AB 379 Experimental Courses in Auto Body Technology 0.5 to 10 units**

For course description, see "Experimental Courses."

**AB 381 Industrial Mathematics 3 units**

Advisory: Eligibility for MATH 511

Designed as the basic mathematics class for the industrial and engineering technology student wishing to gain proficiency in the applications of mathematics to practical situations, including percentage, area, volume, speed ratios of equipment, horsepower and the essentials of plane trigonometry. This course is not open to students who are enrolled in or have received credit for AT 381, ET 381, MT 381 or WLDT 381. (A) (GR)

**AB 389 Independent Projects in Auto Body Technology 1 to 3 units**

For course description see "Independent Projects."

**AUTOMOTIVE TECHNOLOGY****AT 100 Automotive Fundamentals 4 units***Acceptable for credit: CSU*

Limitation on enrollment: Be willing to safely function in the automotive workplace and follow instructions.

Designed to teach the student complete automobile care, emphasizing the operating principles and service operations on all types of automobiles and light trucks. Includes investigation of the impacts that the automobile has on modern life, the economy, and the environment. (F, S) (GR/P/NP)

**AT 133 Automotive Engine Rebuilding 5 units***Acceptable for credit: CSU*

Prerequisite: AT 100

Designed to make the student proficient in all phases of automotive and industrial engine rebuilding, including crankshaft grinding, boring, honing, line boring, block and head resurfacing, crack repair, head reconditioning, precision measuring, balancing and engine assembly. (F) (GR/P/NP)



**AT 303 Automotive Electricity 4 units**

Provides basic knowledge of the development and use of electricity in the modern automobile and the application of electricity in the service station. (F,S) (GR/P/NP)

**AT 306 Auto Air Conditioning 1 unit**

Prerequisite: AT 100

Covers the operating principles, troubleshooting, diagnosis and repair of automotive air conditioning systems as used on today's vehicles. (F) (GR/P/NP)

**AT 313 Automotive Brakes 4 units**

Prerequisite: AT 100

A comprehensive examination of automotive and light truck brakes. Emphasis on repair and troubleshooting of domestic and import systems, drum and disc mechanical systems, power brake systems, anti-skid systems and computerized brake systems. (F) (GR/P/NP)

**AT 314 Suspension and Alignment 4 units**

Prerequisite: AT 100

Designed to familiarize the student with the theory of suspension design and the repair and alignment of automotive suspensions, including long- and short-arm suspension, McPherson Struts, Solid Axle and Twin I Beam types. (GR/P/NP)

**AT 323 Power Trains 5 units**

An introduction and comprehensive examination of automotive drive lines and differentials; manual transmissions; manual transaxles; automatic transmission fundamentals; flywheel and clutch and 4-wheel drive. Emphasis is placed on principles of operation, troubleshooting and intensive repair. (F,S) (GR/P/NP)

**AT 324 Automatic Transmissions 5 units**

Prerequisite: AT 100

Designed to make the student proficient in four popular automotive transmissions: G.M., Ford, Chrysler and foreign. Emphasis is on competent repair and troubleshooting of the automatic transmission. (S) (GR/P/NP)

**AT 330 Print Reading and Interpretation 3 units**

Prepares students to read engineering drawings and specifications and to enable them to understand the intent of the engineer by interpreting the relationship of two-dimensional drawings with respect to actual objects or projects. This course is not open to students who are enrolled in or have received credit for AB 330, ET 330 or MT 330. (A) (GR/P/NP)

**AT 334 Automotive Machining 5 units**

Prerequisite: AT 100

An intensified course in automotive machining, it will emphasize student proficiency in machine operation. Content focuses on technological knowledge and methods used in today's automotive shops. (S) (GR/P/NP)

**AT 341 Fuel Injection/Turbocharging 5 units**

Advisory: AT 303 or concurrent enrollment in AT 303 or high school automotive electrical study.

This course provides theory and application of automotive fuel supply and fuel injection systems. The course includes basic engine, fuel supply, fuel injection, turbocharging, and computerized engine controls diagnosis and repair. (F,S2) (GR/P/NP)

**AT 343 Engine Performance Diagnosis 5 units**

Advisory: AT 341 or prior basic engine performance and fuel system training.

This course is designed to give students a basic knowledge of engine diagnostic tools and a working ability to diagnose engine performance problems. The course includes fuel, ignition, computerized engine controls, and emission controls related systems. (S,F2) (GR/P/NP)

**AT 344 Emission Control/BAR/CAC 4 units**

Advisory: AT 341 and AT 343

This course provides theory and diagnosis of automotive emission control systems. The course includes the BAR (Bureau of Automotive Repair) CAC (Clean Air Car) course preparation and certification. (A) (GR/P/NP)

**AT 379 Experimental Courses in Automotive Technology 0.5 to 10 units**

For course description, see "Experimental Courses."

**AT 381 Industrial Mathematics 3 units**

Advisory: Eligibility for MATH 511

Designed as the basic mathematics class for the industrial and engineering technology student wishing to gain proficiency in the applications of mathematics to practical situations, including percentage, area, volume, speed ratios of equipment, horsepower and the essentials of plane trigonometry. This course is not open to students who are enrolled in or have received credit for AB 381, ET 381, MT 381 or WLDT 381. (A) (GR)

**AT 389 Independent Projects in Automotive Technology 1 to 3 units**

For course description, see "Independent Projects."

**AT 399 Special Topics in Automotive Technology 0.5 to 3 units**

Acceptable for credit: CSU, UC

For course description, see "Special Topics."

**BIOLOGY****BIOL 100 Introductory Biology 4 units**

Acceptable for credit: CSU, UC-CL

Advisory: Eligibility for ENGL 101 or completion of ENGL 514

An introduction to the concepts of biology with emphasis on their relevance to current problems of the world. Designed for majors in fields other than biological science, the course stresses genetics, cell biology, evolution, reproduction, ecology, behavior and diversity of plants and animals. Lecture: 3 hours weekly. Lab: 3 hours weekly. (GR/P/NP)

**BIOL 120 Humans & the Environment 3 units**

Acceptable for credit: CSU, UC

Explores contemporary problems generated by human scientific, social and ethical interaction with the environment. Lectures examine the scope of present environmental problems, possible future impacts and potential solutions. Topics include human impact on the environment, ecological controversies, ecosystem operation, water and energy perspectives and values of wilderness preservation. Emphasis is on both local and global dimensions of the above topics. This course is not open to students who are enrolled in or have received credit for ENV5 101. Lecture: 3 hours weekly. (GR/P/NP)

**BIOL 124 Human Anatomy 4 units**

*Acceptable for credit: CSU, UC*

Advisory: BIOL 100; CHEM 110 or CHEM 120 and ENGL 514 or eligibility for ENGL 101

An examination of the functional anatomy of the human organism. Lectures and laboratories investigate the microscopic and macroscopic structures of the major organ systems. Lecture: 3 hours weekly. Lab: 3 hours weekly. (F,S,U) (GR/P/NP)

**BIOL 125 Human Physiology 4 units**

*Acceptable for credit: CSU, UC*

Prerequisite: BIOL 124

Advisory: CHEM 110 or CHEM120 and ENGL 514 or eligibility for ENGL 101

A study of the functions and interactions of human cells, tissues, organs and organ systems. Metabolic processes, negative feedback mechanisms and homeostatic regulation are investigated in both lecture and laboratory sections. Emphasis is on the interaction of physiological processes responsible for the maintenance of normal body functions. Lecture: 3 hours weekly. Lab: 3 hours weekly. (F,S) (GR/P/NP)

**BIOL 128 Microbiology 5 units**

*Acceptable for credit: CSU, UC*

Prerequisite: BIOL 100 or BIOL 124 or BIOL 125 or BIOL 150 and CHEM 110 or CHEM 120

An introduction to micro-organisms, including morphology, physiology and growth and interaction of bacteria and other microorganisms. Laboratory emphasizes microbiological techniques. Lecture: 3 hours weekly. Lab: 5 hours weekly. (F,S) (GR/P/NP)

**BIOL 132 Marine Biology 4 units**

*Acceptable for credit: CSU, UC*

Advisory: Eligibility for ENGL 101 or completion of ENGL 301 or 514

An introductory study of the biotic and physical factors of the marine shore community, with primary emphasis on the flora and fauna of the Central California coast. Several field trips to the marine shore are required. Lecture: 3 hours weekly. Lab: 3 hours weekly. (F,S) (GR/P/NP)

**BIOL 135 Natural History of California 4 units**

*Acceptable for credit: CSU, UC*

An exploration of the natural history of California including climatology, geology, ecology of marine and terrestrial habitats and the history of human involvement in California. Basic information from lectures and readings will be examined in detail in laboratories and field trips. Lecture: 3 hours weekly. Lab: 3 hours weekly. (S) (GR/P/NP)

**BIOL 145 Desert Ecology 2 units**

*Acceptable for credit: CSU, UC*

Prerequisite: BIOL 100 or BIOL 124 or BIOL 128 or BIOL 132 or BIOL 150 or BIOL 154 or BIOL 155

A short, intensive course in the study of the Mojave Desert. Eight weekly two-hour lectures serve as preparation for the field trip. Lecture topics include the study of desert formation, geology, climate, plant and animal adaptations and current environmental impacts. Examples of lecture topics are observed in 32 hours of planned field activity, including a visit to the Soda Springs field station and Devil's

Playground sand dune system. Lecture: 16 hours total. Lab: 32 hours total. (S2) (GR/P/NP)

**BIOL 150 Cellular Biology 5 units**

*Acceptable for credit: CSU, UC*

Prerequisite: CHEM 150

A study of the nature of life, emphasizing its molecular and cellular aspects, particularly cellular reactions as governs organismic metabolism, biological and chemical evolution and Mendelian genetics. Lecture: 3 hours weekly. Lab: 6 hours weekly. (F,S) (GR)

**BIOL 154 General Botany 5 units**

*Acceptable for credit: CSU, UC*

Prerequisite: MATH 331 and BIOL 150 or BIOL 100

A survey of the plant kingdom, including structure and functions, heredity, relation to environment, economic uses, identification, the role of plants in the ecosystem and important problems common to all plants. Lecture: 3 hours weekly. Lab: 6 hours weekly. (F) (GR/P/NP)

**BIOL 155 General Zoology 5 units**

*Acceptable for credit: CSU, UC*

Prerequisite: MATH 331 and BIOL 150

An exploration of the organismic and populational aspects of the animal kingdom. Lecture topics emphasize animal ecology, animal behavior, vertebrate evolutionary trends and animal form and function. Laboratories investigate the comparative anatomy of invertebrate and vertebrate taxa. Intended for the biology major. Lecture: 3 hours weekly. Lab: 6 hours weekly. (S) (GR)

**BIOL 179, 379 Experimental Courses in Biology 0.5 to 10 units**

*179 - Acceptable for credit: CSU, UC*

For course description, see "Experimental Courses."

**BIOL 189, 389 Independent Projects in Biology 1 to 3 units**

*189 - Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

Lab: 3-9 hours weekly.

**BIOL 199, 399 Special Topics in Biology 0.5 to 3 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Special Topics."

**BUSINESS****BUS 101 Introduction to Business 3 units**

*Acceptable for credit: CSU, UC*

A survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices with the U.S. and a global society. Demonstrates how these influences impact the primary areas of business including: organizational structure and design, leadership, human resource management, organized labor practices, marketing, organizational communication, technology, entrepreneurship, legal, accounting, financial practices, the stock and securities market, and therefore affect a business' ability to achieve its organizational goals. (F,S,U) (GR/P/NP)

**BUS 102 Marketing 3 units***Acceptable for credit: CSU*

The study of marketing channels and institutions; market structure, organizations and behavior; retail, wholesale and industrial marketing; and governmental regulations. (F,S,U) (GR)

**BUS 103 Advertising 3 units***Acceptable for credit: CSU*

A survey of advertising media; the psychology of advertising; motivational research; formulation of advertising budgets; mechanics of layout and copy; and evaluation and selection of media. (S) (GR/P/NP)

**BUS 104 Business Organization & Management 3 units***Acceptable for credit: CSU*

Advisory: BUS 302

A study of the structure of business firms and the principles of organization that determine departmental and lines of authority and responsibility. Covers management principles and function, including planning, organization and control within a business firm. (F,S,U) (GR)

**BUS 106 Small Business Management 3 units***Acceptable for credit: CSU*

Advisory: Eligibility for ENGL 513

Intended primarily for students who plan to participate in an independently-owned business. Includes study of single proprietorships, partnerships and corporations at all levels of the American economic system. Not designed as a substitute for BUS 101 or BUS 103, which serve as introductions to further study in business administration. (F,S) (GR/P/NP)

**BUS 107 Human Relations in Business 3 units***Acceptable for credit: CSU*

Advisory: Eligibility for ENGL 513

A study of human relations in business including multicultural and gender relationships in the workplace. (F,S,U) (GR)

**BUS 110 Business Law: Contracts & Sales 3 units***Acceptable for credit: CSU, UC*

A study of the legal environment of business and a survey of the law of contracts, agency, bailments and sales. (F,S) (GR/P/NP)

**BUS 111 Internet Marketing 3 units***Acceptable for credit: CSU*

A study of methods to create, distribute, promote and price goods and services to a target market over the Internet. (A) (GR/P/NP)

**BUS 121 Business Economics 3 units***Acceptable for credit: CSU*

May be taken prior to or concurrently with ECON 101 or ECON 102.

An introduction to basic economic analysis and institutions. Macroeconomic analysis of income, employment, price level and international trade. Microeconomic analysis of demand, production, competitive and non-competitive product markets and factor markets. Emphasis is placed on the applications of economic theory in the business environment. This course is not open to students who are enrolled in or have received credit for ECON 121. (F) (GR)

**BUS 130 Consumer and Family Finance 3 units***Acceptable for credit: CSU*

Designed to assist individuals and/or those working with individuals to analyze and direct their financial affairs. Elements and concepts of financial planning and decision making in the areas of budgeting, taxes, borrowing, money management, consuming, insurance, investments, retirement and estate planning will be analyzed with an emphasis on application to changing family needs. This course is not open to students who are enrolled in or have received credit for ECON 130 or FCS 130. (F,S) (GR/P/NP)

**BUS 140 Survey of International Business 3 units***Acceptable for credit: CSU*

An introduction to institutions and business practices in the international environment, emphasizing the major motivations compelling private firms to pursue international business. (F) (GR/P/NP)

**BUS 141 Global Economics 3 units***Acceptable for credit: CSU, UC*

Advisory: Completion or concurrent enrollment in ECON 101 or ECON 102 or ECON 121 or BUS 121

An introduction to international economic issues. Explores why countries trade and addresses the consequences of trade restrictions. Alternative exchange rate systems, factors that cause exchange-rate fluctuations and the determinants of a country's balance of trade are covered. Other topics include the politics of trade policy, the impact of trade on the job market, the role of international institutions in the global economy, financial crises, global environmental issues and international debt problems. This course is not open to students who are enrolled in or have received credit for ECON 141 or GBST 141. (F,S,U) (GR/P/NP)

**BUS 160 Business Communications 3 units***Acceptable for credit: CSU*

Advisory: Eligibility for ENGL 514 and the ability to keyboard 40 words per minute are strongly recommended

A study of communications used in the business world with emphasis on the content and practice of creating and writing various types of letters, memos, reports, Internet email and multimedia presentations. Spelling, correct word usage, sentence structure, punctuation, appearance of copy and organization of ideas are stressed. (F,S) (GR)

**BUS 179, 379 Experimental Courses in Business 0.5 to 10 units***179 - Acceptable for credit: CSU, UC*

For course description, see "Experimental Courses."

**BUS 189 Independent Projects in Business 1 to 3 units***Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects." Selected projects may be Tech Prep articulated.

**BUS 199, 399 Special Topics in Business 0.5 to 3 units***199 - Acceptable for credit: CSU, UC*

For course description, see "Special Topics."

**BUS 302 Essentials of Management 3 units**

A review of essential management skills including the role of the supervisor, supervisory challenges and related human

resources responsibilities. This course is not open to students who are enrolled in or have received credit for one or more of the "Essentials of Management" modules or BUS 359 Essentials of Management. (F,S) (GR/P/NP)

**BUS 303 Sales and Marketing 3 units**

An overview of sales and marketing strategies including pricing, promotion and distribution of goods, services and concepts used to create relationships that satisfy individual and organizational objectives. This course is not open to students who are enrolled in or have received credit for one or more of the "Sales and Marketing: The Series" modules or BUS 359 Sales and Marketing. (F,S) (GR/P/NP)

**BUS 355 Issues in Internet Law 0.5 unit**

Review of issues essential to understanding emerging Internet laws. Not open to students who have taken "Business Law: Series". (F,S,U) (P/NP)

**BUS 356 Managing Organizations 0.5 unit**

A look inside an organization to explore how organizational variables influence human behavior in the work place including culture, power, job design and decision making. (F,S,U) (P/NP)

**BUS 357 Management: Listening 0.5 unit**

This class focuses on active listening techniques which can increase understanding of instructions, reduce errors/omissions and build empathetic relationships. (F,S,U) (P/NP)

**BUS 358 Managing Individuals 0.5 unit**

Bring the best 'you' to the job. Explore how your personality and attitudes, perceptions and attributions, problem solving styles, stress levels and more affect job behavior and performance. (F,S,U) (P/NP)

**BUS 360 Introduction to Supervision 0.5 unit**

This class is designed to help managers develop supervisory skills needed to successfully manage a business enterprise. (F,S,U) (P/NP)

**BUS 361 Your Leadership Style 0.5 unit**

Students will identify their personal leadership style by reviewing a variety of conflict, communication and personality traits. (F,S,U) (P/NP)

**BUS 362 Management: People Skills 0.5 unit**

This class will examine personal and professional habits that enhance a leader's ability to create and sustain a healthy and productive organization. (F,S,U) (P/NP)

**BUS 363 Management: Conflict 0.5 unit**

This class is designed to help organizational leaders learn how to resolve conflict and manage resistance in the workplace. (F,S,U) (P/NP)

**BUS 364 Winning Business Plans 0.5 unit**

This class prepares you to create a business plan. (F,S,U) (P/NP)

**BUS 365 Managing Teams 0.5 unit**

An introduction to effective strategies for team building in the workplace. (F,S,U) (P/NP)

**BUS 366 Promoting a Small Business 0.5 unit**

A course designed to help small business owners promote their business using effective advertising, sales promotion, public relations and budgeting techniques. (F,S,U) (P/NP)

**BUS 367 Managing Change 0.5 unit**

This course examines how organizations can adapt to their ever-changing environment and work with and through employees to implement change. (F,S,U) (P/NP)

**BUS 368 Online Auctions 0.5 unit**

A study of the business methods and advantages of selling and buying using online auctions. Online secured financial transactions will also be covered. (F,S,U) (P/NP)

**BUS 369 Employment Law 0.5 unit**

An overview of employment laws and their impact on organizational policies, procedures and practices. (F,S,U) (P/NP)

**BUS 370 Ethics and Integrity 0.5 unit**

An examination how organizations can shape ethical conduct. Both the managers' and individuals' role in promoting ethical behavior is examined. (F,S,U) (P/NP)

**BUS 371 Sexual Harassment Law 0.5 unit**

An examination of laws, techniques, tools and skills needed for prevention of sexual harassment in the workplace. (F,S,U) (P/NP)

**BUS 372 Workplace Diversity 0.5 unit**

An examination of the various components of diversity in the workplace, the impacts and benefits of diversity and the means to avoid diversity-related workplace conflicts. (F,S,U) (P/NP)

**BUS 373 Forming a Small Business 0.5 unit**

An examination of laws forms and procedures required to form a small business. (F,S,U) (P/NP)

**BUS 374 Business Incorporation 0.5 unit**

An examination of laws, forms and procedures required to incorporate a business. (F,S,U) (P/NP)

**BUS 375 Patents & Copyrights 0.5 unit**

An examination of laws, forms and procedures required to establish and protect patents and copyrights. (F,S,U) (P/NP)

**BUS 376 Strategic Planning 0.5 unit**

An examination of techniques, tools and skills needed for developing and leading the strategic planning process. (F,S,U) (P/NP)

**BUS 377 Managing Service Quality 0.5 unit**

An introduction to strategies to build and maintain outstanding customer service. (F,S,U) (P/NP)

**BUS 378 Effective Sales Methods 0.5 unit**

Develops a working appreciation of the selling process, successful persuasive marketing communication methods and strategies, including sales presentations and closes. (F,S,U) (P/NP)

**BUS 380 Marketing Strategies 0.5 unit**

Learn how to develop "winning" marketing plans, including strategies for product, brand, channel, communications and pricing. (F,S,U) (P/NP)

**BUS 381 Entering Global Markets 0.5 unit**

Learn the essentials required to enter global markets including details on sales channels, financing, cultural, legal and economic factors. (F,S,U) (P/NP)

**BUS 382 Advertising & PR Strategies 0.5 unit**

Introduces integrated marketing communications strategies for developing productive advertising and maintaining positive public relations. (F,S,U) (P/NP)

**BUS 386 Business Résumé Writing 1 unit**

This course will help students learn how to create and maintain a professional résumé and cover letter. Students will apply résumé writing techniques to develop an effective personal résumé. This course will also assist job seekers in preparing to interview with prospective employers. (S,U) (P/NP)

**BUS 387 Executive Leadership: Series 3 units**

Review of skills/knowledge essential to business/non-profit executives. Not open to students who have taken any of the following BUS 359 courses: Executive Leadership: Your Leadership Style; Strategic Planning; Managing Organizations; Managing Change; or Management: People Skills. (F,S,U) (P/NP)

**BUS 389 Customer Service: Series 3 units**

Review of skills/knowledge essential to those working in customer service. Not open to students who have taken any of the following BUS 359 courses: Managing Service Quality; Management: Verbal; Management: Listening; Management: Conflict; Management: People Skills; or Ethics and Integrity. (F,S,U) (P/NP)

**BUS 390 Business Law: The Series 3 units**

Review of skills/knowledge essential to those interested in business law. Not open to students who have taken one or more of the "Business Law: The Series" modules. (F,S,U) (P/NP)

**BUS 391 Human Resource Mgt: Series 3 units**

Review of skills/knowledge essential to Human Resources Managers. Not open to students who have taken any of the following BUS 359 courses: Employment Law, Sexual Harassment Law/Prevention; Workplace Diversity; Performance Measurement; Ethics and Integrity; or Management Conflict. (F,S,U) (P/NP)

**BUS 392 Performance Evaluation 0.5 unit**

Techniques, tools, and skills needed for effective employee performance evaluation are presented. (F,S,U) (P/NP)

**BUS 393 Business Report Writing 0.5 unit**

Effective written business communications, including proper report writing techniques, employee evaluations and memos. Includes review of punctuation, grammar, style and clarity. (F,S,U) (P/NP)

**BUS 394 Management: Verbal 0.5 unit**

This class is designed to help leaders improve their verbal communication skills. Students will learn how to improve the design and transmittal of their messages. (F,S,U) (P/NP)

**BUS 395 Business Incorporation 0.5 unit**

Laws, forms and procedures required to incorporate a business. (F,S,U) (P/NP)

**BUS 396 Performance Measurement 0.5 unit**

Learn to design and utilize recurring performance measurements tied to budgetary program cost centers. (F,S,U) (P/NP)

**BUS 397 Executive Leadership 0.5 unit**

The real worth of an organization's values come from what is practiced rather than merely professional. This highly interactive workshop prepares organizational leaders to turn their good intentions into action and to build staff commitment and team building. (F,S,U) (P/NP)

**BUS 398 Efficient Meetings 0.5 unit**

A review of techniques that lead to efficient and effective meetings. Ways to foster participation, decision making and action are highlighted. (F,S,U) (P/NP)

## CHEMISTRY

**CHEM 110 Chemistry and Society 4 units**

*Acceptable for credit: CSU*

An introduction to the fundamentals of chemistry, including the composition of matter, energy and chemical reactions and their application to everyday living. Applications of chemistry in the areas of medicine, nuclear power, plastics, household products and society's effect on the environment will be emphasized. Intended for non-science majors. Not open to students who are enrolled in or have completed CHEM 100, CHEM 105 or CHEM 120. Lecture: 3 hours weekly. Lab: 3 hours weekly. (F,S) (GR/P/NP)

**CHEM 120 Introductory Chemistry 4 units**

*Acceptable for credit: CSU, UC-CL*

Prerequisite: MATH 311 or MATH 313/314

An introductory course emphasizing the principles and practices of chemistry for the student having no prior background in chemistry. Not open to students who have received credit for CHEM 100. Lecture: 3 hours weekly. Lab: 3 hours weekly. (F,S,U) (GR/P/NP)

**CHEM 140 Introductory Organic Chemistry 4 units**

*Acceptable for credit: CSU, UC*

Prerequisite: CHEM 100 or CHEM 120

An introductory study of the compounds of carbon, including both 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. (S) (GR/P/NP)

**CHEM 150 General Chemistry 1 5 units**

*Acceptable for credit: CSU, UC*

Prerequisite: CHEM 100 or CHEM 120 (or equivalent) and MATH 331 (or equivalent)

A study of the principles and theories of chemistry. Topics include the kinetic-molecular theory of matter; atomic structure and the periodic table; chemical bonding; gases; and stoichiometry. Experiments in standard qualitative and quantitative analysis emphasizing the collection and interpretation of data are covered in the lab. Lecture: 3 hours weekly. Lab: 6 hours weekly. (F,S) (GR/P/NP)

**CHEM 151 General Chemistry 2 5 units**

*Acceptable for credit: CSU, UC*

Prerequisite: CHEM 150

A continuation of CHEM 150, emphasizing the development of the principles and theories of chemical equilibria, chemical

kinetics, thermodynamics and electro-chemistry, including an introduction to modern means of instrumental analysis. The laboratory consists of experiments in standard qualitative and quantitative analysis. Lecture: 3 hours weekly. Lab: 6 hours weekly. (F,S) (GR)

### **CHEM 180 Organic Chemistry I** **5 units**

*Acceptable for credit: CSU*

Prerequisite: CHEM 151

CHEM 180 focuses on organic compounds and current methods used in the laboratory to synthesize, analyze, and purify. This course discusses physical properties, reactivity, structure, and synthesis of organic compounds and their derivatives during lecture three hours a week. Each week, there are six hours of laboratory time in which gas-chromatography (GC), infrared radiation (IR), and nuclear magnetic resonance (NMR) spectroscopic methods are used to analyze while crystallization, extraction, sublimation, and multiple methods of distillation will be used to purify the various compounds synthesized throughout the experiments. This course is designed for biochemistry, chemistry, chemical engineering, medical, pharmacy, and other majors that require a more intensive course than CHEM 140 when transferring to a four-year institution, or preparing for entrance examinations in the fields of dentistry, medicine, or pharmacy. This course may be taken one time for credit. Total 54 hours lecture, 108 hours laboratory. (A) (GR)

### **CHEM 181 Organic Chemistry II** **5 units**

*Acceptable for credit: CSU*

Prerequisite: CHEM 180

CHEM 181 continues to focus on derivatives of organic compounds and current methods used in the laboratory to synthesize, analyze, and purify. This course discusses physical properties, reactivity, structure, and synthesis of organic compounds and even more derivatives during lecture three hours a week. Each week, there are six hours of laboratory time in which gas chromatography (GC), infrared radiation (IR), and nuclear magnetic resonance (NMR) spectroscopic methods are used to analyze while crystallization, extraction, sublimation, and multiple methods of distillation will be used to purify the various compounds synthesized throughout the experiments. This course is designed for biochemistry, chemistry, chemical engineering, medical, pharmacy, and other majors that require a more intensive course than CHEM 140 when transferring to a four-year institution, or preparing for entrance examinations in the fields of dentistry, medicine, or pharmacy. This course may be taken one time for credit. Total 54 hours lecture, 108 hours laboratory. (A) (GR)

### **CHEM 179 Experimental Courses in Chemistry** **0.5 to 10 units**

*179 - Acceptable for credit: CSU, UC*

For course description, see "Experimental Courses."

### **CHEM 189 Independent Projects in Chemistry** **1 to 3 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

## **COMPUTER BUSINESS INFORMATION SYSTEMS**

### **CBIS 101 Computer Concepts & Applications** **3 units**

*Acceptable for credit: CSU, UC*

Advisory: CBIS 301 or CBOT 100

The focus of this course is to provide the computer skills that all college students need. Provides hands-on experience using software applications such as Internet browsers, word processing, spreadsheets, databases and presentation software. (F,S,U) (GR/P/NP)

### **CBIS 108 Networking and Administration** **3 units**

*Acceptable for credit: CSU*

Advisory: CBIS 301

Assists students preparing to work as network administrators or server managers, emphasizing installation and maintenance of a Windows NT Server on a LAN. Also provides preparation for the Windows NT certification exam. (F,S) (GR/P/NP)

### **CBIS 112 Intro to Visual Basic Program** **3 units**

*Acceptable for credit: CSU, UC*

Advisory: CBIS 301 or CBIS 101 or CS 102

An introduction to Visual Basic, an object-oriented/event and procedure-driven programming language for the Windows environment. Provides skills necessary for the creation of professional looking applications, development of macros in Excel and the use of procedures and modules in Access. (F,S) (GR/P/NP)

### **CBIS 141 Microsoft Excel-Comprehensive** **3 units**

*Acceptable for credit: CSU*

Advisory: CBIS 101 or CBIS 371 or CS 102

Manage and analyze information using spreadsheets for more informed decisions. Some skills covered are applying formatting, creating calculations, using functions, creating Pivot Tables and Pivot Charts, developing macros, sharing data, and writing VBA code. (F,S) (GR/P/NP)

### **CBIS 142 Microsoft Access-Comprehensive** **3 units**

*Acceptable for credit: CSU*

Advisory: CBIS 101 or CBIS 372 or CS 102

Learn techniques to solve business problems and develop business decision-making processes using a database program. Some skills covered are developing and maintaining tables, relationships, queries, forms, reports, macros and code modules. Learn Microsoft Access 2007. (F,S) (GR/P/NP)

### **CBIS 189, 389 Independent Projects in Computer Business Information Systems** **1 to 3 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

### **CBIS 301 Computer Fundamentals 1** **3 units**

Development of computer competency using the Windows operating system and a number of common computer peripherals. Provides students with the essential computer skills to succeed in college-level computer courses. (F,S) (GR/P/NP)

### **CBIS 318 Programming for the Web** **3 units**

Prerequisite: CBIS 327

Advisory: CS 102

An introduction to programming and scripting for the development of Web-based business solutions. Emphasizes program concepts to develop Web pages that include client-side and server-side scripting. Students taking this course should have a basic knowledge of programming. (F,S) (GR/P/NP)

**CBIS 321 Internet Business Applications 3 units**

Advisory: CBIS 301 or equivalent skills.

Development of fundamental competency in Internet business applications. Explores a comprehensive range of skills from the basic uses of Internet browsers, search engines and email to file transfer protocol, file compression and bookmark management. Includes the use of editing software to create interactive business websites, searching for and registering domain names and analyzing business websites. (F,S) (GR/P/NP)

**CBIS 327 Building Business Web Sites 3 units**

Advisory: CBIS 373

An introductory to advanced course on business website development that consists of website design, accessibility, usability and troubleshooting. Presents skills necessary to create professional-looking business Web pages using images, tables, tags, cascading style sheets, forms, libraries, behaviors and timelines. Includes uploading and maintaining pages on an Internet server site. Learn Macromedia Dreamweaver. (F,S) (GR/P/NP)

**CBIS 330 Database Management and Concepts 3 units**

Advisory: CBIS 101

This course provides a comprehensive foundation in practical database design and implementation covering a range of database types in a variety of formats. Data modeling, implementation with SQL (Structured Query Language), database performance, database security and connectivity with the Web are all covered. Students taking this course should be competent in the use of office applications and the operating system. (F,S) (GR/P/NP)

**CBIS 334 Database Security and Auditing 3 units**

Advisory: CBIS 330 or CBIS 142.

A course on security techniques used when developing and maintaining database applications. Design secure applications from the beginning and defend from attacks. Learn database security for business applications. Students should have previous database development experience. (F,S) (GR/P/NP)

**CBIS 336 Web DB Programming-PHP/ASP 3 units**

Prerequisite: CBIS 327 and CBIS 330

Advisory: CS 102

A course on developing dynamic, database-driven websites, and implementing Web-based business solutions. Manage databases on the Web using server-side scripting with PHP (Hypertext Preprocessor) and ASP (Active Server Pages). Students taking this course should understand Web page and database development. (F,S) (GR/P/NP)

**CBIS 337 Presentation Design-PowerPoint 3 units**

Advisory: CBIS 373 or knowledge of Windows.

An introduction to computer-based business presentations and their development using PowerPoint. This course is not open to students who are enrolled in or have received credit for CBOT 337. (F,S) (GR/P/NP)

**CBIS 343 Applied Project Management 1 1.5 units**

Advisory: Knowledge of current Windows operating system

An introduction to managing comprehensive projects using a commercial project management software package. Provides skills necessary for planning and creating professional-looking schedules, communicating project information and using the critical path. (F,S) (GR/P/NP)

**CBIS 371 Intro to Excel 1 unit**

Provides the student with an introduction to the use of Microsoft Excel. This course covers fundamentals of spreadsheet design; data entry, use of formulas and operators, charting information, and printing worksheets and graphs. (F,S,U) (P/NP)

**CBIS 372 Intro to Access 1 unit**

Provides the student with an introduction to the use of database management program. Learn Microsoft Access 2010. (F,S,U) (P/NP)

**CBIS 373 Intro to Windows 1 unit**

Provides students with an introduction to the use of Windows, the most widely used operating system for PC computers. Course covers fundamentals of Windows; managing the desktop; managing files and folders; personalizing and customizing your computer; and using Windows applications. (F,S,U) (P/NP)

**CBIS 381 Introduction to Mac OS 1 unit**

Provides the students with an introduction to the use of the Mac operating system. Course covers fundamentals of Mac OS; managing the desktop; managing files and folders; personalizing and customizing your computer; and using system applications. (F,S,U) (P/NP)

**CBIS 382 Office Apps for the Mac 2 units**

Advisory: CBIS 381

An introduction to Microsoft Office applications, Word, Excel and PowerPoint, using a Mac computer. (F,S,U) (GR/P/NP)

**CBIS 399 Special Topics in Computer Business Information Systems 0.5 to 3 units**

Acceptable for credit: CSU, UC

For course description, see "Special Topics."

## COMPUTER BUSINESS OFFICE TECHNOLOGY

**CBOT 100 Keyboarding 1 unit**

Acceptable for credit: CSU

This course is Tech Prep articulated.

Elementary keyboarding by touch techniques for those who need to develop keyboarding and keypad skills necessary for using computer keyboards. (F,S,U) (GR/P/NP)

**CBOT 131 Intro to Word Processing 3 units**

Acceptable for credit: CSU

This course is Tech Prep articulated

Advisory: CBOT 100

An introduction to word processing designed to develop skills in formatting and editing documents. Topics include setting tabs, creating headers and footers, inserting tables, creating newsletters, applying styles, using templates and printing envelopes and labels. Time saving tips and techniques will also be discussed. (F,S,U) (GR/P/NP)

**CBOT 132 Advanced Word Processing 3 units**

Acceptable for credit: CSU

This course is Tech Prep articulated.

Advisory: CBOT 131

An advanced word processing experience designed to develop industry proficiency in the skills required for

processing information in today's electronic office. Includes inserting graphics and WordArt to create flyers and newsletters; creating online forms; inserting a table of contents and index for reports and books; creating hyperlinks, bookmarks, and cross-references; completing a mail merge; and recording macros and saving documents using different file formats. (F,S) (GR/P/NP)

**CBOT 189, 389 Independent Projects in Computer Business Office Technology 1 to 3 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**CBOT 302 Records Management 2 units**

A comprehensive course in the principles and practices of records management. The course covers the rules of indexing and alphabetizing and various records management systems including geographic, numeric, subject, microfilming and magnetic-disc and tape storage, plus the organization and operation of records management programs. (F,S) (GR/P/NP)

**CBOT 305 Legal Office Procedures 3 units**

Prerequisite: Ability to keyboard 40 words per minute.

Focuses on law office secretarial procedures and terminology, covering the field of general civil procedure, unlawful detainer (landlord/tenant), adoption law, family law (dissolution), probate law, corporate law and miscellaneous non-court documents such as deeds and notes. (F) (GR)

**CBOT 312 Keyboarding Speed and Development 1 unit**

This course is Tech Prep articulated.

Advisory: CBOT 100

Designed to improve your keyboarding speed and accuracy using touch techniques. Student's will master the skills of keyboarding and increase their speed and accuracy by the touch method, before they enter the job market. (F,S,U) (GR/P/NP)

**CBOT 333 Business Desktop Publishing 3 units**

Basics of desktop and Internet publishing for business documents. Topics include page layouts using columns and grids, adding multimedia elements, incorporating color and publishing techniques. (S) (GR/P/NP)

**CBOT 334 Administrative Office Procedures 3 units**

Advisory: CBOT 131

This course focuses on both the computerized and non-computerized administrative tasks performed by secretaries and administrative assistants in today's electronic office. Topics include effective communication in the workplace, records management, customer service and teamwork. (F,S) (GR/P/NP)

**CBOT 336 Intro to Internet Explorer 1 unit**

An introductory course in the use of browser software, explaining how to use tabbed browsing, advanced Web searches, search engines, managing favorites, using email and subscribing to newsgroups and RSS feeds. (F,S) (P/NP)

**CBOT 337 Presentation Design-PowerPoint 3 units**

An introduction to computer-based business presentations and their development using PowerPoint. Topics include creating dynamic, non-linear presentations with animation, designing colorful handouts, installing and using templates, inserting sound, action buttons, video and creating slide

masters. Time saving tips and techniques will also be discussed. (F,S) (GR/P/NP)

**CBOT 360 Word – Basics 1 unit**

An introductory course in the basics of word processing. Learn to create letters, memos, reports, tables and flyers using word processing software. (F,S,U) (P/NP)

**CBOT 361 Intro PowerPoint 1 unit**

An introductory course in using presentation design software. Students will learn how to create dynamic presentations with animation, transitions and graphics. Students will also learn how to use templates and modify design themes. (F,S,U) (P/NP)

**CBOT 362 Intro to MS Publisher 1 unit**

Advisory: Basic knowledge of Microsoft Windows

An introductory course in the basics of desktop publishing. Learn to create newsletters, brochures, flyers, logos and business cards using desktop publishing software. This is a course with flexible hours. (P/NP) (F,S,U)

**CBOT 379 Experimental Courses in Computer Business Office Technology 0.5 to 3 units**

For course description, see "Experimental Courses."

**CBOT 399 Special Topics in Computer Business Office Technology 0.5 to 3 units**

For course description, see "Special Topics."

## COMPUTER ELECTRONICS

**CEL 103 Cabling & Fiber Optics 2 units**

*Acceptable for credit: CSU*

Introductory hands-on course focusing on industry and aerospace standard single and multi-conductor wiring, termination, soldering and fiber optics. The course will introduce wiring and fiber characteristics and fabrication techniques using a variety of cable and termination types. Hands-on experimentation is designed to reinforce the studied theory and applications. Study units also contain lessons that concentrate on communication aspects, system design and most importantly, troubleshooting. (F) (GR/P/NP)

**CEL 104 Introduction to Robotics & Mechatronics 3 units**

*Acceptable for credit: CSU*

An introduction to robotic control applications. Basic electronics, including digital, analog and microcontroller devices, sensors and transducers and actuators will be emphasized for automation control. Topics include Basic, Assembly and C language programming for robotic control; interfacing of indicators, switches, sensors and transducers; controlling motion and motors; monitoring and measurement of rotation; measuring light, temperature and conductance; application of navigation and measurement techniques; remote control applications; mechanical systems; and the control of frequency and sound. This course is not open to students who are enrolled in or have received credit for EL 104 or ET 104. (F,S) (GR/P/NP)

**CEL 128 Renewable Energy 3 units**

*Acceptable for credit: CSU*

A study of the principles behind energy generation and conversion that can be applied to modern electrical, mechanical and chemical devices that use or produce power. Special emphasis will be given to the study of electricity as a -



renewable energy source. This course is not open to students who are enrolled in or have received credit for EL 128 or ET 128. (A) (GR/P/NP)

### **CEL 131 PLCs & Industrial Control Design 3 units**

*Acceptable for credit: CSU*

Prerequisite: EL 125 or CS 141

A study of the purpose and operating features of a programmable logic controller (PLC). Topics include PLC terminology, architecture, input/output modules, memory, commands for internal relays, on/off timers, up/down counters, use of subroutines, program control and math instructions. Relay schematics, ladder logic diagrams and programming of logic controllers are emphasized. Sensing devices and time-driven process sequences will be studied and integrated into control systems. This course is not open to students who are enrolled in or have received credit for EL 131 or ET 131. (A) (GR/P/NP)

### **CEL 133 Mechatronic Systems 1 3 units**

*Acceptable for credit: CSU*

Prerequisite: ET 104, CEL 104 or EL 104

This is a hands-on mechatronic systems course that focuses on the electromechanical concepts (mechanics, electronics and programming) of automated systems. Emphasis is placed on how industrial grade sensors and transducers function and how they are interfaced into control systems. Study topics include transducers and sensors for light, heat, motion, pressure and position control; switching devices; input and output signal conditioning; continuous, closed-loop and proportional integral derivative process control; and safety. This course is not open to students who are enrolled in or have received credit for EL 133 or ET 133. (A) (GR/P/NP)

### **CEL 139 Electrical Power, Motors, & Controls 3 units**

*Acceptable for credit: CSU*

Prerequisite: EL 122 and EL 125 or CS 141

A study of electronics, signal communication and power technology that support efficient manufacturing processes for various industries. Topics include motors, their drives and controls, power electronics, PLCs and communications networks used to monitor industrial processes. This course is not open to students who are enrolled in or have received credit for EL 139 or ET 139. (A) (GR/P/NP)

### **CEL 162 Fluid Power and Control 2 units**

*Acceptable for credit: CSU*

An introduction to the generation, control and basic applications of hydraulics and pneumatics force and motion systems. Topics include safety, properties of and forces in liquids, pumps, motors, valves, reservoirs, strainers, filters, accumulators, basic diagramming, system design and troubleshooting. This course is not open to students who are enrolled in or have received credit for EL 162 or ET 162. (A) (GR/P/NP)

## COMPUTER SCIENCE

### **CS 102 Introduction to Computing with HTML 3 units**

*Acceptable for credit: CSU, UC*

Advisory: CBOT 100

A general education course dealing with how computers work, how they are used and their effects on society.

Includes an introduction to Web page design using HTML. (F,S) (GR)

### **CS 111 Fundamentals of Programming 1 4 units**

*Acceptable for credit: CSU, UC*

Prerequisite: MATH 311. Advisory: CS 102

Introduces the fundamentals of computer programming and software design. Topics include variables, data types, assignment, expressions, basic I/O, control flow, functions and parameters, scope and data structures. Emphasizes top-down design, step-wise refinement and an engineering approach using a high-level language. (F,S) (GR)

### **CS 112 Fundamentals of Programming 2 4 units**

*Acceptable for credit: CSU, UC*

Prerequisite: MATH 311

Design, implementation and testing of object-oriented software. Introduction to classes, objects, encapsulation, interfaces, inheritance, polymorphism, algorithms (sort, search, recursion), abstract data types (list, stacks, queues, trees), data structures, pointers, dynamic allocation, traversal using iterators, file I/O, and exceptions. Students will develop applications using class hierarchies and abstract data types. (F,S) (GR)

### **CS 131 Computer Organization 4 units**

Prerequisite: CS 111

Introduction to computer architecture and assembly language programming. Topics include data representation and conversion, assembly language programming, digital design, and basic processor architecture. (F,S) (GR)

### **CS 161 Discrete Structures 3 units**

*Acceptable for credit: CSU, UC*

Prerequisite: MATH 181 and either CS 121 or 111 or CS 175

An introduction to the discrete structures of computing, including propositional and predicate logic, methods of proof, functions, computer arithmetic, algorithm complexity, recursion, graphs, trees, sets and relations, networks, induction and combinatorics. (S2) (GR)

### **CS 175 Object-Oriented Programming 3 units**

*Acceptable for credit: CSU, UC*

Prerequisite: MATH 311 Advisory: CS 111

A study of object-oriented programming including objects, classes, member functions, encapsulation, inheritance and polymorphism. Control flow, function overloading, search and sort algorithms, recursion, template classes and functions, as well as dynamic data structures are covered. Uses the C++ language. (F) (GR)

### **CS 179, 379 Experimental Courses in Computer Sciences 0.5 to 10 units**

*179 - Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

### **CS 181 Game Programming 3 units**

Prerequisite: CS 111 Advisory: CS 112

*Acceptable for credit: CSU, UC*

Elements of games, including theme, game play and presentation. Basic concepts of programming and how programs control the display of graphics and animation in computer games. The use of sound and artificial intelligence

in computer games. Demonstrations and experiments with game programming through the use of examples. (F,S) (GR)

**CS 189 Independent Projects in Computer Science 1 to 3 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**CS 199, 399 Special Topics in Computer Science 0.5 to 3 units**

*199 - Acceptable for credit: CSU, UC-DAT*

For course description, see "Special Topics."

## COOPERATIVE WORK EXPERIENCE

**CWE 149 Cooperative Work Experience: Occupational 1 to 8 units**

Students enrolled in CWE 149 may earn up to eight units of credit per semester not to exceed 16 units in total. Units earned in any other cooperative work experience course(s) (CWE 302 or any discipline specific 149 numbered course) will be included in the 16 unit maximum.

*Acceptable for credit: CSU*

Limitation on Enrollment: To participate in Cooperative Work Experience: (1) students must be working in a paid or unpaid job **within their major**; (2) students must be able to become involved in new or expanded responsibilities on the job; (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student; and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities.

CWE 149 is appropriate for supervised employment, extending classroom-based learning to an on-the-job learning environment relating to the student's career and educational goals. In addition, these work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits and fostering positive workplace attitudes. (F,S,U) (GR/P/NP)

**CWE 302 Cooperative Work Experience: General 1 to 3 units**

Limitation on enrollment: To participate in Cooperative Work Experience: (1) students must be working in a paid or unpaid job; (2) students must be able to become involved in new or expanded responsibilities on the job; (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student; and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities.

Students enrolled in CWE 302 may earn up to three units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience (CWE 149 or any discipline specific 149 numbered course) will be included in the 16 unit maximum.

CWE 302 is appropriate for 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. (F,S) (GR/P/NP)

## COSMETOLOGY

**COS 301 Intro to Cosmetology 6 units**

Prerequisite: Levels of placement on the START test are required: READ 510 or higher, ENGL 512 or higher, MATH 531

An overview of the field of cosmetology with extensive practice in introductory hair, skin and nail care techniques. The course covers the practices of beauty salon operation, good customer and public relations and analysis of the Cosmetology Act and State Board Rules and Regulations. (GR)

**COS 302 Advanced Cosmetology 6 units**

Prerequisite: COS 301 with grade C or higher

Provides students with advanced laboratory and salon experience in the field of cosmetology and related sciences. Includes theories and practices in hair styling, permanent waving, chemical straightening, haircutting, hair coloring and bleaching, scalp and hair treatments, facials, eyebrow arching and hair removal, makeup, manicuring and pedicuring. Students are required by the State Board of Cosmetology to complete COS 301 and COS 302 A-C for a total of 1,600 hours in order to qualify to take the licensure examination and become eligible to practice as a cosmetologist. (GR)

**COS 310 Manicuring 6 units**

Prerequisite: Levels of placement on the START test are required: READ 510 or higher, ENGL 512 or higher, MATH 531

Designed to prepare the student to take the state board examination required to obtain a license as a manicurist/pedicurist. Includes the study of anatomy, sanitation and sterilization and safety precautions as applied to manicuring and pedicuring operations. Students will develop knowledge and skills in water and oil manicuring, hand and arm massage, complete pedicure procedures, massage and nail analysis. (GR)

## CULINARY ARTS

**CA 118 Beverage Management 1 unit**

*Acceptable for credit: CSU*

A study of managing bar and beverage service for profit. Types of beverages (including mixology), equipment, sanitary operations, staffing, promotions, purchasing, storage, inventory and pricing strategies are discussed. (F) (GR/P/NP)

**CA 119 Introduction to Hospitality Industry 2 units**

*Acceptable for credit: CSU*

An overview of the hospitality industry with an emphasis on career perspectives and wages. Topics include the restaurant business, operations and industry organization; issues in food service management; and lodging operations, the hotel business and the role of service in all sectors. (F) (GR/P/NP)

**CA 120 Principles of Foods 1 4 units**

*Acceptable for credit: CSU*

Advisory: MATH 511

Provides knowledge and experience in food preparation terminology, equipment and techniques to increase proficiency, coupled with investigation of the science principles involved. Emphasis is on ingredient functions and

interactions; production and sensory evaluation standards; food safety and sanitation; nutrient values; and food aesthetics and presentation. Content includes recipe and menu development, stocks, sauces, meat, poultry, fish and shellfish. This course is not open to students who are enrolled in or have received credit for FCS 120. (S) (GR/P/NP)

### CA 121 Basic Baking and Pastry 3 units

*Acceptable for credit: CSU*

Advisory: CA 120 or FCS 120 and MATH 511

The study of equipment, skills and procedures used in commercial bakeries. Includes practical application in the production of a wide variety of quick yeast breads and cookies. (F) (GR/P/NP)

### CA 122 Advanced Baking & Pastry 3 units

*Acceptable for credit: CSU*

Prerequisite: CA 121 or FCS 121

Designed to increase the student's proficiency in baking and pastry techniques with a focus on artistry and practical skills. Explores classical and modern applications of pastries, meringues, tarts, syrups, creams, sauces, pies, fillings, fruit desserts and plating. (F) (GR/P/NP)

### CA 123 Principles of Foods 2 2 units

*Acceptable for credit: CSU*

Prerequisite: CA 120 or FCS 120

Provides knowledge and experience in food preparation terminology, equipment and techniques. Emphasis is on scientific principles, ingredient functions and interactions, production and sensory evaluation standards, food safety and sanitation, nutrient values, food aesthetics and presentation of vegetables, starches and grains, salads and dressings, sandwiches, hors d'oeuvres, Grande Manger, breakfast foods, bakeshop and international cuisine. This course is not open to students who are enrolled in or have received credit for FCS 123. (F) (GR/P/NP)

### CA 124 Sanitation, Safety & Equipment 3 units

*Acceptable for credit: CSU*

An overview of basic concepts of personal and institutional sanitation and safety as applied to food service with special emphasis on the role of the food supervisor/manager in maintaining sound practices. The course also covers the concepts of sanitation and safety as related to the selection, layout and use of equipment and examines current recommended practices including local, state and federal regulations. (S) (GR/P/NP)

### CA 125 Supervision & Training 3 units

*Acceptable for credit: CSU*

A study of food service operations, procedures and problems encountered in the development of personnel programs and desirable labor management relationships. Topics include selection, placement, orientation, training, counseling, rating and promotion of employees. (F) (GR/P/NP)

### CA 126 Food Production Cost, Control 3 units

*Acceptable for credit: CSU*

Advisory: MATH 511

A study of quantity food preparation with emphasis on food, beverage and labor cost control management in purchasing, receiving, storing, issuing and producing food products. Principles and procedures for the management of institu-

tional, restaurant and catering food service settings are examined. (A) (GR/P/NP)

### CA 129 Catering & Events Management 3 units

*Acceptable for credit: CSU*

Prepares students for self-employment or working within the hotel/restaurant industry. Includes the research, design, planning, coordination and evaluation of events. Major emphasis is on managing catered events including menu development, organization, cost accounting, service, rentals, scheduling, staffing, contracts, legal requirements, marketing and client relations. (S) (GR/P/NP)

### CA 199, 399 Special Topics in Culinary Arts 0.5 to 3 units

199 - *Acceptable for credit: CSU, UC-DAT*

For course description, see "Special Topics."

### CA 323 Specialty & Wedding Cakes 1 unit

Advisory: CA 120 or FCS 120

A study of cake making including mixing, baking, assembling, filling and frosting with American layer, European style and wedding cake assembly. Client relations and business practices for wedding cake sales is covered. (S,U) (GR/P/NP)

### CA 324 Cake Decorating & Decorative Work 1 unit

Advisory: CA 120 or FCS 120

Instruction in cake decorating techniques including assembling and icing cakes and pastry bag work for borders, lace, string work, writing and flowers. Cake design, colors, construction, evaluation and decorations of marzipan, pastillage and nougatine will be covered. (F) (GR/P/NP)

## DANCE

### DANC 101 Dance Appreciation 3 units

*Acceptable for credit: CSU, UC*

An overview of the development of dance as an art form from its historical roots to contemporary trends, emphasizing multicultural/gender issues. (F) (GR/P/NP)

### DANC 110 Beginning Modern Dance 2 units

*Acceptable for credit: CSU, UC*

Advisory: ENGL 514

The study and execution of fundamental modern dance techniques, including movement skills and the basic rhythmic structure of dance. Students have the opportunity to create their own movement combinations. Attendance of AHC dance concert is required. This is a lecture/lab course. (F,S) (GR/P/NP)

### DANC 111 Intermediate Modern Dance 2 units

*Acceptable for credit: CSU, UC.*

Advisory: ENGL 514 and DANC 110

The study and execution of intermediate modern dance techniques. 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. Attendance of AHC dance concert is required. This is a lecture/lab course. (F,S) (GR/P/NP)

**DANC 115 Advanced Modern Dance 3 units**

*Acceptable for credit: CSU, UC.*

Advisory: ENGL 514 and DANC 111

Limitation 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. This is a lecture/lab course. (A) (GR/P/NP)

**DANC 120 Beginning Ballet 2 units**

*Acceptable for credit: CSU, UC*

Advisory: ENGL 514

An introduction to the fundamentals of ballet movement and terminology. Barre work emphasizes the basic exercises of ballet which develop control, strength and basic body placement. Center work concentrates on basic ballet combinations of adage, jumps, waltz and turns. Students have the opportunity to create their own movement combinations. Attendance of AHC dance concert is required. This is a lecture/lab course. (F,S) (GR/P/NP)

**DANC 121 Intermediate Ballet 2 units**

*Acceptable for credit: CSU, UC*

Advisory: ENGL 514 and DANC 120

A study at the intermediate level of movements appropriate to classical music, including intermediate level ballet barre, center, adagio, turns and allegro movement. Students have the opportunity to create their own movement combinations. Attendance of AHC dance concert is required. This is a lecture/lab course. (F,S) (GR/P/NP)

**DANC 125 Advanced Ballet 3 units**

*Acceptable for credit: CSU, UC*

Advisory: ENGL 514 and DANC 121

Limitation on Enrollment: Audition

Emphasizes complex work in the Russian and Italian ballet techniques including turns, beats, and grand allegro. Students have the opportunity to develop ballet performing skills. Attendance of AHC dance concert is required. This is a lecture/lab course. (A) (GR/P/NP)

**DANC 126 Clinic in Ballet Barre 0.5 unit**

*Acceptable for credit: CSU, UC*

An introduction to the fundamentals of ballet movements at the barre. Movements with emphasis on proper body placement, alignment, control, agility, rhythm and strength. this is a lab course. (A) (P/NP)

**DANC 130 Beginning Jazz 2 units**

*Acceptable for credit: CSU, UC*

Advisory: ENGL 514

An introduction to the basic movements appropriate to contemporary jazz music, emphasizing exercises that develop body stretch and flexibility, and improve rhythmic abilities and movement coordination. Covers different jazz styles, including rock, modern jazz and theater dance. Students have the opportunity to create their own movement combinations. Attendance of AHC dance concert is required. This is a lecture/lab course. (F,S) (GR/P/NP)

**DANC 131 Intermediate Jazz 2 units**

*Acceptable for credit: CSU, UC*

A study at the intermediate level of movements appropriate to contemporary music, including turns, floor work, isolation combinations and rhythm techniques. Students have the opportunity to create their own movement combinations. Attendance of AHC dance concert is required. This is a lecture/lab course. (F,S) (GR/P/NP)

**DANC 133 Hip Hop/Jazz Styles 2 units**

*Acceptable for credit: CSU, UC*

Advisory: ENGL 514

An introduction to hip hop and jazz dance styles. Attendance of AHC dance concert is required. This is a lecture/lab course. (F,S) (GR/P/NP)

**DANC 135 Advanced Jazz 3 units**

*Acceptable for credit: CSU, UC*

Advisory: ENGL 514 and DANC 131

Limitation on enrollment: Audition

A study of jazz technique at the advanced level. Students have the opportunity to create their own movement combinations. Attendance of AHC dance concert is required. This is a lecture/lab course. (A) (GR)

**DANC 140 Beginning Folklorico 2 units**

*Acceptable for credit: CSU, UC*

Advisory: ENGL 514

An introduction to the fundamentals of movements appropriate for Mexican folklorico and dances of Spain, emphasizing exercises to improve rhythmic abilities and movement coordination. Attendance of AHC dance concert is required. This is a lecture/lab course. (F,S) (GR/P/NP)

**DANC 142 Intermediate Folklorico 0.5 unit**

*Acceptable for credit: CSU, UC*

Advisory: DANC 140

An intermediate study of traditional dance from both Mexico and Spain. This is a lab course. (GR/P/NP) (F,S,U)

**DANC 145 Folklorico Zapateados 0.5 unit**

*Acceptable for credit: CSU, UC*

Advisory: DANC 140

Perform beginning and low intermediate Folklorico footwork from various regions of Mexico. This is a lab course. (A) (GR/P/NP)

**DANC 148 Folklorico Concert Production 3 units**

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Audition

Beginning Folklorico students will use their performance skills in a Folklorico concert. This is a lecture/lab course. (F,S) (GR)

**DANC 151 Clinic in Tap 0.5 unit**

*Acceptable for credit: CSU, UC*

An introduction to the basic movements of tap dancing, emphasizing styles of musical theater as related to tap. This is a lab course. (U) (P/NP)

**DANC 152 Beginning Tap 2 units**

*Acceptable for credit: CSU, UC*

Advisory: ENGL 514

An introduction to the basic movements of tap dancing, emphasizing styles of musical theater as related to tap. Covers exercises to develop rhythmic abilities and -

movement coordination. Attendance of AHC dance concert is required. This is a lecture/lab course. (F,S) (GR/P/NP)

**DANC 153 Intermediate Tap 2 units**

*Acceptable for credit: CSU, UC*

Advisory: ENGL 514 and DANC 152

A study of intermediate level movements of tap dancing and freestyle rhythmic forms, emphasizing styles of musical theater as related to tap. Attendance of AHC dance concert is required. This is a lecture/lab course. (F2) (GR/P/NP)

**DANC 154 Pointe & Partnering Clinic 1 unit**

*Acceptable for credit: CSU, UC*

Advisory: DANC 121

Designed for the intermediate level student. Ballet pointe work will be taught for women, while men will work on masculine ballet movement. Techniques for partnering will also be explored. This is a lecture/lab course. (U) (P/NP)

**DANC 155 Clinic in Pilates 0.5 unit**

*Acceptable for credit: CSU, UC*

An introduction to Pilates-based exercise techniques. (A) (P/NP)

**DANC 156 Techniques for Stretch 1 unit**

*Acceptable for credit: CSU, UC*

Advisory: ENGL 514

Designed to help students increase range of motion while decreasing injuries associated with improper preparation for physical activities. While the class is particularly important for dancers and athletes, all students can benefit. Attendance of AHC dance concert is required. This is a lab course. (A) (GR/P/NP)

**DANC 160 Clinic in Ballet 0.5 unit**

*Acceptable for credit: CSU, UC*

A study of fundamental ballet techniques, focusing on building basic stretch and strength for the student. This is a lab course. (U) (P/NP)

**DANC 161 Clinic in Intermediate Ballet 0.5 unit**

*Acceptable for credit: CSU, UC*

Advisory: DANC 120 or DANC 160

A study in intermediate ballet, focusing on the classical style. This is a lab course. (U) (P/NP)

**DANC 162 Clinic in Jazz 0.5 unit**

*Acceptable for credit: CSU, UC*

A study of fundamental dance techniques in contemporary forms, emphasizing building strength and stretch and learning rhythmic forms to contemporary music. This is a lab course. (U) (P/NP)

**DANC 163 Clinic in Intermediate Jazz 0.5 unit**

*Acceptable for credit: CSU, UC*

Advisory: DANC 130 or DANC 162

A study of intermediate dance techniques in the contemporary styles. Emphasis on complex rhythmic movements. This is a lab course. (U) (P/NP)

**DANC 164 Clinic in Modern Dance 0.5 unit**

*Acceptable for credit: CSU, UC*

A study of basic modern dance techniques including warm-ups, locomotor moves, combinations, improvisation and terminology. A live performance concludes the session. This is a lab course. (U) (P/NP)

**DANC 165 Clinic in Hip Hop 0.5 unit**

*Acceptable for credit: CSU, UC*

An introduction to hip hop dance. This is a lab course. (U) (P/NP)

**DANC 167 Clinic in Intermediate Tap 0.5 unit**

*Acceptable for credit: CSU, UC*

Advisory: DANC 151 or DANC 152

A study of complex tap rhythms. (S) (P/NP)

**DANC 168 Clinic in Stretch 0.5 unit**

*Acceptable for credit: CSU, UC*

Designed to help students increase range of motion while decreasing injuries associated with improper preparation for physical activities. Students learn to maintain a position for a sustained period of time in order to allow the body to stretch and warm its muscles. While the class is particularly important to dancers and athletes, all students can benefit. (U) (P/NP)

**DANC 170 Music for Dancers 1 unit**

*Acceptable for credit: CSU, UC*

Advisory: DANC 110, DANC 120 or DANC 130

The study of music and basic rhythms as they relate to dance, including quality, phrasing and extensive practice in counting and moving to music. (U) (GR)

**DANC 171 Dance Composition/Choreography 3 units**

*Acceptable for credit: CSU, UC*

Advisory: ENGL 514, DANC 111, DANC 121 or DANC 131

An exploration of movement expression through improvisation and choreographic exercises for the intermediate dance student. Students have an opportunity to work on choreography as a complete concert piece. (U) (GR)

**DANC 172 Beginning Ballroom Dance 0.5 unit**

*Acceptable for credit: CSU, UC*

Students will learn basic ballroom dances including the rhumba, cha-cha, fox trot, waltz, tango, swing and samba. (P/NP)

**DANC 174 Intermediate Ballroom 0.5 unit**

*Acceptable for credit: CSU, UC*

Advisory: DANC 172

A study of complex ballroom dances including cha-cha, tango, rhumba, samba, fox trot, waltz, jive and paso doble at the intermediate level. (A) (P/NP)

**DANC 175 Clinic in Salsa 0.5 unit**

*Acceptable for credit: CSU, UC*

An introduction to salsa as a social dance form. (U) (P/NP)

**DANC 176 Choreography Field Work 2 units**

*Acceptable for credit: CSU*

Advisory: ENGL 514

Presents intermediate level projects in choreography that will lead to a performance. (U) (GR)

**DANC 178 Intermediate Social Dance 0.5 unit**

*Acceptable for credit: CSU, UC*

Advisory: DANC 175

A study of complex Latin and jitterbug dance forms. Partner lifts will be explored. (A) (P/NP)

**DANC 179, 379 Experimental Courses in Dance**  
**0.5 to 10 units**

179 - Acceptable for credit: CSU, UC-DAT

For course description, see "Experimental Courses."

**DANC 180 Performance Lab** **3 units**

Acceptable for credit: CSU, UC

Advisory: ENGL 514

Limitation on enrollment: Audition

Provides an opportunity for dance students to utilize all the performance and choreographic skills used in dance performance, including performing on campus in informal concerts and in a major concert in the college theatre. (F,S) (GR)

**DANC 182 Technical Production Lab** **3 units**

Acceptable for credit: CSU, UC

Limitation on enrollment: Audition

Provides an opportunity for students to develop and apply technical expertise and skills utilized in dance performance, including lighting, costuming, set/prop design, construction and publicity. (F,S) (GR)

**DANC 183 Dance Ensemble** **3 units**

Acceptable for credit: CSU, UC

Advisory: ENGL 514

Limitation on enrollment: Audition

Provides the opportunity for career-oriented performers to work with staff and guest artists in the rehearsal and performance experience. Those experiences will include on campus and community outreach performances throughout the semester. (S) (GR)

**DANC 185 Introduction to Performance Skills** **3 units**

Acceptable for credit: CSU, UC

Advisory: ENGL 514

Limitation on enrollment: Audition

An introductory skills class in performance techniques. Provides opportunity for students to learn and perfect performing skills used in a dance performance. (F,S) (GR)

**DANC 186 Dance Production** **3 units**

Acceptable for credit: CSU, UC

Advisory: ENGL 514

Limitation on enrollment: Audition

Provides an opportunity for dance students to learn and use all the performance skills to mount a major concert. (F,S,U) (GR)

**DANC 189 Independent Projects in Dance** **1 to 3 units**

Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."

**DA 310 Exploring Career Opportunities** **3 units**

Limitation on enrollment: Admittance to Dental Assisting program

An exploration of dental health career options. Provides information that enables students to make informed decisions about future career pathways. (F,S,U) (P/NP)

**DA 314 Introduction to Bio-Dental Science** **3 units**

Limitation on enrollment: Admittance to Dental Assisting program

Presents basic terminology related to human anatomy and physiology with emphasis on head and neck anatomy. Introduces bio-dental sciences: dental nomenclature, embryology, histology, morphology, pathology, microbiology, pharmacology and preventive dentistry. (F) (GR)

**DA 317 Dental Assisting Theory** **7 units**

Limitation on enrollment: Admittance to Dental Assisting program

Advisory: ENGL 100 or ENGL 101

The course prepares the student to provide patient care with emphasis on diagnostic, restorative and specialty branches of dentistry. Topics include infection control, management of hazardous materials, emergency medical procedures and management of pain and anxiety. It focuses on the dental assisting theory. (F) (GR)

**DA 318 Basic Dental Assisting Skills** **3 units**

Limitation on enrollment: Admittance to Dental Assisting program

Advisory: ENGL 100 or ENGL 101

The course prepares the student to provide patient care with emphasis on diagnostic, restorative and specialty branches of dentistry. Topics include infection control, management of hazardous materials, emergency medical procedures and management of pain and anxiety. It focuses on the dental assisting skills. (F) (GR)

**DA 319 DA Administrative Skills** **3 units**

Limitation on enrollment: Admittance to Dental Assisting program

Advisory: ENGL 100 or ENGL 101

This course includes professional and ethical issues facing the dental professional and emphasizes-compliance with OSHA and HIPAA regulations and professional licensing requirements. Business skills are reviewed and developed for practical application in the office. Skills include clinical charting systems, communication skills as they relate to patient management, inventory management, appointment book management, patient recall systems and other related administrative duties. Employment strategies are discussed. Dental software is utilized. (F) (GR)

**DA 325 Clinical Dental Procedures** **3 units**

Limitation on enrollment: Admittance to Dental Assisting program or successful completion of first and second semester dental assisting courses

Focuses on intra-oral procedures including temporary crowns, temporary restorations, coronal polishing as well as clinical procedures performed by Registered Dental Assistants. Emphasis is also given to the California State Board testing requirements. (S) (GR)

**DENTAL ASSISTING**

The following dental assisting courses make up the major. A grade of "C" or better in the designated dental assisting classes is required to progress in the program. To be admitted to the program, the student must obtain the official application forms and follow the outlined procedures for enrollment. Upon completion of this program, the student is qualified to take the California Registered Dental Assistant's Examination.

**DA 326 Dental Radiography 4 units**

Limitation on enrollment: Admittance to Dental Assisting Program or successful completion of first and second semester dental assisting courses

This course covers the principles and procedures related to dental radiography, history, radiation physics and biological effects, protection procedures and safety guidelines. It includes film identification, processing, mounting and evaluation. Laboratory exposures on a mannequin cover intra-oral techniques for periapical and bitewing films utilizing various techniques and film-holding devices. Clinical exposures of patients are completed with authorization of a licensed dentist, evaluated by faculty and utilized by the dentist for diagnostic purposes. A State Dental Board certificate will be issued upon successful completion of the course. (S) (GR)

**DA 327 Dental Screening 0.5 unit**

Limitation on enrollment: Admittance to Dental Assisting Program or successful completion of first and second semester dental assisting courses

Provides clinical experiences in dental screening skills. Emphasis is on performing four-handed chair-side dental assisting, identifying and recording patient clinical findings of intra-oral and extra-oral dental examinations. Eligible patients would be provided with the opportunity to schedule subsequent dental appointments in radiography, coronal polish and pit and fissure sealants clinics. (S) (GR)

**DA 328 Pit & Fissure Sealants 1 unit**

Limitation on enrollment: Admittance to Dental Assisting Program or successful completion of program requirements or current Registered Dental Assistant license

The course provides theory and clinical applications of resin materials and pit and fissure sealants on developing teeth to prevent cavities. (S) (GR)

**DA 329 Dental Assisting Practicum 5 units**

Limitation on enrollment: Admittance to Dental Assisting program or successful completion of first and second semester dental assisting courses

The course provides supervised learning experiences in the various applications of dental assisting skills. (S) (GR)

**DA 330 Coronal Polish 1 unit**

Limitation on enrollment: Admittance to Dental Assisting Program or successful completion of first and second semester dental assisting courses

This course meets the requirements of the California Board of Dentistry. It includes techniques for removal of pellicle, plaque and extrinsic stain from the clinical crown. Students will be evaluated on adherence to sterilization and infection control policies and procedures as well as actual provision of care on three dental patients. (S) (GR)

**DA 331 Infection Control in Dentistry 0.5 unit**

This course is designed to train dental professionals in the latest OSHA and CDS concepts of infection control. It includes modes of disease transmission and prevention of HBV and HIV. It focuses on sterilization and surface disinfection. It reviews the safe handling of chemical hazards in dentistry. The course will enable the dental assistant to understand and comply with OSHA regulations. (GR/P/NP)

**DA 332 RDA Law and Ethics 0.5 unit**

Limitation on enrollment: Admittance to Dental Assisting Program or successful completion of first and second semester dental assisting courses

The course prepares students to take the California Dental law and ethics examination. It covers the licensure requirements, scope of practice of the registered dental assistant, revocation of license and ethical standards of practice. (S) (GR)

**DA 348 RDA - Success Seminar 0.5 unit**

Limitation on enrollment: Admittance to Dental Assisting Program or successful completion of first and second semester dental assisting program courses

Designed to prepare students for the written components of the State Board examination. The California State Practice Act will be reviewed. (S) (GR)

**DA 380 Dental Assisting Skills Lab 0.5 unit**

Limitation on enrollment: Admittance to dental assisting program or successful completion of first and second semester dental assisting courses

Open-entry laboratory course designed to provide students with the opportunity to refine and expand skills learned in the corequisite program. Students may repeat the course as they progress through the program. (F,S) (P/NP)

**DRAMA****DRMA 101 Applied Professional Acting I 10 units**

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Completion of the program application and procedures for enrollment

Advisory: Eligibility for ENGL 301 or ENGL 101

The required prerequisite to all sophomore theatre arts courses. In a series of lectures, demonstrations, activities, assigned readings and laboratory projects, the student examines the theatrical synthesis by exploring the elements of the actor's instrument and process from the specific standpoint of the professional actor. Team-taught by the drama faculty, staff and resident and guest artists, the student examines the aesthetics and theory of the drama, the nature of dramatic action and the arts and crafts vital for communication with an audience. The class explores the interpretation of drama through the art of the actor, with exercises and laboratory projects designed to develop the actor's vocal, physical, emotional, creative and intellectual capacities. This course is the equivalent of three units of basic acting, two units of stage craft, two units of voice and speech, two units of dramatic theory and one unit of movement. (F) (GR)

**DRMA 102 Applied Professional Acting II 10 units**

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Audition and interview

Prerequisite: DRMA 101

A continuation of DRMA 101, with emphasis on individual development. (S) (GR)

**DRMA 103 Theatre Appreciation 3 units**

*Acceptable for credit: CSU, UC*

Explores theatre as an artistic medium for enhancing understanding of the diversity of the human experience and as a reflection of the development of civilization. Emphasizes the theatre's relevance to the contemporary world. (A) (GR/P/NP)

**DRMA 104 Introduction to Acting 3 units**

*Acceptable for credit: CSU, UC*

An introduction to the techniques of the actor, emphasizing theatre games, improvisation, pantomime, observation, concentration and sense memory. (F,S) (GR/P/NP)

**DRMA 106 Intermediate Acting/Scene Study 3 units**

*Acceptable for credit: CSU, UC*

Prerequisite: DRMA 104

Advisory: Eligibility for ENGL 101 or ENGL 301

An intermediate study of the acting process as a means to enhance personal expression and promote professional growth. Development of individual insight, skill and discipline in the presentation of dramatic materials through lecture, demonstration, interactive exercises, monologue study and partnered scene work is emphasized. (F,S,U) (GR/P/NP)

**DRMA 110 History of the World Theatre 1 3 units**

*Acceptable for credit: CSU, UC*

A history of the development of the theatre, including its playwrights, structures and methods of staging and acting from the Greeks to 1642. (S) (GR/P/NP)

**DRMA 111 History of the World Theatre 2 3 units**

*Acceptable for credit: CSU, UC*

A history of the development of the theatre, including its playwrights, structures and methods of staging and acting from 1642 to the contemporary period. (F) (GR/P/NP)

**DRMA 112 Theatre Production Laboratory 3 units**

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Completion of the program application and procedures for enrollment

Advisory: Eligibility for Math 311

The exploration and development of a theatrical production in a lab environment. Students apply the necessary skills for the process of mounting a professional theatrical production. (F,S,U) (GR)

**DRMA 113 Performance Laboratory 3 units**

*Acceptable for credit: CSU, UC*

Prerequisite: Completion of the program application and procedures for enrollment

Advisory: Eligibility for ENGL 100 or ENGL 101

In this intensive laboratory course, the student can apply and develop all of the skills utilized in dramatic performances. Students may spend 10 or more hours with the instructor dealing with different production situations, working under pressure to meet unchanging deadlines, and engaging in actual performance experiences. Therefore, absence from a production laboratory meeting is allowed only with prior approval of the instructor. (F,S,U) (GR)

**DRMA 114 Intro to Theatre Laboratory 1 unit**

*Acceptable for credit: CSU*

Prerequisite: Completion of the program application and procedures for enrollment

Advisory: Eligibility for ENGL 101 or ENGL 301

An opportunity to experience professional theatre by assisting in one of the PCPA production areas: the artistic office, acting, directing, musical direction, choreography, design, production management, marketing, casting or any of the production shops. (F,S,U) (GR/P/NP)

**DRMA 115 Repertory Theatre 10 units**

*Acceptable for credit: CSU*

Limitation on enrollment: Audition or interview

The career-oriented theatre student works in every aspect of preparation for a touring multiple-production season. Each

student is placed in the repertory company according to proficiency in a major area of emphasis. Areas of study include acting, singing, dance, design, costume crafts, property crafts, lighting, sound and scenery crafts, marketing or house and stage management. Within the framework of preparation for touring repertory theatre, the student is challenged with the rigors of a professional experience among practicing professional artists who collaborate in a program of lecture, rehearsal, technical preparation, self-analysis and discussion. (U) (GR/P/NP)

**DRMA 118 Intro to Technical Theatre Lab 1 unit**

*Acceptable for credit: CSU*

Limitation on enrollment: Interview with PCPA Theaterfest's Production Manager

An opportunity to experience technical theatre by assisting in one of the PCPA shops (lighting, sound, scenery, costumes, paints, props); the design studio; the stage management office; or on the running crew of a production. (S) (GR/P/NP)

**DRMA 120 Adv Professional Acting I 10 units**

*Acceptable for credit: CSU, UC*

Prerequisite: DRMA 102

Limitation on enrollment: Audition and interview

Through a series of lectures, demonstrations, activities, assigned readings and laboratory projects, the student explores the theatrical synthesis from the specific standpoint of the professional actor. Practical application of basic acting skills in the major theatrical styles, with emphasis on personal acting problems, is supplemented by more intensive classes in vocal skills (including voice production and projection, articulation, use of the International Phonetic Alphabet and Standard American Speech) and body techniques for the actor (including techniques of relaxation, body alignment and concentration of energy, as well as solutions to specific physical problems required of the actor by period styles and production concepts). Script analysis and the techniques for scoring a dramatic text are also covered. The class is team-taught by the drama faculty and staff in conjunction with resident and guest artists. (F) (GR)

**DRMA 121 Adv Professional Acting II 10 units**

*Acceptable for credit: CSU, UC*

Prerequisite: DRMA 120

Limitation on enrollment: Audition and interview

A continuation of DRMA 120 with specific emphasis on personal acting problems. (S) (GR)

**DRMA 122 Stage Management 2 units**

*Acceptable for credit: CSU*

Advisory: Eligibility for ENGL 101 or ENGL 301

Limitation on enrollment: Completion of the program application and procedures for enrollment

An exploration of basic stage managerial skills for organizing, preparing and fulfilling theatrical production from inception through rehearsal and performance. (F,S) (GR)

**DRMA 123 Theatre Graphics 2 units**

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Completion of the program application and procedures for enrollment

Advisory: Eligibility for ENGL 101 or ENGL 301

Explores the language of drawing and painting for the theatre and the techniques used to communicate visual ideas in the theatre. Hand drawing, the use of basic perspective, working with color and supporting computer applications are emphasized. (F,S) (GR)



**DRMA 124 Scenery Stagecraft 2 units**

*Acceptable for credit: CSU, UC*

Prerequisite: Completion of the program application and procedures for enrollment

Advisory: Eligibility for ENGL101 or ENGL 301

An exploration of stagecraft with an emphasis on the tools and techniques used in set construction. Construction and production safety, commonly used materials, design-appropriate building techniques and understanding blue-prints are explored through lecture and hands-on lab application. Required for all technical theatre majors. (F,S) (GR)

**DRMA 125 Properties Stagecraft 2 units**

*Acceptable for credit: CSU, UC*

Advisory: Eligibility for ENGL 101 or ENGL 301

Limitation on enrollment: Completion of the program application and procedures for enrollment

An exploration of stagecraft with an emphasis on the tools and techniques used in stage properties design and construction. Integrated construction techniques, commonly used materials, historic research, product resources and design-appropriate building techniques are explored. (F,S) (GR)

**DRMA 126 Script Analysis for Technicians 2 units**

*Acceptable for credit: CSU*

Advisory: Eligibility for ENGL 101 or ENGL 301

Limitation on enrollment: Completion of the program application and procedures for enrollment

Explores script analysis for theatrical production. Focus is on the technician's role in the production based on the artistic team's analysis. Techniques used to evaluate and communicate ideas in the theatre are examined. (F) (GR)

**DRMA 128 Makeup for Stage/TV 3 units**

*Acceptable for credit: CSU*

This course will offer the student a practical guide to the theory and practice of makeup for theatre, film and television. Students will become familiar with traditional approaches to makeup, special effects and prosthetics. Various conceptual and technical problems will be studied and solved. (F,S) (GR)

**DRMA 136 Design & Technology–Sets 1 2 units**

*Acceptable for credit: CSU, UC*

Prerequisite: DRMA 123

The first of two courses that explores fundamental set design and drafting techniques, including hand drafting, computer applications such as Vectorworks, set model construction and black and white elevation development. (F,S) (GR)

**DRMA 137 Design & Technology–Sets 2 1 unit**

*Acceptable for credit: CSU, UC*

Prerequisite: DRMA 136

The second of two courses presenting the techniques used in set design, including script analysis, communication techniques with the director, design development, model painting and paint elevation development. Hand and computer color techniques will be explored. Required for all technical theatre majors. (F,S) (GR)

**DRMA 140 Design & Technology–Lights 1 2 units**

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Completion of the program application and procedures for enrollment

Advisory: Eligibility for ENGL 101 or ENGL 301

The first of two courses that explores fundamental theatrical lighting terms, tools and equipment. Basic electricity, instrument identification, color media and production procedures applicable to the use of lights for illumination and practical instruments will be discussed and demonstrated. (F,S) (GR)

**DRMA 141 Design & Technology–Lights 2 1 unit**

*Acceptable for credit: CSU, UC*

Prerequisite: DRMA 140

The second of two courses that explores theatrical lighting through lighting techniques. Includes design principals, computer applications, the role of the assistant lighting designer and script analysis appropriate to creating a light plot. (F,S) (GR)

**DRMA 151 Design & Technology–Costumes 1 2 units**

*Acceptable for credit: CSU, UC*

Advisory: Eligibility for ENGL 101 or ENGL 301

Limitation on enrollment: Completion of the program application and procedures for enrollment

The first of two courses that explores the fabrics, tools and techniques used in costume and soft goods construction for theatrical application. Hand sewing and machine sewing techniques, basic garment and project construction and theatrical decoration are emphasized. (F,S) (GR)

**DRMA 152 Design & Technology–Costumes 2 1 units**

*Acceptable for credit: CSU, UC*

Prerequisite: DRMA 151

The second of two courses that explores the techniques used in costume design. Includes advanced construction techniques, script analysis, communication techniques with the director, costume plot management, design development and costume rendering techniques. The role of the design assistant and communication processes with the costume shop manager will be discussed. (F,S) (GR)

**DRMA 161 Design & Technology–Sound 1 2 units**

*Acceptable for credit: CSU, UC*

Prerequisite: Completion of the program application and procedures for enrollment

Advisory: Eligibility for ENGL101 or ENGL 301

The first of two courses that explores through lecture, demonstration and lab projects the mechanics of sound, the production process for a variety of playback systems, the function and proper use of equipment and developing a critical ear. Required for all technical theatre majors. (F,S) (GR)

**DRMA 162 Design & Technology–Sound 2 1 unit**

*Acceptable for credit: CSU, UC*

Prerequisite: DRMA 161

The second course exploring sound technology that further explores sound design development, implementation and playback systems. Design principals, script analysis and fine-tuning listening skills will be studied through class discussion, demonstration and class projects. Required for all technical theatre majors. (F,S) (GR)

**DRMA 165 Scene Painting 1 1 unit**

*Acceptable for credit: CSU*

Advisory: Eligibility for ENGL 101 or ENGL 301

Limitation on enrollment: Completion of the program application and procedures for enrollment

The first of two courses that explores the tools, techniques and terminology used in the craft of scene painting. Topics include the role of the scenic artist in the production process. (F,S) (GR)

**DRMA 166 Scene Painting 2 2 units**

*Acceptable for credit: CSU*

Prerequisite: DRMA 165

The second of two courses that explore the technical and aesthetic craft of scene painting with an emphasis on faux painting techniques (techniques which represent real surfaces), trompe l'oeil painting and working from a graphics image. (F,S) (GR)

**DRMA 173 Project Development in Theatrical Design 1 unit**

*Acceptable for credit: CSU, UC*

Prerequisite: DRMA 124 and DRMA 125 and DRMA 136 and DRMA 140 and DRMA 151 and DRMA 161

Corequisite: Completion of or concurrent enrollment in DRMA 177

An exploration of the aesthetics and theory of theatrical design and production through in-depth study of a design and production component. Team taught by theatre faculty with project work designed to enhance the student's skill and knowledge in a chosen component and build the portfolio. Project work can result in theoretical studies and designed, created technical prototypes or production elements created for PCPA productions. (S) (GR)

**DRMA 175 Advanced Scenery Stagecraft 1 unit**

*Acceptable for credit: CSU, UC*

Prerequisite: DRMA 124

An advanced study of stagecraft techniques and procedures used to construct scenery and scenic elements as they apply to PCPA productions and the industry at large. The role of the technical director and the skills needed to plan, manage and complete construction of scenic elements will be explored through lecture, demonstration and assigned projects. Concurrent enrollment in DRMA 125 permitted. Required for all technical theatre majors. (F,S) (GR)

**DRMA 176 Advanced Properties Stagecraft 1 unit**

*Acceptable for credit: CSU, UC*

Prerequisite: DRMA 125

The second of two courses that explore research techniques and organizational systems used to create and manage stage properties for theatrical productions. Internet and library resources, catalog resources, interdepartmental communications, managing a construction calendar and other complex construction techniques are explored through discussion, demonstration and project work. Required for all technical theatre majors. (F,S) (GR)

**DRMA 177 Scenography 2 units**

*Acceptable for credit: CSU*

Prerequisite: DRMA 124 and DRMA 125 and DRMA 136 and DRMA 140 and DRMA 151 and DRMA 161

Corequisite: DRMA173

The study, integration and presentation of technical components as applied to a theatrical production. Provides an opportunity for skills application in a collaborative environment. (S) (GR)

**DRMA 178 Basic Competencies in Technical Theater 6 units**

*Acceptable for credit: CSU*

Advisory: Eligibility for ENGL 301 or ENGL 101

Corequisite: DRMA 302

A four-semester vocational exploration of the crafts of the modern theater. An examination of stagecraft with an emphasis on the tools and techniques used in professional theater. Production safety, construction, materials, tools, communication, theory and practice are explored in a lecture environment. Required for all technical theatrical majors. (S) (GR)

**DRMA 179, 379 Experimental Courses in Drama 0.5 to 10 units**

*179 - Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

**DRMA 189, 389 Independent Projects in Drama 1 to 3 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**DRMA 199 Special Topics in Drama 0.5 to 3 units**

*199 - Acceptable for credit: CSU, UC*

For course description, see "Special Topics."

**DRMA 301 Actors' Ensemble 6 units**

Limitation on enrollment: Audition

An opportunity for experienced acting students to participate in an ensemble situation and to enhance their personal skill levels by interacting with other ensemble members as they perform together in a variety of production styles. (F,S) (GR)

**DRMA 302 Internship in Technical Theatre 6 units**

Limitation on enrollment: Audition, interview and portfolio review

A vocational course offering the opportunity for theatre technician/design practitioners to update, develop and refine their skills in a functioning theatre setting. Under the supervision of the professional staff, the students polish a variety of theatre skills through working with beginning students in the areas of drafting, design aesthetics, stage managing, lighting, scenic production techniques and all aspects of costuming, properties and sound production. (F,S) (GR)

**DRMA 303 Advanced Participation in Theatrical Production 1 unit**

Limitation on enrollment: Course includes public performances, limitation based on interview and/or portfolio review

A focused vocational course offering the opportunity for theatre practitioners to update, develop and refine their skills on a specific topic in a professional theatre setting. Under the supervision of the professional staff, the students hone theatre skills and expand résumés and portfolios through their participation in the development and performance of a variety of theatrical productions in a repertory season. (S) (GR)

**DRMA 304 Internship in Theatrical Production** 10 units

Limitation on enrollment: Course includes public performances, limitation based on interview and/or portfolio review

A vocational course offering the opportunity for theatre practitioners to update, develop and refine their skills in a professional theatre setting. Under the supervision of the professional staff, the students hone theatre skills and expand résumés and portfolios through their participation in the development and performance of a variety of theatrical productions in a repertory season. (S) (GR)

**DRMA 401 Prof Theatre Dance Styles** 2 units

An introduction to theatre dance styles appropriate to professional classic and contemporary musical theatre productions, emphasizing exercises which develop body stretch and strength and improve rhythmic abilities and movement coordination. The course covers different musical theatre styles including ballet, modern, jazz and tap dance. Students will learn techniques for choreography acquisition and how to succeed in professional dance audition calls. (F,S) (GR)

**EARLY CHILDHOOD STUDIES**

**ECS 100 Child Growth and Development** 3 units

*Acceptable for credit: CSU, UC*

Advisory: ENGL 513

The study of the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors, as well as insights into child development research methodology. (F,S,U) (GR/P/NP)

**ECS 101 Child, Family and Community** 3 units

*Acceptable for credit: CSU, UC*

Advisory: ENGL 513

An examination of the historical and cultural factors which influence the reciprocal socialization of the child within the context of family, classroom and the community. Issues addressed include the effects of divorce, single parenthood, rapid cultural change, child care, the media, working with culturally diverse families, parent-school relations, children with disabilities, child abuse prevention and the effects of stress and trauma in all children's lives. (F,S,U) (GR/P/NP)

**ECS 102 Child Health, Safety & Nutrition** 3 units

*Acceptable for credit: CSU*

Advisory: ENGL 513

Introduction to the laws, regulations, standards, policies and procedures, and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health, and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children. (F,S,U) (GR/P/NP)

**ECS 104 Principles and Practices of Teaching Young Children** 3 units

*Acceptable for credit: CSU*

Advisory: ENGL 513

An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs

and environments, emphasizing the key role of relationships, constructive adult-child interactions and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. (F,S) (GR/P/NP)

**ECS 105 Observation and Assessment** 3 units

*Acceptable for credit: CSU*

Prerequisite: ECS 100 Advisory: ENGL 513

This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning for use in collaborative partnerships with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios and multiple assessment tools are explored. (F,S) (GR/P/NP)

**ECS 106 Introduction to Early Childhood Curriculum** 3 units

*Acceptable for credit: CSU*

Prerequisite: ECS 105 Advisory: ENGL 513

The study of planning developmentally appropriate early childhood curriculum and classroom environments. Students will examine the teacher's role in supporting children's development and joy of learning through observation, environment assessment and implementation of various curriculum activities. Several assignments will require students to work with children in an Early Childhood Center. Students must have completed successfully ECS 105 with a grade of C or better. (F,S) (GR/P/NP)

**ECS 111 Supervision & Administration** 3 units

*Acceptable for credit: CSU*

Prerequisite: ECS 106

Principles and practices in the supervision and administration of various kinds of nursery schools and child care centers, including program planning, organizational structure, budgeting, personnel administration, legal requirements and food management. (S) (GR/P/NP)

**ECS 112 Preschool Child with Special Needs** 3 units

*Acceptable for credit: CSU*

Prerequisite: ECS 100

Provides an overview of the characteristics of "special needs" preschool children and considers those educational approaches most suited to their particular needs. (S) (GR/P/NP)

**ECS 113 Infant Intervention** 3 units

*Acceptable for credit: CSU*

Advisory: ECS 100 and ECS 112

Designed to acquaint students with the characteristics of atypical infants and toddlers, age 0-3 years; assessment; family/professional partnerships; and techniques for intervention in developmental areas of sensory regulation, motor control, cognition, language, social and self-help skills. Explores community and career opportunities in fields related to atypical infant/toddlers: early childhood studies, special education medicine, therapy, social work, aide and interpreter skills. (S,A) (GR/P/NP)

**ECS 114 Parent/Child Relationships** 3 units

*Acceptable for credit: CSU*

Advisory: ENGL 514

Examines socio-cultural and psychological perspectives on parent/child relationships by investigating typical and atypical child-rearing patterns from infancy through adolescence. Analysis covers developmental issues between parents and children, the nature of permanent relationships and effective models of parental practices. (F,S) (GR/P/NP)

**ECS 115 Caring for Infants & Toddlers 3 units**

*Acceptable for credit: CSU*

Advisory: ECS 100

Care and education of infants and toddlers, emphasizing environments that facilitate optimum physical, social and cognitive growth and development as well as positive relationships with families. (F) (GR/P/NP)

**ECS 116 Teaching in a Diverse Society 3 units**

*Acceptable for credit: CSU*

Advisory: ECS 100 and ENGL 513

Examination of the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to all children, families, programs, classrooms and teaching. The course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. This course is designed to help students recognize and confront barriers that interfere with their ability to work effectively with diverse populations through using various strategies and to enhance skills needed to educate children in a pluralistic society. (F,S) (GR/P/NP)

**ECS 117 Teaching the Hispanic Child 3 units**

*Acceptable for credit: CSU*

Examines the cultural context of the Spanish-speaking child as well as bilingual/bicultural educational models and offers an overview of the role of the teacher, instructional aide and parents in the educational process. (F) (GR/P/NP)

**ECS 118 Practicum: Preschool 3 units**

*Acceptable for credit: CSU*

Prerequisite: ECS 106

Advisory: ENGL 513

This course requires 4.5 hours of supervised practicum teaching in the preschool area of the Allan Hancock College Children's Center lab school. The 4.5 lab hours per week that are to be arranged, in which students' work includes, but is not limited to: implementing lesson plans and environments, conducting observations of children, and completing a child assessment. The accompanying lecture focuses on teaching goals and strategies, reflections, insights, accomplishments and challenges specific to working with preschool age children. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, assessment, and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. No concurrent enrollment is allowed in ECS 118 and ECS 119. Lecture: 1.5 hours per week. Lab: 4.5 hours per week TBA. (F,S,U) (GR/P/NP)

**ECS 119 Practicum: Infant/Toddler 3 units**

*Acceptable for credit: CSU*

Prerequisite: ECS 106 Advisories: ENGL 513 and ECS 115

This course requires 4.5 hours of supervised practicum teaching in the infant/toddler area of the Allan Hancock

College Children's Center lab school. The 4.5 lab hours per week are "to be arranged (TBA)". Students' work includes, but is not limited to: implementing lesson plans and environments, conducting observations of children, and completing a child assessment. The accompanying lecture focuses on teaching goals and strategies, reflections, insights, accomplishments and challenges specific to working with infant/toddler age children. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, assessment, and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning Lecture: 1.5 hours per week. Lab: 4.5 hours per week TBA. (F,S,U) (GR/P/NP)

**ECS 120 Mentor Teacher & Adult Supervision 2 units**

*Acceptable for credit: CSU*

Emphasizes the role of experienced classroom teachers who function as mentors to new teachers or other adults while simultaneously addressing the needs of children, parents and other staff. (F) (GR)

**ECS 122 Positive Child Guidance 3 units**

*Acceptable for credit: CSU*

This course will explore developmentally appropriate guidance and discipline for children birth through middle childhood. Strategies and techniques for developing and maintaining an encouraging classroom will be studied. The historical perspective of guidance and discipline will be studied as well as new trends, classroom techniques and teaching strategies. The roles of family, community and school in the encouraging classroom and the development of a child's democratic life skills will be explored. (F,S) (GR/P/NP)

**ECS 125 Curriculum for School-Age Children 3 units**

*Acceptable for credit: CSU*

Advisory: ECS 100 and ECS 101

A study of the developmental needs, appropriate curriculum and guidance techniques for children 6 to 12 years old in a child care setting. This course meets Title 22 curriculum requirements for teachers and directors in extended day-care programs. (F,S) (GR/P/NP)

**ECS 130 Exploring Teaching 3 units**

*Acceptable for credit: CSU, UC*

Advisory: Eligibility for ENGL 101

Introduces concepts and issues related to teaching diverse learners in today's contemporary public schools. Topics include teaching as a profession and career, contemporary educational issues, California's content and performance standards and frameworks and requirements for earning the teaching credential. A 48-hour structured field experience provides opportunities to observe and work in a variety of educational settings. Not open to students who are enrolled in or have completed EDUC 130. (F,S) (GR)

**ECS 132 Child - Identity & Learning 3 units**

*Acceptable for credit: CSU*

Advisory: ECS 100 and ENGL 513

Child development concepts applied to all aspects of the elementary school age child; special emphasis on literacy

development and responsive teacher-child practices, including understanding diverse learning styles, influences of culture and language acquisition. This course requires 3 hours weekly of supervised practicum teaching in the elementary school setting, which are "to be arranged (TBA)". This course is not open to students who are enrolled in or have completed Education 132. Lecture: 3 hours weekly. Lab: 2 hours weekly TBA. (S) (GR)

**ECS 133 Technology for Educators 3 units**

*Acceptable for credit: CSU*

A study of computing technologies afforded young children in preschool and primary-grade classrooms and how these experiences influence children's cognitive, social and physical development. Curricular criteria and strategies for implementation will be explored. This course is not open to students who are enrolled in or have received credit for EDUC 133. (F,S) (GR/P/NP)

**ECS 149 Cooperative Work Experience: Occupational 1 to 8 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Cooperative Work Experience: Occupational."

**ECS 179, 379 Experimental Courses in Early Childhood Studies 0.5 to 10 units**

*179 - Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

**ECS 189 Independent Projects in Early Childhood Studies 1 to 3 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**ECS 199, 399 Special Topics in Early Childhood Studies 0.5 to 3 units**

*199 - Acceptable for credit: CSU, UC-DAT*

For course description, see "Special Topics."

**ECS 303 Intro to Early Childhood 2 units**

Advisory: ENGL 513

An introduction to the early childhood program and profession that includes exploration of basic technology skills necessary for the Early Childhood Studies student, examination of career opportunities, professional development, and the personal and professional characteristics required in the field of early care and education. (F,S) (GR/P/NP)

**ECS 310 Art for Young Children 0.5 unit**

Designed to familiarize students with the theories and techniques of art for young children. (GR/P/NP)

**ECS 311 Creating Learning Materials 0.5 unit**

Designed to acquaint students with multicultural teaching strategies and multicultural curriculum materials suitable for use with young children. (GR)

**ECS 312 Music Activities for Young Child 0.5 unit**

Designed to familiarize students with methods of integrating music activities, such as rhythms, songs, records and simple musical instruments, into the education of young children. (GR)

**ECS 315 Discipline: Effective/Caring Approach**

**0.5 unit**

Effective and caring approaches to the discipline of young children, emphasizing techniques which help children

become responsible, cooperative, compassionate and self-disciplined individuals. Causes of misbehavior and preventive measures will be explored. (GR)

**ECS 320 Administration: Staff Leadership 1 unit**

Prerequisite: ECS 105 Advisory: ENGL 513

Review of effective leadership styles in the administration of early childhood programs that result in improved staff communication and job performances. (GR/P/ NP)

**ECS 321 Administration: Professional Ethics 1 unit**

Prerequisite: ECS 106

Advisories: ECS 100, ENGL 513

Review of the administrator's ethical responsibilities of children, families, community and society based on the standards recommended by the national Association for the Education of Young Children. (GR/P/NP)

**ECS 322 Administration: Parents as Partners 1 unit**

Prerequisite: ECS 106 Advisory: ENGL 513

An analysis of set guidelines and strategies for administrators which will focus on the formation of a supportive link between school and home. (GR/P/NP)

## ECONOMICS

**ECON 101 Principles of Macro-Economics 3 units**

*Acceptable for credit: CSU, UC*

ECON 101 may be taken prior to or concurrently with ECON102.

An introduction to aggregate economic analysis. Topics include market systems; economic cycles including recession, unemployment and inflation; national income accounts; macroeconomics equilibrium; money and financial institutions; monetary and fiscal policy; and international trade and finance. (F,S,U) (GR)

**ECON 102 Principles of Micro-Economics 3 units**

*Acceptable for credit: CSU, UC*

ECON 102 may be taken prior to or concurrently with ECON 101.

An introduction to types of individual economic units. Topics include scarcity, opportunity costs, comparative advantage, supply, demand, elasticity, cost theory, price and output determination under various market structures and factor markets. Related topics such as international trade, public choice, income distribution, externalities and government regulation will also be included. (F,S,U) (GR)

**ECON 121 Business Economics 3 units**

*Acceptable for credit: CSU*

May be taken prior to or concurrently with ECON 101 or ECON 102.

An introduction to basic economic analysis and institutions. Macroeconomic analysis of income, employment, price level and international trade. Microeconomic analysis of demand, production, competitive and noncompetitive product markets and factor markets. Emphasis is placed on the applications of economic theory in the business environment. This course is not open to students who are enrolled in or have received credit for BUS 121. (F,S,U) (GR)

**ECON 130 Consumer and Family Finance 3 units***Acceptable for credit: CSU*

Designed to assist individuals and/or those working with individuals to analyze and direct their financial affairs. Elements and concepts of financial planning and decision making in the areas of budgeting, taxes, borrowing, money management, consuming, insurance, investments, retirement and estate planning will be analyzed with an emphasis on application to changing family needs. This course is not open to students who are enrolled in or have received credit for BUS 130 or FCS 130. (F,S,U) (GR/P/NP)

**ECON 141 Global Economics 3 units***Acceptable for credit: CSU, UC*

Advisory: Completion or concurrent enrollment in ECON 101 or ECON 102 or ECON 121 or BUS 121.

An introduction to international economic issues. Explores why countries trade and addresses the consequences of trade restrictions. Alternative exchange rate systems, factors that cause exchange rate fluctuations and the determinants of a country's balance of trade are covered. Other topics include the politics of trade policy, the impact of trade on the job market, the role of international institutions in the global economy, financial crises, global environmental issues and international debt problems. This course is not open to students who are enrolled in or have received credit for BUS 141 or GBST 141. (F,S,U) (GR/P/NP)

**ECON 199, 399 Special Topics in Economics 0.5 to 3 units***199 - Acceptable for credit: CSU, UC-DAT*

For course description, see "Special Topics."

**EDUCATION****EDUC 130 Exploring Teaching 3 units***Acceptable for credit: CSU, UC*

Advisory: Eligibility for ENGL 101

Introduces concepts and issues related to teaching diverse learners in today's contemporary public schools. Topics include teaching as a profession and career, contemporary educational issues, California's content and performance standards and frameworks and requirements for earning the teaching credential. A 48-hour structured field experience provides opportunities to observe and work in a variety of educational settings. Not open to students who are enrolled in or have completed ECS 130. (F,S) (GR)

**EDUC 132 Child - Identity & Learning 3 units***Acceptable for credit: CSU*

Advisory: ECS 100 and ENGL 513

Child development concepts applied to all aspects of the elementary school age child; special emphasis on literacy development and responsive teacher-child practices, including understanding diverse learning styles, influences of culture and language acquisition. This course requires 3 hours weekly of supervised practicum teaching in the elementary school setting, which are "to be arranged (TBA)". This course is not open to students who are enrolled in or have completed Education 132. Lecture: 2 hours weekly. Lab: 3 hours weekly TBA. (S) (GR)

**EDUC 133 Technology for Educators 3 units***Acceptable for credit: CSU*

A study of computing technologies afforded young children in preschool and primary-grade classrooms and how these

experiences influence children's cognitive, social and physical development. Curricular criteria and strategies for implementation will be explored. This course is not open to students who are enrolled in or have received credit for ECS 133. (F,S) (GR/P/NP)

**EDUC 140 Math and Science Teaching Careers 1 units***Acceptable for credit: CSU*

Advisory: Eligibility for ENGL 101 and MATH 331

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. Students will begin to complete required early experience hours needed to enter a teaching credential program. (F,S) (GR/P/NP)

**EDUCATIONAL TECHNOLOGIES****EDTC 300 Being A Successful DL Student 1 unit***Acceptable for credit: CSU*

Advisory: ENGL 514 and READ 110; CBIS 101 OR CBIS 301 OR CBIS 373 OR CBIS 381, CBOT 100

This course is designed to prepare students for online courses at Hancock College. Use of Blackboard, Hancock's online delivery platform, and its various features, is emphasized, along with the various skills necessary to be a successful online student. Taught entirely online, this is a "hands-on" course that offers flexible hours. All exams are completed online. (A) (GR/P/NP)

**ELECTRONICS****EL 104 Intro to Robotics & Mechatronics 3 units***Acceptable for credit: CSU*

An introduction to robotic control applications. Basic electronics including digital, analog and microcontroller devices, sensors and transducers and actuators will be emphasized for automation control. Topics include Basic, Assembly and C language programming for robotic control; interfacing of indicators, switches, sensors and transducers; controlling motion and motors; monitoring and measurement of rotation; measuring light, temperature and conductance; application of navigation and measurement techniques; remote control applications; mechanical systems; and the control of frequency and sound. This course is not open to students who are enrolled in or have received credit for CEL 104 or ET 104. (F,S) (GR/P/NP)

**EL 105 PC Preventative Maintenance and Upgrading 3 units***Acceptable for credit: CSU*

Necessary skills and information needed to make an informed purchase, maintain, upgrade and evaluate personal computer systems. Students will receive hands-on instruction for performing basic preventive maintenance and the installation of simple upgrades such as adding RAM, installing hard drives, sound cards, etc. Included is the study of soldering techniques, electronic part identification and safety and system operation. Emphasis will be placed on the student's ability to keep personal computers running at their best performance levels. This course is not open to students who have received credit for CS 105. (F,S) (GR/P/NP)

**EL 106 Network Essentials 1****3 units***Acceptable for credit: CSU*

Advisory: EL105 and EL 125

First course in a series designed to provide students with knowledge of and laboratory experiences with current and emerging computer networking technology. Focus will be on LANs, WANs, OSI models, IP addressing, cabling, CompTIA Network+ and network standards; the theory behind the various kinds of network architectures and data transmission methods; and the use of decision-making and problem-solving techniques in applying science, mathematics and communication concepts to solve networking problems. Instruction and training are provided in the proper care, maintenance and use of networking software, tools and equipment. Emphasis will be placed on the Cisco System Certification. This course is not open to students who are enrolled in or have received credit for CEL 106. (F,S) (GR/P/NP)

**EL 107 Network Essentials 2****3 units***Acceptable for credit: CSU*

Prerequisite: EL 106 or CS 106

Second course in a series designed to provide students with knowledge of and laboratory experiences with current and emerging computer networking technology. Focus will be on LANs, WANs, OSI models, IP addressing and router programming; and the theory behind the various kinds of network architectures and data transmission methods including network troubleshooting. Emphasis will be placed on the Cisco System Certification. This course is not open to students who have received credit for-EL 106. (F,S) (GR/P/NP)

**EL 108 Network Essentials 3****2 units***Acceptable for credit: CSU*

Prerequisite: EL 107 or CS 107

Third course in a series designed to provide students with knowledge of and laboratory experiences with current and emerging computer networking technology. Focus will be on LANs, WANs, OSI models, IP addressing and router programming; and the theory behind the various kinds of network architectures and data transmission methods. Emphasis will be placed on the Cisco System Certification. This course is not open to students who are enrolled in EL 108, or have received credit for EL 108 or CS 108. (F,S) (GR/P/NP)

**EL 109 Network Essentials 4****2 units***Acceptable for credit: CSU Prerequisite: EL 108 or CS 108*

The final course in a series designed to provide students with knowledge of and laboratory experiences with current and emerging computer networking technology. Focus will be on LANs, WANs, OSI models, IP addressing and router programming; and the theory behind the various kinds of network architectures and data transmission methods. Emphasis will be placed on the Cisco System Certification. This course is not open to students who have received credit for CS 109. (F,S) (GR/P/NP)

**EL 111 Fundamentals of DC Circuit Analysis****1.5 units***Acceptable for credit: CSU*

Prerequisite: MATH 311.

Advisory: Concurrent enrollment in EL 112

An introductory study of the nature of electricity, the processes employed in the analysis and documentation of DC electric circuits and the use of basic electronic testing

instruments. Topics include current, voltage, resistance and power, Ohm's law, series and parallel resistive circuits, Kirchhoff's voltage and current laws, loading effects of meters and supplies, capacitors and inductors, RC and RL time constants, applications of Kirchhoff laws to multiple source and complex series-parallel circuits, determinants and matrices. Mesh analysis, Thevenin, Norton, superposition and maximum power transfer network theorems techniques are covered. This course is not open to students who are enrolled in or have received credit for EL 118. (F,S) (GR/P/NP)

**EL 112 Fundamentals of DC Circuit Analysis Lab****1 unit***Acceptable for credit: CSU*

Prerequisite: Completion of or concurrent enrollment in EL 111.

Provides the student with practical experiences for the comprehension of DC electrical concepts introduced in EL 111 and to present the proper use of electronic test instrumentation for the measurement of circuit parameters. Safety and troubleshooting concepts are presented in each laboratory assignment. (F,S,) (GR/P/NP)

**EL 113 Fundamentals of AC Circuit Analysis****1.5 units***Acceptable for credit: CSU*

Prerequisite: Completion of or concurrent enrollment in EL 111; Concurrent enrollment in EL 114

An introductory study of the nature of electricity, the processes employed in the analysis and documentation of AC electric circuits. Topics include: AC current and voltage; sinusoidal waveforms; phasors and use of the J operator (complex numbers); reactance and admittance; RC, RL and RLC circuits; resonance; filters; circuit theorems in AC analysis; and the use of basic electronic testing instruments. (F,S,) (GR/P/NP)

**EL 114 Fundamentals of AC Circuit Analysis Lab****1 unit***Acceptable for credit: CSU*

Prerequisite: EL 112 and completion of or concurrent enrollment in EL 113

Provides the student with practical experiences for the comprehension of AC electrical concepts introduced in EL 113 and to present the proper use of electronic test instrumentation for the measurement of circuit parameters. Safety and trouble-shooting concepts are presented in each laboratory assignment. (F,S,) (GR/P/NP)

**EL 118 Fundamentals of Circuit Analysis****3 units***Acceptable for credit: CSU*

Prerequisite: MATH 311

Corequisite: Concurrent enrollment in EL 112 and EL 114 or EL 119

An introductory study of the nature of electricity, the processes employed in the analysis and documentation of DC and AC electric circuits and the use of basic electronic testing instruments. Topics include: current, voltage, resistance, admittance, resonance, Ohm's law, series parallel and bridge resistive and reactive circuits, Kirchhoff's voltage and current laws, loading effects of meters and supplies, capacitors, inductors, filters, RC and RL time constants, applications of Kirchhoff laws to multiple source series-parallel circuits, complex numbers and network theorems. This course is not open to students who are enrolled in or have received credit for EL 111 or EL 113. (F,S) (GR/P/NP)

**EL 119 Fundamentals of DC & AC Circuits Analysis Lab 2 units***Acceptable for credit: CSU*

Prerequisite: Completion of or concurrent enrollment in EL 118

Practical experience for the comprehension of DC and AC electrical concepts introduced in EL 118 and also presents the proper use of electronic test instrumentation for the measurement of circuit parameters. (F,S) (GR/P/NP)

**EL 122 Electronic Devices & Circuits 3 units***Acceptable for credit: CSU*

Prerequisite: EL 113 and EL 114 or EL 118 and EL 119

Advisory: Concurrent enrollment in EL 123

Introductory study of semiconductor devices and systems. A detailed analysis of Diodes, BJT's and FET's, biasing techniques, active circuits, Thyristers and optoelectronic components and linear integrated circuits. (F) (GR)

**EL 123 Electronic Devices & Circuits Lab 2 units***Acceptable for credit: CSU*

Prerequisite: EL 113 and EL 114 or EL 118 and EL 119 and completion of or concurrent enrollment in EL 122

Provides the opportunity for students to apply theoretical semiconductor concepts in a laboratory environment. Major area of emphasis; Diodes, BJT's, FET's, Thyristers, optoelectronic devices and linear integrated circuits. (F) (GR)

**EL 125 Digital Devices & Circuits 3 units***Acceptable for credit: CSU*

Prerequisite: EL 113 and EL 114 or EL 118 and EL 119

Advisory: Concurrent enrollment in EL 126

Study of modern logic devices, circuits and design techniques. Emphasizing logic families, implementation of devices, combinational and sequential logic circuits, number systems and codes, A/D and D/A conversion, ALU's, digital computer math techniques, memories and system design practices and troubleshooting. (F,S) (GR)

**EL 126 Digital Devices & Circuits Lab 2 units***Acceptable for credit: CSU*

Prerequisite: EL 113 and EL 114 or EL 118 and EL 119 and completion of or concurrent enrolment in EL 125

Digital electronics laboratory designed to parallel Digital Devices and Circuits EL 125. Emphasis in this lab course is placed on device operation in circuits and networks and the proper use of standard digital logic test instruments used in the process of troubleshooting and verifying proper circuit operation. (F,S) (GR)

**EL 128 Renewable Energy 3 units***Acceptable for credit: CSU*

A study of the principles behind energy generation and conversion that can be applied to modern electrical, mechanical and chemical devices that use or produce power. Special emphasis will be given to the study of electricity as a renewable energy source. This course is not open to students who are enrolled in or have received credit for EL 128 or ET 128. (A) (GR/P/NP)

**EL 131 PLCs & Industrial Control Design 3 units***Acceptable for credit: CSU*

Prerequisite: EL 125 or CS 141

A study of the purpose and operating features of a programmable logic controller (PLC). Topics include PLC terminology, architecture, input/output modules, memory, commands for internal relays, on/off timers, up/down counters, use of subroutines, program control and math instructions. Relay schematics, ladder logic diagrams and programming of logic controllers are emphasized. Sensing devices and time-driven process sequences will be studied and integrated into control systems. This course is not open to students who are enrolled in or have received credit for CEL 131 or ET 131. (A) (GR/P/NP)

**EL 133 Mechatronic Systems 1 3 units***Acceptable for credit: CSU*

Prerequisite: ET 104 or CEL 104 or EL 104

This is a hands-on mechatronics systems course that focuses on the electromechanical concepts (mechanics, electronic and programming) of automated systems. Emphasis is placed on how industrial grade sensors and transducers function and how they are interfaced into control systems. Study topics include: transducers and sensors for light, heat, motion, pressure and position control; switching devices; input and output signal conditioning; continuous, closed-loop and proportional integral derivative process control; and safety. (A) (GR/P/NP)

**EL 135 Electronic Measurement and Instrument 3 units***Acceptable for credit: CSU*

Prerequisite: EL 122 and EL123 and EL125 and EL126

Advisory: Concurrent enrollment in EL 136 is recommended.

Designed to familiarize students with operating principles and characteristics of basic electronic testing equipment as well as advanced specialized measuring instruments. Methods of operation and calibration of these devices are covered including an overview of Automated Test Equipment (ATE) systems. (F) (GR)

**EL 136 Electronic Measurement and Instrumentation Lab 2 units***Acceptable for credit: CSU*

Prerequisite: EL122 and EL 123 and EL 125 and EL 126

Corequisite: EL 135

Provides hand-on laboratory experience for the study and construction of electronic testing instruments. The student is introduced to many different types of testing equipment currently used by the electronics industry. (F) (GR)

**EL 139 Electrical Power, Motors & Controls 3 units***Acceptable for credit: CSU*

Prerequisite: EL 122 and EL 125 or CS 141

A study of electronics, signal communication and power technology that support efficient manufacturing processes for various industries. Topics include motors, their drives and controls, power electronics, PLCs and communications networks used to monitor industrial processes. This course is not open to students who are enrolled in or have received credit for CEL 139 or ET 139. (A) (GR/P/NP)

**EL 146 Electronic Product Design/Fabrication 2 units***Acceptable for credit: CSU*

Prerequisite: EL 122 or EL 125

A study of product fabrication emphasizing mechatronic applications and designs. Topics include the design



process; CADD drawings, schematics, diagrams and support graphic requirements; printed circuit board layout and population techniques; technical writing; project documentation requirements; surface mount technologies; prototyping; printed circuit board testing, troubleshooting; and final documentation emphasizing hands-on experiences. The use of industry standard computer aided drafting and support software will be studied and utilized in all phases of documentation through camera ready artwork. (S) (GR/P/NP)

### **EL 162 Fluid Power & Control 2 units**

*Acceptable for credit: CSU*

An introduction to the generation, control and basic applications of hydraulics and pneumatics force and motion systems. Topics include safety, properties of and forces in liquids, pumps, motors, valves, reservoirs, strainers, filters, accumulators, basic diagramming, system design and troubleshooting. This course is not open to students who are enrolled in or have received credit for CEL 162 or ET 162. (A) (GR/P/NP)

### **EL 179, 379 Experimental Courses in Electronics 0.5 to 10 units**

*179 - Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

### **EL 189 Independent Projects in Electronics 1 to 3 units**

*189 - Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

### **EL 399 Special Topics in Electronics 0.5 to 3 units**

For course description, see "Special Topics."

### **EL 320 A+ Certification 2 units**

Advisory: EL 105

Computer repair and maintenance with a focus on preparations required for achieving the industry standard Comp TIA A+ Certification. The hands-on study includes the A+ Core Test Domains and the Windows/DOS Test Domains. This course is not open to students who have received credit for CS 320. (F,S) (GR/P/NP)

### **EL 332 Wireless Network Administrator 3 units**

A study of the basic concepts and technologies of wireless data networking. Includes basic RF theory, 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 received credit for CS 332. (A) (GR/P/NP)

### **EL 333 Intro to Network Security 2 units**

Prerequisites: EL 106 or CS 106

A comprehensive overview of network security. General security concepts, communications security, infrastructure security, basics of cryptography and operational/organizational security will be covered. Prepares students to take the CompTIA Security+ Certification Exam at Prometric or Vue sites. This course is not open to students who have received credit for CS 333. (F,S) (GR/P/NP)

## **EMERGENCY MEDICAL SERVICES**

### **EMS 102 First Aid & Safety 3 units**

*Acceptable for credit: CSU, UC*

This course provides American Red Cross first aid and CPR "layperson" training as a citizen responder in addition to providing FEMA's Community Emergency Response Team (CERT) training that will prepare the student to deliver basic emergency care during a disaster prior to the arrival of professional emergency responders. Upon successful completion of the course, the student will receive an American Red Cross first aid and layperson level CPR card as well as a FEMA CERT certificate of completion. This course is not open to students who have received credit for PE 102. (F,S,U) (GR)

### **EMS 130 Principles of Emergency Management 3 units**

*Acceptable for credit: CSU*

An introduction to the fundamentals of the emergency management system. Topics include the four phases of the emergency management cycle, community-focused hazard analysis and the connection between planning and emergency management. This course is not open to students who have completed or who are enrolled in FT 130. (F,S, U) (GR)

### **EMS 134 Internship Seminar 1 unit**

*Acceptable for credit: CSU; UC-DAT*

Corequisite: EMS 149 or CWE 149

Provides students with a seminar format to discuss, analyze and critically evaluate their work-based learning experiences. This forum emphasizes job market information, attitudes and abilities that facilitate job success; skills necessary for maintaining employment and techniques for enhancing job advancement opportunities. (F,S) (GR)

### **EMS 149 Cooperative Work Experience: Occupational 1 to 8 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Cooperative Work Experience: Occupational."

### **EMS 300 Intro to Emergency Medical Services 1 unit**

Advisory: ENGL 514 or equivalent

Limitation on enrollment: Admittance to the program

An exploration of the academic and interpersonal expectations required for successful completion of an entry-level EMS academy training program as well as graduation requirements and eligibility for admittance to EMS 301. This course is a pre-requisite to EMS 301. (F,S) (GR)

### **EMS 301 Emergency Medical Services Academy 1A (EMT) 6 units**

Prerequisite: EMS 300 and completion of or concurrent enrolment in EMS 306

Advisory: ENGL 514 or equivalent

This beginning-level academy module meets and exceeds the U.S. Department of Transportation EMT National Standard Curriculum for students desiring eligibility for certification as an EMT in the state of California. State certification as an EMT is mandated as the minimum level of emergency medical training required to work on any ambulance and for most fire departments. A uniform and

other related material will be required. Enrollment is done through an application process. This course may be repeated as often as necessary for the purpose of recertification. Lecture 4 hours weekly. Lab 6 hours weekly; 24 hours will be devoted exclusively to clinical observations. (F,S,U) (GR)

### **EMS 302 EMS Academy 1B (Advanced) 7 units**

Prerequisite: Emergency Medical Technician 1 Basic Certification or concurrent enrollment in EMS 301

Corequisite: LE 341 and ENVT 156

Advisory: Completion of or concurrent enrollment in ENGL 514 or equivalent

This advanced academy module prepares the student to apply and expand upon those basic EMT skills introduced in the beginning academy module. Topics include: communication and leadership skills, emergency vehicle operations and driving, patient handling and packaging, assisting paramedic partners, street survival issues, automobile extrication, rope rescue, helicopter safety, hazardous materials, preparing to apply for jobs in related field, medical- and trauma-based scenarios and physical fitness and agility training. An academy uniform, gym suit and related materials will be required. (F,S) (GR)

### **EMS 303 Paramedic Prep 1.5 units**

Designed to prepare students for paramedic study. Topics include the structure and function of the human body as it applies to paramedic-level training. (F,S) (GR/P/NP)

### **EMS 304 EMT Clinical Experience 1.5 units**

Prerequisite: EMS 301

Reinforces basic life support emergency medical services skills using a combination of clinical and field experience, classroom instruction and assisting in college's emergency medical services training program. Fulfills 24 hours of CEUs towards EMT-1 recertification. (S,U) (GR/P/NP)

### **EMS 306 CPR for Healthcare Providers 0.5 unit**

Instruction for health care professionals on cardiopulmonary resuscitation (CPR) and automated external defibrillation techniques according to the current American Heart Association standards. Students successfully completing this course are eligible to purchase an optional American Heart Association Healthcare CPR card. This course may be repeated as necessary to maintain certification. (F,S) (GR)

### **EMS 307 Wilderness First Aid & Survival 2 units**

Prepares the student to recognize and treat medical emergencies unique to a wilderness or disaster environment. Emphasizes first aid skills and improvisation of emergency equipment. Recommended for emergency responders, outdoor enthusiasts, hikers and hunters. CEUs for EMT-1 and paramedic are available. (F,S) (P/NP)

### **EMS 309 Basic Trauma Life Support 1 unit**

Presents basic and advanced pre-hospital concepts and skills including rapid assessment of the critical trauma patient, treatment for shock and hypoxemia and rapid transport. BTLS certification and 16 hours of CEUs for Emergency Medical Technicians-1, paramedics and registered nurses. (F,S) (GR/P/NP)

### **EMS 310 Child Care First Aid & CPR 0.5 unit**

Presents American Red Cross skills necessary to respond to breathing and cardiac emergencies. Pediatric first aid and injury prevention are also covered. The course meets CCR Title 22/CA EMSA requirements for child care providers. Upon successful completion, students will receive an

American Red Cross certification in Adult, Infant, Child CPR (valid for one year) and a CA Child Care First Aid certificate (valid for two years). (F,S) (GR/P/NP)

### **EMS 313 Intermediate ICS 1<sup>st</sup> Responders 1 unit**

A study of the organizational elements within each section of the ICS, staffing considerations and reporting relationships. This course meets the standards for the Department of Homeland Security for command and general staff and operational first responders. This course is not open to students who have completed or who are enrolled in WFT 303. (F,S) (GR/P/NP)

### **EMS 314 Adv ICS 1<sup>st</sup> Responders ICS-400 1 unit**

A study of Incident Command System relationships and duties of command staff members, agency representatives and activation of the command and general staff positions. This course meets the standards for the Department of Homeland Security for command and general staff and operational first responders. This course is not open to students who have completed or who are enrolled in WFT 304. (F,S) (GR/P/NP)

### **EMS 315 Ambulance Strike Team Provider 1 unit**

Designed to prepare emergency responders to effectively manage a multi-casualty incident (MCI) utilizing the incident command system. This course is not open to students who have completed EMS 359 Ambulance Strike Team Provider. (F,S) (P/NP)

### **EMS 316 Ambulance Strike Team Leader 1 unit**

Prerequisite: Completion of application process

Corequisite: WFT 301 and WFT 302

Advisory: WFT 303 and ENVT 156

Designed to prepare leaders in the ambulance profession (fire-based and non-fire based) for the role of ambulance strike team (AST) leader. This course is not open to students who have received credit for EMS 359 – Ambulance Strike Team Leader. (F,S) (P/NP)

### **EMS 319 Emergency Response to Terrorism 3 units**

Enables emergency responders to recognize circumstances and key indicators that may signify a terrorist incident or threat potential. Topics include implementing incident command, self-protective measures, scene security, force protection and defensive measures associated with biological, nuclear, incendiary, chemical and explosives incidents. Materials and information relevant to current events on emergency preparedness in terrorist incident management for emergency responders of all disciplines are explored. This course is not open to students who are enrolled in or have received credit for FT 319. (A) (GR/P/NP)

### **EMS 320 Response to HazMat Incidents 2 units**

This course meets the requirements for the State of California CSTI hazardous materials First Responder - Awareness certification and the NFPA 473 standards for a Level 1 EMS responder to hazardous material incidents. Course can be used to meet CEU requirements. (F,S) (GR/P/NP)

### **EMS 321 Advanced Cardiac Life Support 1 unit**

Presents advanced cardiac life support care. Includes American Heart Association ACLS certification and 16 hours for CEUs for EMT-1, paramedics and registered nurses. (S,U) (GR/P/NP)

**EMS 322 Pediatric Advanced Life Support 1 unit**

Covers pediatric advanced cardiac life support care. Includes American Heart Association PALS certification and 16 hours of CEUs for EMT-1, paramedics and registered nurses. (S,U) (GR/P/NP)

**EMS 325 Lifeguard Certification 2 units**

Limitation on enrollment: American Red Cross requirements for swimming proficiency

Instruction in the American Red Cross lifeguard training techniques, first aid and CPR skills required to become a poolside or water park lifeguard. Upon successful completion, a student will earn certifications in both American Red Cross Lifeguard Training and CPR for the Professional Rescuer. May be repeated as necessary to maintain certification. (S) (GR/P/NP)

**EMS 328 Wilderness EMS-Wilderness Travel 1.5 units**

An introduction to safe and effective wilderness travel for recreational backpackers as well as emergency response personnel responding to rescue situations in remote/wilderness areas. (F,S) (GR/P/NP)

**EMS 333 Paramedic Theory 10 units**

Prerequisite: EMS 302 or Current California EMT-1 (Basic) certification; EMS 303, plus a minimum of six months verified experience as an EMT-1 (Basic) responding to emergency medical responses within the past two years.

Advanced life support training in the emergency medical services career structure covering all techniques of anatomy and physiology. Includes cardiovascular, respiratory, pediatric, OB/GYN and traumatic emergency training. This course meets 320 hours of the 1,032 hours required to complete paramedic training in the State of California. Course content is based on the guidelines and authority of Title 22, Division 9, of the California Code of Regulations and the U.S. Department of Transportation Emergency Medical Technician-Basic Standard National Curriculum. (F) (GR)

**EMS 337 Wilderness EMS Aircraft 2 units**

A study of the basic skills required to perform safe and effective aircraft search techniques during search and rescue operations in a wilderness or remote location. Sixteen hours of CEUs for Emergency Medical Technicians-1 and paramedics are available. (F,S) (GR/P/NP)

**EMS 338 Land Navigation 1.5 units**

A study of mapping and GPS skills as applied to fire, hazmat and EMS emergency response. Emphasizes interpreting topographic maps and use of both the compass and GPS device. This course is not open to students who are enrolled in or have received credit for FT 338 or ENVT 338. (F,S) (GR/P/NP)

**EMS 343 Paramedic Clinical Laboratory 7.5 units**

Prerequisite: EMS 333, current CPR certification for health care provider or professional rescuer

The second phase of paramedic training designed to provide supervised clinical application of cognitive knowledge and skills in acute patient care area for the paramedic student. Opportunities for increasing depth of skill performance and presentation of more advanced skills are provided. (F) (GR)

**EMS 347 Search & Rescue Management 2 units**

A study of the basic skills needed to effectively manage a wilderness/remote area search and rescue operation. (F,S) (GR/P/NP)

**EMS 350 Essentials of Search & Rescue 3 units**

Presents essential skills required for safe and effective search and rescue (SAR) operations conducted by SAR, emergency medical and law enforcement personnel responding in wilderness and remote areas. Includes scope and responsibility of SAR field personnel, responding safely to wilderness and remote environments, lost person behaviors, tracking and working with K-9 search teams. Includes 16 hours of CEU's for EMT-1 and paramedics. (S) (GR/P/NP)

**EMS 353 Paramedic Field Internship 10 units**

Prerequisite: EMS 343, current CPR certification for health care provider or professional rescuer

The third and final phase of paramedic training allows the student to be assigned to an emergency response vehicle with a field preceptor to establish advanced life support patient care responsibilities. Each student must have a minimum of (40) advanced life support contacts during this course. Upon successful completion of this phase of training, the student will become eligible for state certification as an Emergency Medical Technician-Paramedic. (S) (GR)

**EMS 360 Man Tracking 1 0.5 unit**

Develops basic tracking techniques and skills for search and rescue, law enforcement and emergency medical personnel operating in wilderness and remote areas. Includes tracking and sign cutting techniques, tracking equipment, team makeup, maps and GPS use. POST certified and eight hours of CEU's for EMT-1 and paramedics are available. (S) (GR/P/NP)

**EMS 362 Man Tracking 2 0.5 unit**

Develops tracking techniques and skills for search and rescue, law enforcement and emergency medical personnel operating in rural, wilderness and remote areas. Includes clue preservation, collecting evidence, clue recognition and classification of footgear. POST certified and eight hours of CEUs for EMT-1 and paramedics are available. (S) (GR/P/NP)

**EMS 378 EMT Wilderness Transition 2.5 units**

Prerequisite: Current EMT-1 certification and professional rescuer or health care provider CPR certification.

Prepares the certified emergency medical technician (EMT) to recognize and treat medical emergencies unique to wilderness and remote environments. Additionally, basic wilderness survival techniques and equipment improvisation training are provided. (F,S) (GR/P/NP)

**EMS 388 Searching with K-9 Teams 2.5 units**

An introduction to the history and training techniques of the canine (K-9) search and rescue team. Skills used to assist the K-9 handler in the wilderness and remote areas will be covered. (F,S) (GR/P/NP)

**EMS 401 EMT 1 (Basic) Refresher 1.5 units**

Course may be repeated 99 times.

Prerequisite: EMT-1 Basic Certification within the past four years

Satisfies the requirements set forth by Title 22, Division 9, of the California Code of Regulations for Emergency Medical Technician 1 (Basic) refresher training. May be repeated as necessary for the purposes of certification. (GR)

**EMS 407 Wilderness 1<sup>st</sup> Aid Refresher 0.5 unit**

Prerequisite: EMS 307

Satisfies the requirements set forth by Title 22, Division 9, of the California Code of Regulations for Emergency Medical Services. May be repeated as often as necessary for the purposes of certification. (F,S) (GR/P/NP)

**EMS 408 Disaster Survival & Preparedness 0.5 unit**

A study of essential skills for self-sufficiency during and after catastrophic disasters. Trains community members to function as part of a rescue team as leaders of on-scene volunteers. (F,S) (GR/P/NP)

**EMS 409 PHTLS Refresher 0.5 unit**

Prerequisite: Current PHTLS certification.

Review of pre-hospital trauma life support basic and advanced concepts and skills. Student receives PHTLS recertification, and eight hours of CEUs for EMT-1, paramedics and registered nurses are available. May be repeated as necessary to maintain certification. (F,S) (GR/P/NP)

**EMS 410 EMT 1 Basic Skills Refresher Module A 0.5 unit**

A review of anatomy, physiology and medical legal issues for EMT personnel. Satisfies the requirements set forth by Title 22, Division 9, of the California Code of Regulations for Emergency Medical Services. This course may be repeated as necessary for the purposes of certification. (F,S) (P/NP)

**EMS 411 EMT 1 Basic Skills Refresher Module B 0.5 unit**

A review of scene size-up, patient assessment and medical emergencies. Satisfies the requirements set forth by Title 22, Division 9, of the California Code of Regulations for Emergency Medical Services. This course may be repeated as often as necessary for the purposes of certification. (F,S) (P/NP)

**EMS 412 EMT 1 Basic Skills Refresher Module C 0.5 unit**

A review of environmental emergencies and trauma. Satisfies the requirements set forth by Title 22, Division 9, of the California Code of Regulations for Emergency Medical Services. This course may be repeated as often as necessary for the purposes of certification. (F,S) (P/NP)

**EMS 413 EMT 1 Basic Skills Refresher Module D 0.5 unit**

Prerequisite: EMS 410, EMS 411 and EMS 412

A review of didactic and manipulative skills required for EMT-1 Basic recertification. Satisfies the requirements set forth by Title 22, Division 9, of the California Code of Regulations for Emergency Medical Services. This course may be repeated as necessary for the purposes of certification. (F,S) (P/NP)

**EMS 414 ACLS Refresher 0.5 unit**

Prerequisite: Current American Heart Association ACLS Certification

Review of cardiac life support care. Student receives American Heart Association ACLS recertification, and eight hours of CEUs for EMT-1, paramedics and registered nurses

are available. May be repeated as necessary to maintain certification. (S,U) (GR/P/NP)

**EMS 415 PALS Refresher 0.5 unit**

Prerequisite: Current American Heart Association PALS Certification

Review of pediatric advanced life support care. Student receives American Heart Association PALS recertification, and eight hours of CEUs for EMT-1, paramedics and registered nurses are available. May be repeated as necessary to maintain certification. (S,U) (GR/P/NP)

**EMS 416 Child Care First Aid & CPR Refresher 0.5 unit**

Prerequisite: Valid Red Cross child care first aid and CPR certification

Review of child care first aid and CPR necessary to meet the CCR Title 22/CA EMSA requirements for child care providers. May be repeated as necessary to maintain certification. (F,S) (GR/P/NP)

**EMS 461 Medical First Responder Update 0.5 unit**

Prerequisite: Completion of or concurrent enrollment in EMS 399 First Responder Medical or WFT 302

Refresher training for first responders to meet CCR, Title 22 mandated training requirements in basic patient care and stabilization at medical emergencies. This course may be repeated as necessary for the purposes of certification. (S,U) (GR/P/NP)

## ENGINEERING

**ENGR 100 Introduction to Engineering 1 unit**

*Acceptable for credit: CSU, UC*

Advisory: ENGL 514 or eligibility for ENGL 101

This course provides an overview of the engineering profession and educational path in order for students to evaluate engineering as a career choice. The course is also applicable for science, mathematics and architecture majors. The engineering branches are introduced, along with their relationships to science and other fields of study. The education process and strategies for engineering and science students to reach their full academic potential are explored. Course topics include professional duties, responsibilities, employment opportunities, the engineering design process and problem solving. Students will develop a study plan and research technical topics. Guest speakers include working engineers and university representatives. (F,S) (GR/P/NP)

**ENGR 124 Excel in Science/Engineering 1 unit**

*Acceptable for credit: CSU*

Prerequisite: MATH 181

An introduction to Excel as used in science and engineering. Students use math operations, functions, statistics and graphs to analyze and display data and to differentiate and integrate. Basic application problems are solved. (F) (P/NP)

**ENGR 126 Matlab for Science/Engineering 1 unit**

*Acceptable for credit: CSU, UC*

Prerequisite: MATH 181

An introduction to Matlab as used in science and engineering. Students create and manipulate matrices, program script and m-files; generate 2-d and 3-d plots; and solve ODEs. Basic application problems are solved. (S) (P/NP)

**ENGR 134 Internship Seminar 1 unit***Acceptable for credit: CSU, UC-DAT*

Corequisite: ENGR 149 or CWE 149

Provides students with a seminar format to discuss, analyze and critically evaluate their work-based learning experiences. This forum emphasizes job market information, attitudes and abilities that facilitate job success; skills necessary for maintaining employment; and techniques for enhancing job advancement opportunities. (F,S) (GR)

**ENGR 149 Cooperative Work Experience: Occupational 1 to 8 units***Acceptable for credit: CSU, UC-DAT*

For course description, see "Cooperative Work Experience: Occupational."

**ENGR 152 Statics 3 units***Acceptable for credit: CSU, UC*

Prerequisite: MATH 182 and PHYS 161 or PHYS 141

An analysis of forces on engineering structures in equilibrium. Topics include properties of forces, moments, couples and resultants. Equilibrium conditions, trusses, frames, centroids, area moments of inertia, beams under point and distributed loads, shear and moment diagrams, cables and friction are covered. Engineering modeling and problem solving are emphasized. (F) (GR)

**ENGR 154 Dynamics 3 units***Acceptable for credit: CSU, UC*

Prerequisite: ENGR 152 and MATH 182

An analytical study of the motions of particles and of rigid bodies. Topics include kinematics of particles in two- and three-dimensions including relative and constrained motion as well as kinetics of particles and systems of particles; equations of motion, energy and impulse-momentum methods; and collisions. Planar kinematics and kinetics of rigid bodies; absolute and relative motion, center of zero velocity; equations of motions, energy and impulse-momentum methods will also be covered. (S) (GR)

**ENGR 156 Strength of Materials 4 units***Acceptable for credit: CSU, UC*

Prerequisite: ENGR 152

A study of the stresses, strains and deformations associated with axial, torsional and flexural loading of bars, shafts and beams, and pressure loading of thin-walled pressure vessels. The course covers stress and strain transformation, Mohr's Circle, ductile and brittle failure theories, and the buckling of rigid and deformable columns. Statically indeterminate systems are also studied. (S) (GR)

**ENGR 161 Materials Science 3 units***Acceptable for credit: CSU, UC*

Prerequisite: PHYS 161 and CHEM 150

Advisory: Concurrent enrollment in ENGR 162

An introduction to atomic bonding, crystalline structure and microstructure and how these structures determine the physical, mechanical, electrical and thermal properties of materials. The course covers metals, ceramics, polymers, composites and semiconductors. Topics include material imperfections, diffusion, mechanical properties, phase diagrams, material selection, processing, heat treatment and strengthening mechanisms. Corrosion phenomena, electrical properties and thermal properties are also covered. Most engineering students are required to complete the

associated laboratory course (ENGR 162), which should be taken concurrently. (S) (GR)

**ENGR 162 Materials Science Lab 1 unit***Acceptable for credit: CSU, UC*

Prerequisite: PHYS 161 and CHEM 150

Corequisite: ENGR 161 or prior completion of ENGR 161 Laboratory to parallel ENGR 161. Experiments investigating crystalline structures, the mechanical behavior of metals and polymers, cold-working, heat-treatment, material hardness, ductile-to-brittle fracture behavior, fatigue, equilibrium phase diagrams, steel microstructure and corrosion are performed. Computers are used to control test equipment, gather and process data and visualize microscopic images. The associated lecture course (ENGR 161) should be taken concurrently. (S) (GR)

**ENGR 170 Electric Circuit Analysis 3 units***Acceptable for credit: CSU, UC*

Prerequisite: MATH 182 and PHYS 161

Advisory: Concurrent enrollment in ENGR 171

Basic circuit analysis including circuit laws, resistive circuits, network theorems, op-amp circuits, capacitors and inductors; natural and forced response of RC, RL and RCL circuits, phasors, steady-state AC analysis, and AC power. Most engineering students are required to complete the associated laboratory course (ENGR 171), which should be taken concurrently. (F) (GR)

**ENGR 171 Electric Circuit Lab 1 unit***Acceptable for credit: CSU, UC*

Prerequisite: MATH 182 and PHYS 161

Corequisite: ENGR 170 or prior completion of ENGR 170

Designed to parallel ENGR 170. Experimental verification of circuit analysis concepts. Laboratory exercises include DC, transient and AC measurements on circuits including resistors, capacitors, inductors and operational amplifiers. Basic electrical instrumentation is used. The associated lecture course (ENGR 170) should be taken concurrently. (F) (GR)

**ENGR 172 Circuits & Devices 4 units***Acceptable for credit: CSU, UC*

Prerequisite: ENGR 170 and ENGR 171

Corequisite: ENGR 173

A continuation of circuit analysis and an introduction to electronic devices. Topics include three phase circuits; frequency response; Laplace transforms and applications; Fourier series and Fourier transform; two-port networks; magnetically coupled circuits and transformers; semiconductor physics; characteristics and models of diodes; bipolar junction transistors and field effect transistors; as well as biasing and small signal response of transistors. (S) (GR)

**ENGR 173 Circuits & Devices Lab 1 unit***Acceptable for credit: CSU, UC*

Prerequisite: ENGR 170 and ENGR 171

Corequisite: ENGR 172

Designed to parallel ENGR 172. Includes investigation and design of active filters, analysis of two-port networks and transformer circuits, as well as experiments with rectifiers and DC and small signal response of transistor circuits. (S) (GR)

**ENGR 189 Independent Projects in Engineering**  
**1 to 3 units**

*Acceptable for credit: CSU, UC-DAT*

*For course description, see "Independent Projects."*

**ENGR 199, 399 Special Topics in Engineering**  
**0.5 to 10 units**

For course description, see "Special Topics"

**ENGINEERING TECHNOLOGY****ET 100 Computer-Aided Drafting** **3 units**

*Acceptable for credit: CSU, UC*

An introduction to computer-aided drafting and design (CADD) which covers operation of a computer graphics terminal (specifically AutoCAD) to create, modify, delete, transfer and plot graphic files used to produce complete engineering drawings. (F,S) (GR/P/NP)

**ET 104 Intro to Robotics & Mechatronics** **3 units**

*Acceptable for credit: CSU*

An introduction to robotic control applications. Basic electronics, including digital, analog and microcontroller devices, sensors and transducers, and actuators will be emphasized for automation control. Topics include Basic, Assembly and C language programming for robotic control; interfacing of indicators, switches, sensors and transducers; controlling motion and motors; monitoring and measurement of rotation; measuring light, temperature and conductance; application of navigation and measurement techniques; remote control applications; mechanical systems; and the control of frequency and sound. This course is not open to students who are enrolled in or have received credit for CEL 104 or EL 104. (F,S) (GR/P/NP)

**ET 128 Intro to Renewable Energy** **3 units**

*Acceptable for credit: CSU*

A study of the principles behind energy generation and conversion that can be applied to modern electrical, mechanical and chemical devices that use or produce power. Special emphasis will be given to the study of electricity as a renewable energy source. This course is not open to students who are enrolled in or have received credit for CEL 128 or EL 128. (A) (GR/P/NP)

**ET 131 PLCs & Industrial Control Design** **3 units**

*Acceptable for credit: CSU*

Prerequisite: EL 125 or CS 141

A study of the purpose and operating features of a programmable logic controller (PLC). Topics include PLC terminology, architecture, input/output modules, memory, commands for internal relays, on/off timers, up/down counters, use of subroutines, program control and math instructions. Relay schematics, ladder logic diagrams and programming of logic controllers are emphasized. Sensing devices and time-driven process sequences will be studied and integrated into control systems. This course is not open to students who are enrolled in or have received credit for CEL 131 or EL 131. (A) (GR/P/NP)

**ET 133 Mechatronic Systems 1** **3 units**

*Acceptable for credit: CSU*

Prerequisite: ET 104 or CEL 104 or EL 104

A study with hands-on application of the mechanical engineering, electronics, computer programming and

electromechanical concepts (mechatronics) in the production of goods and services. Emphasis is on how a wide variety of technical elements fit into industrial applications. Topics include transducers and sensors for light, heat, motion, pressure and position control; switching devices; input and output signal conditioning; continuous, closed-loop and proportional integral derivative process control; and safety. This course is not open to student who are enrolled in or have received credit for CEL 133 or EL 133. (A) (GR/P/NP)

**ET 139 Electrical Power, Motors & Controls** **3 units**

*Acceptable for credit: CSU*

Prerequisite: EL 122 and EL125 or CS 141

A study of electronics, signal communication and power technology that support efficient manufacturing processes for various industries. Topics include motors, their drives and controls, power electronics, PLCs and communications networks used to monitor industrial processes. This course is not open to students who are enrolled in or have received credit for CEL 139 or EL 139. (A) (GR/P/NP)

**ET 140 Engineering Drawing** **3 units**

*Acceptable for credit: CSU*

Prerequisite: ET 100

The principles and application of engineering drawing, including orthographic projections, freehand sketching, pictorial drawings, engineering lettering, dimensioning, sections, auxiliary, surface finish, standard and geometric tolerancing, threads and fasteners are the core of this course. A computer aided drafting system (CADD) will be used extensively by the student to complete the requirements of this course. (F,S) (GR/P/NP)

**ET 145 Advanced Engineering Drawing** **3 units**

*Acceptable for credit: CSU*

Prerequisite: ET 140

Use of advanced technical drawing techniques on a CADD system to solve design component problems requiring details and assemblies. The course covers freehand sketching to develop ideas, fabrication and working drawings dimensioned to ANSI standards, including tolerances, title blocks, change orders, symbols and notes. Use of handbooks, ordinances, codes, selection of hardware and materials will be incorporated in each student's individual project. (F,S) (GR/P/NP)

**ET 160 Digital Tools in Architecture** **3 units**

*Acceptable for credit: CSU*

Advisory: ARCH 111

Introduces computer design and presentation skills for architecture students. Topics include image editing, page layout and 3D modeling. This course is not open to students who are enrolled in or have received credit for ARCH 160. (A) (GR/P/NP)

**ET 162 Fluid Power & Control** **2 units**

*Acceptable for credit: CSU*

An introduction to the generation, control and basic applications of hydraulics and pneumatics force and motion systems. Topics include safety, properties of and forces in liquids, pumps, motors, valves, reservoirs, strainers, filters, accumulators, basic diagramming, system design and troubleshooting. This course is not open to students who are enrolled in or have received credit for CEL 162 or EL 162. (A) (GR/P/NP)

**ET 189, 389 Independent Projects in Engineering Technology 1 to 3 units***189 - Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**ET 199, 399 Special Topics in Engineering Technology****units****0.5 to 10***199 - Acceptable for credit: CSU, UC-DAT*

For course description, see "Special Topics."

**ET 330 Print Reading & Interpretation 3 units**

Prepares students to read engineering drawings and specifications and to enable them to understand the intent of the engineer by interpreting the relationship of two-dimensional drawings with respect to actual objects or projects. This course is not open to students who are enrolled in or have received credit for AT 330 or AB 330 or MT 330. (A) (GR/P/NP)

**ET 381 Industrial Mathematics 3 units**

Advisory: Eligibility for MATH 511

Designed as the basic mathematics class for the industrial and engineering technology student wishing to gain proficiency in the applications of mathematics to practical situations, including percentage, area, volume, speed ratios of equipment, horsepower and the essentials of plane trigonometry. This course is not open to students who are enrolled in or have received credit for AB 381 or AT 381 or MT 381 or WLDT 381. (A) (GR)

**ENGLISH****ENGL 100 Writing in Career/Tech Fields 4 units***Acceptable for credit: CSU*

Prerequisite: A recommended placement based on the START process or satisfactory completion of ENGL 514

A writing course designed primarily to meet the needs of students pursuing career and technical programs. Readings will be drawn from the disciplines involved so that students master comprehension and critical reading skills in real-world texts. Writing assignments and projects will similarly be based upon the types of critical thinking and analytical writing required in the students' fields of study. Research methods and skills will be emphasized. Meets the written composition graduation requirement for an AHC associate degree. Students who plan to transfer to a four-year institution will need to take ENGL 101 instead of this course to meet the university's first-year composition requirement. (F,S) (GR)

**ENGL 101 Freshman Comp: Exposition 4 units***Acceptable for credit: CSU, UC*

Prerequisite: A recommended placement based on the START process or satisfactory completion of ENGL 514

Designed to help students enhance their analytical reading and writing skills using a wide variety of texts. Emphasis is on college-level expository essay construction, communication and research methods, leading to the preparation and writing of a research paper. (F,S,U) (GR)

**ENGL 102 Freshman Comp Literature 3 units***Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

Introduces the student to the three major types of creative literature: fiction, drama and poetry, with a view to developing greater critical awareness and polishing the writing skills acquired in ENGL 101. (F,S,U) (GR)

**ENGL 103 Critical Thinking and Composition 3 units***Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

Designed to fulfill the critical thinking requirement of the Intersegmental General Education Transfer Curriculum. Students will develop critical thinking and reading skills, focusing upon induction, deduction, logical fallacies and close textual analysis. Emphasizes skills application through writing a sequence of argumentative essays. (F,S,U) (GR)

**ENGL 104 Technical Writing 3 units***Acceptable for credit: CSU*

Prerequisite: ENGL 101

Develops written communication skills for industrial, scientific and technical fields. Emphasis is placed upon audience analysis; technical formats such as reports, summaries and proposals; collaborative problem solving; research skills; clarity and conciseness of expression. (F,S,U) (GR)

**ENGL 105 Language & Culture 3 units***Acceptable for credit: CSU, UC*

An introduction to the study of language and communication in relation to culture. Focus is on the structure, function and history of language as well as the social, symbolic and practical uses of language. Linguistic concepts, methodologies and theoretical assumptions will be explored. Topics include language in everyday life and ritual events, socialization, multilingualism, miscommunication and art-making as cultural activity. This course is not open to students who are enrolled in or have received credit for ANTH 105. (F,S) (GR/P/NP)

**ENGL 106 Creative Writing 3 units***Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

An introduction to the writing of fiction and verse, offered as a creative outlet for students who like to write and as a step toward greater writing proficiency. (F) (GR/P/NP)

**ENGL 107 Literary Arts Journal 1 3 units***Acceptable for credit: CSU*

Advisory: Eligibility for ENGL 514

Offers the opportunity to create original works through reading assignments, class discussions and written responses to poetry and prose. Provides hands-on training in advertising, fundraising, manuscript selection and editing for a literary arts journal. (F) (GR/P/NP)

**ENGL 108 Literary Arts Journal 2 3 units***Acceptable for credit: CSU*

Advisory: Eligibility for ENGL 514

Offers the opportunity to create original works through reading assignments, class discussions and written responses to poetry and prose. Provides hands-on training in advertising, fundraising, manuscript selection and editing for a literary arts journal. (F) (GR/P/NP)

**ENGL 109 Applied Composition 1.5 units***Acceptable for credit: CSU*

Prerequisite: ENGL 101

Designed for students who are interested in tutoring or teaching English. Explores the theory and practice of expository writing with a particular emphasis on understanding how people acquire written language competency and on the skills needed to help in the development of these competencies in others. The lab component affords students the opportunity to observe English teaching and tutoring and to apply skills learned in the course in a supervised tutorial experience. (A) (GR/P/NP)

**ENGL 110 Grammar for College & Career 3 units***Acceptable for credit: CSU*

Prerequisite: Eligibility for ENGL 513

Provides a comprehensive review of grammar and mechanics for students who want to increase their understanding of the fundamentals of English. Students will learn to recognize grammatical errors in their writing; to reduce the number of misspelled and misused words; and to write clear, correct and effective sentences. Students may wish to take this course prior to or concurrently with an English composition course. (A) (GR/P/NP)

**ENGL 115 Writing Fiction 3 units***Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

Advisory: ENGL 106

This course examines the genre of fiction and the technical skills needed to produce quality student writing. Emphasis is on the structural and aesthetic features of fiction in a workshop-formatted course. Students will read, critique and create literary fiction. (F,S) (GR)

**ENGL 116 Writing Poetry 3 units***Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

Advisory: ENGL 106

This course examines the genre of poetry and the technical skills needed to produce quality student writing. Emphasis is on the structural and aesthetic features of poetry in a workshop-formatted course. Students will read, critique and create literary poetry. (F,S) (GR)

**ENGL 130 American Literature to 1865 3 units***Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

Surveys American writers and literary movements through 1865. Either one or both semesters of American Literature partially fulfill the humanities requirement of the GE for California State Universities and the University of California. (F,U) (GR/P/NP)

**ENGL 131 American Literature 1865 to Present 3 units***Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

Surveys American writers and literary movements from 1865 to present. Either one or both semesters of American Literature partially fulfill the humanities requirement of the GE for California State Universities and University of California. ENGL 130 is not a prerequisite to this course. (S,U) (GR/P/NP)

**ENGL 132 Literature & Film 3 units***Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

Techniques of literary and film criticism and application of those techniques to films and the literary works that inspired them. Emphasis is given to the critical analysis of the transformations that occur when literary forms are adapted for the screen. (F) (GR/P/NP)

**ENGL 133 Modern Fiction 3 units***Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

Designed to increase student understanding and enjoyment of modern fiction through a study of selected works by 20th century authors. Selections may vary from semester to semester. ENGL 133 has no geographical boundaries, but includes works by American and English authors, as well as works in translation. (S) (GR/P/NP)

**ENGL 135 Introduction to Poetry 3 units***Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

Introduces the study of poetry with emphasis on appreciation, understanding and interpretation through a critical examination of a variety of poets and poems. (S) (GR/P/NP)

**ENGL 137 Children's Literature 3 units***Acceptable for credit: CSU*

Prerequisite: Eligibility for ENGL 514

A study of poetry, folk and fairy tales, fiction, nonfiction and realistic works for children. Emphasis is on exploring modes for bringing this literature to child audiences. (F,S,U) (GR/P/NP)

**ENGL 138 Introduction to Shakespeare 3 units***Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

Introduction to Shakespeare in which a number of major works are read, with close attention to language, structure and historical content. (F) (GR/P/NP)

**ENGL 139 Ideas of Difference in Literature 3 units***Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

Primarily through the study of literature, an exploration of the ways in which ideas about race, ethnicity, gender, sexuality, class and disability have shaped American identities and influenced the course of 20th century American cultural history. Emphasizes contemporary American cultural texts (novel, autobiography, poetry, journalism and/or drama; film and/or documentary); lectures and other class materials will link contemporary culture to pertinent historical themes or developments. (F) (GR/P/NP)

**ENGL 144 Ancient Literature 3 units***Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

An examination of the ancient epics and classical literature of Mesopotamia, Greece and Rome. Representative readings will include the *Epic of Gilgamesh*, *The Iliad*, *The Odyssey*, *Genesis*, *Antigone*, *The Aeneid*, and *Marcus Aurelius Meditations*. (F) (GR/P/NP)



**ENGL 145 British Literature to 1800 3 units**

*Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

A study of the major British writers in the 14th century to the beginning of the Romantic Period around 1800. The course covers the major works of such writers as Chaucer, Shakespeare and Milton, with emphasis on their continuing capacity to talk to us today. (F) (GR/P/NP)

**ENGL 146 British Literature 1800 to Present 3 units**

*Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

A study of the major British writers since 1800. The course covers selected plays, novels, poems and essays from the outstanding writers of the Romantic and Victorian periods and of the 20th century, including Wordsworth, Shelley, Keats, Browning, Conrad, Yeats, Joyce and Eliot. English 145 is not a prerequisite to this course. (S) (GR/P/NP)

**ENGL 148 Hispanic Literature in Translation 3 units**

*Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

An introduction to Hispanic literature as translated into English, focusing on the themes and symbols characteristic of such literature. Cultural differences will be explored. Students will read works both critically and analytically. This course is not open to students who have received credit for Spanish 148. (GR)

**ENGL 179, 379 Experimental Courses in English 0.5 to 10 units**

*179 - Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

**ENGL 189 Independent Projects in English 1 to 3 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**ENGL 199, 399 Special Topics in English 0.5 to 3 units**

*199 - Acceptable for Credit: CSU, UC*

For course description, see "Special Topics"

**ENGL 306 Writing Laboratory 0.5 unit**

Corequisite: Enrollment in any Allan Hancock College credit course

Provides students with individualized writing practice with computer-assisted strategies. Not open to students enrolled in ENGL 511, 512, 513 or 514. (F,S,U) (P/NP)

**ENGL 511 Writing Skills 1 4 units**

Prerequisite: Recommended placement based on the START process

This course provides instruction in basic writing, reading, sentence and vocabulary skills. It is designed for students whose skills have been assessed at four levels below transfer, based on the statewide CB21 Coding of English courses sponsored by the Basic Skills Initiative. In this course, students summarize and respond to text, compose and develop paragraphs, explore basic sentence patterns and increase vocabulary. Successful completion of this

course advances students into Writing Skills 2. This course requires two lab hours per week that are to be arranged in which students' work includes, but is not limited to, completion of computer-assisted activities and assigned writing, reading, vocabulary, and grammar exercises. Lecture: 4 hours per week. Lab: 2 hours per week. (F,S,) (P/NP)

**ENGL 512 Writing Skills 2 4 units**

Prerequisite: Recommended placement based on the START process or successful completion of ENGL 511  
Advisory: READ 510

This course provides instruction in basic writing, reading, language, and critical thinking skills. It is designed for students whose skills have been assessed at three levels below transfer, based on the statewide CB21 Coding of English courses sponsored by the Basic Skills Initiative. In this course, students identify key parts of a text, apply the writing process to assignments and proofread for errors in their writing. This course requires two lab hours per week that are to be arranged, in which students' work includes, but is not limited to, completion of computer-assisted activities and assigned writing, reading, vocabulary, and grammar exercises. Lecture: 4 hours per week. Lab: 2 hours per week TBA (F,S,) (P/NP)

**ENGL 513 Writing Skills 3 4 units**

Prerequisite: Recommended placement based on the START process or successful completion of ENGL 512  
Advisory: READ 310

This course provides instruction in basic writing, reading, sentence, and vocabulary skills. It emphasizes writing as process and the relationship between reading and writing skills in composition. It is designed for students whose skills have been assessed at two levels below transfer, based on the statewide CB21 Coding of English courses sponsored by the Basic Skills Initiative. This course requires two lab hours per week that are to be arranged, in which students' work includes, but is not limited to, completion of computer-assisted activities and assigned writing, reading, vocabulary, and grammar exercises. Lecture: 4 hours per week. Lab: 2 hours per week TBA. (F,S,) (P/NP)

**ENGL 514 Writing Skills 4 4 units**

Prerequisite: Recommended placement based on the START process or successful completion of ENGL 513  
Advisory: READ 110

This course provides instruction in writing and reading, in sentence, vocabulary, and critical thinking skills. Students analyze written and visual texts, with emphasis on close reading and written response. Students who complete this course satisfactorily will be prepared to read college-level texts and write academic essays required at the transfer level. This course is designed for students whose skills have been assessed at one level below transfer, based on the statewide CB21 Coding of English courses sponsored by the Basic Skills Initiative. This course requires two lab hours per week that are to be arranged, in which students' work includes, but is not limited to, completion of computer-assisted activities and assigned writing, reading, vocabulary, and grammar exercises. Lecture: 4 hours per week. Lab: 2 hours per week TBA. (F,S,) (GR/P/NP)

**ENGLISH AS A SECOND LANGUAGE****ESL 531 Reading Skills 1 4 units**

Prerequisite: Recommended placement based on the ESL START process.

An introduction to reading English as a second language stressing development of basic vocabulary and contextualized reading comprehension at the sentence and paragraph level. Lab orientation required. (F,S) (P/NP)

**ESL 532 Writing Skills 1 4 units**

Prerequisite: Recommended placement based on the ESL START process.

An introduction to writing English as a second language with intensive grammar practice, stressing development of writing skills at the sentence level. Lab orientation required. (F,S) (P/NP)

**ESL 534 Reading Skills 2 4 units**

Prerequisite: ESL 531 or ENGL 531 or recommended placement based on the ESL START process

An intermediate course in reading English as a second language stressing reading comprehension at the paragraph and short textual level. Lab orientation required. (F,S) (P/NP)

**ESL 535 Writing Skills 2 4 units**

Prerequisite: ESL 532 or ENGL 532 or recommended placement based on the ESL START process

An intermediate course in writing English as a second language stressing writing at the sentence and basic paragraph level. Lab orientation required. (F,S) (P/NP)

**ESL 537 Reading Skills 3 4 units**

Prerequisite: ESL 534 or ENGL 534 or recommended placement based on the ESL START process

An intermediate course in reading English as a second language stressing reading in short- and medium-length texts in various genres. Lab orientation required. (F,S) (P/NP)

**ESL 538 Writing Skills 3 4 units**

Prerequisite: ESL 535 or ENGL 535 or recommended placement based on the ESL START process

An intermediate course in writing English as a second language stressing writing at the paragraph level in various rhetorical forms. Lab orientation required. (F,S) (P/NP)

**ESL 540 Reading Skills 4 4 units**

Prerequisite: ESL 537 or ENGL 537 or recommended placement based on the ESL START process

An advanced level course in reading English as a second language designed to prepare students for the type of reading they will encounter in mainstream college courses. Lab orientation required. (F,S) (P/NP)

**ESL 541 Writing Skills 4 4 units**

Prerequisite: ESL 538 or ENGL 538 or recommended placement based on the ESL START process

An advanced level course in English as a second language writing skills designed to prepare the student to use American academic writing style and conventions effectively. Lab orientation required. (F,S) (P/NP)

**ESL 550 Grammar 1 3 units**

A basic grammar skills course for beginning to low intermediate level ESL students. Emphasis is on understanding and using elementary grammatical forms in reading, writing and oral/aural contexts. (F,S) (P/NP)

**ESL 551 Grammar 2 3 units**

Advisory: ESL 550 or ENGL 550

An intermediate grammar skills course for intermediate level ESL students. Emphasis is on understanding and using intermediate grammatical forms in reading, writing and oral/aural contexts. (F,S) (P/NP)

**ESL 552 Grammar 3 3 units**

Advisory: ESL 551 or ENGL 551

An advanced grammar skills course for advanced level ESL students. Emphasis is on understanding and using advanced grammatical forms in reading, writing, and oral/aural contexts. (F,S) (P/NP)

**ESL 555 Pronunciation Skills 3 units**

Advisory: Recommended placement in ESL 537 or ESL 538 or ESL 540 or ESL 541

A pronunciation skills course for intermediate to advanced ESL students. (U) (P/NP)

**ESL 560 Crossroads Café 1 3 units**

The first of a two-level course emphasizing listening and reading comprehension skills for the non-native English language student. Using the multi-media curriculum of *Crossroads Café*, beginning students improve their English listening and reading comprehension as they expand their vocabulary and knowledge of mainstream culture in the USA. (F,S) (P/NP)

**ESL 561 Crossroads Café 2 3 units**

The second of a two-level course emphasizing written and oral expressive skills for the non-native English language student. Using the multi-media curriculum of *Crossroads Café*, intermediate to advanced students improve their written and spoken English as they expand their vocabulary and knowledge of mainstream culture in the USA. (F,S) (P/NP)

**ESL 562 Connect with English 1 3 units**

The first of a two-level course emphasizing listening and reading comprehension skills for the non-native English language student. Using the multimedia curriculum of *Connect with English*, beginning students improve their English listening and reading comprehension as they expand their vocabulary and knowledge of mainstream culture in the USA. (F,S) (P/NP)

**ESL 563 Connect with English 2 3 units**

The second of a two-level course emphasizing written and oral expressive skills for the non-native English language student. Using the multimedia curriculum of *Connect with English*, intermediate to advanced students improve their written and spoken English as they expand their vocabulary and knowledge of mainstream culture in the USA. (F,S) (P/NP)

**ESL 572 Public Speaking Skills 3 units**

Advisory: ESL 540 or START placement into READ 510

Designed to help students better organize their ideas and improve their ability to speak standard American English. Oral communication skills and language fluency are improved through group and individual speaking activities and assignments. (F,S) (P/NP)

**ESL 574 Interpersonal Speaking Skills 3 units**

Advisory: ESL 540 or ESL 541 or START placement into READ 510

Provides the skills necessary for students to communicate in standard American English. Practical application of a variety of interpersonal communication behaviors will be used to improve communication abilities. (F,S) (P/NP)

**ENTREPRENEURSHIP****ENTR 101 Introduction to Entrepreneurship 3 units**

*Acceptable for credit: CSU*

Advisory: Eligibility for ENGL 513

Students will embark on one of the most exciting adventures ever known: launching a business. This course identifies the methods for developing a business idea, starting a business, acquiring resources and writing a business plan. (F, S) (GR)

**ENTR 102 Entrepreneurship Projects 3 units**

*Acceptable for credit: CSU*

Advisory: Eligibility for ENGL 513

Students will work with a local entrepreneur to identify business challenges and will develop strategies to solve a business problem(s). A written and oral presentation will be made to the entrepreneur. (F, S) (GR)

**ENTR 103 New Venture Laboratory 1 to 3 units**

*Acceptable for credit: CSU*

Advisory: BUS 101 and CBIS 101 and eligibility for ENGL 513

Students will participate in a "new venture" laboratory where they will develop a business idea and use technology to create a business and marketing plan. In a laboratory setting, students will interact with entrepreneurs, suppliers, customers and experts in order to create a new venture that may become viable. (F,S) (GR/P/NP)

**ENVIRONMENTAL TECHNOLOGY****ENVT 101 Introduction to Environmental Hazardous Materials Technology 3 units**

*Acceptable for credit: CSU*

A general overview of the environmental hazardous materials technology area. The history of pollution leading to current legislation, environmental effects of pollution and a survey of the regulatory framework will be presented. Career opportunities in the areas of handling and management of hazardous substances will be discussed. (A) (GR)

**ENVT 149 Cooperative Work Experience: Occupational 1 to 8 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Cooperative Work Experience: Occupational."

**ENVT 150 HazMat General Site Worker 2 units**

*Acceptable for credit: CSU*

Designed to facilitate employer compliance with mandated federal and/or state HAZWOPER General Site Worker training requirements. (A) (GR)

**ENVT 151 HazMat - Site Supervisor 1 unit**

*Acceptable for credit: CSU*

Prerequisite: ENVT 150

Specialized hazardous waste operations management training including employer's safety and health program, employee training programs, personal protective equipment program, spill containment program and health hazard monitoring procedures and techniques (Title 8 CCR 5192) advancing the HAZWOPER-general site worker training person to the site supervisor level. (F,S) (GR/P/NP)

**ENVT 152 ID & Assessment of HazMat 3 units**

*Acceptable for credit: CSU*

A comprehensive technical introduction to the nature of hazardous materials. Includes the principles and mechanics of toxicology as applied to the environment and basic chemical properties and characteristics pertaining to hazardous materials. (F,S) (GR/P/NP)

**ENVT 153 Industrial Safety Program 1 unit**

*Acceptable for credit: CSU*

Provides the skills necessary to recognize and prevent health hazards in the workplace. Topics include industrial ventilation, electrical safety, lockout-tagout, bloodborne pathogens, powered industrial trucks and accident "root cause" investigation. Overviews of OSHA "Injury and Illness Prevention Program" (IIPP), "Hazard Communication Program" and hazard assessment requirements are presented. (F,S) (GR/P/NP)

**ENVT 154 Monitoring & Sampling 2 units**

*Acceptable for credit: CSU*

Hazardous substance monitoring and sampling training includes device calibration requirements, data interpretation and "chain of custody." Provides students with the practical knowledge to recognize and interpret chemical identification utilizing monitoring equipment and technical references. (F,S) (GR/P/NP)

**ENVT 155 Respiratory Protection-Admin 0.5 unit**

*Acceptable for credit: CSU*

Basic administrative principles and techniques for establishing and maintaining a respiratory protection program in accordance with 8 CCR 5144 and 29 CFR 910.134. Students learn to critically analyze and determine appropriate respiratory protection and the associated sanitizing, inspection and maintenance of respiratory protective equipment to develop and apply a respiratory protection program. (F,S) (GR/P/NP)

**ENVT 156 First Response Operational 1 unit**

*Acceptable for credit: CSU*

Designed to prepare the student to respond to a hazardous materials incident in a safe and defensive way with the existing resources and to prevent exposures to nearby persons, property and environments. Meets OSHA requirements under Title 8 CCR 5192 and 29 CFR 1910.120. (A) (GR/P/NP)

**ENVT 157 First Aid for HazMat Workers 1.5 units***Acceptable for credit: CSU*

Prepares the student to recognize medical emergencies that could occur at work sites involving hazardous materials. Emphasizes basic first aid skills needed to medically support HazMat work activities and to treat injuries and illnesses until trained emergency response personnel arrive. (F,S) (GR/P/NP)

**ENVT 158 Hazardous Waste Minimization 1 unit***Acceptable for credit: CSU*

Presents principles of waste reduction and cleaner production processes to reduce chemical and raw materials losses, manufacturing costs and waste generation. Provides students with practical techniques for initiating or expanding pollution prevention programs. (F,S) (GR/P/NP)

**ENVT 159 Hazardous Materials and Hazardous Waste Permitting 1 unit***Acceptable for credit: CSU*

Examination of laws, regulations and policies of regulatory agencies at federal, state and local levels covering the proper management of hazardous substances from generation to disposal. Includes in-depth examination of state hazardous waste control law requirements on Certified Unified Program Agency (CUPA) regulations for facilities permitting and site management. (F,S) (GR/P/NP)

**ENVT 160 Air & Water Pollution Permit 2 units***Acceptable for credit: CSU*

Presents fundamental principles of air and water pollution prevention. Emphasizes the systematic assessment methods of identifying discharges to air and water and the permitting processes that are designed to minimize air and water pollution. (F,S) (GR/P/NP)

**ENVT 338 Land Navigation 1.5 units**

A study of mapping and GPS skills as applied to fire, HazMat and EMS response. Emphasizes interpreting topographic maps and use of both the compass and GPS device. This course is not open to students who are enrolled in or have received credit for FT 338 or EMS 338. (F,S) (GR/P/NP)

**ENVT 399 Special Topics in Environmental Technology 0.5 to 3 units**

For course description, see "Special Topics."

**ENVT 450 HAZWOPER Refresher 8 Hour 0.5 unit**

Designed to facilitate employer compliance, with regulation (29CFR1910.1209(e)(8), 8CCR5192(e)(8)) requirements, for annual hazardous waste operations and emergency response general site worker training. (F,S) (GR/P/NP)

**ENVT 454 Respiratory Protection/QNFT 0.5 unit**

A review of the general requirements of respiratory protection regulations, respirator use, limitations and care of respirators, and respirator quantitative fit testing. Designed to facilitate employer compliance with state and federal respiratory protection regulations. (A) (GR/P/NP)

**ENVT 455 Respirator QNFT/Train the Trainer 1 unit**

Provides Occupational Safety Officers/Respiratory Protection Program Administrators with regulatory updates and skills necessary to conduct respirator quantitative fit testing (QNFT). Not open to students who are enrolled in or

who have completed FT 359 Respirator QNFT/Train the Trainer. (GR/P/NP)

**ENVT 456 FRO Refresher 0.5 unit**

Designed to facilitate employer compliance with mandated federal and/or state First Responder Operations training requirements (29 CFR 1910,120 and 8CCR5192 subpart (q).) (F/S)

**ENVT 457 FRO Decontamination 0.5 unit**

A course designed to advance the first responder's awareness to decontamination procedures.(GR/P/NP)

**EXPERIMENTAL COURSES****179, 379 Experimental Courses (.5-10)***179 - Acceptable for credit: CSU, UC-DAT*

Lecture and/or lab as required by unit formula; 12 units may be applied toward graduation requirements.

Formerly known as "Workshops," these are courses designed in specific disciplines to test new curriculum before adopting it as part of an academic program. These courses meet specific needs in the college and community as they are identified. Each class will carry a specific title relating to the discipline concerned. Advanced level experimental course may require academic or equivalent prerequisite or corequisite. Experimental courses labeled 179 are transferable; those labeled 379 are non-transferable.

**FAMILY AND CONSUMER SCIENCES****FCS 109 Basic Nutrition for Health 3 units***Acceptable for credit: CSU*

An overview of basic nutrition which emphasizes the application of nutrition science to consumer choices for improved health, fitness, and disease prevention. Individuals will assess their own diet quality and will learn to select diets appropriate to their individual lifestyles, inherited health risks, tastes and needs at all stages of the lifecycle. The course examines current controversies and claims to distinguish fact from fallacy and assists in adapting research on diet and health to individual needs. This course is not open to students who are enrolled in or have received credit for FSN 109. (F,S) (GR/P/NP)

**FCS 112 Nutrition/Weight Mgmt & Eating Disorders 3 units***Acceptable for credit: CSU*

Examines the nutritional, psychological, and physiological factors which lead to healthy and unhealthy weight management strategies; the extent of obesity and eating disorders in America; and their consequences and prevention. Guidelines for assessing body composition, health status, and dietary and activity patterns will be applied to the individual with an intent to gain skill in planning, implementing, and evaluating healthy weight management strategies. Emphasis will be given to applying these skills in diverse counseling situations. This course is not open to students who are enrolled in or have received credit for FSN 112. (F) (GR/P/NP)

**FCS 120 Principles of Foods 1 4 units***Acceptable for credit: CSU*

Advisory: MATH 511

Provides knowledge and experience in food preparation terminology, equipment and techniques to increase proficiency in, coupled with investigation of, the science principles involved. Emphasis is on ingredient functions and interactions; production and sensory evaluation standards; food safety and sanitation; nutrient values; and food aesthetics and presentation. Content includes recipe and menu development, stocks, sauces, meat, poultry, fish and shellfish. This course is not open to students who are enrolled in or have received credit for CA 120. (S) GR/P/NP

**FCS 123 Principles of Foods 2 2 units***Acceptable for credit: CSU*

Prerequisite: CA 120 or FCS 120

Provides knowledge and experience in food preparation terminology, equipment and techniques. Emphasis is on scientific principles, ingredient functions and interactions, production and sensory evaluation standards; food safety and sanitation; nutrient values; and food aesthetics and presentation of vegetables, starches and grains, salads and dressings, sandwiches, hors d'oeuvres, Grande Manger, breakfast foods, bakeshop and international cuisine. This course is not open to students who are enrolled in or have received credit for CA 123. (F) (GR/P/NP)

**FCS 130 Consumer and Family Finance 3 units***Acceptable for credit: CSU*

Designed to assist individuals and/or those working with individuals to analyze and direct their financial affairs. Elements and concepts of financial planning and decision-making in the areas of budgeting, taxes, borrowing, money management, consuming, insurance, investments, retirement and estate planning will be analyzed with an emphasis on application to changing family needs. This course is not open to students who are enrolled in or have received credit for BUS 130 or ECON 130. (F,S) (GR/P/NP)

**FCS 131 Life Management 3 units***Acceptable for credit: CSU*

Advisory: Eligibility for ENGL 513

Provides individuals with skills for understanding and using internal and external resources to function effectively in our present and future society. Major topics include: effects of cultural forces and future trends on values, standards and goals; skills for decision making, time, energy, stress and conflict management; and techniques for improving self-understanding and interpersonal relationships in a culturally diverse society. Students who have received credit for more than three life management modules may not enroll in this course. (F,S) (GR/P/NP)

**FCS 134 Food/Nutrition/Customs/Culture 4 units***Acceptable for credit: CSU*

Advisory: FCS 120 or CA 120 and CA 124

A study of the socio-economic, psychological and anthropological perspectives of traditional and contemporary food preparation within various cultures with an emphasis on American, African, Asian, Middle Eastern, European and Latin American regions. Global food issues, sanitation and safety practices are addressed. This course is not open to students who are enrolled in or have received credit for FSN 134. (S) (GR/P/NP)

**FCS 137 Fashion Industry & Marketing 3 units***Acceptable for credit: CSU*

Explores all levels of the fashion industry including marketing, job market analysis and careers. Core components are the development of fashion; fashion meaning and terminology; primary markets of materials including textiles, trims, leather and fur; secondary markets of design and production of apparel, accessories, cosmetics and home fashions; retail market level including domestic, regional and foreign markets, global sourcing, strategies in fashion retailing; and the auxiliary level of supporting services. (F) (GR/P/NP)

**FCS 138 Professional Apparel Selection 3 units***Acceptable for Credit: CSU*

Advisory: Eligibility for ENGL 101 or ENGL 514

Apparel selection for the individual and family based on socio-psychological influences such as culture and fashion; personal body shape and proportions; design guidelines, wardrobe analysis and coordination; and consumer clothing purchasing guides. (F) (GR/P/NP)

**FCS 139 Textiles 3 units***Acceptable for Credit: CSU, UC*

Advisory: Eligibility for ENGL 101 or ENGL 514

A consumer-oriented analysis of textile products used in the apparel and interiors industries today, including fibers, yarn, construction, fabric construction, dyeing, finishing and labeling. Emphasis is on selection, performance, suitability and care of textiles. Career opportunities as well as environmental and legal issues are discussed. (A) (GR/P/NP)

**FCS 140 Apparel Construction 2 units***Acceptable for Credit: CSU*

Advisory: An ability to use the basic math skills of addition, subtraction, division and multiplication of positive whole numbers and fractions is needed.

Presents processes, principles and techniques for constructing woven garments with the single needle machine emphasizing current custom and industrial techniques, including fit and care. Introduces the fashion program and employment opportunities in the industry. (F,S,U) (GR/P/NP)

**FCS 144 Historic Fashion/Costume 3 units***Acceptable for credit: CSU*

A study of period costume, its relationship to the political and social conditions of the times, evolution from related arts and influence on modern dress. Designed for students of fashion, theater arts and merchandising. (A) (GR/P/NP)

**FCS 149 Cooperative Work Experience: Occupational 1 to 8 units***Acceptable for credit: CSU, UC-DAT*

For course description, see "Cooperative Work Experience: Occupational."

**FCS 170 Interior Design 3 units***Acceptable for credit: CSU*

Fundamentals of interior design and furnishings, including application of the elements and principles of color and design, space planning, selection and arrangement of decorative materials and the organized selection of furnishings and materials. Involves solving individual design

problems, considers consumer and socioeconomic factors and includes graphic materials and drafting skills used in the organization and presentation of projects. (F) (GR/P/NP)

**FCS 171 Interior Design Materials 3 units**

*Acceptable for credit: CSU*

Advisory: An ability to use the basic math skills of addition, subtraction, division and multiplication of positive whole numbers and fractions is needed.

Analyzes and evaluates products and materials used in interior design and applies selection criteria to their specific uses. Emphasis is placed on cost, estimations and resources for furniture, floor and wall coverings, window treatments, architectural finishes, lighting fixtures and accessories. (S) (GR/P/NP)

**FCS 179, 379 Experimental Courses in Family & Consumer Sciences 0.5 to 10 units**

179 - *Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

**FCS 189 Independent Projects in Family & Consumer Sciences 1 to 3 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**FCS 199, 399 Special Topics in Family & Consumer Sciences 0.5 to 3 units**

199 - *Acceptable for Credit: CSU, UC*

For course description, see "Special Topics."

**FCS 360 Fashion Design/Construction Lab 1 unit**

Advisory: Completion of or concurrent enrollment in FCS 140  
Projects are selected by the student and developed under the direct counseling and guidance of an instructor. Provides students with the practical application of industry, couture and costuming techniques to construct garments and develop the necessary occupational skills for successful employment. Emphasis is on comparative methods, techniques and equipment. (F,S,U) (P/NP)

**FCS 361 Fashion Design/Construction 0.5 unit**

Advisory: Completion of or concurrent enrollment in FCS 140

Projects are selected by the student and developed under the direct counseling and guidance of an instructor. Provides students with the practical application of industry, couture and costuming techniques to construct garments and develop the necessary occupational skills for successful employment. Emphasis is on comparative methods, techniques, and equipment. (F,S,U) (P/NP)

## FILM

**FILM 101 Film Art & Communication 3 units**

*Acceptable for credit: CSU, UC*

An introduction to a variety of international film styles, themes and directors, as well as to the art of the documentary and experimental film. Emphasis is placed on ways films communicate through acting, photography, sound and editing. (F) (GR/P/NP)

**FILM 102 Hollywood & the American Film 3 units**

*Acceptable for credit: CSU, UC*

The development of American film through critical appraisal of major directors' works from both the sound and silent

eras. The films examined are representative of their directors as artists and of major social, cultural and aesthetic movements within the film industry and country. (S) (GR/P/NP)

**FILM 103 Contemporary Latin American Film 3 units**

*Acceptable for credit: CSU, UC*

A study of recent Latino cinema in the Americas in a historical and cultural context. Representation of Latino culture is examined in the context of the global Hollywood structure and in light of various national cinemas. Major social, cultural and aesthetic movements within Latino cinema are explored. (S) (GR/P/NP)

**FILM 105 Film and Television Writing 1 3 units**

*Acceptable for credit: CSU*

A study of the technique of screenwriting for the conventional narrative film and for television. Students are required to complete writing exercises, outlines, character sketches and short screenplays. (F,S) (GR/P/NP)

**FILM 106 Film and Television Writing 2 3 units**

*Acceptable for credit: CSU*

Prerequisite: FILM 105

An advanced course in which students will gain a professional insight into scriptwriting techniques for film and television. Designed to provide students with the skills needed for scripting complex narrative stories. (F,S) (GR/P/NP)

**FILM 107 History of World Cinema 3 units**

*Acceptable for credit: CSU, UC*

A historical examination of cinema from around the world as well as the personalities, cultures, and social conditions that have contributed to the art form. Comparison and contrast to the Hollywood model will result from critical screenings and class discussions. Course consists of lecture/lab components. (S) (GR/P/NP)

**FILM 110 Introduction to Motion Picture & Video Production 4 units**

*Acceptable for credit: CSU, UC-CL*

An introduction to film and video production techniques including cinematography, sound recording, and video editing. Students make a variety of short video projects that involve narrative storytelling and documentary filmmaking techniques. No personal equipment required. Course consists of lecture/lab components. (F,S) (GR/P/NP)

**FILM 111 Intermediate Motion Picture & Video Production 4 units**

*Acceptable for credit: CSU, UC-CL*

Prerequisite: FILM 110

A study of the skills necessary for independent filmmaking. The development of short narrative and documentary projects utilizing field production and conventional set techniques is emphasized. Topics include basic production and post-production techniques including scriptwriting, cinematography, sound recording and non-linear editing. Course consists of lecture/lab components and may be . (S) (GR/P/NP)

**FILM 112 Studio Production 4 units***Acceptable for credit: CSU*

Advisory: FILM 110

A study of the skills necessary to create a studio television program. Students will conduct research and pre-interviews, develop an outline, conduct on-camera interviews and shoot coverage shots. Topics include basic studio television production techniques such as scriptwriting, studio directing and non-linear editing. (F,S) (GR/P/NP)

**FILM 114 Local Programming 2 units***Acceptable for credit: CSU*

Advisory: FILM 112

Provides students with the opportunity to create studio talk shows with field-produced documentary segments. With instructor approval, students may produce long-format documentaries. Shows will air on local cable television. (F,S) (GR/P/NP)

**FILM 115 Introduction to Animation 3 units***Acceptable for credit: CSU*

A lecture/lab introduction to animation production including classical character animation and nontraditional techniques. This course is not open to students who are enrolled in or have received credit for ART 115 or MMAC 115. Lecture: 1.5 hours per week; lab 4.5 hours per week. (F) (GR/P/NP)

**FILM 116 Intermediate Animation 3 units***Acceptable for credit: CSU*

Prerequisite: ART 115 or FILM 115 or MMAC 115

A continuation of FILM 115 emphasizing the development and refinement of animation skills through involvement in class and individual projects. This course is not open to students who are enrolled in or have received credit for MMAC 116. Lecture: 1.5 hours per week; lab 4.5 hours per week. (F,S) (GR/P/NP)

**FILM 117 3D Computer Animation 1 3 units***Acceptable for credit: CSU*

Advisory: GRPH 111 and GRPH 112 or FILM 110

An introduction to 3D modeling and animation, using professional software to create characters, assets and environments on the computer. This course is not open to students who are enrolled in or have received credit for MMAC 117. Course software: Autodesk Maya, Adobe Photoshop. Lecture: 1.5 hours per week; lab 4.5 hours per week. (F,S) (GR/P/NP)

**FILM 118 3D Computer Animation 2 3 units***Acceptable for credit: CSU*

Prerequisite: FILM 117 or MMAC 117

An intermediate course in 3D-computer animation that reproduces the industry work environment for production of animation projects and show reels. This course is not open to students who are enrolled in or have received credit for MMAC 118. Course software: Autodesk Maya, Adobe Photoshop, Adobe After Effects. Lecture: 1.5 hours per week; lab: 4.5 hours per week. (F,S) (GR/P/NP)

**FILM 120 Introduction to Sound Recording & Mixing 3 units***Acceptable for credit: CSU*

An introduction to the equipment, terminology and procedures of sound engineering. Combines lectures and

demonstrations with hands-on use of equipment. Students will have the opportunity to use professional sound recording and processing equipment in various recording and mix-down situations. This course is not open to students who are enrolled in or have received credit for MUS 115. (F,S) (GR/P/NP)

**FILM 121 Sound Production Techniques 3 units***Acceptable for credit: CSU*

Explores the use of digital audio software for recording music and producing audio for video projects, as well as the use of digital signal processors for mixing and mastering recordings. This course is not open to students who are enrolled in or have received credit for MUS 116. (S) (GR/P/NP)

**FILM 123 Directing for the Camera 2 units***Acceptable for credit: CSU*

Advisory: FILM 110

The study and practice of the skills and procedures involved in directing short narrative films. (F,S) (GR/P/NP)

**FILM 125 Computer Video Editing 3 units***Acceptable for credit: CSU*

Presents non-linear video editing including combining clips and digital source materials, editing digital movies and preparing digital movies for the Web. This course is not open to students who are enrolled in or have received credit for MMAC 125. (F,S) (GR/P/NP)

**FILM 126 Intro to Motion Graphics 3 units***Acceptable for credit: CSU*

Advisory: GRPH 111 and GRPH 112

Explores new digital approaches for creating and compositing powerful visual imagery for use in film/video, multimedia and design. Includes integration of graphics, video, text and sound on desktop computers. This course is not open to students who are enrolled in or have received credit for MMAC 126. Course software: Adobe After Effects and Photoshop. Lecture 1.5 hours per week; lab: 4.5 hours per week. (F) (GR/P/NP)

**FILM 127 Digital Video Post-Production 3 units***Acceptable for credit: CSU*

Advisory: FILM 125 and MMAC 125

Presents advanced post-production techniques including advanced non-linear video editing, digital effects and filters, and DVD authoring. This course is not open to students who are enrolled in or have received credit for MMAC 127. Course software: Final Cut Pro, Adobe Encore, Adobe Media Encoder, Adobe Soundbooth, Adobe After Effects. Lecture: 1.5 hours per week; lab 4.5 hours per week. (S) (GR/P/NP)

**FILM 128 Intermediate Motion Graphics 3 units**

Advisory: FILM 126 and MMAC 126

Intermediate study in motion graphics utilizing current industry standard software. Emphasizes the expansion and refinement of digital visual effects skills through involvement in class and individual projects. This course is not open to students who are enrolled in or have received credit for MMAC 128. Course software: Adobe After Effects, Photoshop, current industry software. Lecture: 1.5 hours per week; lab: 4.5 hours per week. (F) (GR/P/NP)

**FILM 179 Experimental Courses in Film****0.5 to 10 units***Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

**FILM 189 Independent Projects in Film****1 to 3 units***Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**FILM 199 Special Topics in Film****0.5 to 3 units***Acceptable for Credit: CSU, UC*

For course description, see "Special Topics"

**FILM 380 Film Production Lab****1 unit**

Corequisite: FILM 110 or FILM 111 or FILM 112 or FILM 113 or FILM 116 or FILM 117 or FILM 118 or FILM 120 or FILM or FILM 123 or 125 or 179

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. (F,S) (P/NP)

**FILM 381 Film Post Production Lab****1 unit**

Corequisite: FILM 114 or FILM 125 or FILM 126 or FILM 127

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. (F,S) (P/NP)

**FILM 386 Film Festival Production Lab****2 units**

Provides an opportunity for students to plan for and produce the annual Allan Hancock College Film Festival. This annual event provides the opportunity for AHC film and video students to screen their work in a theater setting open to the public. (F,S) (GR/P/NP)

**FIRE TECHNOLOGY****FT 101 Fire Protection Organization****3 units***Acceptable for credit: CSU*

Provides an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services, fire departments as part of local government; laws and regulations affecting fire services; fire service nomenclature; specific protection functions; basic fire chemistry and physics. Fire protection systems and fire strategy and tactics will also be introduced. (A) (GR)

**FT 102 Fire Prevention Technology****3 units***Acceptable for credit: CSU*

Advisory: Completion of or concurrent enrollment in FT 101 Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes and identification and correction of fire hazards. Explores the relationship of fire prevention with fire safety education and detection and suppression systems. (A) (GR)

**FT 103 Fire Protection Equipment & Systems****3 units***Acceptable for credit: CSU*

Advisory: Completion of or concurrent enrollment in FT 101 Provides information relating to the design and operation of fire detection and alarm systems, heat and smoke control

systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. (A) (GR)

**FT 104 Building Construction/Fire Protection****3 units***Acceptable for credit: CSU*

Advisory: Completion of or concurrent enrollment in FT 101 A study of the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at fires. The development and evolution of building and fire codes will be studied in relationship to past fires in residential, commercial and industrial occupancies. (A) (GR)

**FT 105 Fire Behavior & Combustion****3 units***Acceptable for credit: CSU*

Advisory: Completion of or concurrent enrollment in FT 101 Theory and fundamentals of how and why fires start and spread and how fires are controlled, including an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents and fire control techniques. (A) (GR)

**FT 106 Principles of Fire & Emergency Safety & Survival****3 units**

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. (GR/P/NP)

**FT 107 Apparatus and Equipment****3 units***Acceptable for credit: CSU*

This course exposes the student to mechanized equipment operated by the men and women of the fire service and regulations pertaining to their use. Subject matter includes: driving laws, driving techniques, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment and apparatus maintenance. (U) (GR)

**FT 130 Principles of Emergency Mgmt****3 units***Acceptable for credit: CSU*

An introduction to the fundamentals of the emergency management system. Topics include the four phases of the emergency management cycle, community-focused hazard analysis and the connection between planning and emergency management. This course is not open to students who have completed or who are enrolled in EMS 130. (F,S, U) (GR)

**FT 149 Cooperative Work Experience: Occupational****1 to 8 units***Acceptable for credit: CSU, UC-DAT*

For course description, see "Cooperative Work Experience: Occupational."

**FT 307 Firefighter 1 Academy 1A****6 units**

Prerequisite: Completion of official application forms and procedures for enrollment.

Technical and manipulative training in concepts of fire department organization and operations. Includes fire behavior, building construction, safety, rescue, ropes and



knots, hose and appliances, personal protective equipment and accountability. (F,S) (GR)

**FT 308 Firefighter 1 Academy 1B 6 units**

Prerequisite: FT 307

Technical and manipulative training in concepts of fire department organization and operations. Includes fire service tools and equipment, wildland, fire protection systems, fire investigation, tactics, ladders, loss prevention, oil fire/LPG control and forcible entry. (F,S) (GR)

**FT 310 Fire Service Physical Fitness 2 units**

Advisory: Concurrent enrollment in FT 307

Explores the physical demands on the fire service and provides the correct training practices to meet those physical demands. (F,S) (GR)

**FT 319 Emergency Response to Terrorism 3 units**

Enables emergency responders to recognize circumstances and key indicators that may signify a terrorist incident or threat potential. Topics include implementing incident command, self-protective measures, scene security, force protection and defensive measures associated with biological, nuclear, incendiary, chemical and explosives incidents. Materials and information relevant to current events on emergency preparedness in terrorist incident management for emergency responders of all disciplines are explored. This course is not open to students who are enrolled in or have received credit for EMS 319. (A) (GR/P/NP)

**FT 320 Fire Command 1A 2 units**

Designed to provide the student with information and experience in command and control techniques used at the scene of an emergency. The course emphasizes decision making; the act of command; the authority or right to command; the personnel, organization structure or area under an individual commander; and the preplanning and training requirements for effective performance as a fire ground supervisor. (A) (GR)

**FT 321 Fire Command 1B 2 units**

Designed to provide the student with the information required to direct a fire company in the operations necessary to control a hazardous material emergency. This course emphasizes preplanning, identification and behavior of hazardous materials, resources, tactics and simulation exercises. (A) (GR)

**FT 322 Fire Prevention 1A 2 units**

Designed to provide the student with the information required for fire prevention activities in hazardous materials areas. The course emphasizes the responsibilities of fire prevention personnel in code enforcement and fire causes in flammable and combustible liquid facilities, compressed and liquefied gases facilities and toxic, reactive and radioactive facilities. (A) (GR)

**FT 323 Fire Prevention 1B 2 units**

Designed to provide the student with the information required to make fire prevention inspections in commercial occupancies and public assembly buildings. The course emphasizes building construction and furnishings, occupant load and egress requirements, sprinkler systems, electrical devices, heating and cooking equipment and detection and alarm systems. (A) (GR)

**FT 324 Instructor Training 1A 2 units**

Provides the student with information and experience in developing and delivering manipulative instructional materials pertaining to the fire service. The course emphasizes course outlining, developing manipulative lesson plans, developing student performance goals, teaching demonstrations and testing manipulative performance. (A) (GR)

**FT 325 Instructor Training 1B 2 units**

Prerequisite: FT 324

Designed to provide the student with information and experience in developing and delivering technical instructional materials pertaining to the fire service. The course emphasizes course outlining, developing technical lesson plans, developing student performance goals, teaching demonstrations and testing technical performance. (A) (GR)

**FT 326 Fire Management 1 2 units**

Designed to prepare the student to become a manager of a fire company. The course emphasizes the organizational structure and process as well as managerial control, including determining goals and objectives, performing task analyses, evaluating and monitoring performance and developing communication and coordination skills. (A) (GR)

**FT 327 Fire Investigation 1A 2 units**

Designed to provide the student with the knowledge required to properly investigate a fire. The course emphasizes investigation of a fire scene, determination of the cause and origin, handling and preservation of evidence, documentation of the scene and completion of reports. (A) (GR)

**FT 328 Fire Investigation 1B 2 units**

Prerequisite: FT 327

Provides students with a deeper understanding of fire investigation enhancing the topics presented in Fire Investigation 1A and includes discussion of the juvenile fire setter, as well as report writing, evidence collection and preservation procedures. (A) (GR)

**FT 329 Fire Prevention 1C 2 units**

Prerequisite: FT 328

Designed to familiarize the student with fire prevention practices pertaining to flammable liquids and gasses. (A) (GR)

**FT 330 Fire Investigation 2A 2 units**

Designed to provide the student with the knowledge required to properly investigate a fire. The course emphasizes investigation of a fire scene, determination of the cause and origin, handling and preservation of evidence, documentation of the scene, and completion of reports. (A) (GR)

**FT 332 Fire Command 1C 2 units**

A study of the responsibilities of the structural Company Officer at wildland/urban interface incidents. This course will build on the knowledge the students already have of Company Officer responsibilities in emergency situations. Topics include the fire organization, safety and survival. (F,S,U) (GR)

**FT 337 Fire Command 2E****2 units**

Advisory: FT 320 and FT 321 and FT 379

Designed for the fire officer that may have the responsibility of commanding a wildland fire. (F,S) (GR)

**FT 338 Land Navigation****1.5 units**

A study of mapping and GPS skills as applied to fire, HazMat and EMS emergency response. Emphasizes interpreting topographic maps and use of both the compass and GPS device. This course is not open to students who are enrolled in or have received credit for EMS 338 or ENVT 338. (F,S) (GR/P/NP)

**FT 341 Fire Hydraulics****3 units**

Hydraulic laws and formulas as applied to the fire service, including application of formulas and mental calculations to hydraulic problems, water supply problems and underwriters' requirements for pumps. Reviews basic mathematics. (A) (GR/P/NP)

**FT 342 Fireground Hydraulics****0.5 unit**

Students will learn field hydraulic formulas that have been field tested and proven. Students will learn the study of water in motion and fire stream control. (F,S) (GR)

**FT 343 Pump Theory****0.5 unit**

Explores theory and workings of different types of fire pumps. Topics include positive displacement, centrifugal and varieties of pump impellers. (F,S) (GR)

**FT 344 Emergency Vehicle Operations****0.5 unit**

Students will learn defensive driving principles and apparatus handling techniques. Driving problems will be presented to the student in both class situations and field examples. The student will gain actual field experience by driving over a prepared course and having to react to different traffic problems. (F,S) (GR)

**FT 346 Driver Operator 1B****2 units**

Provides the student with theory and operation of fire service pumps. Topics include pump maintenance, water supplies, field hydraulics and pump operating techniques. (F,S) (GR)

**FT 347 Auto Extrication****0.5 unit**

Introduction to the safe and proper techniques for extrication of trapped victims of vehicle accidents. Various tools are used and different extrication methods are presented. (F,S) (GR)

**FT 348 Pump Operator for Volunteers****0.5 unit**

Basic theory, methods and techniques for operating fire service pumps at an emergency scene. (F,S) (GR)

**FT 350 Building Construction Wood/Ordinary****1 unit**

Provides an introduction to basic principles and characteristics of wood and ordinary construction as applicable to the fire service. (F,S) (GR)

**FT 351 Building Construction Non-Combustible****1 unit**

Acquaints students with design of non-combustible and fire resistive structures and the effects of fire on structural integrity and firefighter safety. (F,S) (GR)

**FT 360 Rescue Systems I****1.5 units**

Presents various rescue systems, ladder systems, lifting and moving heavy objects, emergency building shores, breaching walls and basic rope rescues. (F,S) (GR)

**FT 361 Confined Space Awareness****0.5 unit**

Introduces fire service personnel to confined space entry/rescue training as required by CAL-OSHA Title 8 General Safety Orders. (F,S) (GR)

**FT 362 Confined Space Rescue Operations****2 units**

Prerequisite: FT 361

Identification of confined spaces and familiarization with CAL-OSHA and federal regulations. Techniques for hazard mitigation will be explored. (F,S) (GR)

**FT 363 Low Angle Rescue****1 unit**

Provides information on the skills, equipment and techniques that are necessary to successfully accomplish a basic low angle rescue. (F,S) (GR)

**FT 364 High Angle Rescue****2 units**

Course provides information on the skills necessary to safely effect complex or multiple high angle rescues. It emphasizes helicopter and night rescues. (F,S) (GR)

**FT 365 Emergency Trench Rescue Operations****1 unit**

Presents the skills necessary to extricate trapped people (or animals) from a collapse trench. Securing the site and methods for removing victims will be emphasized. (F,S) (GR)

**FT 369 Firefighter Safety and Survival****1 unit**

Examines significant areas of firefighter fatalities and injuries associated with emergency and non-emergency situations. Topics include causes of fatalities and injuries, and methods to implement recommended solutions. (F,S) (GR)

**FT 370 Introduction to Surf Rescue****1 unit**

Advisory: Ability to swim

Designed to acquaint rescue personnel with the surf environment, surf rescue equipment, and safe surf rescue practices. (F,S) (GR)

**FT 371 Shore-based Swift Water Rescue****0.5 unit**

Presents the skills necessary to perform swift water rescue. Topics include how to perform self-rescue, essential equipment, pre-plan target areas, victim's behavior, effects of hypothermia, search techniques and ICS-position related to water rescue. (F,S) (GR)

**FT 373 Ocean Lifeguard I****2 units**

This United States Lifesaving Association certified course provides basic instruction in ocean rescue, preventative lifeguarding, lifeguard safety and beach operations. (F,S) (GR)

**FT 374 First Responder Medical****2 units**

Prerequisite: Current CPR-C Card

Designed to train the first responder to perform basic patient care and stabilization at the scene of a medical emergency. (F,S) (GR)

**FT 379 Experimental Courses in Fire Technology**  
**0.5 to 10 units**

For course description, see "Experimental Courses."

**FT 380 Fire Arson Detection** **1 unit**

Provides basic understanding of fire cause and arson investigation. (F,S) (GR)

**FT 382 Scientific Method of Fire Investigation**  
**0.5 unit**

Theory and fundamentals of how to conduct fire investigation in structures, vehicles and wildland. Required course in order to maintain certification as a Certified Fire Investigator (CFI). (F,S) (GR)

**FT 383 Structural Fire Investigation** **0.5 unit**

Theory and fundamentals of how to conduct a proper, legal fire investigation in structures, vehicles and wildland. This course is required in order to maintain certification as a Certified Fire Investigator (CFI). (F,S) (GR)

**FT 399 Special Topics in Fire Technology**  
**0.5 to 3 units**

For course description, see "Special Topics."

**FT 402 Fire Control 2** **0.5 unit**

Provides the beginning or volunteer firefighter with information, methods, and techniques for operating firefighting tools and performing firefighter evolutions. (F,S) (GR)

**FT 403 Fire Control 3** **0.5 unit**

Offers students the opportunity to participate in a live fire exercise applying extinguishing techniques and safety methods. (F,S) (GR)

**FT 404 Fire Control 4** **0.5 unit**

A study of wildland firefighting providing methods and techniques for the utilization of wildland tactics, hand tools and hose lays, wildland hand crew operations and the use of aircraft and bulldozer for wildland firefighting. (F,S) (GR)

**T 405 Fire Control 4A** **0.5 unit**

This Fire Service Training and Education Program (FSTEP) course provides the student with information on the characteristics and hazards of flammable gases. The student will learn methods and procedures of handling flammable gases whether involved in fire or not. The student will fight flammable gas fires under controlled fire scenarios under strict supervision. (F,S) (GR)

**FT 406 Fire Control 4B** **0.5 unit**

This Fire Service Training and Education Program (FSTEP) course provides the student with information on the characteristics and hazards of flammable gases. The student will learn methods and procedures of handling flammable gases whether involved in fire or not. The student will fight flammable gas fires under controlled fire scenarios under strict supervision. (F,S) (GR)

**FT 410 Volunteer Firefighter** **2 units**

An 80-160 hour course designed to provide the volunteer firefighter with the minimum safety and technical training required to function in an effective, competent manner. This course established an introductory base for more advanced training at an emergency scene. (F,S) (GR)

**FT 411 Fire Responder Medical Recert** **0.5 unit**

Prerequisite: WFT 302

Refresher training for first responders to meet CCR Title 22 mandated training requirements in basic patient care and stabilization at medical emergencies. May be repeated as often as necessary for the purposes of recertification. (F,S) (GR)

**FT 483 Competency of Ignition Sources** **0.5 unit**

Theory and fundamentals of how to conduct fire investigation in structures. Required course in order to maintain certification as a Certified Fire Investigator (CFI). (F,S) (P/NP)

**FOOD SCIENCE AND NUTRITION****FSN 109 Basic Nutrition for Health** **3 units**

*Acceptable for credit: CSU*

An overview of basic nutrition which emphasizes the application of nutrition science to consumer choices for improved health, fitness, and disease prevention. Individuals will assess their own diet quality and will learn to select diets appropriate to their individual life-styles, inherited health risks, tastes, and needs at all stages of the lifecycle. The course examines current controversies and claims to distinguish fact from fallacy and assists in adapting research on diet and health to individual needs. This course is not open to students who are enrolled in or have received credit for FCS 109. (F,S) (GR/P/NP)

**FSN 110 Nutrition Science** **3 units**

*Acceptable for credit: CSU, UC*

A survey course in the scientific concepts of nutrition relating nutrient structures, requirements, food sources, functions in basic life processes, and nutrition status to health, fitness, and disease. Included is a computerized diet analysis, an emphasis on individual needs throughout the lifespan, guidelines for consumer decision making, and use of the scientific method to examine current nutrition controversies. (F,S) (GR/P/NP)

**FSN 112 Weight Mgmt/Eating Disorders** **3 units**

*Acceptable for credit: CSU*

Examines the psychological, nutritional and physiological factors that lead to healthy and unhealthy weight management strategies. Guidelines will be provided for achieving permanent weight control by developing skills and techniques essential to changing eating patterns, behavior patterns and food preparation methods. Methods for calculating and planning adequate weight loss diets and for implementing appropriate exercise programs will be addressed. Emphasis will be given to the application of these skills to counseling situations. This course is not open to students who are enrolled in or have received credit for FCS 112. (F) (GR/P/NP)

**FSN 127 Field Experience - Food Services** **2 units**

*Acceptable for credit: CSU*

Prerequisite: FSN 109 or FCS 109 and CA 120 or FCS 120 and CA 124 and CA 125 and CA 126

Provides the student in the Dietetic Service Supervisor Program with experience in a health care facility where they can observe and participate, with a health care team, in providing nutrition care. Food service management skills such as preparation of therapeutic and modified diet orders as provided by an RD; requisitioning; standardizing recipes;

using cycle menus; food receiving, preparation, storage and service; recordkeeping; and communicating are emphasized. The 75 field experience hours are by arrangement with the field site and may include 25 hours in the student's current work facility. (A) (GR)

**FSN 128 Field Experience 2 – Dietetics 2 units**

*Acceptable for credit: CSU*

Prerequisite: FSN 109 or FCS 109 and CA 120 or FCS 120 and CA 124 and CA 125 and CA 126

Provides the student in the Dietetic Service Supervisor Program with experience in a health care facility where they can observe and participate, with a health care team, in providing nutrition care. Understanding the DSS scope of practice in the preparation of therapeutic and modified diets in order to implement patient nutrition care, tube feeding, patient education monitoring and recordkeeping are emphasized. The 75 field experience hours are by arrangement with the field site and may include 25 hours in the student's current work facility. (S) (GR)

**FSN 132 Intro to Culinary® Professions 1 unit**

*Acceptable for credit: CSU*

*Advisory: ENGL 512*

Orientation to careers in dietetics, nutrition science, food science, culinary arts, food service management and Culinary®, and to campus programs and resources. Career portfolios, professional organizations and publications are explored. Educational plans will be developed in conjunction with counseling personnel. (F) (GR/P/NP)

**FSN 133 Introduction to Food Science 3 units**

*Acceptable for credit: CSU*

Prerequisite: CHEM 120

An introduction to the basic principles of food chemistry. Food processing technologies and the government regulation of food processing and labeling are examined. Sensory analysis of foods is evaluated for product quality, along with the factors that affect the quality and preparation of food. The scientific method is emphasized throughout the course. (S) (GR/P/NP)

**FSN 134 Food, Nutrition, Customs & Culture 4 units**

*Acceptable for credit: CSU*

*Advisory: FCS 120 or CA 120 and CA 124*

A study of the socioeconomic, psychological and anthropological perspectives of traditional and contemporary food preparation within various cultures with an emphasis on American, African, Asian, Middle Eastern, European and Latin American regions. Global food issues, sanitation and safety practices are addressed. This course is not open to students who are enrolled in or have received credit for FCS 134. (S) (GR/P/NP)

**FSN 199 Special Topics in Food Science & Nutrition 0.5 to 3 units**

*Acceptable for credit: CSU*

*For course description, see "Special Topics"*

## FRENCH

**FRCH 101 Elementary French 5 units**

*Acceptable for credit: CSU, UC*

An introduction to current French, stressing pronouncing, understanding, speaking, writing and reading the language. In a question and answer format, students receive oral and written practice in sentence structure, vocabulary and idiomatic French. Includes an introduction to some aspects of the culture of the French-speaking world. (F,S) (GR/P/NP)

**FRCH 102 Elementary French 5 units**

*Acceptable for credit: CSU, UC*

Prerequisite: FRCH 101 or two years of high school French

A continuation of FRCH 101, emphasizing oral and written participation and continuing the cultural introduction to some aspects of French history, art, music, customs and folklore. (F,S) (GR/P/NP)

**FRCH 189 Independent Projects in French 1 to 3 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

## GEOGRAPHY

**GEOG 101 Physical Geography 3 units**

*Acceptable for credit: CSU, UC*

*Advisory: ENGL 513*

An introduction to the earth's physical geography, addressing the origins, patterns and interconnections of weather/climate, water, landforms, living systems and human culture. (F,S) (GR/P/NP)

**GEOG 102 Human Geography 3 units**

*Acceptable for credit: CSU, UC*

*Advisory: ENGL 513*

A historical perspective is used to explore our human role in shaping the earth's cultural landscapes. Globalization and cultural diversity are course themes. Topics include population and migration; the geography of language, religion and social customs; economic forms; settlements; and resource problems. (F,S) (GR/P/NP)

**GEOG 103 World Regional Geography 3 units**

*Acceptable for credit: CSU, UC*

A study of the world's major geographic regions. The course focuses on the increasing globalization of the world and a movement towards greater emphasis on cultural diversity. (F) (GR/P/NP)

**GEOG 110 Introduction to Meteorology 4 units**

*Acceptable for credit: CSU, UC*

*Advisory: Successful completion of MATH 311*

An introduction to the physical processes underlying atmospheric and weather phenomena, including global climate change and the impacts of various weather and climate phenomena on society. Topics include thermodynamic processes in the moist terrestrial atmosphere; radiation (solar-terrestrial) and heat budget; atmospheric stability and convection. The dynamics of the atmosphere and ocean, along with their general circulation patterns are described. Both synoptic and mesoscale meteorology, as well as factors involved in weather forecasting are discussed, including basic observations, data analysis and modeling. (F,S) (GR/P/NP)

**GEOG 179 Experimental Courses in Geography**  
0.5 to 10 units

*Acceptable for credit:* CSU, UC

For course description, see "Experimental Courses."

**GEOG 189 Independent Projects in Geography**  
1 to 3 units

*Acceptable for credit:* CSU, UC-DAT

For course description, see "Independent Projects."

**GEOLOGY****GEOL 100 Physical Geology** 4 units

*Acceptable for credit:* CSU, UC

Advisory: Eligibility for MATH 311

An elementary course in the principles of physical geology including identification of rocks and minerals, study and interpretation of topographic and geological maps and the study of land forms and structures. Includes a local field trip. (F,S) (GR/P/NP)

**GEOL 114 Oceanography** 3.5 units

*Acceptable for credit:* CSU, UC

An introduction to the physical and biological aspects of the marine environment, including processes of heat transfer, tides, currents, waves, life in the marine ecosystem, geological processes of shorelines, deep-sea geology, plate tectonics and marine economic resources. Includes field trips to local coastal areas. (F,S) (GR/P/NP)

**GEOL 131 Geology of California** 3 units

*Acceptable for credit:* CSU, UC

An overview of the geologic features and history of California emphasizing an understanding of California's past and present plate tectonic setting, unique landscape features, resources and hazards. (F,S) (GR/P/NP)

**GEOL 141 Environmental Geology** 3 units

*Acceptable for credit:* CSU, UC

A study of humankind's scientific, social and ethical interactions with earth systems. Topics include earth processes, geologic hazards, the earth's renewable and non-renewable resources and the earth's ability to accept the products of human waste. This course is not open to students who are enrolled in or have received credit for ENV5 102. (F,S) (GR/P/NP)

**GEOL 179 Experimental Courses in Geology**  
0.5 to 10 units

*Acceptable for credit:* CSU, UC-DAT

For course description, see "Experimental Courses."

**GEOL 189 Independent Projects in Geology**  
1 to 3 units

*Acceptable for credit:* CSU, UC-DAT

For course description, see "Independent Projects."

**GEOL 199 Special Topics In Geology** .05 – 3 units

*Acceptable for credit:* CSU

For course description, see "Special Topics."

**GLOBAL STUDIES****GBST 101 Introduction to Global Studies** 3 units

*Acceptable for credit:* CSU, UC

Introduction to the phenomenon of globalization and a broad range of cultural, economic, political and social issues confronting the globalized world today. Structured around three thematic categories: (1) culture and society, (2) governance and conflict, and (3) integrating economic systems – designed to explore multifaceted connections among nation-states: nongovernmental organizations; ethnic, cultural, and religious groups; and populations around the world. (F, S) (GR/P/NP)

**GBST 141 Global Economics** 3 units

*Acceptable for credit:* CSU, UC

Advisory: Completion or concurrent enrollment in ECON 101 or ECON 102 or ECON 121 or BUS 121

An introduction to international economic issues. Explores why countries trade and addresses the consequences of trade restrictions. Alternative exchange rate systems, factors that cause exchange-rate fluctuations and the determinants of a country's balance of trade are covered. Other topics include the politics of trade policy, the impact of trade on the job market, the role of international institutions in the global economy, financial crises, global environmental issues and international debt problems. This course is not open to students who are enrolled in or have received credit for BUS 141 or ECON 141. (F,S,U) (GR/P/NP)

**GRAPHICS****GRPH 108 Design 1 on the Computer** 3 units

*Acceptable for credit:* CSU

A basic study of visual design elements and principles, using the computer. This course is not open to students who are enrolled in or have received credit for ART 108. (F,S) (GR/P/NP)

**GRPH 110 Introduction to Graphic Design** 3 units

*Acceptable for credit:* CSU

Advisory: ART 110 or GRPH 108 or PHTO 110

This course is an introduction to the theories, principles and processes of Graphic Design. Students develop visual communication skills and create digital artwork for printing, publishing and manufacturing industries. Topics include graphic design history; developing art and typography for emerging technologies; and current professional practices with an emphasis on developing strong conceptual and production skills. Students work in a digital studio environment using Apple computers, current Adobe Creative Suite software and digital printing equipment. This 3 unit course is a lecture/lab combination. (F,S) (GR/P/NP)

**GRPH 111 Digital Imagery Lab** 1 unit

*Acceptable for credit:* CSU

Prerequisite: Completion of or concurrent enrollment in GRPH 112

This course teaches students how to construct, edit and process digital images using Adobe Photoshop software and Apple Macintosh computers, color scanners, and digital color printers for a variety of black/white and color projects. Students will explore creative solutions to assignments and utilize current technology to develop and process digital

images for various industries including printing, digital publishing, photography, animation and video editing. (F,S) (GR/P/NP)

**GRPH 112 Digital Imagery 3 units**

*Acceptable for credit: CSU*

Corequisite: Completion of, or concurrent enrollment in GRPH 111

Introduces students to the use of Apple computers and Adobe Photoshop for developing and editing digital images for use in graphic design, photography, web, video and motion graphics projects. Students will learn raster image resolutions, formats and professional practices for acquisition, creation, editing and processing for various industries including printing, digital publishing, animation, and video editing. (F,S) (GR/P/NP)

**GRPH 113 Digital Illustration 3 units**

*Acceptable for credit: CSU*

Corequisite: GRPH 114

Advisory: GRPH 110, GRPH 108, or GRPH 112

This course is an introduction to the field of illustration and vector-based drawing using Adobe Illustrator software and Apple Macintosh computers. Emphasis will be placed on developing skills for producing graphics and illustrations for various commercial art marketplaces. Critical thinking and visual problem solving skills will be integrated with current digital illustration practices, tools and publishing technologies. (F,S) (GR/P/NP)

**GRPH 114 Digital Illustration Lab 1 unit**

*Acceptable for credit: CSU*

Corequisite: Completion of concurrent enrollment in GRPH 113

Advisory: CBIS 381

This lab provides opportunities to create and develop digital illustrations and graphic designs utilizing current Adobe Illustrator software and Apple computers in a studio/lab environment. Students will explore the tools, techniques and processes used in developing artwork for graphic design and illustration projects for single and multi-color printing, publishing and manufacturing processes. (F,S) (GR/P/NP)

**GRPH 115 Digital Design & Publishing 3 units**

*Acceptable for credit: CSU*

Advisories: GRPH 110 or GRPH 112 or GRPH 113

This is a lecture/lab course that examines layout and design for printing and digital publishing. Students develop artwork and production skills for printing and publishing projects such as business stationery systems, brochures, booklets, and ebooks. Topics include current production strategies for single and multi-color layouts, variable data and emerging publishing technologies using Adobe InDesign CS5 and other Adobe Creative Suite CS5 software on Apple Macintosh computers and digital printers. (F,S) (GR/P/NP)

**GRPH 116 Digital Portfolio 3 units**

*Acceptable for credit: CSU*

This is a course for students who want to learn digital presentation techniques to develop effective, professional portfolios in graphics, illustration, photography, fine art, architecture, engineering, and other visual, employment or educational areas. Topics include converting and working with digital images/media, design for web galleries and presentation techniques for portfolios using Adobe Dreamweaver CS5 and other Adobe Creative Suite 5

software such as Photoshop, Illustrator and Acrobat. (F,S) (GR/P/NP)

**GRPH 117 Typography 3 units**

Advisory: GRPH 108, GRPH 110

This class is an investigation of the expressive potential of typography as a critical element of visual communication and digital media. Students will be introduced to the history of letterforms, elements of basic typography, typographic 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. Advisories: GRPH 110 Introduction to Graphics, GRPH 108 Design 1 on the Computer. (F) (GR)

**GRPH 118 Introduction to Web Graphics 3 units**

*Acceptable for credit: CSU*

Advisory: GRPH 112 or GRPH 113

This course studies graphic design tools and processes for developing artwork that will be implemented into websites. Students practice the creative development of web graphics using Adobe Photoshop CS5 and Adobe Illustrator CS5 and implement them into web sites using Adobe Dreamweaver CS5 and XHTML and CSS. Topics include branding strategies; designing for interactivity and efficiency; color and typography; and search engine optimization techniques for current browsers and web standards. (F1, A) (GR/P/NP)

**GRPH 120 Advanced Design for Publishing 3 units**

*Acceptable for credit: CSU*

Prerequisite: GRPH 115

This course is designed to advance the skills learned in GRPH 115 to design for print and digital publishing systems. Production, management, and creative skills for printing and publishing processes are further explored using Adobe InDesign CS5, Adobe Photoshop CS5, Adobe Illustrator CS5 and other Adobe Creative Suite software. The lab experience allows for the development of complex projects in a professional publishing environment equipped with Apple Macintosh computers and high quality digital printers. (F,S) (GR/P/NP)

**GRPH 130 3D Modeling for Production 3 units**

*Acceptable for credit: CSU*

Advisory: GRPH 112 or GRPH 113

A study of 3D modeling as it applies to industrial design, packaging and animation. Topics include render theory and practices; and surface manipulation of objects. Polygonal and subdivision operations for 3D modeling will be stressed. 3D computer graphics will utilize programs such as Maya and Mudbox. Prior experience with raster and vector elements is desirable. This course is an elective for Applied Design/Media degrees and may be time. (F,S) (GR/P/NP)

**GRPH 160 Applied Design Graphics Lab 1 unit**

*Acceptable for credit: CSU*

Corequisite: Completion of or concurrent enrollment in any of the following courses – GRPH 108, 110, 112, 113, 115, 116, 118, 120, 130

This lab is designed to provide students opportunities to refine and expand artistic and technical skills learned in

GRPH 108, 110, 112, 113, 115, 116, 118, 120, and/or 130. Students work on diverse imaging software including Adobe Creative Suite CS5, Maya, and Mudbox on Apple Macintosh computers and have access to digital printers. (F,S,U) (GR/P/NP)

**GRPH 179, 379 Experimental Courses in Graphics**  
0.5 to 10 units

179 - *Acceptable for credit: CSU, UC-DAT*  
For course description, see "Experimental Courses."

**GRPH 189 Independent Projects in Graphics**  
1 to 3 units

*Acceptable for credit: CSU, UC-DAT*  
For course description, see "Independent Projects."

**GRPH 199 Special Topics in Graphics**  
0.5 to 3 units

*Acceptable for credit: CSU*  
For course description, see "Special Topics."

## HEALTH EDUCATION

**HED 100 Health and Wellness** 3 units

*Acceptable for credit: CSU, UC*  
Designed to help students assess their health status and use those assessments to change the behaviors that contribute to an unhealthy lifestyle. Students are provided with a broad foundation of knowledge dealing with mental health, stress management, fitness, diet and weight control, prevention and control of communicable and non-communicable diseases, drugs and alcohol, first aid, cancer prevention and control and the scope of community health services. (F,S,U) (GR/P/NP)

## HISTORY

**HIST 101 World Civilizations to 1600** 3 units

*Acceptable for credit: CSU, UC*  
An interdisciplinary, multicultural exploration of the development of the Great civilizations: China/Japan, Egypt, Greece/Rome, India, Mesopotamian and Pre-Columbian. Important ideas, events and discoveries are explored through literature, folklore, art history, philosophy and science. This course is not open to students who are enrolled in or have received credit for HUM 101. (S) (GR/P/NP)

**HIST 102 World Civilizations Since 1500** 3 units

*Acceptable for credit: CSU, UC*  
An interdisciplinary examination of the expansion, contraction and conflicts of the major world civilizations from the 16th century to the present. Focus is on ideas, events and discoveries that have shaped our world as viewed through literature, folklore, art history, philosophy and science. This course is not open to students who are enrolled in or have received credit for HUM 102. (S) (GR/P/NP)

**HIST 103 East Asian Civilization** 3 units

*Acceptable for credit: CSU, UC*  
An interdisciplinary, multicultural exploration of the development of the civilizations of East Asia from their origins through the 20<sup>th</sup> century including China, Japan and South-east Asia. Important ideas, events and discoveries are

explored through literature, folklore, art history, philosophy and science. This course is not open to students who are enrolled in or have received credit for HUM 103. (F,S,U) (GR/P/NP)

**HIST 104 Western Civilization to 1650** 3 units

*Acceptable for credit: CSU, UC*  
Surveys the origins, development and characteristics of Western civilization from earliest times through the period of European exploration and colonization, emphasizing main currents in political, economic, social, intellectual and scientific history. An effort is made to include some study of the "non-West." This course is not open to students who are enrolled in or have received credit for HUM 104. (F,S) (GR/P/NP)

**HIST 105 Western Civilization Since 1650** 3 units

*Acceptable for credit: CSU, UC*  
Surveys the development and characteristics of Western civilization from 1600 to the present, emphasizing main currents in political, economic, social, intellectual and scientific history. Some study of the "non-West" is included. This course is not open to students who are enrolled in or have received credit for HUM 105. (F,S) (GR/P/NP)

**HIST 107 U S History to 1877** 3 units

*Acceptable for credit: CSU, UC-CL*  
A survey of United States history (New World exploration to 1877) and its method of research through critical thinking involving the economic, political, international and ethnic factors fundamental for understanding the nation's origins and early development. (F,S) (GR/P/NP)

**HIST 108 U S History 1877 to Present** 3 units

*Acceptable for credit: CSU, UC-CL*  
A survey of United States history (1877 to the present) through philosophic systems as related to critical thinking involving the political, ethnic, economic and international factors fundamental for understanding the nation's growth since the Civil War. (F,S,U) (GR/P/NP)

**HIST 118 U S History** 3 units

*Acceptable for credit: CSU, UC-CL*  
A brief survey of United States history (New World exploration to the present) and its method of research through critical thinking involving the economic, political, international and ethnic factors fundamental for understanding the nation's origins and growth. (F,S,U) (GR/P/NP)

**HIST 119 History of California** 3 units

*Acceptable for credit: CSU, UC*  
The history of California from the earliest explorers to the present, with emphasis on major social and cultural themes. (F,S) (GR/P/NP)

**HIST 120 History of the Mexican-American** 3 units

*Acceptable for credit: CSU, UC*  
A historical survey of the Mexican-American residing in the southwest United States. Reviews the social, economic and political development from the Pre-Columbian period to present, including the interrelationship between histories of the United States and Mexico. (A) (GR/P/NP)

**HIST 138 History of Deaf 3 units**

*Acceptable for credit: CSU, UC*

A culturally diverse exploration of the deaf from Aristotle to the present. Focus is on the ideas, events and laws that have shaped the community as viewed through literature, folklore, art and philosophy. Interrelationship of societies is emphasized. This course is not open to students who are enrolled in or have received credit for ASL 138. (S) (GR/P/NP)

**HIST 179, 379 Experimental Courses in History 0.5 to 10 units**

*179 - Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

**HIST 189 Independent Projects in History 1 to 3 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**HUMANITIES****HUM 101 World Civilizations to 1600 3 units**

*Acceptable for credit: CSU, UC*

An interdisciplinary, multicultural exploration of the development of the Great civilizations: China/Japan, Egypt, Greece/Rome, India, Mesopotamian and Pre-Columbian. Important ideas, events and discoveries are explored through literature, folklore, art history, philosophy and science. This course is not open to students who are enrolled in or have received credit for HIST 101. (S) (GR/P/NP)

**HUM 102 World Civilizations Since 1500 3 units**

*Acceptable for credit: CSU, UC*

An interdisciplinary examination of the expansion, contraction and conflicts of the major world civilizations from the 16<sup>th</sup> century to the present. Focus is on ideas, events and discoveries that have shaped our world as viewed through literature, folklore, art history, philosophy and science. This course is not open to students who are enrolled in or have received credit for HIST 102. (S) (GR/P/NP)

**HUM 103 East Asian Civilization 3 units**

*Acceptable for credit: CSU, UC*

An interdisciplinary, multicultural exploration of the development of the civilizations of East Asia from their origins through the 20<sup>th</sup> century including China, Japan and Southeast Asia. Important ideas, events and discoveries are explored through literature, folklore, art history, philosophy and science. This course is not open to students who are enrolled in or have received credit for HIST 103. (F,S,U) (GR/P/NP)

**HUM 104 Western Civilization to 1650 3 units**

*Acceptable for credit: CSU, UC*

Surveys the origins, development, and characteristics of Western civilization from earliest times through the period of European exploration and colonization, emphasizing main currents in political, economic, social, intellectual, and scientific history. An effort is made to include some study of the "non-West." This course is not open to students who are enrolled in or have received credit for HIST 104. (F,S) (GR/P/NP)

**HUM 105 Western Civilization Since 1650 3 units**

*Acceptable for credit: CSU, UC*

Surveys the development and characteristics of Western civilization from 1600 to the present, emphasizing main currents in political, economic, social, intellectual and scientific history. Some study of the "non-West" is included. This course is not open to students who are enrolled in or have received credit for HIST 105. (F,S) (GR/P/NP)

**HUM 179, 379 Experimental Courses in Humanities 0.5 to 10 units**

*179 - Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

**HUM 189 Independent Projects in Humanities 1 to 3 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**HUMAN SERVICES****HUSV 101 Becoming a Helping Professional 3 units**

*Acceptable for credit: CSU*

An introduction to a variety of aspects relating to human service helping professions, including required education/training, certification/licensure, ethical/legal issues, motives, values, cultural sensitivity/competency, special populations, life transitions, transference and counter-transference, boundary issues, stress, burnout and self-care. (F,S) (GR/P/NP)

**HUSV 102 Case Management of Diverse Clients 3 units**

*Acceptable for credit: CSU*

An introduction to basic concepts and skills of case management with diverse populations including cultural competence, ethics, intakes, assessment, case planning, referrals, implementation and documentation. (F,S) (GR/P/NP)

**HUSV 103 Basic Counseling Skills 3 units**

*Acceptable for credit: CSU*

Introduction to counseling skills for the human services paraprofessional with applications to different work settings and diverse populations. (F,S) (GR/P/NP)

**HUSV 104 Group Dynamics 3 units**

*Acceptable for credit: CSU*

Explores the process and content of counseling groups and families. Topics include developmental stages of groups, group formation, constructive and ineffective processes, behavioral ground rules, interventions, entry into and exit from groups, ethics, cultural and ethnic diversity, documentation of client behavior and self-awareness in group situations. (F,S) (GR/P/NP)

**HUSV 105 Practicum Seminar 2 units**

*Acceptable for credit: CSU*

Advisory: Concurrent enrollment in HUSV 120 or 130 or 140 or 150 or 160



Provides students with a seminar format in which to discuss, analyze and critically evaluate their fieldwork experience in local human service agencies. (F,S) (GR)

**HUSV 106 Family Systems, Addiction & Trauma** **3 units**

*Acceptable for credit: CSU*

Examines family systems dynamics and intergenerational transmission of addiction, and the interacting effects of abuse and psychological trauma. (F,S) (GR/P/NP)

**HUSV 107 Serving Culturally Diverse Clients** **3 units**

*Acceptable for credit: CSU*

Examines America's diverse population and its impact within human services. It provides students with the insight, knowledge and skills necessary to effectively work with a diverse clientele. (F,S) (GR)

**HUSV 108 Crisis Intervention** **3 units**

*Acceptable for credit: CSU*

Training in basic crisis intervention skills and application of these skills to a wide range of issues, situations and settings, including domestic abuse, suicide, sexual assault, death, addiction and post traumatic stress. (F,S) (GR/P/NP)

**HUSV 110 Alcohol, Drugs & Addiction** **3 units**

*Acceptable for credit: CSU*

*An overview of the role of alcohol and other drugs in society with emphasis on such topics as patterns of use; major categories of drugs; explanations of use, abuse and dependency; as well as prevention, intervention and treatment. This course is not open to students who are enrolled in or have received credit for SOC 106 or PSY 106. (F,S) (GR)*

**HUSV 111 Addiction Treatment & Recovery** **3 units**

*Acceptable for credit: CSU*

Advisory: HUSV 102 or HUSV 103 or HUSV 110 or SOC 106 or PSY 106

A survey of the theory, practice and process of addiction treatment. (F) (GR)

**HUSV 112 Gentle Comm Skills for Change** **3 units**

*Acceptable for credit: CSU*

This course presents three gentle, non-confrontational communication approaches designed to help people change who suffer from substance use, mental health, medical health and lifestyle problems. The course presents theory and provides opportunities to practice these evidence-based communication skills, which include Motivational Interviewing, Nonviolent Communication, and Customer Service strategies. (F,S) (GR/P/NP)

**HUSV 113 Women & Addiction** **3 units**

*Acceptable for credit: CSU*

An overview of major issues related to women who use and abuse substances. Topics include effects on pregnancy, drug-exposed children, family relationships, feminist issues, women's reactions to substances and women's specific addiction treatment needs. (S) (GR/P/NP)

**HUSV 120 Human Services Practicum** **2 units**

*Acceptable for credit: CSU*

Advisory: Satisfactory completion of all required courses in the degree or certificate prior to enrolling; concurrent enrollment in HUSV 105A or 105B or 105C or 105D

Limitation on Enrollment: To participate in Cooperative Work Experience in HUSV 120: (1) students must be volunteering or working in the social services or interpersonal helping field, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this courses, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities.

Students enrolled in HUSV 120 may earn 2 units of credit by completing 125 hours of work experience if unpaid or 150 hours if paid. The Human Services (General) certificate/degree internship requirement will be met by completion of HUSV 120 and 2 concurrent units of HUSV 105.

Practicum/supervised work experience in a social service or interpersonal helping agency or facility for students seeking the degree or certificate in Human Services (General); 2 units/125-150 hours required. (F,S) (GR)

**HUSV 122 States of Consciousness** **3 units**

*Acceptable for credit: CSU*

An exploration of different states of consciousness, the means of attaining those states, their uses, misuses and consequences. Topics include theories of consciousness, substance use and abuse, sleep, dreams, hypnosis, dissociation, out-of-body states, near-death experiences, psychic and paranormal phenomena, religious ecstasy and conversion, alternative religions, meditation and prayer, culture-bound syndromes, non-Western methods of altering consciousness and peak experiences. This course is not open to students who are enrolled in or who have received credit for PSY 122 or ANTH 122. (F,S) (GR)

**HUSV 124 Substance Abuse Prevention** **3 units**

*Acceptable for credit: CSU*

An introduction to substance abuse prevention and education, including an overview of drugs of abuse and addiction (including alcohol, tobacco and both legal and illegal drugs) and the personal and social consequences of their use. Consideration of a broad range of approaches to education and prevention; examination of government and policy issues related to prevention; description of the design and conduct of research aimed at assessing needs and evaluating program effectiveness; and presentation of interventions aimed at reducing adverse consequences of substance use and abuse are also covered. (F,S) (GR/P/NP)

**HUSV 126 Meditation/Mindfulness/Relaxation** **3 units**

*Acceptable for credit: CSU*

An introduction to the practices of meditation, mindfulness and relaxation, including their origins in both Western and non-Western cultures, and their physiological and psychological benefits. (F,S) (GR/P/NP)

**HUSV 127 Emotional Intelligence** **3 units**

*Acceptable for credit: CSU*

An introduction to emotional intelligence – a set of abilities and skills concerned with perceiving and managing emotional states in oneself and others. The neurobiology of emotions, how emotional states “hijack” people's behavior and the application of emotional intelligence in a variety of personal and interpersonal situations are emphasized. This

course is not open to students who are enrolled in or who have received credit for PSY 127. (F,S) (GR/P/NP)

### **HUSV 128 Positive Psychology 3 units**

*Acceptable for credit: CSU*

An introduction to the psychological study of the positive, adaptive, creative and emotionally fulfilling elements of human behavior and the factors that contribute to people being happy, productive and well adjusted. This course is not open to students who are enrolled in or who have received credit for PSY 128. (F,S) (GR/P/NP)

### **HUSV 130 Addiction Studies Practicum 2 to 4 units**

*Acceptable for credit: CSU*

Advisory: Satisfactory completion of all required courses in the degree or certificate prior to enrolling; concurrent enrollment in HUSV 105A or 105B or 105C or 105D.

Limitation on Enrollment: To participate in Cooperative Work Experience in HUSV 130AB: (1) students must be volunteering or working in the addiction treatment field, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this courses, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities.

Students enrolled in HUSV 130 may earn either 2 units of credit per semester by completing 125 hours of work experience if unpaid or 150 hours if paid; or by completing 250 hours of work experience if unpaid or 300 if paid. The Addiction Studies certificate/degree internship requirement will be met by completion of 4 units of HUSV 130AB and 2 or 4 concurrent units of HUSV 105.

Practicum/supervised work experience in a certified addiction treatment program for students seeking the degree or certificate in Addiction Studies; 4 units/250-300 hours required; may be completed in one semester, or in two semesters by repeating the course to reach 250-300 hrs. (F,S) (GR)

### **HUSV 132 Drugs, the Brain and the Body 3 units**

*Acceptable for credit: CSU, UC*

Advisory: HUSV 110 or SOC 106 or PSY 106 is strongly recommended.

Overview of the pharmacology of drugs of abuse with emphasis on drug effects, how drug effects occur, how the body processes drugs and health consequences of drug abuse. Physiologic aspects of addiction and tolerance are explored. Pharmacologic interventions are integrated with other substance abuse modalities. This course is not open to students who are enrolled in or have received credit for PSY 132. (F) (GR)

### **HUSV 140 Co-occurring Disorders Practicum 2 units**

*Acceptable for credit: CSU*

Advisory: Satisfactory completion of all required courses in the degree or certificate prior to enrolling; concurrent enrollment in HUSV 105A or 105B or 105C or 105D

Limitation on Enrollment: To participate in Cooperative Work Experience in HUSV 140: (1) students must be volunteering or working at a job in the social services or interpersonal helping field focusing on the needs of persons with co-occurring substance use and mental disorders, (2) students must be able to become involved in new or expanded

responsibilities on the job if they are using a job at which they are already employed for this courses, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities.

Students enrolled in HUSV 140 may earn two units of credit by completing 125 hours of work experience if unpaid or 150 hours if paid. The Co-occurring Disorders certificate internship requirement will be met by completion of HUSV 140 and two concurrent units of HUSV 105ABCD Practicum/supervised work experience in a social service or interpersonal helping or related agency or facility that serves clients with co-occurring substance use and mental disorders for students seeking the certificate in Co-occurring Disorders; two units/125-150 hours required. (F,S) (GR)

### **HUSV 142 Co-occurring Disorders: Engagement 3 units**

*Acceptable for credit: CSU*

Concepts, definitions and features of co-occurring mental health and substance use disorders emphasizing attainment of empathic engagement with persons who have these disorders. This course is not open to students who are enrolled in or have received credit for PSY 142. (F,S) (GR/P/NP)

### **HUSV 143 Co-occurring Disorders: Treatment 3 units**

*Acceptable for credit: CSU*

Advisory: Completion of or concurrent enrollment in HUSV 142 or PSY 142

A study of the treatment of persons who have both psychiatric problems and alcohol or other drug use problems. This course is not open to students who are enrolled in or have received credit for PSY 143. (F,S) (GR/P/NP)

### **HUSV 144 Twelve Step Facilitation 3 units**

*Acceptable for credit: CSU*

An introduction to the history, principles and practices of Twelve Step self-help fellowship programs using both lecture and experiential approaches; intended to assist students in utilizing the Twelve Step approach for personal issues and/or provide helping professionals with a solid grounding in this evidence-based approach so that they can better serve clients who are members of Twelve Step fellowships or appropriately refer and encourage clients who would benefit from this approach. (F) (GR/P/NP)

### **HUSV 150 Family Studies Practicum 2 units**

*Acceptable for credit: CSU*

Advisory: Satisfactory completion of all required courses in the degree or certificate prior to enrolling; concurrent enrollment in HUSV 105A or 105B or 105C or 105D

Limitation on Enrollment: To participate in Cooperative Work Experience in HUSV 150: (1) students must be volunteering or working at a job in the social services or interpersonal helping field focusing on the needs of families and children, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this courses, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities.

Students enrolled in HUSV 150 may earn two units of credit by completing 125 hours of work experience if unpaid or 150 hours if paid. The Family Studies certificate internship requirement will be met by completion of HUSV 150 and two concurrent units of HUSV 105ABCD.

Practicum/supervised work experience in a social service or interpersonal helping or related agency or facility that focuses on the needs of families and children for students seeking the certificate in Family Studies; two units/125-150 hours required. (F,S) (GR)

### **HUSV 160 Family Services Worker 2 Practicum** 2 units

*Acceptable for credit: CSU*

Advisory: Satisfactory completion of all required courses in the degree or certificate prior to enrolling; concurrent enrollment in HUSV 105A or 105B or 105C or 105D

Limitation on Enrollment: To participate in Cooperative Work Experience in HUSDV 160: (1) students must be volunteering or working at a job in the social services or interpersonal helping field focusing on the needs of families and children, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this courses, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities.

Students enrolled in HUSV 160 may earn 2 units of credit by completing 125 hours of work experience if unpaid or 150 hours if paid. The Family Services Worker 2 certificate internship requirement will be met by completion of HUSV 160 and two concurrent units of HUSV 105ABCD.

Practicum/supervised work experience in a social service or interpersonal helping or related agency or facility that focuses on the needs of families and children for students seeking the Family Services Worker 2 certificate; two units/125-150 hours required. (F,S) (GR)

### **HUSV 179 Experimental Courses in Human Services** 0.5 to 10 units

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

### **HUSV 189 Independent Projects in Human Services** 1 to 3 units

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

## INDEPENDENT PROJECTS

### **189, 389 Independent Projects** 1 to 3 units

*189 - Acceptable for credit: CSU, UC-DAT*

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. (GR/P/NP)

Students wishing to enroll in Independent Projects should contact the appropriate Academic Dean, or an instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed.

All contracts for these classes must be completed and approved by the appropriate dean before the last day of enrollment.

Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline and are based on the following formula:

- 1 unit - 48 hours per semester
- 2 units - 96 hours per semester
- 3 units - 144 hours per semester

## ITALIAN

### **ITAL 101 Elementary Italian** 5 units

*Acceptable for credit: CSU, UC*

An introduction to current Italian, stressing pronouncing, understanding, speaking, writing and reading the language. In a question and answer format, students receive oral and written practice in sentence structure, vocabulary and idiomatic Italian. Includes an introduction to some cultural aspects of Italy. (F,S,U) (GR/P/NP)

### **ITAL 102 Elementary Italian** 5 units

*Acceptable for credit: CSU, UC*

Prerequisite: ITAL 101 or two years of high school Italian

A continuation of ITAL 101 emphasizing oral and written participation. Continues the cultural introduction to some aspects of Italian history, art, music, customs and folklore. (F,S) (GR/P/NP)

### **ITAL 103 Intermediate Italian** 5 units

*Acceptable for credit: CSU, UC*

Prerequisite: ITAL 102

A review of Italian grammar, with practice in reading, writing and conversation. Aspects of the Italian culture and history are also studied. (F,S) (GR/P/NP)

### **ITAL 104 Intermediate Italian** 5 units

*Acceptable for credit: CSU, UC*

Prerequisite: ITAL 103

A review of advanced grammar with increased practice in reading, writing and speaking Italian. The study of Italian culture and history begun in ITAL 103 is expanded and contemporary Italian literature is introduced. (F,S) (GR/P/NP)

### **ITAL 189 Independent Projects in Italian** 1 to 3 units

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

## LATIN

### **LATN 101 Elementary Latin** 3 units

*Acceptable for credit: CSU*

An introductory transfer-level course emphasizing sentence structure in reading, writing, listening and oral skills. Explores the importance of Latin in literature, modern languages, history, law, medicine and science. (F,S) (GR/P/NP)

## LAW ENFORCEMENT

### LE 310 Intro to LE Academy (Pre-Academy) 0.5 unit

Limitation on enrollment: Admission by application

An orientation course designed to prepare students for the Law Enforcement Academy. A series of self-assessment activities and exercises will help students understand the academy challenges and requirements. This course is presented in a rigorous and disciplined training environment. Students will participate in activities designed to simulate the Allan Hancock College Law Enforcement Academy to assess individual emotional, mental and physical readiness for the academy. Students with pre-existing injuries or disabilities or who have physical, emotional or mental limitations should contact the course coordinator or college student services office for advisement. (GR)

### LE 318 Traffic Collision Investigation 1.5 units

This P.O.S.T. certified course provides field officers with advanced knowledge and skills for investigating traffic collisions. Emphasis will be on documenting information and evidence at the collision scene. Participants will learn and demonstrate in practical simulations effective procedures for conducting preliminary traffic collision investigations. The course satisfies the mandates of California Vehicle Code 40600(a). (F,S) (GR)

### LE 320 Basic Law Enforcement Academy 20 units

Advisories: ENGL 306, PE 141

Limitation on enrollment: Students who are not sponsored by a law enforcement agency must complete the 18 hours Pre Academy evaluation and preparation course, LE 310, to ensure that they are physically capable of safely meeting the rigorous State of California physical fitness requirements. Prior to enrollment, students must also complete an academy application packet and submit Livescan fingerprints to the California Department of Justice to verify that they can legally be issued and possess a firearm. Students must place into ENGL 514 or higher on the START Test. Students must submit a completed California POST approved Medical History/Clearance form signed by their physician after medical examination. Additionally, students must be approved by the Law Enforcement Training Division of the Public Safety Department prior to enrolling.

This course is designed to satisfy the State of California Commission on Peace Officers Standards and Training (POST) requirements for basic police recruit training. It is presented in an environment of serious study, rigorous physical training, and strict law enforcement disciplinary procedures. The course is open to newly hired peace officers and other qualified students interested in employment as a law enforcement officer/deputy. Students who successfully complete the academy are awarded a certificate that qualifies them to be employed as police officer trainees or deputy sheriff trainees by any California POST certified law enforcement agency. (F,S) (GR)

### LE 321 Basic Law Enforcement Academy 7 units

Limitation on enrollment: Admission by application

Advisory: Eligibility for ENGL 101

The first in a two-course sequence designed to satisfy all State of California requirements for basic law enforcement officer training. The academy is presented in an environment of serious study, rigorous physical training and standard law enforcement disciplinary procedures. (F) (GR)

### LE 322 Basic Law Enforcement Academy 7 units

Prerequisite: AJ 321 or LE 321

A continuation of LE 321. Designed to complete the training requirements to satisfy the Basic Law Enforcement Training as established by the California Commission on Peace Officer Standards and Training. Academic, manipulative and technical training are presented in an environment of serious study, rigorous physical training, and standard law enforcement disciplinary procedures. (S) (GR)

### LE 329 State Hospital Peace Officer 17 units

Prerequisite: LE 424

Limitation on enrollment: State-required minimum qualifications for employment as a State Hospital Peace Officer, completion of a 40 hour Arrest and Control Course (LE 424, or equivalent course from another institution), and Department of Justice clearance letter to possess a firearm.

This course, delivered over fifteen weeks, provides the student with the basic knowledge and skills for entry into the on-the-job training program for peace officers at state hospitals such as Atascadero State Hospital. To enroll, students must meet the state required minimum qualifications for employment as a State Hospital Peace Officer, completion of a 40-hour arrest and control course (LE 424, or equivalent at another institution), and have a Department of Justice clearance letter to possess a firearm. The course is presented in an atmosphere of serious study and standard law enforcement discipline. Lecture: 10 hours per week. Lab: 21 hours per week. (GR)

### LE 341 EVOC/Non-Law Enforcement 0.5 unit

An emergency vehicle operators course for those working in non-law enforcement public safety disciplines. The student will learn defensive driving and handling techniques in the classroom setting and through field examples. (F) (GR)

### LE 351 Field Training Officer 2.5 units

Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer.

This P.O.S.T. certification 40-hour course provides students with the P.O.S.T. Field Training Officer requirements, training techniques and methodologies for officers assigned to train and supervise new field trainees. (GR)

### LE 352 Field Training Officer Update 1.5 units

Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer.

This P.O.S.T. certified 24-hour course meets the tri-annual update requirements for Field Training Officers assigned in P.O.S.T. certified Field Training Programs. F.T.O.s will receive update information and methods regarding teaching and training skills, leadership, ethics, legal requirements, standardized evaluation guidelines and current curriculum and methods used in Law Enforcement Academy. (GR)

### LE 353 Field Training Administrator 1.5 units

Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer.

This P.O.S.T. certified 24-hour course meets the requirements for law enforcement agency personnel assigned as Supervisors, Administrators, or Coordinator (S.A.C.s) of P.O.S.T. approved Field Training Programs. Course curriculum includes P.O.S.T. requirements, roles and responsibilities, contemporary adult learning, legal and

liability issues, evaluations and documentation and program management methods and strategies. (GR)

**LE 354 Training Management Update 1.5 units**

Limitation on enrollment: State required minimum professional education to qualify as a fully trained, professional law enforcement officer or appointment as a law enforcement agency training manager.

This P.O.S.T. certified 24-hour course is designed to update the law enforcement agency training manager or coordinator with changes in regulation and case law, challenges, opportunities, and trends in the training environment.

**LE 355 Leadership Development 2.5 units**

Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer. This P.O.S.T. certified 40-hour course is designed to prepare students for a leadership position within a law enforcement agency. It is offered in two formats one day per month for five months, or five consecutive days. Course curriculum includes leadership concepts and roles, organizational change, liability issues, performance evaluations, disciplinary processes, group dynamics, ethical decision making, community policing and oral board preparation and exercise. (GR)

**LE 356 Crime Scene Investigation 2 units**

Limitation on enrollment: State required minimum professional education to qualify as a fully trained, professional law enforcement officer

This P.O.S.T. certified course provides advanced instruction and "hands-on" application in photographing, protecting, processing, and documenting crime scenes as well as the proper methods of the handling of associated physical evidence. This course satisfies the requirement for the universal elective for ICI certification pursuant to California Penal Code 13519.9. (F,S) (GR)

**LE 357 Instructor Development 2.5 units**

Limitation on enrollment: Must meet minimum state requirements for teaching in a Law Enforcement Academy

This P.O.S.T. certified 40-hour course provides the essential instructional and facilitation skills and strategies for those interested in being an instructor in a law enforcement or public safety related training program. The P.O.S.T. Academy Instructor Certification Course (A.I.C.C.) meets the initial training requirement for instructors in the regular basic course (Law Enforcement Academy) as well as the tri-annual recertification training requirement. (GR)

**LE 358 Drug Abuse Recognition 1.5 units**

Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer

This P.O.S.T. certified 24-hour course is designed to instruct in-service peace officers how to detect, identify and investigate the most commonly abused prescription drugs with an emphasis on pharmaceutical stimulants, anti-depressants and opioids. Students will learn investigative techniques and available resources to aid in the detection of prescription fraud and the identification of the various types of prescription offenders. (GR)

**LE 360 Arrest & Control/EVOC 0.5 unit**

Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer

Short-term training courses focusing on specialized law enforcement instruction in arrest and control and emergency vehicle operations. The training will be divided into four-hour modules. Topics will be identified on an annual basis in conjunction with law enforcement agencies. On-the-track driving is used. May be repeated as often as necessary for purposes of recertification. (GR/P/NP)

**LE 361 Force Options Simulator/EVOC 0.5 unit**

Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer

Short-term training courses focusing on specialized law enforcement instruction in force operations simulator and emergency vehicle operations. The training will be divided into four-hour modules. Topics will be identified on an annual basis in conjunction with law enforcement agencies. May be repeated as often as necessary for purposes of recertification. (GR/P/NP)

**LE 362 LE Driving Simulator/EVOC 0.5 unit**

Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer

Short-term training courses focusing on specialized law enforcement technology in law enforcement driving simulators and emergency vehicle operations. The training will be divided into four-hour modules. Topics will be identified on an annual basis in conjunction with law enforcement agencies. On-the-track driving and driving simulators are used. May be repeated as often as necessary for purposes of recertification. (GR/P/NP)

**LE 363 Force Ops Sim/Arrest & Control 0.5 unit**

Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer

Short-term training courses focusing on specialized law enforcement instruction in force options simulator and arrest and control techniques. The training will be divided into four-hour modules. Topics will be identified on an annual basis in conjunction with law enforcement agencies. May be repeated as often as necessary for purposes of recertification. (GR/P/NP)

**LE 364 LE Driving Sim/Arrest & Control 0.5 unit**

Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer

Short-term training courses focusing on specialized law enforcement instructions in law enforcement driving simulator and arrest and control techniques. The training will be divided into four-hour modules. Topics will be identified on an annual basis in conjunction with law enforcement agencies. Driving and force option simulators will be used. May be repeated as often as necessary for purposes of recertification. (GR/P/NP)

**LE 365 LE Driving Sim/Force Ops Sim 0.5 unit**

Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer

Short-term training courses focusing on specialized law enforcement technology in law enforcement driving simulators and force operations simulators. The training will be divided into four-hour modules. Topics will be identified on an annual basis in conjunction with law enforcement

agencies. May be repeated as often as necessary for purposes of recertification. (GR/P/NP)

**LE 366 EVOC 0.5 or 1 unit**

Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer

This course focuses on law enforcement emergency vehicle operations. Topics will be identified on a periodic basis in conjunction with law enforcement agencies. (GR/P/NP)

**LE 367 Arrest & Control 0.5 or 1 unit**

Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer

Course consists of a comprehensive update and review of arrest and control skills and methods, including safety, liability, control techniques, handcuffing and searching, grappling and pugilistic. Variable unit range course. (GR/P/NP)

**LE 368 Law Enforcement Agency Emergency Vehicle Operations Course Training 1 unit**

This course is designed to satisfy POST requirements for basic training in vehicle operations for Recruits/Cadets enrolled in a POST certified Law Enforcement Academy. The student will learn defensive driving principles and techniques, recognize that emergency response (Code 3) driving demands a high level of concentration and instant reactions, understand that a vehicle pursuit is never more important than the safety of officers and the public, and be proficient in the operation of the emergency vehicle and understand dynamic forces. (A) (P/NP)

**LE 370 Arrest & Control Instructor Update 1.5 unit**

Limitation on enrollment: State-required minimum professional education to qualify as a fully trained, professional law enforcement arrest and control skills instructor pursuant to P.O.S.T regulations 1070/1082. Course consists of review and update of arrest and control skills, teaching and training methods including safety, liability, control techniques, handcuffing and searching, grappling and pugilistic. Previous state certification as an Arrest & Control Instructor is required. May be repeated as often as necessary for purposes of recertification. (GR)

**LE 371 Arrest & Control Instructor Cert 2.5 unit**

Limitation on enrollment: State-required minimum professional education to qualify as a fully trained, professional law enforcement officer. Freedom from illness or disability that would prevent the student from safely performing the required exercises and physical skills demonstrations and assessments.

This P.O.S.T. certified course is designed to prepare the student as an instructor in arrest and control methods and meets the P.O.S.T. training requirements for Arrest & Control Instructor pursuant to regulations 1070/1082 for arrest and control courses. (GR)

**LE 372 Physical Training Instructor 2.5 unit**

Limitation on enrollment: State-required minimum professional education to qualify as a fully trained, professional law enforcement officer. Freedom from illness or disability that would prevent the student from safely performing the required exercises and physical skill demonstration and assessments.

This P.O.S.T. certified course is designed to prepare the student as an instructor in physical training methods and meets the P.O.S.T. training requirements for Law Enforcement Basic Academy Physical Training Instructors pursuant to regulation 1070/1082 for the regular basic course. (GR)

**LE 379, 479 Experimental Courses in Law Enforcement 0.5 to 10 units**

For course description, see "Experimental Courses."

**LE 399, 499 Special Topics in Law Enforcement 0.5 to 10 units**

For course description, see "Experimental Courses."

**LE 421 Complaint Dispatcher 4.5 units**

Emphasizes the responsibilities and tasks of the public safety dispatcher in law enforcement and fire agencies. Students learn and demonstrate in practical simulations acceptable telephone and radio procedures as well as effective decision-making. (F,S) (GR)

**LE 424 PC 832 Arrest 2.5 units**

Limitation on enrollment: Freedom from illness or disability that would prevent the student from safely performing the required arrest and control physical skills

This course is a survey of the laws of arrest, search and seizure and use of force. Course includes skill development and assessment of physical arrest and control methods. Meets all requirements for certification under California Penal Code section 832 in laws and methods of arrest for limited function peace officers and other public officers as required by statute. (F,S,U) (GR)

**LE 425 PC 832 Firearms 1.5 units**

Limitation on enrollment: Freedom from illness or disability that would prevent the student from safely participating in live shooting activities. Students not employed (as a peace officer) or sponsored by a California law enforcement agency are required to obtain a CA DOJ Firearms Clearance (PC13411.5).

This course is a basic knowledge and skills course in firearms for peace officers newly assigned to carry a firearm in the course of their duties. Course includes skill development and assessment of fundamentals of shooting, firearms nomenclature, maintenance and safety. Meets requirements for certification under California Penal Code section 832 for limited function peace officers to carry and use firearms as required by statute. Presented over three consecutive days including two full days on a local firing range. (F,S,U) (GR)

**LE 440 Advanced Driving Skills I 0.5 unit**

This course is designed to improve basic driving skills to include defensive driving techniques, collision avoidance, slow speed precision driving maneuvers and driving simulator practice. Students are required to study the California Driver Handbook prior to the class and bring the California Driver Handbook to the class. (F,S,U) (GR/P/NP)

**LE 441 Advanced Driving Skills II 0.5 unit**

Prerequisite: LE 440 or AJ 440

This course is designed to reinforce basic driving skills in addition to advanced simulator training and vehicle control techniques to include skid control, braking, acceleration and turning. Students are required to study the California Driver Handbook prior to the class and bring the California Driver Handbook to the class. (F,S,U) (GR/P/NP)

**LE 480 Women in Public Safety Careers 3 units**

Limitation on enrollment: Students may be prohibited from enrolling based on health and safety issues. Students will be participating in vigorous physical activities including lifting weights from the floor to overhead strength training with weight machines and free weights, calisthenics such as push-ups and sit-ups, running distances of 1.5 miles or farther, sprinting 200 yards, climbing 6-foot fences and walls, climbing ladders, walking and climbing embankments, and stairways with ambulance gurneys and stretchers, climbing flights of stairs while dragging fire hoses and wearing several pounds of equipment.

This course is designed to prepare women for successful completion of a Public Safety Basic Academy in Law Enforcement, Fire Technology or Emergency Medical Services. This course will focus on physical, academic, emotional and psychological preparation. (F,S) (GR/P/NP)

**LE 499 Topics in Law Enforcement 0.5 – 1 unit**

Lecture and/or lab as required by unit formula. Provides an opportunity to explore particular aspects of the discipline that are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified by 499 are not offered on a regular cycle (not within a two-year period). (F, S) (GR)

**LEADERSHIP****LDER 111 Principles & Practices of Student Government 3 units**

*Acceptable for credit: CSU*

An introduction to leadership and skills associated with effective leadership. Topics include parliamentary procedure, group dynamics, planning and conducting activities. Self awareness, cultural differences, ethics, communications skills, motivation, delegation and time management as related to organizational structure are emphasized. (GR/P/NP)

**LDER 112 Practice/Application of Leadership Principles 3 units**

*Acceptable for credit: CSU*

Prerequisite: LDER 111

Provides an opportunity for students to enhance and apply leadership skills and practice peer mentoring. Communication, team building and activity/event planning are emphasized. Participation in AGSB meetings and activities is required. (GR/P/NP)

**LEARNING SKILLS****LS 101 Success In College 3 units**

*Acceptable for credit: CSU, UC*

Considers individual development with the goal of increasing knowledge of self and others within the college. Topics include self knowledge and assessment, learning to learn and making the best use of college resources. This course is not open to students who are enrolled in or have received credit for PD 101 or PD 105. (GR/P/NP)

**LS 189 Independent Projects 1 unit**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**LS 312 Adaptive Computer and Learning Skills 2 units**

An overview of adaptive computer technologies and learning strategies for students with learning, physical, and/or visual disabilities. Topics include assistive software, handheld devices, adaptive computer strategies, adaptive learning strategies, and new technologies. Lecture: 1 hour per week. Lab: 3 online. (F,S) (GR/P/NP)

**LS 501 Individual Learning Assessment 1 unit**

This course is designed to provide an individualized assessment and introduction to special services and learning strategies for students whose learning styles may interfere with academic success in the community college setting. Students will develop an awareness of their cognitive strengths and weaknesses and knowledge of appropriate support services and compensatory strategies. An appointment with a Learning Assistance Program faculty member prior to enrollment is strongly advised. (F,S) (P/NP)

**LIBRARY****LBRY 170 Library Research Methods 2 units**

*Acceptable for credit: CSU, UC*

Advisory: Completion of ENGL 300 or eligibility for ENGL 513

Presents effective methods for library research to locate, critically evaluate and ethically use information from a variety of print, non-print and online resources. Students will learn research skills and strategies for college terms papers and life-long learning while exploring the changing world of information. (F,S) (P/NP)

**MACHINE TECHNOLOGY****MT 109 Survey of Machining 4 units**

*Acceptable for credit: CSU*

A basic course in machine technology where students will learn tool geometry, blueprint reading, shop math, use of precision measuring tools, drill grinding and safe operation of conventional drill presses, lathes and mills. Included is an introduction to CNC technology. (F,S) (GR/P/NP)

**MT 110 Computer Numerical Controlled (CNC) Principles and Practices 1 4 units**

*Acceptable for credit: CSU*

Advisory: MT 109

This course is a study of the use and care of computer numerical controlled (CNC) lathes, routers and milling machines. Included are advanced shop mathematics, tools path creation, coordinate system principles and an introduction to Computer Aided Design and Manufacturing. (F,S) (GR/P/NP)

**MT 111 Computer Numerical Controlled (CNC) Principles and Practices 2 4 units**

*Acceptable for credit: CSU*

Advisory: MT 109

This course is designed for students with CNC machining and/or CAD/CAM experience who wish to learn advanced set-up, operation and programming using CNC machines and Mastercam CAD/CAM software. Experience with Computer Numerical Controlled (CNC) equipment and Computer Aided Drafting and Computer Aided

Manufacturing (CAD/CAM) software is advised.  
(F,S) (GR/P/NP)

**MT 179, 379 Experimental Courses in Machine Technology 0.5 to 10 units**

179 - *Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

**MT 189 Independent Projects in Machine Technology 1 to 3 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**MT 305 Select Machine Projects 2 units**

Prerequisite: MT 109

Projects selected by the student upon the recommendation of any faculty member are developed under the direct counseling and guidance of the instructional staff in the machine technology disciplines. All work is completed within the machine facilities under the direct supervision of the responsible instructor. The student will develop the skills necessary to complete the project. (F,S) (GR/P/NP)

**MT 311 Mastercam 1 (CAD/CAM) 4 units**

This is a study in the principles of two-dimensional Computer Aided Design and Manufacturing (CAD/CAM) covering design and tool path creation for CNC lathes, mills and routers using Mastercam. The course will include an introduction to surfaces and solid modeling. (F, S) (GR/P/NP)

**MT 312 Lean Manufacturing 1 unit**

This course is a study in Lean Manufacturing. Guest speakers from manufacturing operations and academia will present on lean manufacturing and related manufacturing process. (F, S) (GR/P/NP)

**MT 313 Solidworks 1 3 units**

This course is a study in the principles of three dimensional Computer Aided Design and Manufacturing (CAD/CAM) using SolidWorks. The course will cover the design of individual components and assemblies. The course will be augmented with the use of a three dimension printer. (F, S) (GR/P/NP)

**MT 314 CNC Principles and Practices 3 4 units**

This is a study in the principles of advanced computer aided design and manufacturing (CAD/CAM) and creation of multi-axis tool paths for use with computer-numerical-controlled (CNC) machines. Students will learn to design complex parts and produce them on 4 and 5 axis CNC milling machines and lathes with "live tooling." (F) (GR/P/NP)

**MT 315 Advanced Machining 4 units**

Prerequisite: MT 110

An individualized course of instruction covering those skills required for employment in a manufacturing machining facility, general machining facility or a maintenance machining facility. The student will select 4, 8, 12 or 16 units from the appropriate skill cluster table (available in the Counseling Center). (F,S) (GR/P/NP)

**MT 330 Print Reading & Interpretation 3 units**

Prepares students to read engineering drawings and specifications and to enable them to understand the intent of the engineer by interpreting the relationship of two-dimensional drawings with respect to actual objects or projects. This course is not open to students who are

enrolled in or have received credit for AB 330 or AT 330 or or ET 330. (A) (GR/P/NP)

**MT 331 Understanding/Measuring GD&T 3 units**

This course is designed for machining and manufacturing personnel who understand the basics of blueprint interpretation and need to comprehend and measure complex manufacturing drawings and standards including those referencing Geometric Dimensioning and Tolerancing (GD&T). Measurements will be made using indicators and a coordinate measuring machine (CMM). (S) (GR/P/NP)

**MT 381 Industrial Mathematics 3 units**

Advisory: Eligibility for MATH 511

Designed as the basic mathematics class for the industrial and engineering technology student wishing to gain proficiency in the applications of mathematics to practical situations, including percentage, area, volume, speed ratios of equipment, horsepower, and the essentials of plane trigonometry. This course is not open to students who are enrolled in or have received credit for AB 381 or AT 381 or ET 381 or WLDT 381. (F,S) (GR)

## MATHEMATICS

Students who plan to transfer to a four-year institution should be very careful in determining their needs in mathematics. They particularly need to note what mathematics courses are required and the sequence in which they should be taken for a particular institution and major.

If some time has elapsed since the last mathematics course was completed, the student should consider taking or retaking the appropriate level of the Math Diagnostic Placement Test (MDPT) and seek guidance from the Mathematics Department or counselor.

Students who wish to earn an associate degree from Allan Hancock College should refer to Graduation Requirements.

**MATH 100 Nature of Modern Mathematics 3 units**

*Acceptable for credit: CSU*

Prerequisite: MATH 331 or MATH 333/334

A study of contemporary topics in mathematics including statistics, social choice, management science and geometric and algebraic patterns. (S) (GR/P/NP)

**MATH 105 Mathematics for Teachers 4 units**

*Acceptable for credit: CSU, UC*

Prerequisite: Math 331 or MATH 333/334

Advisory: Completion of or concurrent enrollment in ENGL 101

A study of basic concepts of mathematics required for the liberal studies major and the multiple subject teaching credential. It is recommended for current elementary and junior high school teachers. It is also recommended for the career technical single subject education credential candidate. Topics include development of critical thinking, set theory, logic, numeration systems, the set of integers, elementary number theory, the set of rational numbers, the set of real numbers and measurement of geometric figures. (F,S) (GR)

**MATH 121 Trigonometry 3 units**

*Acceptable for credit: CSU*

Prerequisite: MATH 321 and (MATH 331 or MATH 333/334)

Advisory: MATH 310



The study of directed angles, degree/radian measures of angles, trigonometric functions of angles and of numbers, solutions of right and oblique triangles, identities, functions of composite angles, graphs, equations, inverse functions, vectors and complex numbers. (F,S,U) (GR)

**MATH 123 Elementary Statistics 4 units**

*Acceptable for credit: CSU, UC - CL*

Prerequisite: MATH 331 or MATH 333/334

A study of descriptive and inferential statistics including applications in the behavioral and natural sciences. Topics include classification and analysis of data, probability, distributions, sampling, the binomial, normal, t, F, and chi-square distributions, confidence intervals, hypothesis testing, regression analysis, analysis of variance and non-parametric methods. Calculators and/or computers will be used throughout. (F,S, U) (GR)

**MATH 131 College Algebra 3 units**

*Acceptable for credit: CSU, UC - CL*

Prerequisite: MATH 321 and (MATH 331 or MATH 333/334)  
Advisory: MATH 310

A study of functions and their inverses from graphical, numerical, analytical and applied perspectives. Includes mathematical modeling with polynomial, rational, exponential and logarithmic functions. Systems of equations, matrices, conic sections, sequences and series, and mathematical induction are also covered. (F,S,U) (GR)

**MATH 135 Calculus with Applications 4 units**

*Acceptable for credit: CSU, UC - CL*

Prerequisite: MATH 131 or MATH 141

Techniques of calculus as applied to problem-solving in business and social, behavioral and natural sciences, including limits, continuity, differentiation and integration in one and several dimensions, optimization, transcendental functions and the use of computing technology. (F,S) (GR)

**MATH 141 Precalculus 5 units**

*Acceptable for credit: CSU, UC - CL*

Prerequisite: MATH 321 and (MATH 331 or MATH 333/334)  
Advisory: MATH 310

Preparation for the calculus sequence, including algebra, functions and graphs, trigonometry, systems of equations and inequalities, sequences and series, analytic geometry and applications. This is an accelerated one semester alternative to the two semesters of Trigonometry (MATH 121) and College Algebra (MATH 131). (F,S,U) (GR)

**MATH 181 Calculus 1 5 units**

*Acceptable for credit: CSU, UC - CL*

Prerequisite: Math 141 or both Math 121 and Math 131

The first in a two-semester sequence comprising first year calculus. Topics include functions, limits, continuity, the derivative, differentiation of algebraic, trigonometric and transcendental functions, applications of differentiation, the definite integral and the use of technology to solve calculus problems. (F,S,U) (GR)

**MATH 182 Calculus 2 5 units**

*Acceptable for credit: CSU, UC*

Prerequisite: MATH 181

The second in a two-semester sequence comprising first year calculus. Topics include methods and applications of

integration, sequences and series, Taylor series, an introduction to differential equations and the use of technology to solve calculus problems. (F,S) (GR)

**MATH 183 Multivariable Calculus 5 units**

*Acceptable for credit: CSU, UC*

Prerequisite: MATH 182

Topics include vectors, functions of several variables, differentiation and integration in several dimensions, change of variables, Jacobian, parameterized curves and vector fields, line and surface integrals, Green's, Stokes,' and divergence theorems. Computer methods will be used throughout the course. (F,S) (GR)

**MATH 184 Linear Algebra/Diff Equations 5 units**

*Acceptable for credit: CSU, UC*

Prerequisite: MATH 182

An introductory course in linear algebra and differential equations including linear systems, matrices, vector spaces, linear transformations, eigenvalues and eigenvectors, linear ordinary differential equations with applications, numerical solutions of differential equations, boundary value problems, linear systems of differential equations, Laplace transforms and series solutions to ordinary differential equations. (F,S) (GR)

**MATH 189 Independent Projects in Math 1 to 3 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**MATH 310 Intro to Graphing Calculators 1 unit**

Prerequisite: MATH 311 or MATH 313/314

Advisory: MATH 331

An introduction to the capabilities of a graphing calculator. Emphasis is on the operation of a graphing calculator to perform computations, to graph and analyze functions and to use the calculator as a tool in solving problems chosen from a variety of disciplines. (F,S,U) (GR/P/NP)

**MATH 311 Algebra 1 4 units**

Prerequisite: MATH 531

A study of the fundamental ideas and methods used to simplify expressions and solve equations and inequalities, including applications. Topics covered include the real numbers, linear equations and inequalities, graphing, polynomials, factoring, rational expressions, introduction to square roots and quadratic equations. This course is not open to students who are enrolled in or have received credit for MATH 313 or MATH 314. (F,S,U) (GR/P/NP)

**MATH 313 Algebra 1: Part 1 3 units**

Prerequisite: MATH 531

The first of a two-semester combination that is equivalent to MATH 311 (Algebra 1). This course is designed for students who desire a slower pace and more practice. Topics include the real numbers, linear equations, inequalities, applications and learning skills. This course is not open to students who have completed or are enrolled in MATH 311. (F) (GR/P/NP)

**MATH 314 Algebra 1: Part 2 3 units**

Prerequisite: MATH 313

The second of a two-semester combination that is equivalent to MATH 311 (Algebra 1). This course is designed for

students who desire a slower pace and more practice. Topics include graphing, polynomials, factoring, quadratic equations, applications and learning skills. This course is not open to students who have completed or are enrolled in MATH 311. (S) (GR/P/NP)

### **MATH 321 First Year Geometry** 3 units

Prerequisite: MATH 311 or MATH 313/314

A study of basic geometry principles including constructions, congruence, parallels, right triangles, similarity, circles and proofs. (F,S,U) (GR/P/NP)

### **MATH 331 Algebra 2** 4 units

Prerequisite: MATH 311 or MATH 313/314.

Advisory: MATH 321

A continuation of the study of the methods used to simplify expressions and solve equations and inequalities, including applications. Topics covered include exponents and radicals, rational and radical expressions, complex numbers, nonlinear equations and inequalities, functions and their graphs, systems of equations, exponential expressions, and logarithms. (F,S,U) (GR/P/NP)

### **MATH 333 Algebra 2: Part 1** 3 units

Prerequisite: MATH 311 or MATH 313/314

Advisory: MATH 321

The first of a two-semester combination that is equivalent to MATH 331, this course is designed for students who desire a slower pace, more practice and learning skills. Topics include a review of real numbers, linear equations and inequalities, applications, graphs of linear equations, exponents, polynomials and factoring. Other topics include functions, rational expressions and equations and systems of equations. This course is not open to students who have completed or are enrolled in MATH 331. (F) (GR/P/NP)

### **MATH 334 Algebra 2: Part 2** 3 units

Prerequisite: MATH 333

The second half of a two-semester combination that is equivalent to MATH 331, this course is designed for students who desire a slower pace, review, more practice and learning skills. Topics include radical expressions and equations, complex numbers, quadratic equations and inequalities, and inverse, exponential and logarithmic functions. This course is not open to students who have completed or are enrolled in MATH 331. (S) (GR/P/NP)

### **MATH 353 Mathematics Lab** 1 unit

Corequisite: Concurrent enrollment in any Allan Hancock College math class

Designed as a supplementary class for students requiring remediation or additional assistance to complete any other math course in the catalog. Course content is determined by the needs of the individual student. (F,S,U) (P/NP)

### **MATH 511 Fundamentals of Arithmetic** 4 units

A study of arithmetic fundamentals and their application to practical situations. Self-paced class meetings consist of individual help on topics and specific problems encountered by students. Students may proceed at their own pace so long as they maintain a minimum pace required to complete the course. Math Center assistance and video-taped lessons are available. This course is not open to students who are enrolled in or who have received credit for MATH 513 or MATH 514. (F,S,U) (GR/P/NP)

### **MATH 513 Fundamentals of Arithmetic: Part 1** 2 units

The first of a two-semester combination that is equivalent to MATH 511, this course is designed for students who desire a slower pace as well as more practice and guidance in study skills. Topics include whole numbers, fractions, ratios and decimals. Various modes of instruction will be used, including: lecture, self-paced, cooperative learning and computer assisted instruction. This course is not open to students who have completed or are enrolled in MATH 511. (F,S,U) (GR/P/NP)

### **MATH 514 Fundamentals of Arithmetic: Part 2** 2 units

Prerequisite: MATH 513

The second half of a two-semester combination in the Fundamentals of Arithmetic for students who desire a slower pace, more practice and guidance in study skills. Topics include percents and applications, variable expressions, operations with denominate numbers and solving equations. Various modes of instruction will be used including: lecture, self-paced, cooperative learning and computer assisted instruction. The MATH 513-514 sequence is equivalent to MATH 511. This course is not open to students who have completed or are enrolled in MATH 511. (F,S,U) (GR/P/NP)

### **MATH 531 Pre-Algebra** 3 units

Prerequisite: MATH 511 or MATH 513/514

Prepares students for the algebra sequence and updates mathematical skills for personal, career or academic advancement. Topics include: an introduction to using a scientific calculator; estimation; operations with whole numbers, fractions, decimals, percents, and integers; ratios and proportions; unit conversion; numerical and algebraic expressions; exponent rules; translating from words to expressions and equations; and solving linear equations. (F,S,U) (GR/P/NP)

## MEDICAL ASSISTING

Medical Assisting consists of a medical assisting program and a medical billing program. Eligibility for application is dependent on completion of program prerequisites. Program prerequisites must be completed with a "C" or better. Courses include ENGL 514, MATH 531 and CBIS 101.

### **MEDICAL ASSISTING PROGRAM (MA 305 through MA 356)**

The medical assisting program is a two-semester program offered every year. Students in the medical assisting program are required to be at least 18 years of age (required by California Codes-Business Professions Code Section 2068-2071) and will be required by the clinical agencies to have a CPR Card, drug screening, background check and physical exam. A positive drug screen or convictions appearing on the background check may make the student ineligible for clinical placement and therefore ineligible to continue in the program. In addition to program prerequisites, an additional prerequisite of BUS 107 must be completed with a "C" or better prior to the beginning of the 2<sup>nd</sup> semester.

### **MEDICAL BILLING PROGRAM (MA 360 through MA 361)**

The medical billing program courses are offered throughout the fall and spring semesters. Admittance to the Medical Billing program consist of fulfilling program prerequisites and completion of the admission packet.

**MA 305 Body Systems and Disease 5 units**

Limitation on enrollment: Admittance to MA program

A study of medical terminology, anatomy, physiology, pathophysiology, diagnostic testing and treatment modalities. (F) (GR)

**MA 350 MA Fundamentals 2 units**

Limitation on enrollment: Admittance to MA program

Introduces the medical assisting profession including aspects of the work environment, laws that govern the profession, code of ethics, multicultural issues, communication techniques and the profession characteristics that enable the medical assistant to be a successful member of a health care team. Study skills, critical thinking, and basic pharmacological math are also included. (F) (GR)

**MA 351 MA Clinical Procedures 1 3 units**

Limitation on enrollment: Admittance to MA program

The course is designed to prepare the student to assist the doctor in selected phases of clinical procedures. Emphasizes asepsis, physical examination, screening practices, including care and use of equipment. (GR)

**MA 352 MA Administrative Procedures 4 units**

Limitation on enrollment: Admittance to MA program

The course explores administrative office tasks including secretarial and accounting procedures, written and oral communications, appointment scheduling and records management. Topics include insurance, banking, professional fees, billing and collection of fees. Administrative legal and ethical issues are addressed. Computer applications are employed for most functions. (F,S) (GR)

**MA 353 MA Clinical Procedures 2 5 units**

Limitation on enrollment: Admittance to MA program

The course is designed to provide the student with opportunity to develop skills required to perform medical office laboratory procedures and assist with medical office surgical procedures. (S) (GR)

**MA 355 MA Pharmacology 4 units**

Limitation on enrollment: Admittance to MA program

The course is designed to provide instruction in the scope of practice of the medical assistant in medication administration. Included are drug classifications, drug measurement systems and calculation of dosages. Parenteral and non-parenteral drug administration techniques are practiced. (S) (GR)

**MA 356 MA Job Success Externship 3.5 units**

Limitation on enrollment: Admittance to MA program and/or successful completion of the first semester MA courses

The course provides an opportunity for students to be exposed to the actual work environment and practice job skills learned in the program. Students interface regularly with faculty during the experience. (S) (P/NP)

**MA 360 Medical Billing & Insurance 4 units**

Limitation on enrollment: Successful completion of first semester MA courses

Corequisite: MA 361

The course covers practices and principles of health insurance using medical terminology for completion of medical forms. An introduction to various types of medical

billing practices including the pegboard system, computerized billing, basic insurance forms, collections and basic legal aspects of billing. (F) (GR)

**MA 361 Coding for Medical Insurance 3 units**

Corequisite: MA 360

Limitation on enrollment: Successful completion of first semester MA courses

The course covers practices and principles of health insurance and health care finance coding procedures. International Classification of Diseases 9th Revision Clinical Modification (ICD 9-CM) and Current Procedural Terminology (CPT) guidelines for coding and reporting are utilized in practical application scenarios. (F) (GR)

## MULTIMEDIA ARTS AND COMMUNICATIONS

**MMAC 101 Introduction to Multimedia 2 units**

*Acceptable for credit: CSU*

Corequisite: MMAC 102

An introduction to interactive multimedia as a means of diverse creative expression and communication. Includes basic multimedia processes such as project development, interface design and digital media creation. Students will create multimedia projects in the corequisite lab. Course software: Adobe Photoshop, Flash, and Acrobat. (F,S) (GR/P/NP)

**MMAC 102 Introduction to Multimedia Lab 1 unit**

*Acceptable for credit: CSU*

Corequisite: MMAC 101 or successful completion of MMAC 101

A hands-on introduction to the skills, tools and processes of interactive multimedia, including creation of sound, image, animation and video files. Students will learn to use authoring software and simple programming language to develop their projects. Course software: Adobe Photoshop, Flash, and Acrobat. (F,S) (GR/P/NP)

**MMAC 112 Web Page Design 3 units**

*Acceptable for credit: CSU*

Advisory: ART 108 or GRPH 108 or GRPH 111 and 112

An introduction to the skills, tools and processes necessary for producing interactive websites for traditional and mobile platforms. Students will learn to plan and create professional websites using current software as well as HTML coding. Software taught: Adobe Photoshop, Dreamweaver and Flash. (F) (GR/P/NP)

**MMAC 114 Dynamic Internet Design 3 units**

*Acceptable for credit: CSU, UC*

Advisory: GRPH 108 or ART 108

Hands-on instruction in the techniques and tools for adding dynamic motion and interactivity to web pages and other digital media. Includes integration of graphics, video, text, and sound on desktop computers, programming language. Software taught: Adobe Flash Professional. (S) (GR/P/NP)

**MMAC 115 Introduction to Animation 3 units**

*Acceptable for credit: CSU*

A lecture/lab introduction to animation production, including classical character animation and nontraditional techniques. This course is not open to students who are enrolled in or

have received credit for ART 115 or FILM 115.  
(F,S) (GR/P/NP)

**MMAC 116 Intermediate Animation 3 units**

*Acceptable for credit: CSU*

Prerequisite: ART 115 or FILM 115 or MMAC 115

A continuation of ART 115/MMAC 115, emphasizing the development and refinement of animation skills through involvement in class and individual projects. This course is not open to students who are enrolled in or have received credit for FILM 116. This course is repeatable one time.  
(F,S) (GR/P/NP)

**MMAC 117 3D Computer Animation 1 3 units**

*Acceptable for credit: CSU*

Advisory: GRPH 111 and GRPH 112 or FILM 110

An introduction to 3D modeling and animation, using professional software to create characters, assets and animations on the computer. This course is not open to students who are enrolled in or have received credit for FILM 117. Course software: Autodesk Maya, Adobe Photoshop.  
(F,S) (GR/P/NP)

**MMAC 118 3D Computer Animation 2 3 units**

*Acceptable for credit: CSU*

Prerequisite: FILM 117 or MMAC 117

An intermediate course in 3D-computer animation that reproduces the industry work environment for production of animation projects and show reels. This course is not open to students who are enrolled in or have received credit for FILM 118. (F,S) (GR/P/NP)

**MMAC 125 Computer Video Editing 3 units**

*Acceptable for credit: CSU*

Presents non-linear video editing including combining clips and digital source materials, editing digital movies and preparing digital movies for the Web. This course is not open to students who are enrolled in or have received credit for FILM 125. (F,S) (GR/P/NP)

**MMAC 126 Introduction to Motion Graphics 3 units**

*Acceptable for credit: CSU*

Advisory: GRPH 111 and GRPH 112

Explores new digital approaches for creating and compositing powerful visual imagery for use in film/video, multimedia and design. Includes integration of graphics, video, text and sound on desktop computers. This course is not open to students who are enrolled in or have received credit for FILM 126. Course software: Adobe After Effects and Photoshop. (F) (GR/P/NP)

**MMAC 127 Digital Video Post- Production 3 units**

*Acceptable for credit: CSU*

Advisory: Film 125 or MMAC 125

Presents advanced post-production techniques including advanced non-linear video editing, digital effects and filters, and DVD authoring. This course is not open to students who are enrolled in or have received credit for FILM 127. Course software: Final Cut Pro, Adobe Encore, Adobe Media Encoder, Adobe Soundbooth, Adobe After Effects.  
(S) (GR/P/NP)

**MMAC 128 Intermediate Motion Graphics 3 units**

*Acceptable for credit: CSU*

Advisory: FILM 126 or MMAC 126

Intermediate study in motion graphics utilizing current industry standard software. Emphasizes the expansion and refinement of digital visual effects skills through involvement in class and individual projects. This course is not open to students who are enrolled in or have received credit for FILM 128. Course software: Adobe After Effects, Photoshop, current industry software. (F) (GR/P/NP)

**MMAC 189 Independent Projects in Multimedia Arts & Communication 1 to 3 units**

*Acceptable for credit: CSU; UC-DAT*

For course description, see "Independent Projects."

**MMAC 199 Topics in Multimedia Arts & Communication 0.5 to 3 units**

*Acceptable for credit: CSU*

Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.

Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 199 are not offered on a regular cycle (not within a two-year period).  
(A) (GR/P/NP)

**MMAC 380 Web-Based Multimedia Lab 1 unit**

Corequisite: MMAC 112 or MMAC 114

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. (F,S) (P/NP)

**MMAC 381 Disk-Based Multimedia Lab 1 unit**

Corequisite: MMAC 101 or 102 or 116 or 117 or 118 or GRPH 116 or FILM 117 or 118

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. (F,S) (P/NP)

**MMAC 382 Video-Based Multimedia Lab 1 unit**

Corequisite: MMAC 125 or 126 or 127 or 127 or 128 or FILM 125 or 126 or 127 or 128

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. (F,S) (P/NP)

## MUSIC

**MUS 100 Music Appreciation 3 units**

*Acceptable for credit: CSU, UC*

An overview of the music of Western (European) civilization including analysis of its common forms, examination of its basic elements, survey of its development and discussion of its relationship to the other arts and to general cultural history. Designed for the general student; music majors should enroll in MUS 101 and MUS 102. (F,S,U) (GR/P/NP)

**MUS 101 Music History: Ancient-Baroque 3 units**

*Acceptable for credit: CSU, UC*

A study of the development of the music of Western civilizations from the ancient Greeks and early Christian periods through music of the eighteenth-century Baroque period. Recommended course for the music major.  
(S1) (GR/P/NP)

**MUS 102 Music History: Classical-Modern 3 units***Acceptable for credit: CSU, UC*

A study of the development of music from the Classic and Romantic periods through the contemporary period. Recommended course for the music major. (S2) (GR/P/NP)

**MUS 104 Roots of Pop, Rock & Jazz 3 units***Acceptable for credit: CSU, UC*

A general survey course tracing the roots and special idiosyncrasies of the American popular music tradition from medieval Europe and Africa to the commercial and non-commercial world of today. (F) (GR/P/NP)

**MUS 105 The American Musical-Stage 3 units***Acceptable for credit: CSU, UC*

The development of the American musical as a theatrical art form through critical appraisal of major composers, lyricists and playwrights from the early 20<sup>th</sup> century until the present. (F,S) (GR/P/NP)

**MUS 106 World Music Appreciation 3 units***Acceptable for credit: CSU, UC*

A study of the music of many cultures around the world. Includes an overview of the cultures and social situations that gave rise to these varied musical forms of expression. (F,S,U) (GR/P/NP)

**MUS 110 Music Fundamentals 2 units***Acceptable for credit: CSU, UC*

A basic and elementary approach to reading music, writing musical notation and singing simple songs. Designed for the non-music major and the Elementary Teaching Credential candidate. (F,S,U) (GR/P/NP)

**MUS 111 Music Theory 1 4 units***Acceptable for credit: CSU, UC*

Advisory: Students who cannot read music are advised to take MUS 110.

A comprehensive course dealing with the basic fundamentals of pitch and rhythmic notation, sight singing, ear training, one-part melodic dictation, intervals, modes, scales, key signatures, triads, seventh chords, four-part chord construction, voicing and progression, elementary figured bass and traditional harmonic analysis, non-harmonic tones and traditional musical forms. (F) (GR/P/N)

**MUS 112 Music Theory 2 4 units***Acceptable for credit: CSU, UC*

Prerequisite: MUS 111

A continuation of Comprehensive Music Theory 1. An integrated course dealing with sight singing, ear training, one- and two-part melodic dictation, intermediate level materials of musicianship, rhythmic notation, four-part voice leading technique, secondary dominants, common chord modulation, sequences, advanced Roman numeral and figured bass analysis techniques. (S) (GR/P/NP)

**MUS 113 Music Theory 3 4 units***Acceptable for credit: CSU, UC*

Prerequisite: MUS 112

A continuation of Comprehensive Music Theory 2, dealing with sight singing, ear training, one and two-part melodic dictation, advanced materials of musicianship and rhythmic notation, advanced modulation techniques, tertian extensions of the triad including 9th, 11th and 13th chords, augmented sixth chords, Neapolitan sixth chords, advanced

four-part harmonic writing and analysis as well as Sonata form. (F) (GR/P/NP)

**MUS 114 Music Theory 4 4 units***Acceptable for credit: CSU, UC*

Prerequisite: MUS 113

A continuation of Comprehensive Music Theory 3 dealing with sight singing, ear training, melodic dictation, complex rhythmic notation, materials of musicianship, Post-Romantic harmony, quartal and quintal harmony, Impressionist harmonic procedures, Jazz, Atonality, the 12-tone method, integral serialism, aleatorism, Post-Serialism and minimalism. (S) (GR/P/NP)

**MUS 115 Intro to Sound Recording & Mixing 3 units***Acceptable for credit: CSU*

An introduction to the equipment, terminology and procedures of sound engineering. Combines lectures and demonstrations with hands-on use of equipment. Students will have the opportunity to use professional sound recording and processing equipment in various recording and mix-down situations. This course is not open to students who are enrolled in or have received credit for FILM 120. (F,S) (GR/P/NP)

**MUS 116 Sound Production Techniques 3 units***Acceptable for credit: CSU*

Prerequisite: MUS 115 or FILM 120

Explores the use of digital audio software for recording music and producing audio for video projects, as well as the use of digital signal processors for mixing and mastering recordings. This course is not open to students who are enrolled in or have received credit for FILM 121. (S) (GR/P/NP)

**MUS 117 MIDI Technology & Applications 3 units***Acceptable for credit: CSU*

An introduction to the use of Musical Instrument Digital Interface (MIDI). Includes working with synthesizers, sequencing and music notation in a MIDI-controlled environment. This course is intended for music majors and non-majors. (F,S) (GR/P/NP)

**MUS 118 Intro to Electronic Music 3 units***Acceptable for credit: CSU*

An introduction to the various areas of electronic music, including the history of electronic music, sound synthesis techniques and the use of digital and analog synthesizers in a recording studio. Designed for both music majors and non-majors. (F,S) (GR/P/NP)

**MUS 119 Electronic Music Technique 1 unit***Acceptable for credit: CSU*

Prerequisite: MUS 118

Provides the opportunity for the student to apply and refine the sound synthesis skills introduced in MUS 118. (F,S) (GR/P/NP)

**MUS 120 Beginning Piano 1 unit***Acceptable for credit: CSU, UC*

An introductory course covering music reading, basic piano techniques, scales, arpeggios, simple chording, sight reading and music theory as applied to the piano. Recommended for prospective elementary classroom teachers and music majors who have had little or no piano training. (F,S) (GR/P/NP)

**MUS 121 Intermediate Piano 1 unit**

*Acceptable for credit: CSU, UC*

Advisory: MUS 120

A continuation of MUS 120, covering technical problems, scales, arpeggios, chording, sight reading, fundamentals of technique and the interpretation of piano literature within the ability of each student. Recommended for prospective elementary classroom teachers and music majors who have had an introduction to piano playing. (F,S) (GR/P/NP)

**MUS 122 Piano Repertoire 1 unit**

*Acceptable for credit: CSU, UC*

Advisory: MUS 121

A study of standard piano repertoire from style periods ranging from the Baroque period to modern works. Students will continue the study of scales, arpeggios, and correct performance practices. (F,S,U) (GR/P/NP)

**MUS 123 Class Vocal Techniques 2 units**

*Acceptable for credit: CSU, UC*

An introduction to the fundamental techniques of vocal performance. Topics include warm-up techniques, proper breathing, phrasing, vocal production diction, as well as an introduction to standard vocal repertoire and associated performance practices. (F,S) (GR/P/NP)

**MUS 124 Intermediate Vocal Techniques 2 units**

*Acceptable for credit: CSU, UC*

Prerequisite: MUS 123

A continuation of the development of vocal performance techniques introduced in MUS 123. Topics include exercises for the extension of the vocal range and improvement of diction and tone as well as the study and performance of more difficult works from the vocal repertoire. (F,S) (GR/P/NP)

**MUS 125 Beginning Guitar 1 unit**

*Acceptable for credit: CSU, UC*

An introduction to the techniques of guitar performance including reading music and performing scales, chord patterns and beginning level pieces. The course is intended for music majors and non-majors. Students must provide his/her own acoustic guitar. (F,S) (GR/P/NP)

**MUS 126 Intermediate Guitar 1 unit**

*Acceptable for credit: CSU, UC*

A continuation of MUS 125 covering technical problems, scales, chording, sight reading, fundamentals of technique and the interpretation of guitar literature within the ability of each student. (F,S) (GR/P/NP)

**MUS 127 Vocal Repertoire 2 units**

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Audition      Advisory: MUS 124

A study of standard vocal repertoire with an emphasis on solo and small ensemble literature. Students practice correct tone production, diction, stage presence and style interpretation. (F,S) (GR)

**MUS 130 Mixed Ensemble 2 unit**

Course may be repeated.

*Acceptable for credit: CSU, UC*

Designed to give singers with varying degrees of musical experience the opportunity to rehearse and perform standard choral literature in a broad range of styles, including a capella and instrumentally accompanied works. Public

appearances are scheduled throughout the semester with an emphasis on community outreach. (F,S) (GR/P/NP)

**MUS 132 Masterworks Chorale 2 units**

Course may be repeated.

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Audition at first meeting

Study and performance. A choral ensemble studying standard choral literature emphasizing late Baroque and Classical music, especially larger works. Performance opportunities are available. Audition at first class meeting. (F,S) (GR/P/NP)

**MUS 133 Chamber Voices 2 units**

Course may be repeated.

*Acceptable for credit: CSU, UC*

Advisory: Ability to sing and read music

Provides the opportunity to study and perform standard choral literature of the Baroque and Classical periods. A capella performance is emphasized. Public concert appearances will include repertoire in a wide range of styles, including accompanied works. Audition at first class meeting. (F,S) (GR/P/NP)

**MUS 137 Concert Chorale 2 units**

Course may be repeated.

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Audition

Designed to give singers the opportunity to rehearse and perform standard chorale literature, with emphasis on large choral works. (F,S) (GR)

**MUS 140 Symphonic Band 1 unit**

Course may be repeated .

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Audition

The study of band literature, techniques of ensemble playing and concert performance. Numerous public performances. (F,S) (GR/P/NP)

**MUS 143 Jazz Band 1 unit**

Course may be repeated.

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Ability to play appropriate instrument and read music. Designed for members of the Allan Hancock College Jazz Band, which will perform a variety of traditional and contemporary jazz works. The ensemble will make several appearances during the semester. (F,S) (GR/P/NP)

**MUS 144 Jazz Improvisation 1 unit**

Course may be repeated.

*Acceptable for credit: CSU, UC*

Prerequisite: Ability to play appropriate instrument and read music

Focuses on the development of various improvisational techniques in both small ensemble and Big Band Jazz situations. There will be several performances during the course of the semester. (F,S) (GR/P/NP)

**MUS 145 Big Band Jazz 1 unit**

Course may be repeated.

*Acceptable for credit: CSU, UC*

Prerequisite: Ability to play appropriate instrument and read music

A performance ensemble that specializes in the Big Band and Swing Music of the 1930s and 1940s. The ensemble will have several performances each semester. (F,S) (GR/P/NP)

**MUS 146 Jazz Ensemble 1 unit**

Course may be repeated.

*Acceptable for credit: CSU, UC*

Prerequisite: Ability to play appropriate instrument and read music.

A performance ensemble that specializes in the music of Jazz composers and arrangers for the second half of the 20th century. The ensemble will have several performances each semester. (F,S) (GR/P/NP)

**MUS 150 Instrumental Ensemble 1 unit**

*Acceptable for credit: CSU, UC*

Prerequisite: Ability to play appropriate instrument and read music

The study of chamber music performance techniques. Works performed include a variety of musical styles, from ancient to contemporary. The ensembles may be standard, mixed or nontraditional, depending on class enrollment. (F,S) (GR/P/NP)

**MUS 151 Concert Band 1 unit**

Course may be repeated.

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Audition

The study of concert band literature with an emphasis on works and transcriptions from the Renaissance and Baroque period, techniques of ensemble performance and rehearsal techniques. There will be several public performances. (F,S) (GR/P/NP)

**MUS 160 Music Business 2 units**

*Acceptable for credit: CSU*

An overview of business concerns that affect musicians and composers in the fields of live performance and sound recording. Topics include copyright; royalties; the roles of managers, agents and attorneys; as well as Internet issues. (S) (GR/P/NP)

**MUS 179, 379 Experimental Courses in Music 0.5 to 10 units**

*179 - Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

**MUS 189 Independent Projects in Music 1 to 3 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**REGISTERED NURSING PROGRAM (NURS 101-112)**

The registered nursing program, fully accredited by the California Board of Registered Nursing, is a two-semester program offered every year starting spring semester. Eligibility for application is dependent on completion of program prerequisites and having a current California Vocational Nursing license or recent completion of an accredited vocational nursing program. Entrance criteria also include consideration of GPA and an acceptable score on a readiness exam. Prerequisite courses must be completed with a "C" or better. Courses include BIOL 124, BIOL 125, BIOL 128, PSY 101, MATH 311 and ENGL 101.

The LVN-to-RN program is specifically designed to provide the LVN with an opportunity for career advancement and prepares the licensed vocational nurse for the additional responsibilities required of the registered nurse. In addition, the program has a 30-unit certificate option, completion of which qualifies the successful graduate to take the NCLEX RN licensing examination. The student completing this option is NOT a graduate of the Allan Hancock Nursing program or the college. Applicants to this curriculum alternative must meet with the program director for advisement.

**NURS 101 Foundations for Caring 2 units**

*Acceptable for credit: CSU*

Limitation on enrollment: Admittance to the RN Program

The course introduces professional nurse caring. It includes foundations in communication, teaching and learning, nursing process, clinical judgment, life span, and how these concepts, skills, and issues affect and are affected by a diverse population needing health services. It covers principles of self-care that focus on multicultural differences, attitudes and beliefs. It surveys legal, ethical, historical and socio-cultural aspects of nursing. It emphasizes critical thinking, non-judgmental advocacy and nursing caring. (S2) (GR)

**NURS 102 Community Med-Surg Nursing 3 units**

*Acceptable for credit: CSU*

Limitation on enrollment: Admittance to RN program

This course applies nurse caring concepts to administering nursing care of families in acute and community-based settings.. Topics include: community health nursing, physical and psychosocial assessments, gerontology and the sociological aspects of aging, communicable diseases, blood-borne pathogens, oncology, human sexuality, cultural diversities, ethnic considerations and end of care life. The course emphasizes registered nurse decision-making and nursing intervention. (S2) (GR)

**NURS 103 RN Practicum 1 5 units**

*Acceptable for credit: CSU*

Limitation on enrollment: Admittance to RN program

Corequisite: NURS 111

This course provides moderately structured clinical practice in a variety of acute care and community based settings. It emphasizes hands-on delivery of planned nursing care for individuals and families. (S2) (GR)

**NURS 104 Medical Surgical Nursing 1 3 units**

*Acceptable for credit: CSU*

Limitation on enrollment: Admittance to RN program

The course provides a database for students to utilize in nursing decision-making. Content is arranged in learning

## NURSING

The nursing programs at Allan Hancock College provide students interested in nursing the opportunity to progress through the various levels of nursing education in a career ladder, from Nursing Assistant to Licensed Vocational Nurse to Registered Nurse. Students in all nursing programs are required by the clinical agencies to have drug screening and background checks. A positive drug screen or convictions appearing on the background check may make the student ineligible for clinical placement, and therefore ineligible to continue in the program.

modules relative to problems seen during the life span. Concepts of human sexuality, pathophysiology and the nursing process are applied. The caring process is applied to a variety of common health problems in the areas of neurological, renal, and endocrine problems related to prevention, maintenance and restoration. (S2) (GR)

### **NURS 106 Leadership & Management 2 units**

*Acceptable for credit: CSU*

Limitation on Enrollment: Admittance to the RN Program

The course introduces the application of leadership and management concepts, skills and issues to the future registered nurse. It covers critical thinking, change, quality management, ethical and legal responsibilities and professional nursing roles and relationships. It also details application for nursing licensure and of state nurse practice acts. (F2) (GR)

### **NURS 108 RN Practicum 2 5 units**

*Acceptable for credit: CSU*

Limitation on enrollment: Admittance to RN program

Corequisite: NURS 112

The course provides opportunities to apply nurse caring concepts to people at risk. The student implements the nursing process with increasing level of independence. It includes a learning-objectives based preceptorship. (F2) (GR)

### **NURS 109 Medical Surgical Nursing 2 2.5 units**

*Acceptable for credit: CSU*

Limitation on enrollment: Admittance to the RN program and/or completion of first semester courses

The course applies caring concepts to medical surgical clients at risk. Emphasizes the application of knowledge and skills in the care of clients with cardiovascular and respiratory problems. (F2) (GR)

### **NURS 110 Mental Health Nursing 2.5 units**

*Acceptable for credit: CSU*

Prerequisite: Successful completion of first semester nursing courses

Corequisite: Enrollment in second semester nursing courses

The course provides the knowledge and skills necessary to identify psychiatric and mental health patients/clients at risk and to apply caring concepts. Specific nursing interventions are presented. (F2) (GR)

### **NURS 111 Intermediate RN Skills 0.5 unit**

*Acceptable for credit: CSU*

Limitation on Enrollment: Admittance to the RN Program

The course provides hands-on practice and testing at the registered nursing level. The nursing skills vary from intermediate to complex. Practice opportunities vary from highly structured simulations to unstructured clinical scenarios. (S2) (GR)

### **NURS 112 Advanced RN Skills 0.5 unit**

*Acceptable for credit: CSU*

Limitation on enrollment: Admittance to the RN Program

The course provides opportunities to practice and develop advanced nursing skills. The complex skills integrate previously learned nursing skills and apply protocols in case

scenarios, simulations and role playing clinical situations. (S2) (GR)

### **NURS 199 Special Topics in Nursing 0.5 to 3 units**

*Acceptable for credit: CSU, UC-Determined after admission. Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.*

Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified by 199 are not offered on a regular cycle (not within a two-year period). (GR) (A)

### **NURSING ASSISTANT**

The Nursing Assistant courses prepare the student to enter the field of nursing as a Certified Nursing Assistant/Acute Care Aide. Upon successful completion of the course, the student must successfully pass a written and skills test given by the State of California in order to become certificated. Fees are involved. Admittance to the Nursing Assistant program requires an admission packet to be successfully completed prior to enrolling in the course.

### **NURS 300 CNA/Acute Care Aid 16 units**

Prerequisite: Completion of program application and ENGL 101

Limitation on enrollment: Admittance to the CNA program

The course details the roles and responsibilities of the certified nursing assistant in both long-term and acute care settings. It emphasizes the importance of professionalism, responsibility and accountability. It introduces various health care professional careers. (F/S) (GR)

### **VOCATIONAL NURSING PROGRAM (NURSE 310 - 338)**

The one-year program, which qualifies the certified nursing assistant for the state board examination in vocational nursing. The student must obtain the official application forms and follow outlined procedures for enrollment. Application materials fully outline state requirements for licensure. Students are required to maintain a "C" average or better in each course to progress in the program. Information may be secured about the program in the Health Sciences office in building M or from counseling services.

Program prerequisites: Student must be a licensed CNA and have successfully completed BIOL 124 and BIOL 125, ENGL 101, MATH 311 and NURS 310.

### **NURS 310 Pharmacology 3 units**

A study of all phases of clinical pharmacology, including administration of medications, types of drugs, general drug actions and uses, adverse effects, clinical consideration and patient teaching. Includes practice in computing drug dosages, making conversions from one system to another while utilizing basic mathematical concepts. (S1) (GR)

### **NURS 311 Medication Administration 1.5 units**

Limitation on enrollment: Admittance to VN program and successful completion of NURS 310

The course presents the knowledge and skills associated with safe and effective medication administration within the scope of practice of the licensed vocational nurse. (S) (GR)

### **NURS 317 Fundamentals of Nursing 3.5 units**

Limitation on enrollment: Admittance to VN Program and successful completion of NURS 310



The course provides a foundation of theory and skills necessary to perform basic nursing techniques and procedures safely and effectively. (S1) (GR)

**NURS 318 Clinical Lab 1 8 units**

Limitation on enrollment: Admittance to VN Program and successful completion of NURS 310

Corequisites: NURS 311 and NURS 317

The course provides supervised clinical experiences in various health care settings where students apply knowledge and demonstrate safe and effective nursing skills. (S1) (P/NP)

**NURS 320 Gerontology 2 units**

Limitation on enrollment: Admittance to the VN program and/or successful completion of spring semester VN courses

The course provides the theoretical foundation necessary for the vocational nursing student to perform safe, effective care of aging adults with a strong emphasis on self-care and health maintenance activities. (U1) (GR)

**NURS 322 Maternal & Infant Health 2 units**

Limitation on enrollment: Admittance to the VN program and/or successful completion of summer semester VN courses

The course studies the phases of the maternity cycle. It includes nursing care of the obstetrical patient and the newborn infant. (F1) (GR)

**NURS 323 Respiratory System 2 units**

Limitation on enrollment: Admittance to the VN program and/or successful completion NURS 310

The course prepares the vocational nursing student to perform safe, effective nursing care of patients with disorders of the respiratory tract. (S) (GR)

**NURS 327 Digestive and Urinary 2.5 units**

Limitation on enrollment: Admittance to the VN program and/or successful completion of spring semester VN courses

The course provides the theory and training necessary for the student to perform safe and effective nursing management for patients with disorders of the gastrointestinal and urinary systems. (U) (GR)

**NURS 328 Clinical Lab 2 3 units**

Limitation on enrollment: Admittance to the VN program and/or successful completion of spring semester VN courses

The course is a supervised experience in various health care settings using intermediate vocational nursing student skills. (U) (P/NP)

**NURS 329 Endocrine & Reproductive Systems 2.5 units**

Limitation on enrollment: Admittance to VN program and successful completion of NURS 310

The course provides the foundations of safe and effective vocational nursing care of various disease processes of the endocrine and reproductive systems. (S1) (GR)

**NURS 330 Pediatrics 1.5 units**

Limitation on enrollment: Admittance to the VN program and/or successful completion of summer semester VN courses

The course provides the theory and training necessary for the student to perform safe, effective vocational nursing care

for children, ranging in life stage from neonate to adolescence. (F) (GR)

**NURS 331 Circulatory System 2 units**

Limitation on enrollment: Admittance to the VN program and/or successful completion of summer semester VN courses

The course provides the theory and training necessary to perform safe and effective nursing care of patients with disorders of the circulatory system. (F1) (GR)

**NURS 332 Neurosensory System 2 units**

Limitation on enrollment: Admittance to the VN program and/or successful completion of summer semester VN courses

The course provides the theory and training necessary for the student to perform safe, effective vocational nursing care for patients with disorders of the brain, spinal cord and the special senses of the eye and ear. (F1) (GR)

**NURS 335 Skin & Musculoskeletal System 2.5 units**

Limitation on enrollment: Admittance to the VN program and/or successful completion of spring semester VN courses

The course covers safe and effective nursing care of patients/clients with health conditions affecting the skin and musculoskeletal systems. (U1) (GR)

**NURS 337 Professional Relationships 1 unit**

Limitation on enrollment: Admittance to the VN program and/or successful completion of summer semester VN courses

The course prepares the graduating vocational nursing student for the working world of nursing, licensure, Nurse Practice Act, participation in professional organizations and job seeking techniques. (F1) (GR)

**NURS 338 Clinical Lab 3 8 units**

Limitation on enrollment: Admittance to the VN program and/or successful completion of summer semester VN courses

The course provides supervised clinical experience in various care settings. It has specific focus on vocational nursing leadership and clinical nursing skills and behaviors in maternity and newborn nursing, pediatric care settings, and patients with neurological and cardiovascular health problems. (F1) (P/NP)

**NURS 370 Intravenous Therapy 2 units**

Limitation on enrollment: Admittance to the VN program and/or successful completion of summer semester VN courses

The course prepares the student for starting and superimposing intravenous fluids and blood and blood products. Licensed vocational nurses that successfully complete the course will be issued a California Board of Vocational Nurse and Psychiatric Technician Examiners certificate of completion. (F1) (GR)

**NURS 399 Special Topics in Nursing 0.5 to 3 units**

Lecture and/or lab as required by unit formula

Provides an opportunity to explore particular aspects of the discipline that are not covered in detail in the existing program. See the current schedule of classes for topics

being offered. Offerings identified by 399 are not offered on a regular cycle (not within a two-year period). (A) (GR)

**NURS 416 Certified Home Health Aide 2 units**

Limitation on enrollment: Completion of course admission packet

Prerequisite: NURS 300 or NURS 400 or proof of current CNA certification

Advisory: MA 305

Prepares the certified nurse assistant to expand skills and meet the Home Health Aide state certification requirements. (U) (GR)

**NURS 420 Restorative Aide 1.5 units**

Limitation on enrollment: Completion of course admission packet

Prepares the certified nursing assistant to assist the resident in maintaining or promoting independence in the areas of mobility and performing activities of daily living. Upon successful completion, the student will receive a certificate of completion and will be qualified to work as a restorative aide in a long-term facility under the guidance of a licensed physical or occupational therapist or a licensed nurse. 26 CEUs will be offered. (U) (GR)

**NURS 422 EKG/Monitor Observer 1.5 units**

Limitation on enrollment: Completion of course admission packet

Prepares the medical professional to function as a monitor observer in a clinical area where patients receive cardiac monitoring. Basic electrocardiograph patterns and cardiac arrhythmias are learned. 24 CEUs will be offered. (U) (GR)

**NURS 480 CNA Skills Lab 0.5 unit**

Corequisite: Enrollment in the certified nursing assistant nursing program

Open-entry laboratory course designed to provide students with the opportunity to refine and expand skills learned in the corequisite program. Students may repeat the course as they progress through the program. (F,S) (P/NP)

**NURS 499 Special Topics in Nursing 0.5 to 3 units**

Lecture and/or lab as required by unit formula. Provides an opportunity to explore particular aspects of the discipline that are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified by 499 are not offered on a regular cycle (not within a two-year period). (A) (GR)

## PARALEGAL STUDIES

**PLGL 101 Intro to Paralegal Studies 3 units**

Acceptable for credit: CSU

Advisory: Eligibility for ENGL 514

Acquire the basic knowledge needed to begin your career as a paralegal. This course provides an in-depth overview of the legal system with special emphasis on the duties and responsibilities of a paralegal. (F, S) (GR)

**PLGL 102 Criminal Law and Procedure 3 units**

Acceptable for credit: CSU

Advisory: ENGL 514

Introduction to criminal law and procedure for the paralegal. This course includes crimes against persons, habitation,

property, order, justice, and morals. Defenses to criminal activity, search and seizure, confessions, pretrial, trial and sentencing are also covered. (F, S) (GR)

**PLGL 103 Civil Litigation 3 units**

Acceptable for credit: CSU

Prerequisite: ENGL 100

Introduction to civil litigation for the paralegal. This course is a survey of litigation, from the initial client interview to post-trial appeals. Complaint drafting, filing, service motions, answers and discovery are covered. Settlement and trial are also included. (F, S) (GR)

**PLGL 104 Legal Research and Writing 3 units**

Acceptable for credit: CSU

Prerequisite: ENGL 101

This course covers the sources and methods of legal research as related to cases, statutes and secondary materials. Students will engage in objective legal writing based upon their research. (F, S) (GR)

**PLGL 105 Legal Analysis and Writing 3 units**

Acceptable for credit: CSU

Prerequisite: PLGL 104

Designed to expose paralegal students to written advocacy and discovery requests. Emphasizes persuasive writing techniques, writing for a purpose and discovery mechanics. Students will complete substantial writing assignments. (F, S) (GR)

**PLGL 106 Case Management 3 units**

Acceptable for credit: CSU

Prerequisite: PLGL 103

This course is designed to help students develop the conceptual and technical skills necessary to manage cases in a law office environment. The course includes interaction with case management software, database and word processing. (F, S) (GR)

**PLGL 107 Ethics for Paralegals 1 unit**

Acceptable for credit: CSU

Advisory: Eligibility for ENGL 514

Ethics are the standards that regulate the integrity of the legal profession. This course will improve your understanding of how paralegals are affected by ethical issues. (F, S) (GR)

**PLGL 108 Wills and Trusts 3 units**

Acceptable for credit: CSU

Prerequisite: PLGL 101

This course introduces the law governing wills, trusts and estate planning. It emphasizes practical applications for paralegals and exposes students to forms and procedures used in a law office. (F, S) (GR)

**PLGL 109 Family Law 3 units**

Acceptable for credit: CSU

Prerequisite: PLGL 101

This course introduces the basic concepts of California Family Law and emphasizes the development of practical drafting skills used by paralegals. The course examines terminology, procedures and legal document preparation involved in family law matters. (F, S) (GR)

**PLGL 110 Intellectual Property Law 3 units***Acceptable for credit:* CSU

Prerequisite: PLGL 101

This course provides review of intellectual property law including patents, trademarks and copyrights. Applied techniques for conducting patent searches, conducting research and creating legal documents and forms will be emphasized. (F, S) (GR)

**PLGL 111 Tort Law for Paralegals 3 units***Acceptable for credit:* CSU

Prerequisite: PLGL 101

Under tort law, an injured party can bring a civil lawsuit to seek compensation for a wrong done to the party or to the party's property. This course provides an overview of tort law, tort remedies and drafting of basic documents. (F, S) (GR)

**PLGL 112 Corporations, Partnerships, LLC 3 units***Acceptable for credit:* CSU

Prerequisite: PLGL 101

An entrepreneur must make a choice as to which type of business to form and operate. Corporations, partnerships, limited liability companies and sole proprietorships are among the different types of business organizations. This course reviews the law regarding the formation and operation of various forms of business organizations. It provides guidance on drafting original documents to form a business. (F, S) (GR)

**PERSONAL DEVELOPMENT****PD 100 Personal & Career Exploration 3 units***Acceptable for credit:* CSU, UC

Provides in-depth career direction with an intensive exploration of one's own values, interests, abilities and an intensive career information search. Instruction includes self-paced materials, lecture, small group discussion, interviews and input from various campus departments. (GR/P/NP)

**PD 101 Success in College 3 units***Acceptable for credit:* CSU, UC

Considers individual development with the goal of increasing knowledge of self and others within the college. Topics include self-knowledge and assessment, learning to learn and making the best use of college resources. This course is not open to students who are enrolled in or have received credit for LS 101 or PD 105. (GR/P/NP)

**PD 102 Human Relationships 3 units***Acceptable for credit:* CSU

An exploration of the dynamics of human relationships with an emphasis on a positive view of human connections and how individuals relate to one another. Counseling and psychology theories integrated with communication skills are combined to better understand oneself within relationships and how to create positive relationships. (F,S) (GR/P/NP)

**PD 110 College Success Seminar 1 unit***Acceptable for credit:* CSU

Designed specifically for first-time students to introduce them to the college and its resources. Develops critical awareness of the student's role in the college culture, focusing on

strategies for achieving academic success. Interactive learning and practical application in order to improve performance in other classes and the ability to deal effectively with the myriad of academic, personal and professional choices are emphasized. (U,A) (P/NP)

**PD 115 Career Planning 1 unit***Acceptable for credit:* CSU

An Internet-based, career planning course designed to assist students in discovering their basic aptitudes, skills, interests and values. Uses standardized vocational preference inventories, self-directed search and career resource research to develop a career and educational plan. (F,S) (P/NP)

**PD 120 Effective Tutoring 1 unit***Acceptable for credit:* CSU

Explores the theory and practice of peer tutoring. Emphasizes development of communication techniques and tutoring strategies that address the needs of students with varying abilities, learning styles and cultural backgrounds. This course meets the curriculum requirements for tutor certification by the College Reading and Learning Association. (F,S) (P/NP)

**PD 179, 379 Experimental Courses in Personal Development 0.5 to 10 units***179 - Acceptable for credit:* CSU, UC-DAT

For course description, see "Experimental Courses."

**PHILOSOPHY****PHIL 101 Survey of Philosophy 3 units***Acceptable for credit:* CSU, UC

An overview of the central issues and movements in philosophy. Topics to be selected from such areas as ethics, political philosophy, metaphysics (the study of reality), epistemology (the study of knowledge), logic, aesthetics, phenomenology and existentialism. (F,S,U) (GR/P/NP)

**PHIL 102 Existence & Reality 3 units***Acceptable for credit:* CSU, UC

An introduction to the problems of metaphysics (the study of reality and existence) and epistemology (the study of knowledge). Possible topics include the existence of God, freedom versus determinism, the mind/body problem, problems of knowledge, appearance versus reality and existentialism. (S1) (GR/P/NP)

**PHIL 105 Ethics 3 units***Acceptable for credit:* CSU, UC

An introduction into the nature of ethics, examining ethical issues, traditional and nontraditional ethical systems and various contemporary ethical problems such as abortion and euthanasia. (S,U) (GR/P/NP)

**PHIL 112 Logic 3 units***Acceptable for credit:* CSU, UC

An introduction to the methods of principles of logic exploring inductive logic, deductive logic and critical thinking, including applications to philosophy, the exact sciences, the social sciences and to reasoning in everyday life. (F,S,U) (GR/P/NP)

**PHIL 114 Critical Thinking****3 units***Acceptable for credit: CSU, UC*

Prerequisite: ENGL 101

Introduction to critical thinking and critical writing. The student will learn techniques of practical reasoning and argumentation, with emphasis on application of these techniques in the writing of a sequence of argumentative essays. Topics include: critical reading, argument analysis, recognizing propaganda and stereotypes, clarifying ambiguity, meaning and definition, evaluation of evidence, logical correctness versus factual correctness and common mistakes in reasoning (formal and informal fallacies). Critical writing strategies are emphasized. Sample arguments for analysis are drawn from readings in philosophy and from culturally diverse sources in other fields. This course has been designed to fulfill the IGETC Critical Thinking/English Composition requirement. (GR/P/NP)

**PHIL 121 Religions of the Modern World****3 units***Acceptable for credit: CSU, UC*

An introduction to the religious philosophy, beliefs and practices of six major world religions, including brief historical and cultural background on each. Hinduism, Buddhism, Taoism, Judaism, Islam and Christianity will be studied. (F,S) (GR/P/NP)

**PHIL 122 Exploring Religious Issues****3 units***Acceptable for credit: CSU, UC*

An exploration of the basic issues involved in the philosophy of religion. Topics covered include the existence of God, the nature of God, the nature of evil, life after death and the methodology required to find answers to these issues. A variety of approaches and viewpoints will be considered. (F1) (GR/P/NP)

**PHIL 179, 379 Experimental Courses in Philosophy****0.5 to 10 units***179 - Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

**PHIL 189 Independent Projects in Philosophy****1 to 3 units***Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**PHOTOGRAPHY****PHTO 110 Basic Photography****3 units***Acceptable for credit: CSU, U*

Designed to introduce the student to the fundamentals of *black and white photography as a means of personal expression or as a tool for professional growth. Included will be topics on cameras, light, exposure, film and print development, enlarging, print finishing and criticism. Adjustable 35 mm camera suggested, school cameras available. (F,S) (GR/P/NP)*

**PHTO 120 Materials & Processes****2 units***Acceptable for credit: CSU*

Prerequisite: PHTO 110

Corequisite: PHTO 121

A two-unit lecture course exploring alternative photographic materials and processes including pinhole photography, cyanotype, Van Dyke, gum printing, toning, making digital and traditional enlarged negatives and making photographic books. A course for students with a background in

photography. Adjustable 35 mm camera suggested, school cameras available. (S) (GR/P/NP)

**PHTO 121 Materials & Processes Lab****1 unit***Acceptable for credit: CSU*

Prerequisite: PHTO 110

Corequisite: PHTO 120 or successful completion of PHTO 120

A lab course providing practical experiences which reinforce concepts covered in PHTO 120. Adjustable 35 mm camera suggested, school cameras available. (S) (GR/P/NP)

**PHTO 130 Advanced Black & White Photography****2 units***Acceptable for credit: CSU*

Prerequisite: PHTO 110

Corequisite: PHTO 131

A lecture course investigating theories and working techniques of analog and hybrid systems producing negatives and advanced techniques for controlling the printing process. Emphasizes the utilization of those techniques in pursuit of a personal visual style. Adjustable 35 mm camera suggested, school cameras available. (A) (GR/P/NP)

**PHTO 131 Adv Black & White Photo Lab****1 unit***Acceptable for credit: CSU*

Prerequisite: PHTO 110

Corequisite: PHTO 130 or successful completion of PHTO 130

A lab course providing practical experiences, which reinforce material covered in PHTO 130. Adjustable 35 mm camera suggested, school cameras available. (A) (GR/P/NP)

**PHTO 140 Intro to Color Photography****2 units***Acceptable for credit: CSU; UC*

Prerequisite: PHTO 110

Corequisite: PHTO 141

A basic lecture course designed to introduce the student to the fundamentals of color photography, including the practical application of color theory to problems involving the use of color 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. Adjustable 35 mm camera suggested, school cameras available. (F) (GR/P/NP)

**PHTO 141 Intro to Color Photography Lab****1 unit***Acceptable for credit: CSU, UC*

Prerequisite: PHTO 110

Corequisite: PHTO 140 (for first term taken)

A lab course providing practical experiences which reinforce topics covered in PHTO 140. Adjustable 35 mm camera suggested, school cameras available. (F) (GR/P/NP)

**PHTO 150 Intro to Commercial Photography****2 units***Acceptable for credit: CSU*

Prerequisite: PHTO 110

A combined lab and lecture course that provides the student with an overview of photography as a career. Introduces professional photographic equipment and techniques in actual studio situations. Students will produce photographs of architecture, portraits and advertising subjects as they would for a commercial client. Adjustable 35 mm camera suggested, school cameras available. (A) (GR/P/NP)

**PHTO 170 Digital Photography 2 units***Acceptable for credit: CSU*

Corequisite: PHTO 171

Advisory: PHTO 110

An introductory lecture course on the tools of digital photography including the digital camera, flat bed scanner, slide scanner, digital transmission and methods of image presentation and display. Topics include image capturing, enhancement and presentation, including ink jet prints, film recorders, CD ROMs, modems and transmission. Adjustable 35 mm camera suggested, school cameras available. (A) (GR/P/NP)

**PHTO 171 Digital Photography Lab 1 unit***Acceptable for credit: CSU*

Corequisite: PHTO 170 or successful completion of PHTO 170

Advisory: PHTO 110

A lab course providing practical experiences, which reinforce materials covered in PHTO 170. (A) (GR/P/NP)

**PHTO 179, 379 Experimental Courses in Photography 5 to 10 units***179 - Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

**PHTO 189 Independent Projects in Photography 1 to 3 units***Acceptable for credit: CSU; UC-DAT*

For course description, see "Independent Projects."

**PHTO 199 Special Topics in Photography 0.5 to 3 units***Acceptable for credit: CSU, UC-DAT*

For course description, see "Special Topics."

**PHTO 199C Portrait Photography 2 unit***Acceptable for credit: CSU*

An examination of the styles and techniques of photographic portraiture. (A) (P/NP)

**PHTO 380 Black and White Photo Lab 1 0.5 unit**

Corequisite: PHTO 110 or 120 or 130/131 or 150 or any 179, 189, or 199 (as related to black and white photo process only)

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. Students may not be concurrently enrolled in PHTO 380 and PHTO 381. (F,S) (P/NP)

**PHTO 381 Black and White Photo Lab 2 1 unit**

Corequisite: PHTO 110 or 120 or 130/131 or 150 or any PHTO 179, 189, or 199 (as related to black and white photo process only)

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. Students may not be concurrently enrolled in PHTO 380 and PHTO 381. (F,S) (P/NP)

**PHTO 382 Color Photo Lab 1 0.5 unit**

Corequisite: PHTO 140 or 141 or any PHTO 179, 189, or 199 (as related to color photo process only)

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned

in the corequisite course. Students may not be concurrently enrolled in PHTO 382 and PHTO 383. (F,S) (P/NP)

**PHTO 383 Color Photo Lab 2 1 unit**

Corequisite: PHTO 140 or 141 or any PHTO 179, 189, or 199 (as related to color photo process only)

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. Students may not be concurrently enrolled in PHTO 382 and PHTO 383. (F,S) (P/NP)

**PHTO 384 Digital Photo Lab 1 0.5 unit**

Corequisite: PHTO 170 or 171 or any PHTO 179,189, or 199 (as related to digital photo process only)

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. Students may not be concurrently enrolled in PHTO 384 and PHTO 385. (F,S) (P/NP)

**PHTO 385 Digital Photo Lab 2 1 unit**

Corequisite: PHTO 170 or 171 or any PHTO 179,189, or 199 (as related to digital photo process only)

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. Students may not concurrently enroll in PHTO 384 and PHTO 385. (F,S) (P/NP)

**PHYSICAL EDUCATION****PE 100 Introduction to Kinesiology 3 units***Acceptable for credit: CSU, UC*

An introduction to the discipline of kinesiology including the importance, philosophy, history and biomechanics of human movement. Students will be exposed to various professional opportunities available to those pursuing an education in the field of exercise science. Students will also examine ways of understanding and studying human movement and its role and significance in daily life. (F,S) (GR/P/NP)

**PE 106 Sports Officiating 3 units***Acceptable for credit: CSU*

An introduction to the basics of sports officiating with emphasis on the following sports: baseball/softball, basketball, football, soccer and volleyball. Includes application of contest rules, officiating mechanics, officiating styles and professional responsibilities applicable to each sport covered. Students will learn about ethical considerations, effective communication, decision making skills and conflict resolution as they relate to professional officiating. (F,S) (GR/P/NP)

**PE 110 Techniques & Theory of Baseball 3 units***Acceptable for credit: CSU, UC-CL*

Advisory: PE 165 or PEIA 140

The study and application of the theories and techniques of teaching and coaching baseball. (F) (GR/P/NP)

**PE 112 Techniques & Theory of Football 3 units***Acceptable for credit: CSU, UC-CL*

Advisory: PE 168 or PEIA 100

The study and application of the theories and techniques of teaching and coaching football. (S) (GR/P/NP)

**PE 120 Beginning & Intermediate Swimming** 1 unit*Acceptable for credit: CSU, UC-CL*

An introduction to swimming, mastering the skills of the crawl stroke and elementary backstroke and learning personal safety skills such as floating, treading water and elementary forms of rescue. (F,S,U) (GR/P/NP)

**PE 121 Swim Fitness Lab** 1 unit*Acceptable for credit: CSU, UC-CL*

Advisory: PE 120

Designed to permit students to develop skills and improve and maintain overall physical fitness and cardiovascular conditioning in a low impact aquatic environment with flexible scheduling. Students may not be concurrently enrolled in PE 122. (F,S,U) (P/NP)

**PE 122 Swim Fitness Lab** 0.5 unit*Acceptable for credit: CSU, UC-CL*

Advisory: PE 120

Designed to permit students to develop skills and improve and maintain overall physical fitness and cardiovascular conditioning in a low impact aquatic environment with flexible scheduling. Students may not be concurrently enrolled in PE 121. (F,S,U) (P/NP)

**PE 123 Aerobic Swim** 1 unit*Acceptable for credit: CSU, UC-CL*

Advisory: PE 120

This course familiarizes the student with the concepts of aerobic fitness, aerobic fitness evaluation, and swimming as an alternative aerobic conditioning program. Students will tailor an aerobic swim fitness program to meet their own needs with the goal of improving and maintaining their level of aerobic fitness. Students will learn how to take and use their heart rate as an indicator for evaluating and monitoring their level of aerobic fitness and their progress towards aerobic fitness. Specifically students will learn how to take and evaluate the three important stages of heart rate, resting heart rate (RHR), target or training heart rate (THR), and recovery heart rate (retire). (F,S,U) (GR/P/NP)

**PE 128 Sport Psychology** 3 units*Acceptable for credit: CSU*

Designed to provide mental and psychological considerations as they relate to sport and exercise. Students will learn how various subjects impact the participation in and execution of sport in both individual and team settings. Subjects such as leadership and communication, goal setting, anxiety, violence, team cohesion, burnout, and drug abuse will be discussed. (F,S) (GR/P/NP)

**PE 129 First Aid-CPR: Educator/Coach** 1 unit*Acceptable for credit: CSU*

This course is designed to allow students who are considering a kinesiology-based profession to develop the necessary knowledge and skills to successfully respond in various first aid and safety circumstances which may arise in their distinctive work environment as a professional educator/coach. Topics include: injury prevention; sudden illness; heat/cold related injuries; responding to acute asthmatic emergencies; soft tissue, muscular, bone and joint injuries; responding to unconscious or choking persons; and cardiac emergencies. At the end of the course, students will be American Red Cross "lay

responder" certified in first aid, AED, and adult, child and infant CPR. Students will be certified at the "professional rescuer" level. Students must obtain and review the required textbook prior to the first class meeting. (F,S) (GR/P/NP)

**PE 130 Self Defense** 1 unit*Acceptable for credit: CSU, UC-CL*

Affords all students the opportunity to become proficient in basic self-defense skills. Particularly suited for women and does not require any prior martial arts training. (F,S,U) (GR/P/NP)

**PE 131 Tai Chi for Health** 1 unit*Acceptable for credit: CSU, UC-CL*

A study of the philosophy and basic techniques of Tai Chi Chuan with special focus on breathing, fluidity of movement, and the application of the techniques to other physical disciplines. (F,S,U) (GR/P/NP)

**PE 132 Cardio Kickboxing** 1 unit*Acceptable for credit: CSU, UC-CL*

Emphasizes aerobic and strength conditioning through martial art movements. An aerobic exercise program that improves endurance, strength, and flexibility by using kickboxing movements. It involves a variety of punching and kicking movements focusing in the mirror and then on the workout bag. The high intensity, low impact activity accommodated most students at all fitness levels. (F,S,U) (GR/P/NP)

**PE 133 Yoga Fitness** 1 unit*Acceptable for credit: CSU, UC-CL*

Fundamentals of physical yoga which focus on breathing, posture, and the development of the connection between the mind and muscles of the body. (F,S,U) (GR/P/NP)

**PE 134 Martial Arts Techniques** 1 unit*Acceptable for credit: CSU, UC-CL*

Introduction to basic techniques from over 10 different martial arts systems. Discussion of characteristics of each style, as well as physical and mental attributes of those likely to excel within each system. This non-sparring exercise program will improve reflexes, coordination, strength, flexibility, balance, and muscle tone. Techniques will be practiced in the mirror and on work-out bags. Designed to accommodate most students of various fitness levels. (F,S,U) (GR/P/NP)

**PE 140 Physical Fitness Laboratory** 1 unit*Acceptable for credit: CSU, UC-CL*

Designed to permit students to build muscle mass and strength, as well as develop overall physical fitness and cardiovascular conditioning. Provides students with the opportunity to utilize sophisticated conditioning equipment to accomplish their individual conditioning goals. Three hours per week with flexible scheduling. Students may not be concurrently enrolled in PE 141 or PE 145. (F,S,U) (P/NP)

**PE 141 Physical Fitness Laboratory** 0.5 unit*Acceptable for credit: CSU, UC-CL*

Designed to permit students to build muscle mass and strength, as well as develop overall physical fitness and cardiovascular conditioning. Provides students with the opportunity to utilize sophisticated conditioning equipment to accomplish their individualized conditioning goals. Two

hours per week with flexible hours. Students may not be concurrently enrolled in PE 140 or PE 145. (F,S,U) (P/NP)

**PE 142 Low Impact Conditioning Exercise 1 unit**

*Acceptable for credit: CSU, UC-CL*

Provides ways for students to improve fitness level by using principles of cardiovascular conditioning, flexibility, strength, coordination and endurance training. Special attention is given to proper motion, but not required for participation. (F,S,U) (GR/P/NP)

**PE 143 Step Aerobics 1 unit**

*Acceptable for credit: CSU, UC-CL*

An aerobic exercise program that improves aerobic conditioning, flexibility, muscular strength and endurance by utilizing a platform for stepping up and down. Includes a variety of stepping routines and strength training exercises in controlled rhythmic patterns set to music. The complete high intensity low impact balanced aerobic activity accommodates students at all fitness levels. (F,S,U) (GR/P/NP)

**PE 144 Weight Training 1 unit**

*Acceptable for credit: CSU, UC-CL*

Designed to teach students the fundamentals of weight lifting, including proper lifting techniques and safety in the weight room. (F,S,U) (GR/P/NP)

**PE 145 Intercollegiate Conditioning 2 units**

*Acceptable for credit: CSU, UC-CL*

Designed to permit students to utilize an individualized strength and body building program using a combination of exercise machines and free weights in preparation for participation in varsity competition. Students may not be concurrently enrolled in PE 140 or PE 141. (F,S,U) (GR/P/NP)

**PE 146 Strength and Flexibility 1 unit**

*Acceptable for credit: CSU, UC-CL*

Designed to improve body alignment, flexibility, and tone and to strengthen problem areas, i.e., back, knees, and abdominals, through the use of free weights and stretching exercises. Students learn a basic strength-fitness exercise program. (F,S,U) (GR/P/NP)

**PE 149 Cooperative Work Experience: Occupational 1 to 8 units**

*Acceptable for credit: CSU, UC-DAT*

*For course description, see "Cooperative Work Experience: Occupational."*

**PE 154 Jogging/Walking 1 unit**

*Acceptable for credit: CSU, UC-CL*

In this course, students improve cardiovascular and muscular physical fitness levels and flexibility by learning the concepts and principles and applying the techniques associated with walking and jogging. (F,S,U) (GR/P/NP)

**PE 156 Golf 1 unit**

*Acceptable for credit: CSU, UC-CL*

Introduction to golf, elementary golf skills and the values and challenge of the game. Emphasis on developing a sound, repeating one-piece golf swing. Range practice. (F,S,U) (GR/P/NP)

**PE 157 Golf: The Short Game 1 unit**

*Acceptable for credit: CSU, UC-CL*

Designed to provide instruction and practice in the skills and strategies of the short game of golf. Emphasizes techniques for golf shots up to 100 yards. (A) (GR/P/NP)

**PE 160 Tennis 1 unit**

*Acceptable for credit: CSU, UC-CL*

Designed to equip the student with the necessary knowledge and skills to become proficient enough to enjoy the game of tennis and participate at the beginning level. Fundamental strokes and strategy will be stressed. (F,S,U) (GR/P/NP)

**PE 161 Body-Ball Workout 1 unit**

*Acceptable for credit: CSU, UC-CL*

Build strength and improving balance and coordination. The abdominal and back muscles in particular are trained to work with other torso muscles to achieve total strength and flexibility with stability. (A) (GR/P/NP)

**PE 164 Soccer 1 unit**

*Acceptable for credit: CSU, UC-CL*

Designed to prepare students to learn soccer and the rules of soccer. Fundamentals, strategy and techniques will be stressed. (F,S,U) (GR/P/NP)

**PE 165 Advanced Baseball 1 unit**

*Acceptable for credit: CSU, UC-CL*

Advisory: At least two years of varsity baseball experience or instructor approval

Limitation on enrollment: For safety purposes, students should understand rules and guidelines of baseball, in addition to performing necessary physical skills in order to effectively prepare to compete at an intercollegiate level.

Advanced baseball is designed as an off-season skill training and conditioning class in preparation for intercollegiate baseball competition. Students should have the necessary physical skills required to effectively prepare for competition at an intercollegiate level. (F,S,U) (GR/P/NP)

**PE 167 Basketball 1 unit**

*Acceptable for credit: CSU, UC-CL*

This course stresses the development of fundamental skills, basic team offense and defense and physical conditioning. (F,S,U) (GR/P/NP)

**PE 168 Touch Football 1 unit**

*Acceptable for credit: CSU, UC-CL*

Instruction in and development of fundamental skills and team play. (S,U) (GR/P/NP)

**PE 170 Softball 1 unit**

*Acceptable for credit: CSU, UC-CL*

This course is designed to provide the fundamental skills and knowledge necessary to successfully participate in the game of softball. (F,S,U) (GR/P/NP)

**PE 172 Volleyball 1 unit**

*Acceptable for credit: CSU, UC-CL*

Designed to give instruction and practice in the fundamental skills basic to successful performance in volleyball. Rules and offensive and defensive formation will be included. (F,S,U) (GR/P/NP)

**PE 179, 379 Experimental Courses in Physical Education 5 to 10 units**

*179 - Acceptable for credit: CSU, UC-DAT*

*For course description, see "Experimental Courses."*

**PE 189 Independent Projects in Physical Education 1 to 3 units**

*Acceptable for credit: CSU, UC-CL*

For course description, see "Independent Projects."

**PE 199 Special Topics in Physical Education 0.5 to 3 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Special Topics."

**PHYSICAL EDUCATION  
INTERCOLLEGIATE ATHLETICS**

Students may enroll in and repeat a combination of intercollegiate athletic courses related to their sport, if they are CCCAA (California Community College Athletic Association) eligible. However, each student may not exceed 350 contact hours for his or her sport, per fiscal year. Of the 350 contact hours, up to 175 contact hours can come from courses dedicated to the sport, and 175 contact hours can come from courses that focus on conditioning or skill development for the sport.

**PEIA 100 Intercollegiate Football 3 units**

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible

Designed to give students extensive practice and instruction in football to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (F) (GR/P/NP)

**PEIA 105 Intercollegiate Soccer, Women 3 units**

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible

Designed to give students extensive practice and instruction in soccer to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (F) (GR/P/NP)

**PEIA 110 Intercollegiate Soccer, Men 3 units**

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible

Designed to give students extensive practice and instruction in soccer to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (F) (GR/P/NP)

**PEIA 120 Intercollegiate Cross Country 3 units**

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association)

eligibility required, with no limitation on repeats if CCCAA eligible

Designed to give students extensive practice and instruction in cross-country to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (F) (GR/P/NP)

**PEIA 125 Intercollegiate Volleyball 3 units**

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible

Designed to give students extensive practice and instruction in volleyball to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (F) (GR/P/NP)

**PEIA 130 Intercollegiate Basketball, Men 1.5 - 3 units**

Course may be repeated three times.

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible

Designed to give students extensive practice and instruction in basketball to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (F,S) (GR/P/NP)

**PEIA 135 Intercollegiate Basketball, Women 1.5 - 3 units**

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible

Designed to give students extensive practice and instruction in basketball to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (F,S) (GR/P/NP)

**PEIA 140 Intercollegiate Baseball 3 units**

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible

Designed to give students extensive practice and instruction in baseball to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (S) (GR/P/NP)

**PEIA 145 Intercollegiate Softball 3 units**

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible



Designed to prepare students to compete in intercollegiate competition. Fundamentals of softball and advanced technique and strategy will be stressed as in any intercollegiate sport. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (S) (GR/P/NP)

**PEIA 150 Intercollegiate Track, Men 3 units**

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible

Designed to give students extensive practice and instruction in track to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (S) (GR/P/NP)

**PEIA 155 Intercollegiate Track, Women 3 units**

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible

Designed to give students extensive practice and instruction in track to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (S) (GR/P/NP)

**PEIA 160 Intercollegiate Tennis, Men 3 units**

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible

Designed to prepare the student for tennis competition in the Western State Conference. Fundamentals, advanced techniques, prevention and care of injuries, conditioning, and court strategy will be stressed. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (S) (GR/P/NP)

**PEIA 165 Intercollegiate Tennis, Women 3 units**

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible

Designed to prepare the student for tennis competition in the Western State Conference. Fundamentals, advanced techniques, prevention and care of injuries, conditioning, and court strategy will be stressed. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (S) (GR/P/NP)

**PEIA 170 Intercollegiate Golf, Men 3 units**

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible

Extensive practice and instruction in course management skills and techniques that prepares the student for intercollegiate golf competition. Competition includes individual and team matches, tournaments and conference tournaments. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (S) (GR/P/NP)

**PEIA 175 Intercollegiate Golf, Women 3 units**

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible

Extensive practice and instruction in course management skills and techniques that prepares the student for intercollegiate golf competition. Competition includes individual and team matches, tournaments and conference tournaments. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible. (S) (GR/P/NP)

## PHYSICAL SCIENCE

**PHSC 111 Matter & Energy 4 units**

*Acceptable for credit: CSU, UC-CL*

Introduction to the basic principles of physical science and applications of these principles in everyday life. Measurement, force and motion, work and energy, heat, waves, electricity, atomic physics, compounds, molecules and ions will be explored. (F) (GR/P/NP)

**PHSC 112 Earth & the Universe 4 units**

*Acceptable for credit: CSU, U-CL*

Introduction to the basic principles of astronomy and earth sciences and applications of these principles to everyday life. Topics include the solar system, stars, galaxies and cosmology, structure and formation of the earth, earthquakes, plate tectonics, the atmosphere and weather. (S) (GR/P/NP)

**PHSC 149 Cooperative Work Experience: Occupational 1 to 8 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Cooperative Work Experience: Occupational."

**PHSC 179 Experimental Courses in Physical Science 0.5 to 10 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

**PHSC 199 Special Topics in Physical Sciences 0.5 to 3 units**

*Acceptable for credit: CSU*

For course description, see "Special Topics."

## PHYSICS

### **PHYS 100 Concepts in Physics** **3 units**

*Acceptable for credit: CSU, UC*

Advisory: Eligibility for ENGL 101 or ENGL 514 and MATH 311

An overview of the major areas of physics. Emphasis is on concepts, applications and the consequences for modern life. An historical perspective on the development of physical theory and its impact on civilization is explored. (F,S) (GR/P/NP)

### **PHYS 110 Introductory Physics** **3 units**

*Acceptable for credit: CSU, UC-CL*

Prerequisite: MATH 121 or MATH 141 or MATH 181 or MATH 182 or MATH 183 or MATH 184

An introduction to physics with emphasis on units, vectors and the definitions of physical variables. Tools and strategies necessary to be successful in PHYS 161 are covered. (F,S) (GR/P/NP)

### **PHYS 121 Project & Design Lab 1** **1 unit**

*Acceptable for credit: CSU*

Corequisite: Concurrent enrolment in or completion of one of the following courses: PHYS 141 or PHYS 161 or CHEM 150 or BIOL 125 or BIOL 128 or BIOL 150 or BIO 154 or BIOL 155 or GEOL 100, or permission of the instructor.

This is a project based lab for science and engineering majors. In this class, students, under the guidance of a mentor, will research, design, and construct projects and develop project demonstration materials that can be used to demonstrate physical theory to a non-scientific audience. Students will participate in college sponsored events such as Friday Night Science or trips to local schools, where they will have the opportunity to demonstrate and explain physical demonstrations to others. The event component of this class will necessitate participation in off campus activities outside the scheduled class hours. (F,S) (GR/P/NP)

### **PHYS 122 Project & Design Lab 2** **1 unit**

*Acceptable for credit: CSU*

Prerequisite: PHYS 121

This is a project based lab for science and engineering majors. In this class students will research, design, and construct projects that can be used to demonstrate physical theory to a non-scientific audience. In this 2<sup>nd</sup> class in the series, students will independently choose new projects, or improve existing projects. Students will participate in college sponsored events such as Friday Night Science or trips to local schools, where they will have the opportunity to demonstrate and explain physical demonstrations to others. The service learning component of this class will necessitate participation in off campus activities outside the scheduled class hours. (F,S) (GR/P/NP)

### **PHYS 123 Project & Design Lab 3** **1 unit**

*Acceptable for credit: CSU, UC-CL*

Prerequisite: PHYS 122

This is a project based lab for science and engineering majors. In this 3<sup>rd</sup> class in the series, students will have the opportunity to act as mentors to other students, participate in project design and construction, and begin to learn the skills associated with science education. Students will participate in college sponsored events such as Friday Night Science or

trips to local schools, where they will be responsible for providing oversight to a small group of student presenters, and also have the opportunity to demonstrate and explain physical demonstrations to others. The service learning component of this class will necessitate participation in off campus activities outside the scheduled class hours. (F,S) (GR/P/NP)

### **PHYS 124 Project & Design Lab 4** **1 unit**

*Acceptable for credit: CSU, UC-CL*

Prerequisite: PHYS 141

A continuation of PHYS 141. Discusses heat, thermodynamics, electricity, magnetism, geometric and physical optics, atomic and nuclear physics. (S) (GR/P/NP)

### **PHYS 141 General Physics 1** **4 units**

*Acceptable for credit: CSU, UC - CL*

Prerequisite: MATH 141 or completion of or concurrent enrollment in MATH 121

The initial semester of a two-semester introduction to trig-based physics. Emphasizes the origin, nature and application of fundamental concepts and principles. Required for most life science and engineering technology majors. Discusses motion, mechanics of particles and systems of particles, rigid, elastic and fluid systems, vibrations, wave motion and sound. (F) (GR/P/NP)

### **PHYS 142 General Physics 2** **4 units**

*Acceptable for credit: CSU, UC-CL*

Prerequisite: PHYS 141

A continuation of PHYS 141. Discusses heat, thermodynamics, electricity, magnetism, geometric and physical optics, atomic and nuclear physics. (S) (GR/P/NP)

### **PHYS 161 Engineering Physics 1** **5 units**

*Acceptable for credit: CSU, UC-CL*

Prerequisite: PHYS 110 and MATH 182 (may be taken concurrently)

The initial semester of a three-semester course in calculus-based physics which emphasizes the origin, nature and application of fundamental concepts and principles. Required for most baccalaureate majors in the physical sciences, engineering and mathematics. Emphasizes mechanics, including measurement, linear and planar motion, statics and dynamics of particles and systems of particles, rigid, elastic and fluid systems. (F,S) (GR/P/NP)

### **PHYS 162 Engineering Physics 2** **5 units**

*Acceptable for credit: CSU, UC-CL*

Prerequisite: PHYS 161 and MATH 182

A continuation of PHYS 161 that discusses temperature, heat, thermodynamics, simple harmonic and wave motion, sound, geometric and physical behavior of light, as well as topics in modern physics, which may include the special theory of relativity and the quantum theory of atomic and nuclear systems. (F) (GR/P/NP)

### **PHYS 163 Engineering Physics 3** **5 units**

*Acceptable for credit: CSU, UC - CL*

Prerequisite: PHYS 161 and MATH 182

Advisory: Completion of or concurrent enrollment in MATH 183 is recommended.

A continuation of PHYS 161 which discusses electrostatic forces, fields and potentials, steady electric currents and

circuits, magnetic forces and fields, induced electric and magnetic fields, electric and magnetic properties of continuous media, reactive circuits and electromagnetic waves. (S) (GR/P/NP)

**PHYS 179, 379 Experimental Courses in Physics**  
0.5 to 10 units

179 - Acceptable for credit: CSU, UC-DAT

For course description, see "Experimental Courses."

**PHYS 189 Independent Projects in Physics**  
1 to 3 units

Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."

## POLITICAL SCIENCE

**POLS 101 Intro to Political Science** 3 units

Acceptable for credit: CSU, UC

Advisory: Eligibility for ENGL 101

An introductory course examining a variety of approaches to the study of political science with particular emphasis on the American political system in comparative perspective. Topics discussed include nature of politics, comparative politics, selected political philosophers, principles of government, methods used by political scientists and American government. This course satisfies part of the history and government requirements for the California State Colleges and Universities and Allan Hancock College. Students receiving credit must demonstrate satisfactory knowledge about national and state government. (F,S) (GR/P/NP)

**POLS 103 American Government** 3 units

Acceptable for credit: CSU, UC

A study of American government at the national, state and local levels. Governmental principles, institutions and their historical development are examined. This course satisfies part of the history and government requirements for the California State Colleges and Universities, University of California, Allan Hancock College and many private colleges. (F,S) (GR/P/NP)

**POLS 104 Intro to International Relations** 3 units

Acceptable for credit: CSU, UC

A study of the forces and conditions involved in the actions, interactions and relations of nations and organizations within the international system. Emphasis is placed on the sources and ramifications of contemporary international problems. (S) (GR/P/NP)

**POLS 105 Comparative Politics** 3 units

Acceptable for credit: CSU, UC

Advisories: ENGL 101 and POLS 103

This course is an introduction to the comparative analysis of contemporary political systems and their environments with primary attention given to Japan, China, and India although other countries and regions are included. The survey includes current political institutions, citizen participation, political problems, politics, and policies within these systems. Emphasis is given to Japan, China, and India in order to provide a comparative range of contrasts among an advanced democratic society (Japan), a Communist system (China), and to an important emerging world system (India). (F,S) (GR/P/NP)

**POLS 179, 379 Experimental Courses in Political Science** 0.5 to 10 units

179 - Acceptable for credit: CSU, UC-DAT

For course description, see "Experimental Courses."

**POLS 189 Independent Projects in Political Science** 1 to 3 units

Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."

## PSYCHOLOGY

**PSY 101 General Psychology** 3 units

Acceptable for credit: CSU, UC

An introduction to the concepts, methods and techniques of psychology, covering topics such as maturation, motivation, emotion, thought and feeling. (F,S,U) (GR)

**PSY 104 Social Science Research Method** 3 units

Acceptable for credit: CSU, UC

Advisory: SOC 101 or PSY 101

An introduction to sociological/psychological research methods. Presents the research process from topic selection through data collection for a variety of methods such as surveys, experiments, in-depth interviews, content analysis and comparative/historical research. This course is not open to students who are enrolled in or have received credit for SOC 104. (F,S) (GR/P/NP)

**PSY 106 Alcohol, Drugs and Addiction** 3 units

Acceptable for credit: CSU

An overview of the role of alcohol and other drugs in society with emphasis on such topics as patterns of use; major categories of drugs; explanations of use, abuse and dependency; as well as prevention, intervention and treatment. This course is not open to students who are enrolled in or have received credit for HUSV 110 or SOC 106. (F,S) (GR)

**PSY 112 Human Sexuality** 3 units

Acceptable for credit: CSU, UC

An introductory survey of the sociological and psychological bases and dimensions of human sexuality, emphasizing social patterns of sexual behavior, sexuality and the life cycle, sex and society and sexual problems. (F,S) (GR/P/NP)

**PSY 113 Theories of Personality** 3 units

Acceptable for credit: CSU, UC

Study of major contemporary personality theories with an emphasis on psychological health, principles of adjustment and growth. (F,S) (GR/P/NP)

**PSY 115 Behavior Modification** 3 units

Acceptable for credit: CSU

Advisory: PSY 101 is recommended

Examination of the theories, principles and techniques integral to behavior management, emphasizing the effective use of reinforcement, operant and classical conditioning and biofeedback. The course is of special interest to social service, pre-nursing, psychology and education majors. (S) (GR/P/NP)

**PSY 116 Death & Dying****3 units***Acceptable for credit: CSU, UC*

Explores issues related to death and dying over the lifespan, including historical and cross-cultural perspectives, death socialization, medical ethics and the health-care system, legal issues and after-life concerns. (S) (GR/P/NP)

**PSY 117 Child Psychology****3 units***Acceptable for credit: CSU, UC*

Prerequisite: PSY 101

Studies the development of the child from conception through adolescence; examines various psychological theories underlying this development; and offers suggestions for effective parent-child relations. Various childhood disorders and available therapies are discussed. (F,S) (GR/P/NP)

**PSY 118 Human Development-Lifespan****3 units***Acceptable for credit: CSU, UC*

A balanced study of basic theories, research and principles of physical, cognitive and psychosocial development from conception to death is presented in an integrated manner; includes behavior, sexuality, nutrition, health, stress, environmental relationships and implications of death and dying. (F2) (GR)

**PSY 119 Abnormal Psychology****3 units***Acceptable for credit: CSU, UC*

Advisory: PSY 101

A survey of abnormal psychology reviewing patterns, causes and theories of maladaptive behavior, clinical assessment, therapies and prevention of psychological disorders. (S) (GR)

**PSY 120 Cultural Psychology****3 units***Acceptable for credit: CSU, UC*

Prerequisite: Eligibility for ENGL 101 or completion of ENGL 301 or 514

Advisory: PSY 101

A study of basic theories, research and applications in cultural psychology. The impact of cultural background, including beliefs, traditions, values, the economy and political institutions on human behavior, emotions, cognitions, self concept and mental health will be explored. Students will examine traditional psychological theories from a cross-cultural perspective and apply the theory and research to areas such as gender roles, ethnic stereotypes, mental health, counseling techniques and political negotiation. The study of human behavior in other cultures will help students understand the impact of their own cultural traditions. (F,S) (GR)

**PSY 121 Social Psychology****3 units***Acceptable for credit: CSU, UC*

Prerequisite: PSY 101 or SOC 101 and eligibility for ENGL 101 or completion of ENGL 301 or 514

An examination of how human behavior, attitudes, emotions and thoughts are affected by the social situation. Topics include self-concept, intimate relationships, prejudice, obedience to authority, social influence, group decision making and multicultural relations. The use of social psychology in understanding diversity, sexism and international conflicts is discussed. This course is not open to students who are enrolled in or who have received credit for SOC 121. (F,S) (GR)

**PSY 122 States of Consciousness****3 units***Acceptable for credit: CSU*

An exploration of different states of consciousness, the means of attaining those states, their uses, misuses and consequences. Topics include theories of consciousness, substance use and abuse, sleep, dreams, hypnosis, dissociation, out-of-body states, near-death experiences, psychic and paranormal phenomena, religious ecstasy and conversion, alternative religions, meditation and prayer, culture-bound syndromes, non-Western methods of altering consciousness and peak experiences. This course is not open to students who are enrolled in or who have received credit for HUSV 122 or ANTH 122. (F,S) (GR)

**PSY 127 Emotional Intelligence****3 units***Acceptable for credit: CSU*

An introduction to emotional intelligence – a set of abilities and skills concerned with perceiving and managing emotional states in oneself and others. The neurobiology of emotions, how emotional states “hijack” people’s behavior and the application of emotional intelligence in a variety of personal and interpersonal situations are emphasized. This course is not open to students who are enrolled in or who have received credit for HUSV 127. (F,S) (GR/P/NP)

**PSY 128 Positive Psychology****3 units***Acceptable for credit: CSU*

An introduction to the psychological study of the positive, adaptive, creative and emotionally fulfilling elements of human behavior and the factors that contribute to people being happy, productive and well adjusted. This course is not open to students who are enrolled in or who have received credit for HUSV 128. (F,S) (GR/P/NP)

**PSY 132 Drugs, the Brain & the Body****3 units***Acceptable for credit: CSU, UC*

Advisory: HUSV 110 or SOC 106 or PSY 106 is strongly recommended.

Overview of the pharmacology of drugs of abuse with emphasis on drug effects, how drug effects occur, how the body processes drugs and health consequences of drug abuse. Physiologic aspects of addiction and tolerance are explored. Pharmacologic interventions are integrated with other substance abuse modalities. This course is not open to students who are enrolled in or have received credit for HUSV 132. (F) (GR/P/NP)

**PSY 142 Co-occurring Disorders: Engagement****3 units***Acceptable for credit: CSU*

Concepts, definitions and features of co-occurring mental health and substance use disorders emphasizing attainment of empathic engagement with persons who have these disorders. This course is not open to students who are enrolled in or have received credit for HUSV 142. (F,S) (GR/P/NP)

**PSY 143 Co-occurring Disorders: Treatment****3 units***Acceptable for credit: CSU*

Prerequisite: HUSV 142

A study of the treatment of persons who have both psychiatric problems and alcohol or other drug use problems. This course is not open to students who are enrolled in or have received credit for HUSV 143. (F,S) (GR/P/NP)

**PSY 189 Independent Projects in Psychology**  
1 to 3 units

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**PSY 199 Special Topics Courses in Psychology**  
0.5 to 3 units

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Special Topics."

**READING****READ 110 Reading for College 4** 2 units

*Acceptable for credit: CSU*

Prerequisite: A recommended placement based on the START process or successful completion of READ 310 or successful completion ENGL 513.

Reading 110 is designed to equip students with effective reading skills for success in college courses. The emphasis is on improving reading rates and comprehension and developing effective text analysis. Students learn to engage successfully a variety of texts to suit different reading purposes; to develop literal, inferential, and critical comprehension skills; and to analyze, synthesize, and evaluate texts from diverse sources. (F,S,U) (GR/P/NP)

**READ 149 Cooperative Work Experience: Occupational** 1 to 8 units

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Cooperative Work Experience: Occupational."

**READ 310 Reading for College 3** 3 units

Prerequisite: A recommended placement based on the START process or successful completion of READ 510 or successful completion of ENGL 512

Reading 310 is designed to develop reading skills necessary for success in college. The emphasis is on improving literal, inferential, and critical comprehension. Students will engage successfully a variety of texts to suit different reading purposes and improve skills for vocabulary acquisition. (F,S,U) (P/NP)

**READ 510 Reading for College 2** 4 units

Prerequisite: A recommended placement based on the START process or successful completion of ENGL 511 or successful completion of both ESL 540 and 541

Reading 510 is designed to introduce students to reading skills necessary for success in college. The emphasis is on improving literal, inferential, and critical reading comprehension. Students will engage a variety of texts to suit different reading purposes and will improve skills for developing vocabulary. (F,S,U) (P/NP)

**REAL ESTATE****RE 100 Real Estate Principles** 3 units

*Acceptable for credit: CSU*

Basic laws and principles of California real estate and providing the background and terminology necessary for advanced study in specialized courses. Recommended for those preparing for the real estate salesperson license examination. (A) (GR)

**RE 300 Real Estate Exam Prep** 3 units

Prerequisite: Completion of or concurrent enrollment in RE 100

A review of the basic laws and principles of California real estate. Recommended for those preparing for the real estate salesperson license examination. (A) (P/NP)

**RE 302 Legal Aspects of Real Estate** 3 units

Prerequisite: RE 100

California real estate law affecting property ownership and management, contracts, transfers, probate, trust deeds and foreclosures. Includes review of recent legislation governing transactions. (A) (GR/P/NP)

**RE 303 Real Estate Practices** 3 units

Prerequisite: RE 100

A study of day-to-day operations in real estate sales and brokerage, including listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies towards California educational requirements for the broker's examination. (F,S) (GR/P/NP)

**RE 305 Real Estate Appraisal** 3 units

Prerequisite: RE 100

An introduction to the appraisal process and the different approaches, methods and techniques used to determine the value of various types of property. Emphasis is on residential and single-unit properties. (F,S) (GR/P/NP)

**RE 306 Property Management** 3 units

A comprehensive introduction to the property management profession for those seeking to enter the field, those already in the management field and real estate practitioners seeking to broaden their education beyond listing and selling. (F,S) (GR/P/Nipomo)

**RECREATION****REC 101 Intro to Recreation Management** 3 units

*Acceptable for credit: CSU*

An introduction to the principles of program management in recreation services in the areas of public and private domains, park, military and institutional settings as well as services to special populations. (F,S,U) (GR/P/NP)

**REC 103 Leadership in Recreation Services** 3 units

*Acceptable for credit: CSU*

An examination of the theories of leadership, leadership behaviors, principles and procedures of leadership and supervisory responsibilities as applied by the recreation leader. Techniques for working with small groups, large groups and specific clientele will also be presented. (F,S,U) (GR/P/NP)

**REC 105 Program Planning for Recreation** 3 units

*Acceptable for credit: CSU*

An exploration of recreational program planning including organization, implementation and evaluation in both public and private settings. The interrelationship of needs and interests of people, physical settings and activity content are covered. (F,S,U) (GR/P/NP)

**REC 107 Recreational Sports Programming** 3 units

An examination of the theories and practices of programming sports activities in a variety of recreational settings. Both individual and team sports will be studied. Emphasis will be placed on the planning of activities such as leagues, instructional programs, tournaments and sports festivals. This class will study the development and operation of sports venues. Students will gain experience by planning actual events. (F,S,U) (GR/P/NP)

**REGISTERED VETERINARY TECHNICIAN****RVT 301 Veterinary Anatomy, Physiology and Terminology** 3 units

Prerequisites: BIOL 100 and CHEM 120

This course introduces commonly used terminology and biological concepts used in veterinary medicine. It includes study of basic normal anatomy and physiology (in both large and small animals) in a body systems format, along with related vocabulary and spelling. Commonly used veterinary acronyms and abbreviation are woven throughout the course where relevant. (F) (GR)

**RVT 302 Veterinary Office Procedures** 2 units

Limitation on enrollment: Acceptance to the RVT program

This course covers veterinary hospital records, client relation, medical terminology, filing of governmental reports, legal responsibilities of registered veterinary technicians and application of veterinary medical clinics. (F) (GR)

**RVT 303 Veterinary Pharmacology** 2 units

Limitation on enrollment: Acceptance to the RVT program

This course covers basic concepts in veterinary pharmacology, including the chemistry of pharmaceuticals and biologics commonly used in the maintenance of animal health. It also includes generic terminology, abbreviations for prescriptions, labeling requirements, state and federal laws, classification of materials, weights and measures, drug dosage flow rates, pharmacological mathematics and the metric system, side effects and drug interactions, and the safe handling of bio-hazardous material. (F) (GR/P/NP)

**RVT 304 Clinical Pathology & Microbiology** 3 units

Limitation on enrollment: Acceptance to the RVT program

Prerequisite: BIOL 100

This course introduces students to the expansive field of clinical pathology and microbiology. Topics include bacteriology, clinical chemistry, urinalysis, cytology, hematology, internal and external parasites, immunology, and serology. (F) (GR)

**RVT 305 Medical Nursing & Animal Care** 4 units

Limitation on enrollment: Acceptance to the RVT program

Prerequisite: Completion or concurrent enrollment in RVT 301

This course covers all areas of surgical nursing, including instrumentation, surgical preparation, surgical assistance, post-operative care, administration and monitoring of anesthesia, dentistry and dental extraction, CPR, sterilization of equipment and the maintenance of a sterile environment. (S) (GR)

**RVT 306 Surgical Nursing & Dentistry** 4 units

Limitation on enrollment: Acceptance to the RVT program

Prerequisite: Completion or concurrent enrollment in RVT 301

This course covers all areas of surgical nursing, including instrumentation, surgical preparation, surgical assistance, post-operative care, administration and monitoring of anesthesia, dentistry and dental extraction, CPR, sterilization of equipment and the maintenance of a sterile environment. (S) (GR)

**RVT 307 Veterinary Equipment & Radiography** 2 units

Limitation on enrollment: Acceptance to the RVT program

Advisory: Eligibility for READ 310

This course provides an introduction to diagnostic imaging equipment used in veterinary practices, and the safe operation of radiographic equipment. It includes developing, trouble-shooting and reading radiographs. Students must be able to understand technical terminology and concepts. (S) (GR)

**RVT 308 Seminar for Registered Veterinary Technicians** 1 unit

*Acceptable for credit: CSU*

This course provides an overview of the Registered Veterinary Technician field and a review of such topics as animal anatomy and physiology, nursing concepts, medications and dosage calculations, safe handling techniques for medical instruments and radiography equipment, and general office procedures. (S,U) (GR/P/NP)

**SOCIOLOGY****SOC 101 Introduction to Sociology** 3 units

*Acceptable for credit: CSU, UC*

A survey course in the science of society, which examines major sociological processes and structures with particular attention to American society. Emphases are placed upon basic sociological concepts, social institutions, social issues and the connections between individual consciousness and the broader socio-historical context. (F,S) (GR/P/NP)

**SOC 102 Social Problems** 3 units

*Acceptable for credit: CSU, UC*

A survey of national and international social problems, their causes and possible solutions. Macro level problems related to economic, gender and ethnic stratification are emphasized as well as issues of criminality, drug abuse, environmental resources and pollution and changing social institutions. (F,S) (GR/P/NP)

**SOC 104 Social Science Research Methods** 3 units

*Acceptable for credit: CSU, UC*

Advisory: SOC 101 or PSY 101

An introduction to sociological/psychological research methods. Presents the research process from topic selection through data collection for a variety of methods such as surveys, experiments, in-depth interviews, content analysis and comparative/historical research. This course is not open to students who are enrolled in or have received credit for PSY 104. (F,S) (GR/P/NP)

**SOC 106 Alcohol, Drugs and Addiction 3 units***Acceptable for credit: CSU*

An overview of the role of alcohol and other drugs in society with emphasis on such topics as patterns of use; major categories of drugs; explanations of use, abuse and dependency; as well as prevention, intervention and treatment. This course is not open to students who are enrolled in or have received credit for HUSV 110 or PSY 106. (F,S) (GR)

**SOC 110 Personal & Family Relationships in the 21st Century 3 units***Acceptable for credit: CSU, UC*

A study of today's family from a sociological perspective. An overview of intimate relationships, including love, sex, gender roles, dating, forming partnerships, marriage, parenting, family values and cultural differences is presented. (F,S) (GR/P/NP)

**SOC 120 Race & Ethnic Relations 3 units***Acceptable for credit: CSU, UC*

A survey and analysis of ethnic groups and their relations in the United States including the stratification systems, prejudice and discrimination. (GR/P/NP)

**SOC 121 Social Psychology 3 units***Acceptable for credit: CSU, UC*

Prerequisite: PSY 101 or SOC 101 and eligibility for ENGL 101 or completion of ENGL 301 or 514

An examination of how human behavior, attitudes, emotions and thoughts are affected by the social situation. Topics include self-concept, intimate relationships, prejudice, obedience to authority, social influence, group decision making and multicultural relations. The use of social psychology in understanding diversity, sexism and international conflicts is discussed. This course is not open to students who are enrolled in or who have received credit for PSY 121. (F,S) (GR)

**SOC 122 Soc of the Hispanic Culture 3 units***Acceptable for credit: CSU, UC*

A sociological exploration of the culture of Mexican Americans, Puerto Rican Americans and Cuban Americans. Topics include educational, political and economic status. Emphasis will be on immigration patterns, cultural values, social images, assimilation patterns and pluralism. (F,S) (GR/P/NP)

**SOC 155 Media & Society 3 units***Acceptable for credit: CSU, UC*

An exploration of the complex interaction between the mass media and individuals, culture and other social institutions. While focused on the United States, the issue of an increasingly globalized mass media and the emergence of global culture is also addressed. Topics include the effects of mass media on public opinion and popular culture; the various racial, ethnic and gender stereotypes in the mass media; the ways in which politics affects and is affected by mass communication; the consequences of privately owned media; the major changes in technologies; and the emergence and growth of a "global culture" based on media technology and organizations. (F,S) (GR/P/NP)

**SOC 160 Cities and Urban Life 3 units***Acceptable for credit: CSU, UC*

An introduction to the multidisciplinary field of urban studies, which explores topics such as the origin of cities; the physical, social and cultural characteristics of urban areas; urban social problems; and the various approaches used to solve such problems. Special attention is given to the United States and to issues of class, race and gender. (F,S,U) (GR/P/NP)

**SOC 179, 379 Experimental Courses in Sociology 0.5 to 10 units***179 - Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

**SPACE OPERATIONS****SP 128 Materials & Processing 3 units***Acceptable for credit: CSU*

Advisory: MATH 311

Introduces students to the physical properties and characteristics of common materials and commodities used in the aerospace industry. Topics include compatibility of materials, basic metallurgy and processes. (S) (GR)

**SPANISH****SPAN 101 Elementary Spanish I 5 units***Acceptable for credit: CSU, UC*

This course is an introduction to the Spanish 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 Spanish grammar, sentence structure, vocabulary, and oral skills [listening and speaking]. This course also includes an introduction to some cultural aspects of the Spanish-speaking world. Not open to students who are enrolled in or have received credit for Spanish 120 and 121. This course is designed for non-native Spanish speakers and therefore ideal for students with minimal or no exposure to Spanish. This course requires one lab hour per week that is to be arranged, in which students' work includes, but is not limited to: completion of computer-assisted activities; and assigned grammar, vocabulary, reading, writing, and listening exercise. Lecture: 5 hours per week. Lab: 1 hour per week TBA. (F,S,U) (GR/P/NP)

**SPAN 102 Elementary Spanish II 5 units***Acceptable for credit: CSU, UC*

Prerequisite: SPAN 101 or SPAN 121 or two years of high school Spanish

This course is a continuation to SPAN 101, 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 Spanish grammar, sentence structure, vocabulary, and oral skills [listening and speaking]. This course also includes an introduction to some cultural aspects of the Spanish-speaking world. This course requires one lab hour per week that is to be arranged, in which students' work includes, but is not limited to: completion of computer-assisted activities; and assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 5 hours per week. Lab: 1 hour per week TBA. (F,S) (GR/P/NP)

**SPAN 103 Intermediate Spanish 5 units***Acceptable for credit: CSU, UC*

Prerequisite: SPAN 102 or three years of high school Spanish

Advisory: ENGL 514

This course prepares students with the necessary skills in vocabulary and grammar use, with an emphasis on oral, reading, and writing skills at the intermediate level. Using a communicative style, students practice Spanish grammar, sentence structure, and vocabulary via reading, writing, and oral exercises [listening and speaking]. This course also includes cultural components of the Spanish-speaking world. 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. This course requires one lab hour per week that is to be arranged, in which students' work includes, but is not limited to: completion of computer-assisted activities; and assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 5 hours per week. Lab: 1 hour per week TBA. (F,S) (GR/P/NP)

**SPAN 104 Intermediate Spanish 5 units***Acceptable for credit: CSU, UC*

Prerequisite: SPAN 103 or 4 years of high school Spanish

Advisory: ENGL 514

A review of advanced grammar, with increased practice in reading, writing and speaking in Spanish. Continues the study of Hispanic culture and history begun in SPAN 103 and introduces the students to contemporary Hispanic literature. (F,S) (GR/P/NP)

**SPAN 105 Adv Composition & Grammar 5 units***Acceptable for credit: CSU, UC*

Prerequisite: SPAN 104

This course prepares students with the necessary skills in vocabulary and grammar use, with an emphasis on oral, reading, and writing skills at the advanced level. Using a communicative style, students practice Spanish grammar, sentence structure, and vocabulary via reading, writing, and oral exercises. Students will also learn various types of essay writing, focus on the writing process as both communicative and solitary, and acquire the necessary skills to manage the writing process. This course also includes cultural components of the Spanish-speaking world. This course is designed for advanced Spanish speakers, entirely taught in Spanish, and therefore ideal for Heritage Speakers, and/or native Spanish-speakers wishing to improve reading and writing literacy at the advanced level. This course requires one lab hour per week that is to be arranged, in which students' work includes, but is not limited to: completion of computer-assisted activities; and assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 5 hours per week. Lab: One hour per week TBA. (A) (GR/P/NP)

**SPAN 110 Intro to Conversation in Spanish 2 units***Acceptable for credit: CSU*

Prerequisite: SPAN 101 or SPAN 121

This course is designed to practice vocabulary and grammar covered in SPAN 101 with an emphasis in pronunciation, oral, and listening skills. Reading and writing skills are covered as well. Using a communicative style, students practice Spanish grammar, sentence structure, vocabulary, and oral skills. This course also includes cultural aspects of

the Spanish-speaking world. This conversation course is designed for non-native Spanish speakers and therefore ideal for students who have completed SPAN 101. Lecture: 2 hours per week. (U) (GR/P/NP)

**SPAN 111 Intermediate Spanish Conversation 2 units***Acceptable for credit: CSU, UC*

Prerequisite: SPAN 102 or 3 years of High School Spanish

This course is designed to practice vocabulary and grammar covered in SPAN 102 with an emphasis in pronunciation, oral, and listening skills. Reading and writing skills are covered as well. Using a communicative style, students practice Spanish grammar, sentence structure, vocabulary, and oral skills. This course also includes cultural aspects of the Spanish-speaking world. This conversation course, taught entirely in Spanish, is designed for students who have completed SPAN 102. Lecture: 2 hours per week. (F,S) (GR/P/NP)

**SPAN 112 Advanced Spanish 3 units***Acceptable for credit: CSU, UC*

Prerequisite: SPAN 104

This course is designed to practice vocabulary and grammar covered in SPAN 103 and SPAN 104, with emphasis in oral and listening skills at the advanced level. Reading and writing skills are covered as well. Spanish-language films are used as springboards for conversation of various themes, topics, and cultural experiences. Using a communicative style, students practice Spanish grammar, vocabulary, and oral skills. This conversation course is designed for advanced Spanish speakers, as well as Heritage speakers who wish to improve their oral skills. Lecture: 3 hours per week. (A) (GR/P/NP)

**SPAN 189 Independent Projects in Spanish 1 to 3 units***Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**SPECIAL TOPICS****199/399/499/599 Special Topics Courses 0.5 to 3 units***199 - Acceptable for credit: CSU, UC-DAT*

Lecture and/or lab as required by unit formula; 12 units may be applied toward graduation requirements.

Formerly known as "Institutes" or "Topics In," these are courses designed in specific disciplines to address a specific topic and unique curriculum needs within the college's service area. Each class will carry a specific title relating to the discipline concerned and are not offered on a regular cycle (not within a two year period). These courses are not included in any major core. Special Topics courses labeled 199 are transferable; those labeled 399-599 are non-transferable.

**SPEECH COMMUNICATION****SPCH 101 Public Speaking 3 units***Acceptable for credit: CSU, UC*

An introduction to the theory and practice of presenting speeches for various situations and audiences. Students become better communicators by learning how to appropriately select a topic, research, organize, outline and



effectively present informative, persuasive and special occasion speeches. (F,S,U) (GR/P/NP)

**SPCH 102 Small Group Communication 3 units**

*Acceptable for credit: CSU, UC*

Provides an introduction to the dynamics of communication in task-oriented groups. Through practice and research, students will explore group discussion theory including problem solving, decision making, verbal/nonverbal communication, leadership styles, conflict management, participation and roles. Oral group presentations are required. (F,S,U) (GR/P/NP)

**SPCH 103 Interpersonal Communication 3 units**

*Acceptable for credit: CSU, UC*

Explores the theories regarding conversational behavior as it is generated, enacted and understood in social and intimate relational contexts. Areas of study will include nonverbal messages, language, perception, power, listening, patterns, regulation and communication competence. (F,S,U) (GR/P/NP)

**SPCH 106 Argumentation & Debate 3 units**

*Acceptable for credit: CSU, UC*

Advisory: ENGL 101 and SPCH 101 or SPCH 102

An introduction to argumentation theory. Students develop skills in methods of research, organization and delivery of arguments. Emphasis is on the development of logical and articulate arguments for claims. Critical listening and analytical thinking are developed through the application of argumentation theory to speeches, cases and debates. (F,S) (GR/P/NP)

**SPCH 108 Oral Interpretation 3 units**

*Acceptable for credit: CSU, UC*

Through theory and practice, students will discover and communicate the intellectual, emotional and aesthetic meaning of literature by choosing, analyzing, rehearsing and orally presenting short selections of prose, poetry and drama. (S) (GR/P/NP)

**SPCH 110 Intercultural Communication 3 units**

*Acceptable for credit: CSU, UC*

A study of intercultural communication theory. An understanding of cultural aspects and communication problems within and between ethnic groups is emphasized. (F,S) (GR/P/NP)

**SPCH 149 Cooperative Work Experience: Occupational 1 to 8 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Cooperative Work Experience Occupational."

**SPCH 189 Independent Projects in Speech 1 to 3 units**

*Acceptable for credit: CSU; UC-DAT*

For course description, see "Independent Projects."

## WELDING TECHNOLOGY

**WLDT 106 Beginning Welding 3 units**

*Acceptable for credit: CSU*

A course in the theory, practice and application of various metal joining processes, including oxyacetylene welding,

brass brazing, flame cutting and electric arc processes and an introduction to both TIG and MIG welding. (F,S) (GR/P/NP)

**WLDT 107 Advanced Welding 3 units**

*Acceptable for credit: CSU*

Prerequisite: WLDT 106

A continuation of WLDT 106, emphasizing position welding of a variety of ferrous metals, using a variety of electrodes used in industries. (F,S) (GR/P/NP)

**WLDT 179, 379 Experimental Courses in Welding Technology 0.5 to 10 units**

*179 - Acceptable for credit: CSU, UC-AT*

For course description, see "Experimental Courses."

**WLDT 189, 389 Independent Projects in Welding Technology 1 to 3 units**

*189 - Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**WLDT 301 Selected Welding Projects 1 unit**

Projects selected by the student upon the recommendation of any faculty member and developed under the direct counseling and guidance of the instructional staff in the welding technology disciplines. All work is completed within the welding facilities under the direct supervision of the responsible instructor. The student will develop the skills necessary to complete the project. (F,S) (GR/P/NP)

**WLDT 306 Layout & Fabrication Interpretation 3 units**

Prerequisite: WLDT 106

Enables the student welders to interpret working drawings and shop drawings. Students will sketch fabrication and layout schemes for welding and jigs and/or assembly of small projects. (A) (GR/P/NP)

**WLDT 307 G.M.A.W. Welding 3 units**

Prerequisite: WLDT 106

Provides students with the theory and practical applications of gas metallic arc welding (G.M.A.W.) and the operation of gas metal arc welding equipment. (A) (GR/P/NP)

**WLDT 308 T.I.G. Welding 3 units**

Prerequisite: WLDT 106

Provides students with the theory and practical applications of gas tungsten arc welding and the operation of gas tungsten arc welding equipment. (A) (GR/P/NP)

**WLDT 309 Mini MIG (WMAW) 0.5 unit**

This course will give students enough MIG welding background to weld in metal sculpture and ornamental iron classes using 155 power MIG welders. (A) (GR)

**WLDT 312 Pipe Fitting & Welding 3 units**

Prerequisite: WLDT 107

Designed to familiarize students with the highly specialized pipe fitting and welding industry and to provide the opportunity for students to develop the skills necessary for entering and advancing in the pipe welding field. (A) (GR/P/NP)

**WLDT 315 Metal Fabrication 4 units**

Prerequisite: WLDT 107

Provides the student with the opportunity to combine previously learned skills into a system requiring the use of prints, tolerances and specifications. (A) (GR/P/NP)

**WLDT 316 Metal Yard Sculptures 0.5 unit**

An introduction to craft and art of creating metal yard sculptures. Emphasis is on creative discovery from fabricated primarily non-ferrous metals, found metal objects and/or commercially available components. (A) (GR)

**WLDT 317 Ornamental Iron 1 0.5 unit**

Basics of ornamental iron work including fabrication techniques and safety training. (A) (GR)

**WLDT 318 Welding and Metal Sculpture 0.5 unit**

This course will provide an introduction to the art of welding. The student will be able to do light gas welding and brazing to construct individual projects. (A) (GR)

**WLDT 319 Blacksmithing Projects 0.5 unit**

An opportunity to use blacksmithing in the fabrication of projects developed and assigned by the instructor. (F) (GR)

**WLDT 330 Welding Certification 3 units**

Prerequisite: WLDT 107 or WLDT 307 or WLDT 308

Provides the advanced student with the theory and practical application of welding procedures and techniques in preparation for certification in the following areas: gas metal arc welding or shielded metal arc welding or gas tungsten arc welding. These meet the codes as provided by the American Welding Society, American Petroleum Institute, American Society of Mechanical Engineers Standards. (A) (GR/P/NP)

**WLDT 331 Adv Welding Certification Lab 2 units**

Course may be repeated two times.

Prerequisite: WLDT 330

Provides the advanced student with the practical application of welding procedures and techniques in preparation for certification in the following areas: gas metal arc welding or shielded metal arc welding or gas tungsten arc welding. These meet the codes as provided by the American Welding Society, American Petroleum Institute, American Society of Mechanical Engineers Standards. (A) (GR/P/NP)

**WLDT 333 Welding Certification-SMAW 0.5 unit**

This course is to encourage individuals who are near or at completion of preparation for taking their SMAW Certification test either for employment or the completion of their school program. (F) (GR)

**WLDT 334 Welding Certification-GMAW 0.5 unit**

This course is to encourage individuals who are near or at completion of preparation for taking their GMAW Certification test either for employment or the completion of their school program. (F) (GR)

**WLDT 335 Flux Core Arc Welding 0.5 unit**

Introduces students to craft flux core welding. Topics include types, uses, safety considerations and fabrication techniques. (A) (GR/P/NP)

**WLDT 381 Industrial Mathematics 3 units**

Advisory: Eligibility for MATH 511

Designed as the basic mathematics class for the industrial and engineering technology student wishing to gain proficiency in the applications of mathematics to practical situations, including percentage, area, volume, speed ratios of equipment, horsepower and the essentials of plane trigonometry. This course is not open to students who are enrolled in or have received credit for AB 381 or AT 381 or ET 381 or MT 381. (A) (GR)

**WLDT 399 Special Topics in Welding 0.5 to 3 units**

For course description, see "Special Topics."

**WILDLAND FIRE TECHNOLOGY****WFT 101 Wildland Fire Behavior 3 units**

*Acceptable for credit: CSU*

Prerequisite: WFT 302

A study of wildland fire behavior including influences and wildland fire environment factors that lead to making fire behavior predictions. Skills necessary to make spot fire behavior predictions will also be covered. (S) (GR)

**WFT 102 Wildfire Safety & Survival 3 units**

*Acceptable for credit: CSU*

Prerequisite: WFT 302

An exploration of the situations and conditions that result in fire shelter deployments, serious injuries and fatalities for wildland firefighters. (F) (GR)

**WFT 103 Wildland Fire Operations 3 units**

*Acceptable for credit: CSU*

Prerequisite: WFT 302

An exploration of the command structure and operational processes for ground and air operations in the control of wildland fires. (S) (GR)

**WFT 104 Wildland PIO, Prevention & Investigation 3 units**

*Acceptable for credit: CSU*

Prerequisite: WFT 302

Presents the roles and functions of the information officer, emphasizing fire prevention and investigation communications. (F) (GR)

**WFT 105 Planning, Logistics & Finance 3 units**

*Acceptable for credit: CSU*

Prerequisite: WFT 302

Explores the functions of planning, logistics and finance as related to the control of wildland fires. (S) (GR)

**WFT 149 Cooperative Work Experience: Occupational 1 to 8 units**

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Cooperative Work Experience: Occupational."

**WFT 301 Introduction to ICS (I-100) 0.5 unit**

An introductory course designed to acquaint the student with the principles of the Incident Command System, its structure and terminology. (A) (GR/P/NP)

**WFT 302 Basic ICS (I-200)****0.5 unit**

Prerequisite: WFT 301

A continuation of WFT 301, providing a basic introduction to the Incident Command System (ICS). Develops the foundation necessary for the student to participate as a member of a wildland fire incident. Topics include the principles and features of ICS, an organizational overview, incident facilities, incident resources and common responsibilities. (A) (GR/P/NP)

**WFT 303 Intermediate ICS (I-300)****1.5 unit**

Prerequisite: WFT 302

A study of the organizational elements within each section of the ICS, staffing considerations and reporting relationships. Not open to students who are enrolled in or who have completed EMS 313. (A) (GR/P/NP)

**WFT 304 Advanced ICS (I-400)****1 unit**

Prerequisite: WFT 303

A course of study that pertains to ICS relationships and duties of command staff member, agency representatives and activation of the command general staff. Not open to students who are enrolled in or who have completed EMS 314. (A) (GR/P/NP)

**WFT 305 Multi-Agency Coordination (I-401)****0.5 unit**

Prerequisite: WFT 304

Course describing the major elements associated with developing and implementing an effective multi-agency coordination system. (A) (GR/P/NP)

**WFT 306 Incident Command System for Executives (I-402)****0.5 unit**

Prerequisite: WFT 305

Course covers the duties of command staff members, agency representatives and activation of the command and general staff positions. (A) (GR/P/NP)

## WILDLAND FIRE TECHNOLOGY LOGISTICS

**WFTL 310 Display Processor S-245****0.5 unit**

Prerequisite: WFT 302 Presents information to enable the student to be able to function as a display processor on a wildland fire incident. Includes how to determine logistical needs, including work materials and work area, how to identify sources of information and collect data, and to identify and be able to create required maps, overlays and displays. (A) (P/NP)

**WFTL 311 Check in Recorder/Status Recorder J-248****0.5 unit**

Prerequisite: WFT 302

Presents how to record information on location and status of equipment, record information of personnel on appropriate forms, and develop organization charts and assignments lists based on information recorded. (A) (GR/P/NP)

**WFTL 312 Ordering Manager J-252****0.5 unit**

Prerequisite: WFTO 329

Includes, establishing ordering procedures, set up filing system, identify times and locations for delivery of supplies and equipment, and submission of all ordering documents to documentation control unit before demobilization. (A) (GR/P/NP)

**WFTL 313 Receiving & Distribution Manager J-253****0.5 unit**

Prerequisite: WFTO 329

Includes establishing procedures for receiving supplies and equipment, review incident action plan and operational instructions provided by logistics section concerning scope and duration of incident operations that may involve supply requirements, determine supply unit personnel requirements, inspect and accept supplies, and provide inventory records to documentation unit upon demobilization of supply unit. (A) (GR/P/NP)

**WFTL 314 Base/Camp Manager J-254****2 units**

Prerequisite: WFTO 329

Presents the information necessary for the student to be able to function as a base camp manager on a wildland fire incident. (A) (P/NP)

**WFTL 315 Equipment Manager J-255****1.5 units**

Prerequisite: WFTO 329

Includes obtaining necessary equipment and supplies, how to provide maintenance and fueling according to schedule, preparation of schedules to maximize use of available transportation, inspection of equipment, and preparation and use of proper equipment agreements. (A) (GR/P/NP)

**WFTL 316 Tool & Equipment Specialist J-256****0.5 unit**

Prerequisite: WFTO 310

Presents the necessary information for the student to function as a tool and equipment specialist on a wildland fire incident. The course includes utilization of work space, work assignment, numbers and kind of tools ordered/on hand, determine personnel requirements, establish a tool inventory and accountability system, ensure that all appropriate safety measures are taken in tool conditioning area, and demobilize tool area in accordance with incident demobilization plan. (GR/P/NP)

**WFTL 317 Incident Communications Manager J-257****1.5 units**

Prerequisite: WFTO 329

Includes how to establish the incident communications/message center, acquire supplies to set up and operate the incident communications/message center, and how to organize and manage the incident communications/message center. (A) (GR/P/NP)

**WFTL 318 Communications Equipment Procedures S-258****2 units**

Prerequisite: WFTL 317

Includes, clear text radio transmissions, interrelationships between ICS functions and the communications unit leader, organize and staff the communications unit, and develop an effective communications plan based on the needs for each operational period and complete the necessary paperwork and forms. (A) (P/NP)

**WFTL 319 Security Manager J-259****0.5 unit**

Prerequisite: WFTO 329

Includes briefing information from facilities unit leader, how to establish contacts with local law enforcement agencies as required, special custodial requirements which may affect security operations, and develop a security plan. (A) (GR/P/NP)

**WFTL 320 Fire Business Management Principles S-260 1.5 units**

Prerequisite: WFTO 330

This course of study presents an understanding of the fiscal issues of wildland firefighting. It includes employee responsibilities and conduct, be able to recruit personnel and equipment for wildland firefighting, and provide fiscally sound equipment and personnel time recording. (GR/P/NP)

**WFTL 321 Personnel Time Recorder J-261 1 unit**

Prerequisite: WFTL 310

Includes establishing and maintaining employee time reports within the first operational period, how to initiate, gather, or update a time report from all applicable personnel assigned to the incident for each operational period, and ensure that all employee identification information is verified to be correct. Includes contractors and commissary records, and personnel pay documents. (A) (GR/P/NP)

**WFTL 322 Equipment Time Recorder J-262 1 unit**

Prerequisite: WFTO 329

Includes how to establish and maintain equipment time reports within the first operational period, the necessary steps to initiate, gather, or update a time report from all applicable equipment assigned to the incident for each operational period, and how to close out equipment time documents prior to personnel or equipment leaving the incident. (A) (GR/P/NP)

**WFTL 323 Claims Manager J-263 1 unit**

Prerequisite: WFTO 329

Presents what is required for handling all claims related activities (other than injury) for the incident, utilization of proper support for conducting a claims investigation, preparation of claim reports, and provide information to protect the interest of the government. (A) (GR/P/NP)

**WFTL 324 Compensation for Injury Manager J-264 1 unit**

Prerequisite: WFTO 329

This course of study presents the information necessary for the student to be able to function as a compensation for injury manager on a wildland fire incident. (A) (GR/P/NP)

**WFTL 325 Commissary Manager J-266 1 unit**

Prerequisite: WFTO 329

This course of study presents the information needed for a student to be able to function as a commissary manager on a wildland fire incident. (A) (GR/P/NP)

**WFTL 326 Documentation Unit Leader J-342 1 unit**

Prerequisite: WFTO 329

Provides the student with the information necessary to be able to function as a documentation unit leader on a wildland fire incident. (A) (GR/P/NP)

**WFTL 327 Situation Unit Leader J-346 1 unit**

Prerequisites: WFTO 315, WFTO 329

Provides the student with the information necessary to be able to function as a situation unit leader on a wildland fire incident. (A) (GR/P/NP)

**WFTL 328 Demobilization Unit Leader J-347 1 unit**

Prerequisite: WFTO 329

Includes objectives, priorities, and constraints on demobilization from the planning section chief, agency representatives, and contractors as applicable, how to obtain identification and description of surplus resources and probable release times, developing release procedures in coordination with other sections/units and agency dispatch center(s), and coordinate and closely supervise the demobilization process. (A) (GR/P/NP)

**WFTL 329 Resource Unit Leader J-348 1.5 units**

Prerequisite: WFTO 329, WFTO 344

Provides the student with the information necessary to be able to function as a Resource Unit Leader. (A) (GR/P/NP)

**WFTL 330 Facilities Unit Leader J-354 2 units**

Prerequisite: WFTO 329, WFTO 344

Presents an understanding of the duties and responsibilities if the facilities unit leader in a wildland fire incident. (A) (GR/P/NP)

**WFTL 331 Ground Support Unit Leader J-355 0.5 unit**

Prerequisites: WFTO 329, WFTO 334

Presents the information necessary for the student to be able to function as a Ground Support Unit Leader on a wildland fire incident. (A) (GR/P/NP)

**WFTL 332 Supply Unit Leader J-356 2 units**

Prerequisites: WFTO 329, WFTO 334

This course of study presents the information necessary for the student to be able to function as a supply unit leader on a wildland fire incident. This course includes description of the activities of the supply unit, what is needed to setup and staff supply unit, organization of and staffing the supply unit, and demobilization. (A) (GR/P/NP)

**WFTL 333 Food Unit Leader J-357 1.5 units**

Prerequisites: WFTO 329, WFTO 334

Presents the information necessary for the student to be able to function as a food unit leader on a wildland fire incident. (A) (GR/P/NP)

**WFTL 334 Communications Unit Leader J-358 4 units**

Prerequisites: WFTO 329, WFTO 334, WFTL 318

Provides the student with the information necessary to function as a communications unit leader on a wildland fire incident. (A) (GR/P/NP)

**WFTL 335 Medical Unit Leader J-359 0.5 unit**

Prerequisites: WFTO 329, WFTO 334

This course of study presents the information necessary for the student to be able to function as a medical unit leader. Course covers how to determine level of emergency medical activities, activate medical unit, preparation of the medical emergency plan, and respond to requests for medical aid. (A) (GR/P/NP)

**WFTL 336 Cost Unit Leader I-362 0.5 unit**

Prerequisites: WFTO 329, WFTO 334

Presents the information necessary for the student to be able to function as a cost unit leader on a wildland fire

incident. The course includes how to set up a system for collecting and documenting all expenditures relating to a wildland fire incident, establishing procedures for collecting cost data, coordination with appropriate personnel, and prepare reports in accordance with agency policy and procedures. (A) (GR/P/NP)

**WFTL 337 Compensation/Claims Unit Leader I-363 0.5 unit**

Prerequisites: WFTO 329, WFTO 334

Presents the information necessary for the student to be able to function as a Compensation/Claims Unit Leader on a wildland fire incident. Includes set up system for investigating, documenting, and processing claims, initiate investigations on claims, and preparation of claim reports in accordance with agency policy and procedures. (A) (GR/P/NP)

**WFTL 338 Time Unit Leader I-365 0.5 unit**

Prerequisites: WFTO 329, WFTO 334

Presents the information necessary for the student to be able to function as a time unit leader on a wildland fire incident. (A) (GR/P/NP)

**WFTL 339 Procurement Unit Leader I-368 0.5 unit**

Prerequisites: WFTO 329, WFTO 334

Presents the information necessary for the student to be able to function as a procurement unit leader on a wildland fire incident. (A) (GR/P/NP)

**WFTL 340 Planning Section Chief J-440 2 units**

Prerequisites: WFT 304, WFTO 329, WFTO 334

Presents the information necessary for the student to be able to function as a planning section chief on a wildland fire incident. (A) (GR/P/NP)

**WFTL 341 Logistics Section Chief J-450 2 units**

Prerequisites: WFT 304, WFTO 329, WFTO 334

Presents the information necessary for the student to be able to function as a logistics section chief on a wildland fire incident. (A) (GR/P/NP)

**WFTL 342 Finance Section Chief I-460 2 units**

Prerequisites: WFT 304, WFTO 329, WFTO 334

Presents the information necessary for the student to be able to function as a finance section chief on a wildland fire incident. (A) (P/NP)

## WILDLAND FIRE TECHNOLOGY OPERATIONS

**WFTO 310 Basic Fire Suppression Orientation S-110 0.5 unit**

Prerequisites: WFT 302

Course of study that provides information essential for a non-operations individual assigned to a wildland fire incident to have a successful first assignment. (A) (GR/P/NP)

**WFTO 311 Firefighter Training S-130 2 units**

Prerequisites: WFT 302, WFTO 313

Course of study designed to train new firefighters in basic firefighting skills and the knowledge necessary to effectively handle wildland firefighting situations. (A) (GR/P/NP)

**WFTO 312 Adv Firefighter Training S-131 0.5 unit**

Prerequisites: WFTO 311, WFTO 313, WFTO 315, WFTO 317, WFTO 318

Course of study that provides advanced wildland firefighting training and education for those who wish to become qualified in the first level supervision position of advanced firefighter/squad boss. (A) (GR/P/NP)

**WFTO 313 Intro to Wildland Fire Behavior S-190 0.5 unit**

Prerequisites: WFT 302

Course of study that provides an introduction to wildland fire behavior issues that are important to wildland fire spread and safety to firefighters involved in suppression. (A) (GR/P/NP)

**WFTO 314 Initial Attack Incident Commander S-200 1 unit**

Prerequisites: WFT 302, WFTO 312, WFTO 325

Course of study designed for the initial attack commander of small non-complex wildland fires the ability to safely suppress the fire within the guidelines of the incident command system and agency guidelines. (A) (GR/P/NP)

**WFTO 315 Supervisory Concepts & Techniques S-201 1 unit**

Prerequisites: WFT 302, WFTO 311, WFTO 313

Course of study for the experienced wildland firefighter to be able to apply the principles of communication and supervision required of a single resource boss to perform on a wildland fire incident. (A) (GR/P/NP)

**WFTO 316 Fire Operations in the Urban Interface S-205 2 units**

Prerequisites: WFTO 311, WFTO 314

A course of study to prepare initial attack incident commanders and company officers to effectively deal with wildland fires that threaten life, property, and improvements. (A) (GR/P/NP)

**WFTO 317 Portable Pumps & Water Use S-211 0.5 unit**

Prerequisite: WFT 302

Course of study for firefighters to gain competency in the use of portable pumps and water in wildland fire fighting. (A) (GR/P/NP)

**WFTO 318 Wildfire Powersaws S-212 1.5 units**

Prerequisite: WFTO 311

Course for those planning to operate, or directly supervise, the operation of chain saws on wildfires. (A) (GR/P/NP)

**WFTO 319 Driving for the Fire Service S-216 2 units**

Prerequisite: WFTO 311

Course designed to instruct fire personnel on proper methods and procedures for driving fire equipment on the highway and off-road conditions. (A) (GR/P/NP)

**WFTO 320 Helicopter Training Guide S-217 2 units**

Prerequisite: WFTO 311

Course covers the tactical and logistical use of helicopters in wildland fire control operations. (A) (GR/P/NP)

**WFTO 321 Crew Boss S-230 1.5 units**

Prerequisites: WFTO 315, WFTO 325, WFTO 330

Course is designed to identify the hazards and risks on wildland fires and teach the tactics which are appropriate for the crew boss during various wildland fire situations. The course also identifies crew boss responsibilities prior to and during mobilization, on the incident and during demobilization. (A) (GR/P/NP)

**WFTO 322 Engine Boss S-231 0.5 unit**

Prerequisites: WFTO 325, WFTO 329, WFTO 330

Course designed to prepare advanced firefighters/squad bosses with the ability to understand and function as an engine boss in the control of wildland fires. This course presents the issues of tactics and safety in the control of wildland fires, and identifies the mobilization and demobilization procedures of an engine crew on a wildland fire incident. (A) (GR/P/NP)

**WFTO 323 Dozer Boss S-232 1 unit**

Prerequisites: WFTO 325, WFTO 329, WFTO 330

Course is designed to prepare advanced firefighters/squad bosses with the ability to understand and function as a dozer boss in the control of wildland fires. Topics include the issues of tactics and safety in the control of wildland fires and identifies the mobilization and demobilization procedures of a dozer on a wildland fire incident. (A) (GR/P/NP)

**WFTO 324 Tractor Plow Boss S-233 0.5 unit**

Prerequisites: WFTO 325, WFTO 329, WFTO 330

Course is designed to prepare advanced firefighters/squad bosses with the ability to understand and function as a tractor/plow boss in the control of wildland fires. Topics include the issues of tactics and safety in the control of wildland fires and identifies the mobilization and demobilization procedures of a tractor/plow on a wildland fire incident. (A) (GR/P/NP)

**WFTO 325 Ignition Operations S-234 2 units**

Prerequisites: WFTO 312, WFTO 322

The application of safety considerations involved in a firing operation. Topics include planning, ignition procedures and techniques and equipment applicable to wildland and prescribed fire. The role of the ignition specialist or firing boss as the organization manages escalation from non-complex to a complex fire situation will also be addressed. (GR/P/NP)

**WFTO 326 Felling Boss S-235 1.5 units**

Prerequisites: WFTO 315, WFTO 329

Course is designed to meet the training needs of a felling boss on a wildland fire incident. Topics include the responsibility of building fireline in areas where saws are needed to build fire control lines, determination of the capabilities and limitations of the felling crew, identify the special equipment needed for the assignment, understand the issues of tactics and safety in the control of wildland fires, and identify the mobilization and demobilization procedures of a felling crew on a wildland fire incident. (A) (GR/P/NP)

**WFTO 327 Staging Area Manager J-236 0.5 unit**

Prerequisites: WFTO 315, WFTO 329

Course is designed to meet the training needs of a staging manager who is responsible for establishing and maintaining

staging areas where resources are assigned prior to being given a specific fire assignment. Topics include all activities in the staging area including the determination if there is any need for temporary assignment of logistics service and support (fuel tender, food delivery, sanitation) to staging areas and make arrangements for temporary logistics, if required, by notifying logistics section chief. (A) (GR/P/NP)

**WFTO 328 Field Observer S-244 2 units**

Prerequisites: WFTO 315, WFTO 321

Provides the necessary skills to function as a field observer on a wildland fire incident. The use of various types of maps in wildland fire control will be emphasized. (A) (GR/P/NP)

**WFTO 329 Fire Business Management Principles S-260 1 unit**

Prerequisites: WFTO 315, WFTO 321, WFTO 330

This course of study is designed to teach the basic concepts of fiscal management of wildland fire incidents. It includes correct and fiscally sound personnel and equipment procurement, time recording, and proper documentation. (A) (GR/P/NP)

**WFTO 330 Basic Air Operations S-270 1 unit**

Prerequisites: WFTO 315, WFTO 321

Course of study that defines and describes the general categories of aircraft used in fire suppression. Topics include the four types of helicopters and the criteria that make up each type, and how to conduct safe firefighting operations when aircraft are being used. (A) (GR/P/NP)

**WFTO 331 Helispot Manager J-272 0.5 unit**

Prerequisites: WFTO 315, WFTO 320, WFTO 330

Course is designed to provide instruction on the basic concepts of the helispot manager position which is responsible under the air support group supervisor or helicopter manager for management of a helispot on a wildland fire. (A) (GR/P/NP)

**WFTO 332 Intermediate Wildland Fire Behavior S-290 2 units**

Prerequisites: WFTO 311, WFTO 313

Provides the necessary knowledge to develop fire behavior for effective and safe fire management operations. Topics include how changes in fuels and topography can provide full and partial barriers to the spread of wildland fires and, explain the chimney effect in canyon topography. (A) (GR/P/NP)

**WFTO 333 Incident Commander Multiple Resources S-300 1 unit**

Prerequisites: WFTO 314, WFTO 315

The course includes what is required to take over the command of the wildland fire incident, what is entailed in a complete and up-to-date incident briefing prior to taking control of the incident, and to determine when the incident commander will assume command of an incident. (A) (GR/P/NP)

**WFTO 334 Leadership & Organizational Development S-301 1.5 units**

Prerequisites: WFTO 314, WFTO 315, WFTO 329

Provides the experienced wildland firefighter with the communication and supervision skills necessary to perform as a unit leader on a wildland fire incident. (A) (GR/P/NP)

**WFTO 335 Task Force/Strike Team Leader S-330**  
**1.5 units**

Prerequisites: WFTO 303, WFTO 336, WFTO 344

Topics include utilization of increments of equipment in saving lives and property, and to develop the skills necessary to supervise the various types of equipment in wildland fire control. (A) (GR/P/NP)

**WFTO 336 Fire Suppression Tactics S-336** **2 units**

Prerequisites: WFTO 315, WFTO 325, WFTO 329, WFTO 330, WFTO 344

Course designed to instruct the experienced wildland firefighter with the tactics necessary for the safe utilization of resource to control wildland fires. Topics cover the review and comparison of tactical assignments with incident objectives, analyzing capabilities of the resources assigned and making work assignments for each resource to accomplish the tactical objectives in an assigned area. (A) (GR/P/NP)

**WFTO 337 Division/Group Supervisor S-339** **1 unit**

Prerequisite: WFTO 334

A course of study for initial Attack Incident Commanders, Task Force/Strike Team Leaders to be able to function as a Division/Group Supervisor on a wildland fire incident. The course defines and differentiates between the division and group supervisor positions, and teaches the difference between the two positions. The relationships of Division/Group Supervisor is contrasted with Strike Team Leader, Task Force Leader, and Initial Attack Incident Commander. (A) (GR/P/NP)

**WFTO 338 Intermediate Aviation Operations**  
**S-370** **2 units**

Prerequisites: WFTO 329, WFTO 330

This course of study is to provide incident commanders and other fire line supervisors with an understanding of the aviation tools and knowledge to effectively use aviation resources safely, effectively on a wildland fire incident. (A) (GR/P/NP)

**WFTO 339 Helibase Manager S-371** **2 units**

Prerequisites: WFTO 320, WFTO 330

A course of study that provides the information necessary for an advanced firefighter/crew boss or helicopter manager to take over the function of a helibase on a wildland fire incident. The course covers reporting to assigned helibase and how to determine if staffing and aircraft needs are satisfactory, properly review and implement helibase checklist, identify problems that may necessitate a safety briefing and coordination with Air Support Group Supervisor and Air Tactical Group Supervisor. (A) (GR/P/NP)

**WFTO 340 Helicopter Coordinator S-374** **2 units**

Prerequisites: WFTO 330, WFTO 336

Course is designed to teach the duties and responsibilities of the Helicopter Coordinator on a wildland incident. Topics include how to determine aircraft (air tankers and helicopters) operating within incident area of assignment, implement air safety requirements and procedures, and coordinate activities with air attack supervisor, air tanker coordinator, air support supervisor, and ground supervisor, and ground operations personnel. (A) (GR/P/NP)

**WFTO 341 Air Support Group Supervisor S-375**  
**2 units**

Prerequisites: WFT 303, WFTO 334, WFTO 339

The course identifies the duties of the Air Support Group Supervisor is primarily responsible for supporting and managing logistical support for helibase and helispot operations. The course identifies resource/supplies dispatched for air support group, requests special air support items from appropriate sources through logistics section, determines need for assignment of personnel and equipment at each helibase and helispot, and maintains coordination with airbases supporting the incident. (A) (GR/P/NP)

**WFTO 342 Air Tanker Coordinator S-376** **1.5 units**

Prerequisites: WFTO 329, WFTO 330, WFTO 338

Topics include if the restricted air space declaration has been requested through FAA, determine the location of fixed-wing facilities supporting air tanker operations, and determine if all aircraft including air tankers and helicopters operating within incident area of assignment. Survey incident area to determine situation, aircraft hazards, and other potential problems. (A) (GR/P/NP)

**WFTO 343 Air Tactical Group Supervisor S-378**  
**1.5 units**

Prerequisites: WFTO 330, WFTO 340

Course is designed to provide instruction on Air Tactical Group supervisor which is primarily responsible for the coordination of aircraft operations when fixed and/or rotary-wing aircraft are operating on a wildfire. (A) (GR/P/NP)

**WFTO 344 Introduction to Wildland Fire Behavior**  
**Calculations S-390** **2 units**

Prerequisites: WFTO 332

Topics include local and regional fire behavior issues that are critical to wildland firefighting, comparison of the effects of daytime solar radiation and nighttime heat losses from various sources, descriptions of their effects on wildland fire behavior. The relationship among general, local (convective), 20-foot, and mid-flame winds is presented along with a description of how topography affects fuels and their availability for combustion. How to determine spotting components, safety zone requirements, plotting fire size and shape, point source calculations, extreme fire behavior, and documentation required for briefings for fire line safety are also covered. (A) (GR/P/NP)

**WFTO 345 Incident Commander S-400** **1.5 units**

Prerequisites: WFTO 304, WFTO 329

This includes how to set up organizational elements necessary to mitigate the emergency, request additional resources as needed, how to ensure planning meetings are held as necessary, details relating to coordination of staff activity, and how and when to assume command of an incident after the overall situation is reviewed, sufficient information is available to make logical decisions, and takeover coordination can be accomplished. (A) (GR/P/NP)

**WFTO 346 Liaison Officer S-402** **1 unit**

Prerequisites: WFT 304, WFTO 337

Topics include the flow of information between command and all agencies involved in the incident, solving problems with the various agencies involved in the incident, and the difference between assisting and cooperating agencies. (A) (GR/P/NP)

**WFTO 347 Safety Officer S-404 1.5 units**

Prerequisites: WFT 304, WFTO 337

Topics include how to make recommendations that will address those risks or hazards with the highest potential for accidents or injury and follow through with those of lesser degree, how to develop and present alternatives, and present issues related to direct intervention to immediately correct a dangerous situation. (A) (GR/P/NP)

**WFTO 348 Standards for Survival PMS-416 0.5 unit**

Prerequisite: WFT 302

This course of study presents the introductory information for wildland firefighters on the safety aspects of how to fight fire aggressively but provide for safety first. This course includes information on how to initiate all action based on current and expected fire behavior, how to recognize current weather conditions and obtain forecasts, obtain current information on fire status, and remain in communication with crew members, your supervisor, and adjoining forces. (A) (GR/P/NP)

**WFTO 350 Command & General Staff S-420 2 units**

Prerequisites: WFT 304, WFTO 337

This course of study presents advanced training for those individuals who will be assigned to the Command and General Staff positions on a wildland fire incident. This course presents topics that will develop the skills and knowledge that are necessary to perform on wildland Type 2 incidents in a command or general staff position, information required to set up organizational elements necessary to mitigate a wildland fire incident, how to request additional resources as needed, and supervision issues related to coordination of staff activity. (A) (GR/P/NP)

**WFTO 351 Look Up, Look Down, Look Around PMS-427 0.5 unit**

Prerequisites: WFTO 311

This course of study is a wildland fire behavior refresher for experienced wildland firefighters. It presents the three principle environmental elements affecting wildland fire behavior, three factors of fuel that affect the start and spread of wildland fire, three factors of weather that affect fuel moisture, how wind affects wildland fire spread, four factors of topography that affect wildland fire behavior, and descriptions of the dangerous conditions that can develop in a box canyon and steep narrow canyons. (A) (GR/P/NP)

**WFTO 352 Learn to Behave PMS-428 1 unit**

Prerequisites: WFT 302, WFTO 344

The BEHAVE fire behavior prediction and fuel modeling system is an interactive, computer program that can be adapted to a variety of wildland fire management needs. (A) (GR/P/NP)

**WFTO 354 Operations Section Chief S-430 2 units**

Prerequisites: WFT 304, WFTO 337

Presents the information necessary to assess incident assignments and determine immediate needs and actions, a description of the six principles of command and the six basic rule of emergency operations management, delineation of the relationship between General Staff and the Operations Section Chief, and supervision of the operations function. (A) (GR/P/NP)

**WFTO 355 Training Specialist S-445 1 unit**

Prerequisites: WFTO 335, WFTO 327, WFTL 328, WFTL 329

A course of study that presents the information needed to organize and implement an incident training program. This course includes how to analyze and prescribe training assignments to fulfill individual development needs of trainees, and to properly document individual trainee performance and the incident training program. (A) (GR/P/NP)

**WFTO 356 Air Operations Branch Director S-470 2 units**

Prerequisite: WFT 304

A detailed study of the ICS aviation organization. It includes understanding the latest regional aviation program and direction, the ability to apply the latest aviation tools and equipment used in the suppression of wildfires, application of the principles of safety when using aviation resources, recognition of the importance of following aviation regulation when using call-when-needed aircraft, and interaction among the aviation organization on an incident. (A) (GR/P/NP)

**WFTO 357 Advanced Wildland Fire Behavior Calculations S-490 2 units**

Prerequisite: WFTO 344

This course of study is the fourth National Wildfire Coordinating Group course in wildland fire behavior. This course is designed to give state-of-the-art capability to determine inputs for fire behavior determination and in-depth knowledge of interpretations of model outputs. The material presented teaches participants to project fire perimeter growth based on weather predictions and knowledge of fuels and topography. A variety of fire scenarios are presented for participants to make fire behavior calculations and interpretations. (A) (GR/P/NP)

**WFTO 358 Facilitative Instructor PMS-925 2 units**

Prerequisite: WFT 302

This course of study is to provide experienced wildland firefighting personnel with technical competence in fire management and other disciplines to become effective adult education instructors. (A) (GR/P/NP)

**WFTO 360 Hazardous Materials First Responder Update 0.5 unit**

Prerequisite: WFT 302, Hazardous Materials HAZWOPER or equivalent

This course of study prepares the student to respond to a Hazardous Materials incident in a safe and competent manner and be able to function at an operational level. (A) (GR/P/NP)

**WFTO 361 Suburban Urban Response 1.5 unit**

This course is designed to teach USFS, BLM, Park Service and wildland fire personnel in the tactic used to suppress structure, vehicle and extinguishing flammable liquids fires. Students will get special instruction in proper use, care, and maintenance of SCBA equipment and auto extrication. (A) (GR)

**WFTO 362 Campbell Prediction System 1 unit**

Prerequisites: WFTO 312, WFTO 332

Provides an understanding of the fuel flammability issue in predicting wildland fire behavior. Topics include fire behavior prediction in wildland situations using flammability variations



by time and aspect. Analysis and communications of the fire situation will be covered. (A) (GR/P/NP)

**WFTO 363 Followership to Leadership L-280** 1 unit

Prerequisite: WFTO 311

Designed as a self-assessment opportunity for individuals preparing for a leadership role. Topics include leadership values and principles, transition challenges for new leaders, situational leadership, teambuilding, and ethical decision-making. (A) (GR/P/NP)

**WFTO 364 Incident Leadership L-381** 2 units

Prerequisite: WFTO 363

Presents leadership development training for incident response personnel who will function in fireline command roles. Topics include the leadership tools to effectively exert command and control over a quickly assembled team in a time constrained and rapidly changing incident environment. (A) (GR/P/NP)

## WILDLAND FIRE TECHNOLOGY PREVENTION

**WFTP 310 Prescribed Fire for Burn Bosses  
RX-300** 2 units

Prerequisite: WFTO 344

A study of the requirements and components for developing burn prescriptions and operational plans. Topics include Identification of burning techniques applied to meet burn plan requirements, execution of the operational plan meeting local management objectives, smoke dispersal, and visibility objectives within public health standards. (A) (GR/P/NP)

**WFTP 311 Intro to Wildfire Prevention P-101** 2 units

Prerequisite: WFT 302

This course of study is to provide the student with an introduction to wildland fire prevention. The role of wildland fire prevention continues to be important in order to mitigate unplanned ignitions, prevent loss of life, and reduce undesirable damages to property and natural resources. (A) (GR/P/NP)

**WFTP 312 Inspecting Fire Prone Property P-110** 0.5 unit

Prerequisite: WFTP 101

This course of study is to provide the student with little or no experience in inspecting property, how to conduct inspections of fire prone property, including houses and surrounding structures in forested or rural areas. (A) (GR/P/NP)

**WFTP 313 California Basic Fire Prevention P-140** 2 units

Prerequisite: WFT 302

This course of study presents the information necessary for the student to be able to function as a fire prevention personnel, the role of Cooperative Forest Fire Prevention, development of a sign and poster plan, interagency cooperation, the role of the National Fire Danger Rating System and fire prevention, and how to conduct inspections of residential and commercial operations. (A) (GR/P/NP)

**WFTP 314 Wildfire Origin & Cause Determination  
P-151** 2 units

Prerequisite: WFT 313

This course of study presents the information necessary for the student to be able to conduct a wildland fire investigation. This course includes how to identify and collect equipment and supplies to conduct a wildfire investigation, record information about the fire, determine the origin of the fire, determine the cause of the fire, properly collect and preserve evidence, interview witnesses and obtain suspect information, prepare and write reports, and how to present testimony before a judge and jury. (A) (GR/P/NP)

**WFTP 315 Introduction to Public Information  
Officer S-203** 2 units

Prerequisite: WFT 302

This course of study is to provide the student introductory information necessary for the student to be able to function as a public information officer on a non-complex wildland fire. This course includes, a description of the duties and responsibilities of a Type 3 information officer, the kinds and sources of information needed, how to gather and distribute information to meet the needs of print and electronic media, internal audiences, cooperators, communities, landowners homeowners, local government leaders, and the steps and materials needed to operate an information center and field work site. (A) (GR/P/NP)

**WFTP 317 Intermediate Fire Prevention P-240** 2 units

Prerequisite: WFT 312

This course of study presents additional wildland fire prevention information required for the fire prevention technician. The materials presented include, application of federal and state fire laws, an overview of fire prevention planning and its significant components at district and forest level. (A) (GR/P/NP)

**WFTP 320 Wildland Fire Prevention Planning  
P-301** 2 units

Prerequisite: WFT 302, WFTP 316

This course of study is designed for fire managers, fire prevention specialists and planners, and other persons who have fire prevention planning responsibility. (A) (GR/P/NP)

**WFTP 321 Wildfire Prevention Marketing P-303** 2 units

Prerequisite: WFT 317

This course of study is designed to provide the field Fire Prevention Specialist with the necessary tools to develop a wildfire prevention marketing plan. It includes methods to generate ideas and provide information to assist in the development of a successful wildfire prevention marketing program. (A) (GR/P/NP)

**WFTP 322 Adv Fire Prevention P-340** 2 units

Prerequisite: WFT 317

This course of study presents advanced techniques for the wildland fire prevention officer. It includes a definition of fire's role in ecosystem management, application of the principles of ecology, sociology, economics, communications, and marketing, to the development and implementation of a fire protection plan, and demonstrate how to gain support for the fire protection plan from management and adjacent land owners. (A) (GR/P/NP)

**WFTP 323 Intro to Fire Effects RX-340 2 units**

Prerequisite: WFTO 313

This course of study presents an understanding of land use activity and controlled fire situations. This course includes a description of fire as an ecological process, applications and limitations of fire use, first order fire effects and how to measure them, and the interaction of fire characteristics on natural and cultural resource components that determines first order fire effects. (A) (GR/P/NP)

**WFTP 324 Information Officer S-403 2 units**

Prerequisite: WFT 304

This course of study presents the information necessary for the student to be able to function as a information officer in a wildland fire. The course includes news release issues, inquiries from the media, participate in briefings, meetings, special sessions as a member of the incident management team, and prepare and disseminate information internally to personnel on incident and appropriate agency offices. (A) (GR/P/NP)

**WFTP 326 Smoke Management Techniques  
RX-450 2 units**

Prerequisite: WFTP 322

This course of study is for experienced prescribed Fire Managers and Prescribed Fire Behavior Analysts, and presents in detail the legal, professional, and ethical reasons for managing smoke. (A) (GR/P/NP)



# Administration & Faculty



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HANCOCK  
COLLEGE



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Every effort has been made to assure the accuracy of this list. Should you believe there is  
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Norma Ruth Adams (1976 - 2007) ..... Early Childhood Studies  
Robert Alldredge (1971 - 2010) ..... Electronics  
Ricardo Almeraz (1973 - 2002) ..... Social Science, Spanish  
Howard G. Amborn (1970 - 2004) ..... Professor, Business  
Rosemary Arnold (1971 - 2004) ..... Psychology  
Joan Baber (1998 - 2005) ..... CBIS  
Robert Bauman (1989 - 2004) ..... Professor, Accounting  
Jay Baumgardner (1996 - 2009) ..... Speech/Drama  
Josephine Beck (1975 - 1993) ..... Early Childhood Studies  
Dennis L. Bethke (1979 - 1999) ..... Director, Human Resources  
Michael C. Bondello (1979 - 2011) ..... Professor, Biology  
Connie Buher (1977 - 2004) ..... Director, Bookstore Services  
Ruth Buma (2004 - 2010) ..... Director, Auxiliary Accounting Services  
Jack Camiel (1971 - 2002) ..... Mathematics  
James Carmody (1997 - 2002) ..... Associate Dean, Community  
Education

Harold Case (1973 - 2002) ..... Film  
Janetta Childress (1970 - 1993) ..... Vocational Nursing  
Lillian A. Clary (1985 - 2005) ..... Assistant Dean, Learning Resources  
Orrin G. Cocks III (1964 - 2004) ..... Professor, Mathematics  
Frances M. Conn (1964 - 1993) ..... Associate Superintendent/  
Vice President, Academic Affairs  
William H. Cooper (1971 - 2000) ..... English  
William J. Cordero (2008-2010) ..... Executive Vice President  
Academic Affairs/Student Services

Jay Cortright (1956 - 1981) ..... Business  
Kenneth Coxon (1971 - 2001) ..... Engineering Technology  
Henry T. Davis (1975 - 2004) ..... Professor, Counseling  
William Denneen (1960 - 1985) ..... Life Science

Richard Dixon (1966 - 1999) ..... Machine Technology  
Ronald J. Domingos (1976-2012) ..... Automotive Technology  
Barney J. Eames (1969 - 2001) ..... Physical Education  
Gary R. Edelbrock (1977 - 1991) ... President/District Superintendent  
David Edwards (1975 - 2007) ..... Director, Plant Services  
Edwin Edwards (1975 - 1989) ..... Special Education  
Joan C. Edwards (1977 - 2002) ..... Physical Education  
Paul Fahey (1997 - 2008) ..... Learning Disabilities Specialist  
Elizabeth Farmer (1986 - 2009) ..... Mathematics  
Nathaniel D. Fast (1964 - 1982) ..... Art  
Nancy Fitch (1972 - 1989) ..... Philosophy/Sociology  
John P. Forsmark (1968 - 1995) ..... Business  
Ann E. Foxworthy (1992 - 2005) ..... Superintendent/President  
Judith Frost (2001 - 2006) ..... Managing Director, PCPA  
Diane Glaser (1994 - 2011) ..... Coordinator, Student Health Services  
Terrence Got (1981 - 2002) ..... Director, Computer Services  
Nettie T. Graham (1967 - 1980) ..... Coordinator of Vocational Nursing  
Agnes Grogan (1965 - 1988) ..... Dean, Liberal Arts & Sciences  
Frank Grosbayne (2001 - 2006) ..... Vice President, Student Services  
Jacqueline Groshart (2000 - 2005) ..... Special Services Counselor  
Joann Hanneforth (1975 - 2002) ..... Anthropology  
Mary Harvey (1999 - 2006) ..... Counseling  
Tomas K. Hawkins (1977 - 1993) ..... Counseling  
Edda M. Hayes (1990 - 2008) ..... Family/Consumer Science  
Fidel M. Herrera (1976 - 1999) ..... Language Arts  
Marvin Heupel (1971 - 1996) ..... Agribusiness  
Ruth Higgins (1957 - 1962) ..... Dean of Women, English  
Allen Hire (1983 - 2010) ..... Mathematics





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# 2013-2014 Academic Calendar

## Summer 2013

M	Apr 1	Admission application opens for summer 2013
M	Apr 8	Class search live online
M-F	Apr 29-May 3	Priority Registrations
	May 4-Jun 21	Open Registration for credit classes/ Community Education registration begins
F	May 31	Last day to submit appeals to the Counseling Department for a summer class: Prerequisite/Corequisite/Placement, Matriculation, Reinstatement, <i>College Now!</i> , Excessive Course Attempt
	Jun 3-21	<i>College Now!</i> Registration
M	Jun 17	Classes begin - 6 week, 8 week
Th	Jul 4	Independence Day - College Closed
Th	Jul 18	Last day to file petitions for summer degree or certificate
W	Jul 24	Classes end – 6 week
Th	Jul 25	Final Exams – 6 week
W	Aug 7	Classes end – 8 week
Th	Aug 8	Final Exams – 8 week

## Fall 2013

M	May 6	Class search live online
S	Jun 1	Admission application opens for fall 2013
M-F	Jun 24-28	Priority Registration
	Jun 29-Aug 23	Open Registration for credit classes/ Community Education registration begins
Th	Aug 1	Last day to submit appeals to the Counseling Department for Semesterlength or Term 1 class: Prerequisite/Corequisite/Placement, Matriculation, Reinstatement, <i>College Now!</i> , Excessive Course Attempt
	Aug 5-23	<i>College Now!</i> Registration
Th	Aug 15	Professional Development Day
F	Aug 16	All Staff Day
M	Aug 19	Credit day, evening, and Term 1 classes begin
M	Sept 2	Labor Day - College Closed
F	Sept 27	Last day to submit appeals to the Counseling Department for a Term 4 class: Prerequisite/Corequisite/Placement, Matriculation, Reinstatement, College NOW, Excessive Course Attempt
W	Oct 9	Term 1 classes end
Th, F	Oct 10, 11	Final Exams - Term 1
M	Oct 14	Term 2 classes begin
Th	Oct 24	Last day to file petitions for fall degree or certificate
M	Nov 11	Veterans Day - College Closed
Th – S	Nov 28-30	Thanksgiving Recess - College Closed
W	Dec 4	Last Day of Instruction – Term 2 classes end
Th, F	Dec 5, 6	Final Exams – Term 2
Th-W	Dec 5-11	Final Exams - Term 2/Semester Length
T	Dec 24	Winter Holiday – College Closed
W	Dec 25	Christmas (Observance) – College Closed
T	Dec 31	Winter Holiday – College Closed

## Spring 2014

F	Nov 1	Admission application opens for spring 2014
M	Nov 4	Class search live online
M-F	Nov 18-22	Priority Registration
	Nov 23-Jan 24	Open Registration for credit classes/ Community Education reg begins
	Jan 6-24	College Now! Registration
W	Jan 1	New Year's Day – College Closed
F	Jan 3	Last day to submit the following appeals to the Counseling Department for a spring 2014 Semester-length or Term 3 class: Prerequisite/Corequisite/Placement, Matriculation, Reinstatement, <i>College Now!</i> , Excessive Course Attempt
Th	Jan 16	Professional Development Day
F	Jan 17	All Staff Day
M	Jan 20	Dr. Martin Luther King, Jr. Day – College Closed
T	Jan 21	Credit day, evening, and Term 3 classes begin
F,S	Feb 14, 15	Lincoln Day - College Closed
M	Feb 17	Washington Day - College Closed
F	Mar 7	Last day to submit the following appeals to the Counseling Department for a Term 4 class: Prerequisite/Corequisite/Placement, Matriculation, Reinstatement, College NOW, Excessive Course Attempt
W	Mar 12	Term 3 classes end
Th, F	Mar 13, 14	Final Exams - Term 3
M-S	Mar 17-22	Spring Recess – No Credit Classes
F,S	Mar 21,22	Spring Holiday – College Closed
M	Mar 24	Term 4 classes begin
Th	Apr 3	Last day to file petitions for spring degree or certificate
W	May 14	Term 4 classes end – Last Day of Instruction
Th-F	May 15-16	Final Exams - Term 4
Th-W	May 15-21	Final Exams – Term 4/Semester Length
Th	May 22	Scholarship Awards Ceremony
F	May 23	Commencement

