



MENDOCINO COLLEGE

General Catalog • 2012-2013

Ukiah Campus

1000 Hensley Creek Rd
Ukiah, CA 95482
(707) 468-3000

Lake Center

1005 Parallel Drive
Lakeport, CA 95453
(707) 263-4944

Willits Center

11 Marin Street
Willits, CA 95490
(707) 459-6224

A Public Community College of the Mendocino-Lake Community College District
accredited by the Western Association of Schools and Colleges.

Welcome! ¡Bienvenidos!

Message from the Board President



Dear Student:

Welcome to Mendocino College! Our goal is to provide the best educational experience possible to all of our students and to support you with services to help you succeed.

Mendocino College is an outstanding choice for your college education. We are recognized for our small classes and friendly campus environment. Our caring faculty and professional staff are available to interact directly with individual students. Our beautiful Ukiah campus and convenient centers in Lakeport and Willits provide a first-class learning environment.

I trust you will find your time spent at Mendocino College a most rewarding experience, and I wish you the best as you pursue your educational goals.

Joel Clark
President, Board of Trustees

The Mendocino College Catalog is published by the Mendocino College Public Relations Office and the Mendocino College Office of Instruction, Meredith Randall, Vice President of Education and Student Services, and Rose Bell, Executive Assistant. Catalog graphics and production by Christine Mullis, Graphic Designer. The Mendocino College Catalog is effective as of July 1, 2012.

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2012-2013 Academic Calendar

Summer 2012

SUMMER SESSION 2012

JUN 18	Six-week Summer Session begins
JUL 4	Independence Day holiday observed
JUL 26	Final Examinations / Semester ends

Fall 2012

FALL SEMESTER 2012

AUG 17	Inservice Day (No classes)
AUG 20	Semester begins
AUG 27	Last day to enroll in full-term classes with instructor permission
AUG 31	Add and Refund deadline for semester length classes. Petition required after this date to add.
SEP 3	Labor Day holiday
NOV 12	Veteran's Day holiday observed
NOV 19	Priority registration begins for Spring 2012.
NOV 21	Deadline to apply for Fall graduation
NOV 22-23	Thanksgiving holiday
DEC 14	Semester ends
DEC 17-31	Winter Break - College Closed

Spring 2013

SPRING SEMESTER 2013

JAN 2	Registration services open for Spring; fall grades on WebAdvisor 24 hours after submission.
JAN 21	Martin Luther King Jr. Day holiday
JAN 18	Inservice Day (No classes)
JAN 22	Semester begins
JAN 28	Instructor permission required to add semester length classes
FEB 1	Last day to enroll in full-term classes with instructor permission. Petition required after this date.
FEB 15	Lincoln's Day holiday observed
FEB 18	Washington's Day holiday observed
MAR 25-29	Spring Break - College Closed
APR 19	Deadline to apply for Spring graduation
MAY 13	Priority registration begins for Fall 2012
MAY 24	Commencement
MAY 24	Semester ends
MAY 25	Commencement

Summer 2013

SUMMER SESSION 2013

JUN 17	Six-week Summer Session begins
JUL 4	Independence Day holiday observed
JUL 25	Final Examinations / Semester ends

FULL SEMESTER LENGTH CLASS DEADLINES

	Fall	Spring
REFUND	Aug 31	Feb 1
ADD	Aug 31	Feb 1
DROP w/o W	Sept 3	Feb 3
PASS/NO PASS	Sept 21	Feb 22
DROP w/W	Nov 16	Apr 26

FOR SUMMER SESSION AND SHORT TERM

Dates are calculated by the variables below:

REFUND	10% of course length
ADD	20% of course length
DROP w/o W	20% of course length minus 1 day
PASS/NO PASS	30% of course length
DROP w/W	75% of course length

Final exams are given on the last day of class.

Board of Trustees

Mendocino College Governing Board

Mendocino College is governed by a seven-member Board of Trustees elected by the District as well as one student trustee elected by the Associated Students of Mendocino College. Terms of office are four years and are staggered with biennial elections in accordance with the California Education Code. The Board of Trustees is now in its fourth decade, and has developed numerous policies, procedures, and traditions during that period. These policies address instruction, personnel, students, and operations, among other components of the College. All policies are kept in Board Policy binders available in several College offices and the library. They are also available electronically on the district website at www.mendocino.edu. The Board's primary duties are to provide policy direction; approve courses of instruction and educational programs; establish academic standards; determine and control budgets; manage and control District property; and establish rules and regulations governing conduct, fees and other student issues.

The following dedicated community citizens are currently serving as District trustees:

Janet Chaniot, Potter Valley
Term 2009-2013

Joel Clark, Ukiah
Term 2011-2015

Dave Geck, Kelseyville
Term 2011-2015

Edward Haynes, Ukiah
Term 2009-2013

Joan M. Eriksen, Ukiah
Term 2011-2015

John Tomkins, Lucerne
Term 2009-2013

Paul B. Ubelhart, Willits
Term 2011-2015

The Board generally meets the first Wednesday of the month at 5:00 pm (unless otherwise announced) in the Board Room (Room 1060), MacMillan Hall, Mendocino College, Ukiah Campus. The meetings are open to the public. The Board Meeting schedule, agenda and minutes are available on the College website at www.mendocino.edu.

Administration

OFFICE OF THE SUPERINTENDENT/PRESIDENT

Vacant • Superintendent/President

Gwen Chapman

Executive Assistant II
Superintendent/President

Karen Chaty

Director of Personnel Services
A.A. Mendocino College
B.A. Sonoma State University
M.A. Golden Gate University

Charles Duffy

Director of Institutional Research
B.A. Penn State University
M.A. University of New Orleans
Ph.D. University of New Orleans

OFFICE OF FOUNDATION

Katie Wojcieszak

Executive Director, Mendocino College Foundation, Inc.
B.A. Sonoma State University

Lana Eberhard

Foundation Support Specialist
Mendocino College Foundation, Inc.

OFFICE OF INSTRUCTION

Meridith Randall

Vice President of Education & Student Services
B.A. Amherst College
M.A. Cornell University
J.D. New York University School of Law

Rose Bell

Executive Assistant I
Education and Student Services
A.A. Mendocino College

Virginia Guleff

Dean of Instruction
B.A. California State University - San Jose
M.A. California State University - San Diego

Mark Rawitsch

Dean of Instruction
A.A. Rio Hondo College
B.A. California State University - Chico
M.A. University of California - Riverside

Sue Goff

Dean of Career and Technical Education
B.S. Oregon State University
M.B.A. Portland State University

Arlene Peters

Center Operations Supervisor,
Lake Center

Peggy Randrup

Center Operations Supervisor,
Willits Center

Margaret Sanchez

Director of MESA/Learning Center
B.S. University of California - Santa Cruz
M.A. Sonoma State University

Patricia Thygesen

Director of Child Development Center
B.A. Stanford University
M.A. Sonoma State University

OFFICE OF ADMINISTRATIVE SERVICES

Larry Perryman

Vice President of Administrative Services
B.A. Washington State University
M.B.A. San Jose State University
Ed.D. University of California - Davis

Michael Adams

Director of Facility Planning

Cindy Chapman

Executive Assistant I
Administrative Services
A.A. Mendocino College

Karen Christopherson

Director of Computing Services
B.S. California State University - Sacramento

Eileen Cichocki

Director of Fiscal Services
A.A. Santa Rosa Junior College
B.A. Sonoma State University
M.B.A. Sonoma State University

Steve Oliveria

Maintenance & Operations Supervisor
A.A. Mendocino College

Anthony Risch

Custodial Supervisor

OFFICE OF STUDENT SERVICES

Vacant

Dean of Student Support,
Outreach and Retention

Kristie Anderson

Director of Admissions and Records
A.A. Mendocino College
B.A. Sonoma State University
M.A.O.M. University of Phoenix

Jacqueline Bradley

Director of Financial Aid/EOPS
B.A. Smith College
M.A. California State University - San Jose

Minerva Flores

Program Manager, CAMP
B.A. University of California - Davis

Mendocino College 2012-2013 Catalog



General Information

General Information

The Mendocino-Lake Community College District was originally formed in 1972 within the boundaries of Mendocino County by a 76% vote of approval among the citizens of the Anderson Valley, Round Valley, Ukiah and Willits Unified School Districts. The founding administrative team was brought to full strength in April 1973, following which the initial organizational work was completed, facilities and staffing were provided, curriculum was designed and initial offerings were planned. The first regular semester-length classes were offered by the College beginning in September 1973.

In 1975, a vote by the Kelseyville, Lakeport and Upper Lake School Districts expanded the College's territory into Lake County. The expanded district now incorporates approximately 3,200 square miles of predominantly rural geography, including three population centers in Ukiah, Willits and Lakeport. Approximately 100,000 people live within the boundaries of the District; population growth has averaged 1% over the last few years.

In 1985, the College purchased 127 acres north of Ukiah and began building the present main campus. The primary buildings are an administrative/classroom building, a theatre, a gymnasium, a library, a vocational/technical building and a science building. The campus also has football, baseball and softball fields, a track, and an extensive horticulture area. Several units, such as the Bookstore, food services and the Nursing Program, are housed in some of the original temporary buildings from the fairgrounds. The College also has well-established centers in Willits (25 miles north of Ukiah) and Lakeport (40 miles east) housed in rented facilities.

In November 2006, the College passed its first-ever bond initiative with a 63% positive approval rating. This bond measure will generate \$67.5 million and enable the College to finish its Facilities Master Plan, which calls for a Library/Learning Resource Center and maintenance warehouse in Ukiah, plus permanent centers in Willits and Lakeport. Other planned projects include technology upgrades in classrooms, new lighting and flooring throughout the main campus, and upgrades to existing facilities such as athletic fields, the theatres, and Point Arena Field Station, a former LORAN station.

At last count, more than 100,000 students have enrolled in classes at the College in the past 36 years. In Fall 2011, the College enrolled about 3,900 students at all three of its main locations and through distance education.

Other characteristics of the student population reveal that they are generally low income (about 60% qualify for some type of financial aid) and they are evenly distributed across all age groups. In 2010, 30% of recent Mendocino County high school graduates enrolled at the College, with 23.5% from Lake County (which is partially served by Yuba College's Clearlake Center).

The District is not experiencing the same population growth that many parts of California enjoy. Recently, the population has grown by about 1% per year and the K-12 population is in decline. These trends have put pressure on the College to continually develop new programs and new methods of outreach to sustain enrollment levels.

In 2004, the College took a major step by committing to a nursing program. With four full-time faculty, a clinical classroom and a didactic classroom, it represents the largest investment the College has made in an occupational program. The program enrolls 24 students per year (six are LVNs who enter in the second year) and has been hailed as a model program by the community. At this writing, the program has an 89% pass rate on the NCLEX exam.

In 2007, the College received approval for two Fire Science certificates and a Fire Science degree. Like nursing, these programs responded to a long-standing community need. It is currently in the process of obtaining the necessary approvals for a Real Estate certificate and degree.

In addition to occupational expansion, the College has long enjoyed high transfer rates. The primary four-year schools chosen by Mendocino College graduates are Sonoma State, Chico State and UC Davis.

Catalog Rights

Mendocino College issues a new catalog each year. The courses required for a specific degree or certificate may change from one catalog to the next and often change during a student's tenure. For the purposes of meeting graduation requirements based on catalog rights, students may elect to meet the requirements of either:

1. The catalog which was in effect at the time the student began his/her course work at Mendocino College, or
2. Any catalog that is or has been in effect during the time that the student has maintained continuous enrollment before graduation.

Students maintain catalog rights through continuous enrollment at Mendocino College. Continuous enrollment is defined as enrollment in at least one course per academic year, as shown on the student's official academic record. The academic year begins each fall and ends with the subsequent summer session. For a complete description of catalog rights, see Board Policy 705.

Accreditation

Mendocino College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Accreditation is granted for an unlimited period of time, with a standard provision for an institutional self-study every six years, along with review and visitation by the Accreditation Commission. Accreditation is granted on the basis of demonstrated evidence that the institution is fulfilling its stated goals and objectives through qualified personnel, sound planning, appropriate programs and services, and adequate resources. Mendocino College is one of the few California Community Colleges to remain fully accredited throughout its history.

In addition to being accredited by the Western Association of Schools and Colleges, Mendocino College is approved by the California Community College Board of Governors, California State Department of Education, for veteran benefits and U.S.

Department of Education. Transfer courses taken at Mendocino College are accepted at the University of California, the California State University and College System, and private four-year colleges and universities.

History of the College

The Mendocino Community College District was formed in September 1972 by vote of the citizens of the Anderson Valley, Laytonville, Potter Valley, Round Valley, Ukiah, and Willits Unified School Districts. Planning for the development of the initial offerings of the College occurred in the Spring of 1973, with the first classes offered in July 1973.

Expansion of the District to include the Lake County Districts of Upper Lake, Kelseyville, and Lakeport occurred by vote of the citizens on November 5, 1974. The new District boundaries, established in July 1975, encompass 3,200 square miles of service area. In 1981 the name of the District became Mendocino-Lake Community College District to better reflect the geographical area being served.

In 2006 voters of the District approved a facilities construction bond. Master planning is underway to complete a new Library/Learning Center on the Ukiah campus, and permanent facilities in both Lake County and Willits.

Location / Facilities

The Main Campus is located on a 127-acre permanent campus site approximately three miles north of downtown Ukiah. In the Fall of 1985, the Lowery Library Building was completed and the College was moved into its first permanent facility.

Other permanent buildings include MacMillan Hall, the Vocational/Technical Building, the Horticulture Center, Child Development Center, Physical Education/Athletic complex, a Center for the Visual and Performing Arts, and the Science complex.

The Willits and Lake Centers provide administrative services and classrooms for these outlying areas. Permanent facilities are under construction in both locations. Additional services offered in these locations include counseling, financial aid, and EOPS. Library and

audio-visual services for these Centers are offered through the main campus. Library services in Lakeport are also offered through an arrangement with the Lake County Library. Additional instructional facilities are utilized for special programs in the outlying areas and local high school facilities are used during the evenings, including programs at Anderson Valley, Laytonville, Potter Valley, Upper Lake, Clearlake, Kelseyville and Round Valley and museum in Willits.

There are two special facilities utilized by Mendocino College:

1. The Point Arena field station located 50 miles southwest of Ukiah, is utilized as a field laboratory for specific science classes in marine biology, geology, and meteorology.
2. The Lake County Observatory/Planetarium is available to the District for classes in astronomy.

Sonoma State University and Mendocino College entered into a partnership whereby students living in Mendocino and Lake Counties will be able to earn their multiple subject teaching credential and enroll in courses in Sonoma State's Liberal Studies Bachelor's Degree Program in the Sonoma State University Ukiah Center, which is located at the Ukiah campus.

Completion & Transfer Rates

Federal Student Right-to-Know regulations require publication of college completion and transfer rate data. The statewide percentages for all California community colleges based on the most recent cohort of Fall 2006:

Completion Rate..... 21.30%

*Transfer Rate..... 25.445%

**Transfer rates are incomplete since transfer students who also complete degree and certificate degrees are not included in the transfer numbers.*

Student Retention Rate

In compliance with Chapter 1 of Title 45 of the Code of Federal Regulations, Part 178.4(f), data regarding student retention and enrollment patterns may be obtained by contacting Dr. Charles Duffy, Director of Institutional Research, cduffy@mendocino.edu.





Mendocino College

OUR MISSION

Mendocino College is a dynamic community of learners in which faculty and staff partner with students to help them achieve their educational goals. Informed by research, reflection and dialogue, we meet community needs through learning opportunities in lower division programs in Basic Skills, Transfer Preparation and Career and Technical Education as well as Workforce Improvement.

OUR VISION

Mendocino College faculty, staff and students inspire each other to engage in quality educational experiences to achieve student success.

Within this partnership, all members share a mutual accountability for student success. Faculty and staff serve as the catalyst for students actively engaged in the learning process; students accept their responsibility to define their goals and to work actively toward them.

OUR CORE VALUES

Student Success: We are committed to helping students achieve their educational goals.

Collaboration: We participate in our communities to become informed about and engaged in local and global issues. We work and communicate collegially, both on campus and in our communities.

Respect: We recognize the worth of individuals by encouraging active participation, open exchange of ideas and collaborative decision making.

Integrity: We maintain public trust by being honest, fair and equitable and by honoring our commitments to our students, staff and communities.

Diversity: We respect the dignity of each individual; we value the creativity and insight that emerge from individual differences; and we recognize the importance of diversity in achieving our goals.

Responsiveness: We respond to requests and concerns in a timely and helpful manner. We listen to our students and our communities and institute changes based on identified needs.

Continuous Improvement: We work to integrate the best practices in education and to ensure progress toward achieving our goals by operating in a culture of evidence.

Sustainability: We embrace sustainable practices and recognize our responsibility as global citizens.

OUR STRATEGIC GOALS

Within our learner-centered partnership:

1. Cultivate student success as measured by learning outcomes.
2. Ensure student access to college programs and services.
3. Build a vibrant, student-centered campus experience within and beyond the classroom.
4. Maximize the efficient use of financial, human, physical and technology resources.
5. Develop new and strengthen existing relationships with educators, business, public agencies and other constituents of our communities.

*Adopted: February 2, 2005
Last Revision: December 7, 2011*

Mendocino College Foundation

The Mendocino College Foundation, Inc. supports Mendocino College in educating leaders, fostering intellectual growth and enriching lives by creating opportunities to invest in a better future for our students and communities. The Foundation provides student scholarships, and works toward college program enhancement and staff development, helping to enrich instruction and basic skills, and strengthening student services.

Foundation board members are community, business and educational leaders interested in the success of the college and its students. To ensure such success, the members participate in special fundraising events and seek donations to fund various programs. Contribution opportunities include: Adopt-A-Fifth Grader Achievement Awards, bequests, endowments, scholarships, planned giving, and unrestricted donations. The Foundation is a 501(c)(3) non-profit organization and all donations may be tax deductible.

For more information about the Foundation and its efforts to support Mendocino College, visit the Foundation Office at Mendocino College Center for the Visual and Performing Arts, Room 5110, 1000 Hensley Creek Road, Ukiah, California 95482; or call the office at (707) 467-1018. Information is also available on the Foundation's website: <http://foundation.mendocino.edu>.

Foundation board members committed to excellence are:

Executive Committee

Gary Smith, President and Executive Committee Chair

Richard Cooper, Vice President and Special Events/Marketing Committee Chair

Vacant, Secretary/Treasurer

Channing Cornell, Immediate Past President

Jerilyn Harris, Finance Committee Co-Chair

Neelam Salmen, Finance Committee Co-Chair

Tom Herman, Land Committee Chair

Christy Scollin, Scholarship Committee Chair

Directors

Thomas Allman

Albert Beltrami

Peggy Campbell-DeBolt

Linda Chapman

Chris Dewey

John Goldsmith

Donald McMullen

Gary Nix

Kristi Barrington

Donna Berry

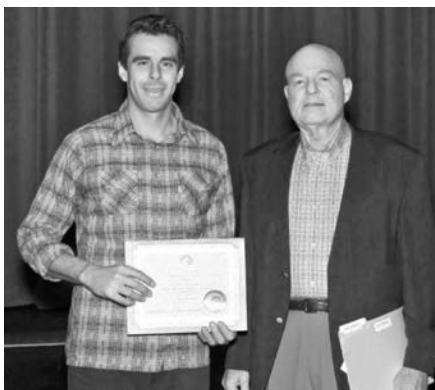
Brian Carter

Paul Conrado

Katharine Elliott

Tod Kong

Lynda Myers



Carl Ehmann presenting James Acevedo with the Mendocino College Foundation Carl J. Ehmann Scholarship for Fall 2011.



ESL Book Award recipients for Fall 2011. From left: Juan Manuel, Rafael Bernabe, Laura Vicencio, Elena Plancarte, Fidel Tapiá, Marcela Gomez, and Instructor Karen Gilmore.

Mendocino College 2012-2013 Catalog



Enrollment Services

Admissions

Eligibility for Admission

Admission to Mendocino College is open to all high school graduates and may admit persons who are 18 or older and can benefit from instruction.

Special Admission Students (K-12)

In accordance with California Education Code regulations (48800, 76001, 76002), a limited number of high school and pre-high school students may be eligible to enroll as special admission students for up to 11 units per semester. Enrollment must be recommended by the student's school principal or designee and have parental consent. Students in kindergarten through the tenth grade must also obtain the approval of the college instructor prior to enrollment. Approval and enrollment are not guaranteed for K-10 grade students. Special Admission students must meet the same prerequisite and student conduct requirements as the regular student.

Out-of-State Students and Residency Requirements

Any person enrolling in credit or non-credit courses is subject to residency requirements as outlined by the California Education Code. New students and those absent two semesters or more are required to complete an application in order to determine the applicable fees.

Resident: A resident student is one who has been a legal resident in California for more than one year immediately preceding the beginning of the semester in which the student plans to enroll, and who demonstrates the intent to remain a permanent California resident.

Non-Resident: A non-resident student is one who has not had a legal residence in California for more than one year immediately preceding the beginning of the semester. Such students are required to pay non-resident tuition in addition to enrollment fees.

Exemption to non-resident tuition exists when documentation is presented for any one of the following:

- Attended a California high school (or high school equivalent) for a minimum of three years and earned a California high school diploma, or equivalent.
- Full-time credentialed employee of a California public school enrolling in college for purposes of fulfilling credential-related requirements.
- Seasonal agricultural worker for at least a total of two months of each of the past two years (or child of a seasonal agricultural worker).
- Full-time employee, or spouse, or dependent of a full-time employee of any of the following colleges/universities: California Community Colleges, California State University, University of California, or Maritime Academy.

Nursing Program

Special supplemental application procedures and admission criteria apply to this program. Contact the Nursing Office at 468-3099 for more information.

Residency Requirements

Any person enrolling in credit or non-credit courses is subject to residency requirements as outlined by the California Education Code. New students and those absent two semesters or more are required to complete an application in order to determine the applicable fees.

Resident: A resident student is one who has been a legal resident in California for more than one year immediately preceding the beginning of the semester in which the student plans to enroll, and who demonstrates the intent to remain a permanent California resident.

The right of a student to attend any public community college in California as a resident requires that he/she:

1. Be a citizen of the United States, or possess or be an applicant for a permanent-resident, amnesty or other visa that does not preclude establishing domicile in the United States and meeting certain requirements.
2. Be at least 19 years of age, and have lived in California one year and one day prior to the residency determination date. (Note: A student, who has not been a resident of California for more than one year and who is the dependent [for income tax purposes] child of a California resident who has been a resident since the above-noted residence determination date, is entitled to resident classification. Submit documentation with application).
3. Have parents or a guardian who have resided in California for one year and one day, if he/she is younger than 18 years of age.
4. Present evidence showing the student's or the student's parents' (if under 19) intent to make California their permanent home.
5. Manifest residency intent if the student is 19 years of age or over by maintaining a home in California continuously for the last two years, unless there is contrary evidence of intent.
6. Manifest intent, if the student is under 19 years of age, by both the students and his/her parents maintaining a home in California continuously for the last two years, unless there is contrary evidence of intent.

If manifest intent cannot be shown within #5 and #6 above, then the student is required to provide evidence of intent to make California his or her permanent home. Objective manifestations of this intent include, but are not limited to:

1. Payment of California state income tax as a resident.
2. Registering to vote and voting in California.
3. Licensing from California for professional practice.
4. Active membership in service or social clubs.

ENROLLMENT SERVICES

5. Presence of spouse and/or dependent children in the state.
6. Showing California as the home address on a federal income tax return.
7. Ownership of residential property or continuous occupancy of rented or leased property in California.
8. Possessing California motor vehicle license plates.
9. Possessing a California driver's license.
10. Maintaining a permanent military address or home of record in California while in the armed services.
11. Establishing and maintaining active California bank accounts.
12. Being the petitioner for a divorce in California.

Military personnel on active duty in California, their spouses and dependent children qualify as immediate residents. (Submit documentation with application).

Students on visas will be evaluated for residency based on the type of visa, visa issue date, length of stay in California and intent to maintain California as their permanent home.

A student who cannot qualify as a resident of California must pay non-resident tuition, as stipulated by the Board of Trustees of the Mendocino-Lake Community College District.

Exemption for non-resident tuition is available to certain non-resident students who attended high school in California for at least three years and received a California high school diploma or its equivalent (per AB 540 statute). Contact Admissions and Records for information and an exemption request form.

Non-resident students do not automatically become residents by being in California for one year. A student seeking reclassification from non-resident to resident status must complete and file a residency questionnaire and a statement of financial independence and must provide evidence of intent to establish permanent California residency.

The burden of proof is on the student to clearly demonstrate physical presence in California, intent to establish California residency and, in the case of students changing from non-resident to resident, financial independence from non-resident parents. The Director of Admissions and Records shall determine residency of all applicants. Appeals of residency decisions shall be determined by the Vice President of Education and Student Services, or her designee.

Non-Resident: A non-resident student is one who has not had a legal residence in California for more than one year immediately preceding the beginning of the semester. Such students are required to pay non-resident tuition in addition to enrollment fees.

Exemption to non-resident tuition exists when documentation is presented for any one of the following:

- Attended a California high school (or high school equivalent) for a minimum of three years and earned a California high school diploma, or equivalent.
- Full-time credentialed employee of a California public school enrolling in college for purposes of fulfilling credential-related requirements.
- Seasonal agricultural worker for at least a total of two months

of each of the past two years (or child of a seasonal agricultural worker).

- Full-time employee, or spouse, or dependent of a full-time employee of any of the following colleges/universities: California Community Colleges, California State University, University of California, or Maritime Academy.

Registration

The registration process includes two parts: an Application for Admission and Enrollment in Classes.

Definitions of New, Returning and Continuing students are:

New Student - has never attended Mendocino College.

Returning Student - has attended Mendocino College but has not been in attendance for two consecutive semesters.

Continuing Student - has attended Mendocino College in either of the two previous semesters.

New and Returning Students are required to complete an Application for Admission prior to registering in classes. K-12 students must fully complete the Special Admit application each semester of attendance until the high school diploma (or equivalent) is obtained or until age 18.

Early Registration Recommended

Because enrollments in certain classes may be limited due to facilities or demand, students are encouraged to complete registration at the earliest possible date. Classes will be closed at the end of regular registration if they are full, and no student can be guaranteed access to courses during the late registration period.

Wait List

Some courses may offer a "Wait List" in which a realistic number of enrollment slots beyond the maximum class size will be available to students on a "Wait List" basis. FINAL ENROLLMENT IN SUCH CLASSES IS NOT GUARANTEED. Although no final enrollment is guaranteed, "Wait List" students must attend class through the second class meeting.

Students who register for a class and fail to attend the first meeting of the class may lose their places to those on the wait list. If extenuating circumstances exist, it is very important that a student make contact with the appropriate faculty member prior to the first class meeting.

THE STEPS TO ENROLLING IN CLASSES

1. Filing an Application

All students enrolling at Mendocino College for the first time or returning after an absence of two or more semesters are required to complete an Application for Admission prior to registering for class. Students can apply online at www.mendocino.edu.

In order for students to receive the appropriate advising and counseling services, please follow these guidelines:

New High School Graduates - Send your high school transcript, including any Advance Placement college exam test results, to the Office of Admissions and Records.

Transfer students - Students wishing to receive an Associate Degree or Certificate from Mendocino College and students eligible for financial aid or veterans benefits are required to submit official transcripts of all previous college work. Transfer credit is evaluated only upon the student's written request on the "Request to Evaluate Form." The evaluation process begins after the student has filed official transcripts and enrolled in classes.

2. Orientation

All first-time students are encouraged to participate in the orientation program. The sessions are held on campus or online prior to the start of each semester. The benefits of participating in an orientation include obtaining information on college services, enrollment procedures and academic success, as well as an opportunity to register early for classes. Students must participate in orientation prior to seeing a counselor. For more information, scheduled dates, and to sign up for an orientation, please contact the Counseling Office - in Ukiah at 468-3048; at the Lake Center at 263-4944; or at the Willits Center at 459-6224.

3. Assessment

Students entering the college are advised to take placement tests to guide them into appropriate classes.

PLACEMENT TESTS

Why am I required to take placement tests?

No one likes to take a class that is too difficult, or one that is so simple it's boring. Placement tests help to assure that students from a wide variety of backgrounds take courses that are right for them.

What is covered in the placement tests?

You will take tests in reading, writing, and math. You will also be asked some questions about your background and experience. Most tests are given on the computer. Those who plan to take a math class above basic math will take a math test at the appropriate level. If you would like to practice the Accuplacer tests in English and/or math, you may go to www.testprepreview.com and click on Accuplacer Test practice questions. Scroll down to the bottom of the page and choose a skill to practice.

Should I study to get ready for the placement tests?

Many students find it helpful to brush up on their math before taking the placement tests. You may study your own materials,

purchase brush-up materials at the college bookstore, or study the math materials available for use in the Learning Center. You may also use the above website for practice.

How long will the placement tests take?

There is no time limit, but one to two hours is about average.

Students taking placement tests in college level math need more time.

What should I bring with me when I take the placement tests?

Important: please bring a photo i.d., your social security number, a #2 pencil, and a pen.

When are the placement tests scored?

Your tests are scored immediately. In most cases, you will also be given your class placement.

What happens after I take the placement tests?

You meet with your counselor to plan your class schedule.

May I retake the placement tests?

Yes, if necessary. We recommend that you do your best the first time, so you do not need to retake the placement tests. You need to wait at least one week and get counselor approval to retake a test.

What if I do not know how to use a computer?

The placement tests are designed for students who have never used a computer. Directions are provided, and we help.

Is it possible to see some sample questions before taking the placement tests?

Yes, you are welcome to look at some sample questions. They are available in The Learning Center, or you may try a practice test at www.testprepreview.com.

When may I take the placement tests?

The Learning Center in Ukiah has placement testing hours available during drop-in times. Please call 707-468-3046. There is no charge for this service. The Learning Center is open Monday through Thursday, 8:00 am - 8:30 pm and Friday, 8:00 am. - 3:30 pm For more information call 468-3046. Available by appointment in Willits (707) 459-6224, or Lakeport (707) 263-4944.

Can I be exempt from placement tests?

You may be exempt from taking a placement test by satisfying one of the following:

Completion of a comparable approved placement test with class recommendations within the last three years. To verify this, submit your test scores to the Learning Center on the Ukiah Campus.

Completion of an English or math course at another college with a "C" or better. Submit your college transcript to the Admissions and Records Office.

Earning a passing score on an Advanced Placement Exam (administered by the College Board) in English, calculus, or statistics. Submit an official report of your score to the Admissions and Records Office.

ENROLLMENT SERVICES

Passing the English Assessment portion of the STAR Test in high school. If your test report says that you qualify for CSU-level English, then you are eligible to enroll in English 200 at Mendocino College. Submit your STAR Test Report to the Learning Center on the Ukiah Campus.

Earning a "C" or better in Algebra 2 or a higher math class in high school within the last three years makes you eligible to enroll in MTH 220 (statistics) at Mendocino College. Submit your high school transcript to the Admissions and Records Office.

Prerequisites, Corequisites and Recommended Preparation

It is the intent of Mendocino College to guide students into courses in which they will have the greatest chance for academic success. Therefore, students will find that some have prerequisites, corequisites or recommended preparation in their description. Following are the definitions for prerequisites, corequisites, and recommended preparation:

Prerequisite - A course requirement that a student must meet in order to demonstrate current readiness for enrollment in a course or educational program.

Completion of the prerequisite is required prior to enrolling in the course. Successful completion of a prerequisite course means that a grade of A, B, C, or P, was earned; D, F, or NP grades are not acceptable.

Corequisite - A course that a student is required to simultaneously take in order to enroll in another course.

Recommended Preparation - A condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

PREREQUISITE CHALLENGE PROCEDURE

If students feel they can meet the requirements, or one of the conditions listed below exists, and can provide documentation, then they can challenge a prerequisite. A Prerequisite Challenge Form can be obtained from the Admissions and Records and Counseling Offices at the Ukiah campus and Lake and Willits Centers. The challenge must be filed in the Admissions and Records Office no later than the first day of the semester. Criteria for challenging a course are:

1. The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites.
2. The prerequisite or corequisite is in violation of Title V, Article 55201 Policies for Prerequisites, Corequisites, and Advisories on Recommended Preparation.
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
5. The student will be subject to undue delay in attaining the goal of his/her educational plan because the prerequisite or corequisite course has not been made reasonably available.

4. Counseling

(See also "Counseling" in the Student Services Section)

Mendocino College provides counseling services designed to assist students in pursuing appropriate career and educational goals and provide assistance to students who are struggling in their academic progress. The counseling staff is available to both enrolled and prospective students. Services offered include:

Educational Plan

All first-time college students are encouraged to meet with a counselor during their first semester to develop an educational plan. The educational plan details the courses that must be completed in order to accomplish the student's educational objective. Students taking 18 or more units must also have counselor approval prior to registration. Students may also discuss graduation concerns, GE requirements, and transfer to other colleges and universities with counselors.

The Counseling Office is located in MacMillan Hall, Room 1000 in Ukiah, as well as in the Lake and Willits Centers. Counselors are available by appointment and on a drop-in basis. Please call the Counseling Office for more information - in Ukiah 468-3048; Lake Center 263-4944; Willits Center 459-6224.

Advising/Faculty

Faculty members are a valuable resource to obtain information regarding career and advanced educational opportunities in a student's field of specialization. Individual faculty can be helpful in sharing the knowledge and skills needed within a given discipline along with providing clarification about modes of learning, discipline options, sequential learning patterns, and related matters which pertain to their subject area and training.

5. Register in Classes

Following orientation, assessment and advising, students will have sufficient information to register in classes. Registration is available online or in person at Admissions and Records. Students can access online registration on the college homepage, www.mendocino.edu, by selecting the WebAdvisor link and following log-in instructions.

6. Paying Fees

All fees are due at time of enrollment. Students finding it difficult to pay enrollment fees should go to the Financial Aid Office, Room 1130 before enrolling to inquire about financial assistance. All fees are subject to change without notice. Students who register online will pay fees with a credit card or debit card. In person, students can pay with cash, check, money order, or credit or debit card.

7. Late Registration

For full-semester classes, students may continue to enroll through the first week without an instructor signature and through the second week with an instructor signature. Late add requests beyond the second week must be petitioned to the appropriate dean.

Fees & Refunds

Non-Resident Tuition

Students who have not resided continuously in California for a period of one year immediately preceding the residency determination date will be subject to non-resident tuition in addition to the enrollment fee and other fees paid by all students. The non-resident tuition is \$200 per semester unit beginning Fall 2012. Fees and tuition are due and payable in full no later than the end of day of registration.

College Fees

All registration fees must be paid at the time of registration. See below for BOGW fee waiver information.

Enrollment Fee

Students enrolling at Mendocino College are required by state regulations to pay an enrollment fee. The fee at the date of printing, subject to change by the state legislature, applies to credit courses as follows:

\$46.00 per unit (or \$23.00 per half unit).

For current fees please refer to the district website at www.mendocino.edu.

Per Board of Trustee action, special part-time K-12 grade students are exempt from paying the enrollment fee. Other potential enrollment fee waivers are listed in the Class Schedule.

Enrollment Fee Assistance

California community colleges provide Board of Governors Waiver (BOGW) for students who qualify to have their enrollment fees waived. If you are a California resident, you may be eligible for a BOGW if you meet any of these criteria:

- you have already qualified for financial aid, such as a Pell Grant or Cal Grant; or
- you or your family are receiving TANF (Temporary Assistance to Needy Families), SSI (Supplemental Security Income), or General Assistance/General Relief; or
- you meet the state income standards available at the Financial Aid Office.

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

If you become eligible for the BOGW after you pay enrollment fees you will be reimbursed, and any additional units will be covered by the BOGW. Once you have qualified for a BOGW, your enrollment fees will be paid for the rest of the academic year (Summer, Fall and Spring) whether you are taking one class or a full-time load. For more information, contact the Financial Aid Office at 468-3110.

Refunds will be made automatically to all students qualifying as stated above. Refund checks will be processed periodically and will be mailed to student's address of record.

For more information, contact the Financial Aid Office at 468-3110.

Health Services Fee

A student health fee of \$10.00 will be collected at registration. Potential Health Fee exemptions are listed in the Class Schedule.

This fee provides a secondary student accident insurance policy which is mandated by California Education Code and a Health Awareness Program.

BOGW, Method A students and students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization will be exempt from the health fee. Applications for exemption are available at Admissions and Records.

Student Center Fee

A fee of \$1 per unit up to \$5 per semester will be charged to all students. The money collected may be used to construct, renovate, equip, or operate a Student Center. For exemption criteria, contact Financial Aid.

Student Representation Fee

A fee of \$1.00 will be charged to all students to fund student advocacy. For exemption criteria, contact the Admissions and Records Office.

Refunds

Refund checks will be processed periodically and will be mailed to the student's address of record on file in Admissions and Records. If payment was made by credit card, the credit card will be credited.

Enrollment/Materials Fees:

Refunds will be made automatically to all students qualifying as follows: Students must first officially drop the course on WebAdvisor, or at Admissions and Records, Lake or Willits Centers. Full-term classes must be dropped within the first two (2) weeks of the semester to qualify for a refund.

Courses which meet other than the regular semester length must be dropped during the first 10% of the course in order to qualify for a refund of enrollment, material or nonresident fees (no exceptions). Refund checks will be processed periodically beginning the third week of the semester.

Refunds cannot be carried forward for credit to the next registration period. A full refund for these fees will be issued for those classes which are cancelled by the College.

Health/Representation/ Center Fees

The health, representation, and center fees will be refunded only when all classes are dropped before the first day of class, or when all of a student's classes are cancelled by the College.

ASMC Card; Audit Fees; Credit by Exam

The following fees—ASMC card, audit fees, and credit by exam fees—are not refundable.

ENROLLMENT SERVICES

Non-Payment of Fees

As a means of ensuring the repayment of any type of financial obligation due to the College, any or all of the following will be applied by the appropriate department until the debt is paid:

1. No grades will be issued.
2. No transcripts will be issued.
3. Registration, adds and drops will not be processed.

Upon presentation at Admissions & Records of valid receipt verifying repayment of monies due to the College, the restrictions stated above shall be removed. Such receipts will be issued by the Business Office and/or the Library as appropriate.

USEFUL PHONE NUMBERS

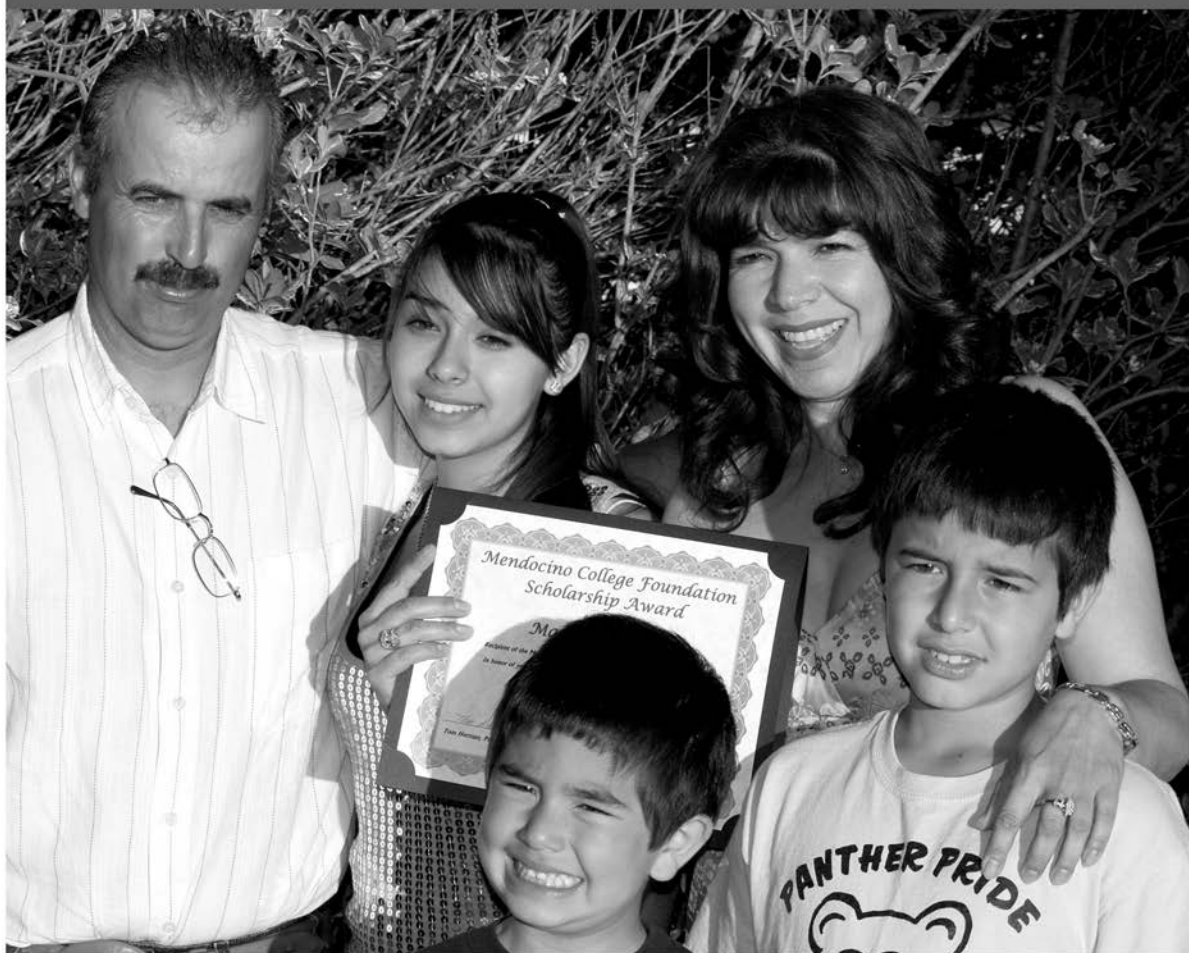
As a prospective student, you are invited to call any of our offices for further information on Mendocino College programs and services. (All phone numbers are within the 707 area code.)

Admissions & Records	468-3101
Athletics	468-3036
Bookstore	468-3058
Career Planning	468-3044
Child Development Center	468-3089
Community Extension	468-3016
Counseling Office	468-3048
Disability Resource Center	468-3031
Distance Education	468-3002
Extended Opportunity Programs & Services (EOPS).....	468-3113
Financial Aid.....	468-3110



Job Placement	468-3044
Lake Center.....	263-4944 or 468-3084
Learning Center	468-3046
Library	468-3053
Online Classes.....	467-1024
Placement Tests	468-3046
Scholarships	468-3105
Transfer Center	468-3045
Tutoring	468-3046
Willits Center.....	459-6224 or 468-3082

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Financial Aid

Financial Aid

The Financial Aid Office offers free financial aid assistance with Grants/Work Study/Loans/BOG Waiver check out the information on our website or come by the Financial Aid office in MacMillan Hall, Ukiah Campus, 468-3110.

Notice about Potential Changes to Financial Aid

There are frequent changes to federal and state regulations that may affect students' eligibility. One major change starting in 2012 is a 6 full-time years (600%) of LIFETIME Pell grant eligibility (at any college). The latest information about these and other changes is posted on the financial aid section of the college website or student portal.

Various types of financial assistance are available to students from Federal, State, local, private and institutional sources. Most financial aid is based on information received from a Free Application for Federal Student Aid (FAFSA). Apply early.

Grants/Scholarships - money that does not have to be paid back

Work Study - money paid to financial aid students to work in jobs that are available on the Mendocino College campus.

Loan - money borrowed from the government that must be paid back at a specified time.

Fee Waivers - waives enrollment fees for students who meet eligibility requirements.

Ayuda Financiera

La Oficina de "Financial Aid" Colegio de Mendocino ofrece oportunidades para aplicar y recibir ayuda económica.

Las oportunidades son las siguientes formas y tipos de asistencia: La aplicación "Board of Governors" se usa específicamente para cubrir el cobro de colegiatura. La aplicación "Solicitud Gratuita de Ayuda Federal Estudiantil" (FAFSA), se puede usar para solicitar ayuda económica de la mayoría de programas federales y estatales. En el Colegio de Mendocino, este formulario se usa para solicitar ayuda de los siguientes Programas de Ayuda Económica Federal Estudiantil: Becas Federales Pell; Becas Federales Suplementarias para Oportunidad Educativa (Federal Supplemental Educational Opportunity Grants-FSEOG); Préstamos Federales Stafford; Trabajo-Estudio Federal.

Para obtener estas solicitudes, favor de pasar al salón 740 en Ukiah o acudir a los Centros de Mendocino College ubicados en Willits y Lakeport. Si desea platicar con alguien de habla hispana con respeto a las oportunidades de ayuda económica, favor de llamar al: 468-3106 or 468-3170 en Ukiah.

The following programs are available:

Board of Governors Fee Waiver (BOGW)

This fee waiver is available to California residents who have at least \$1,104 of unmet need as defined by the Federal Government. Every California resident should complete a FAFSA, as many more students qualify than might be expected.

Grants

Federal Pell Grant - A federal program that helps students pay for basic educational expenses such as housing, books, transportation and fees. Students who wish to be considered for this program need to complete a Free Application for Federal

Student Aid (FAFSA). Complete the FAFSA early each year.

Federal Supplemental Educational Opportunity Grant (FSEOG) - Another federal program that assists students with the greatest need to pay for their college expenses (FAFSA required). There is a limited amount of funds so early FAFSA application is essential.

Chafee Foster Youth Grant - This grant of up to \$5,000 is available to current or former California foster youth under 24 years of age who wish to take vocational training or college courses. More information is available in the financial aid office. Ask for the Foster Youth Liaison, Gerri Dutton. Limited funds available - apply early.

Cal Grant B and C - State grant programs for eligible students that provide extra financial assistance. A separate GPA application may be required.

Bureau of Indian Affairs (BIA)/Tribal Grants - Special grants for eligible students who belong to Federally recognized Indian Tribes. Tribes generally have their own applications, deadlines, and eligibility criteria.

CalWORKS Program

This program provides child care, workshops, tutoring, counseling and other services to assist CalWORKS students in their transition from public assistance to self-sufficiency.

Extended Opportunity Programs & Services (EOPS)

The Extended Opportunity Programs and Services (EOPS) provides academic, career, and financial assistance for students who meet certain financial and educational criteria. EOPS provides a comprehensive program of supportive services to all new and continuing EOPS students.

The EOPS Program assists these individuals in successfully achieving their educational goals. EOPS provides a comprehensive program of supportive services to all new and continuing EOPS students.

Services include:

1. EOPS Orientation
2. EOPS Counseling
3. Priority Registration
4. Financial Aid Assistance
5. Extensive Educational Planning
6. Transfer Counseling
7. Fee Waivers for Transfer Applications
8. Extra Tutoring
9. Quarterly Newsletter
10. Book Service Program or Book Grant

To be considered for EOPS, a student must:

- be an undergraduate
- be a California resident for at least one year
- be income eligible
- be enrolled in twelve (12) units or more (exemptions are granted for DRC students)
- have submitted a Free Application for Federal Student Aid (FAFSA) and/or a Board of Governors Waiver (BOGW) application
- have submitted an EOPS application
- not have completed more than 70 units of degree-applicable college credit course work

- meet at least one of several factors stipulated in the EOPS State regulations.

Please note: AB540 students may qualify for EOPS in 2013.

Cooperative Agencies Resources for Education (CARE)

The EOPS Office offers CARE Program services. This program is designed for single heads of households receiving AFDC/TANF/CalWORKs who have at least one child under the age of 14, are EOPS students, and who are enrolled full-time in a vocational degree/certificate/four-year degree. For further information about the CARE Program, individuals should call 468-3113 or visit the EOPS/CARE Office at the Ukiah campus.

Further information may be obtained by checking information on the CARE section of the college website or contacting the EOPS/CARE Specialist at 468-3113 or by visiting the EOPS/CARE Office at the Ukiah campus.

Student Loans

Direct Student Loan

Student loans supplement other types of aid. Students must complete the FAFSA application process and attend an in-person loan entrance workshop. Special applications and processes are required for these loans; students who may be interested should contact the Financial Aid office.

Further information about loans may be obtained on the Financial Aid website, or by visiting the Financial Aid Office, MacMillan Hall, Ukiah campus.

Federal Work Study (FWS)

A federal program that pays students to work in jobs that are available on the Mendocino College campus. There are limited awards available so students are encouraged to complete the FAFSA process

early and notify the financial aid office of interest in an award.

Scholarships

In 2011-2012 scholarships and awards totaling \$133,375 were given to students. Scholarships at Mendocino College recognize outstanding students for academic achievement, financial need, academic field of study, community service, campus activities and outside interests. At Mendocino College, scholarship money is offered to incoming, continuing, and transferring students.

Mendocino College scholarship applications are available January 2 in the Foundation Office in the CVPA, at the Ukiah Campus or at the Lake and Willits Centers. Additionally, the application packet will be available online at www.mendocino.edu. For access, follow the path: For Students / Scholarships / Scholarship Application. One application form is sufficient to apply for all Mendocino College scholarships. The deadline to apply for scholarships is March 1. Contact the Scholarship Coordinator in the Mendocino College Foundation Office for more information.

Additionally, in the Career Center, students can find computerized information on statewide scholarships and financial aid.

Both the Annual Spring Awards Ceremony and the Foundation Scholarship Awards Ceremony, honoring scholarship and award recipients, are held the second and third Friday in May of each year. Donors, families, and friends are invited to honor the students and their achievements.

Becas Académicas

Usted puede ser eligible para recibir becas académicas. Todo estudiante interesado en el programa de becas, debe ponerse en contacto con el programa de becas, en el salón 1000, oficina de Servicios Estudiantiles (Office of Student Services). Tenemos anuncios y listas de becas con los requisitos necesarios. Esta información también está disponible en los centros del colegio en Willits y Lakeport.



Además, el centro de carreras profesionales (Career Center) tiene para los estudiantes un programa computarizado de información sobre becas y ayuda financiera. Este servicio se ofrece gratis para todos los estudiantes del colegio.

Summer Financial Aid Awards

Students are encouraged to check with the Financial Aid Office during April as to the availability of funds for summer financial aid.

Student Consumer Information

Please note: Students are now limited to six full-time (600%) years of Pell Grants in a lifetime at any college. Students are advised that the financial aid information included here is limited. Additional information on all financial aid categories is available on the Financial Aid website or upon request at Mendocino College's Financial Aid Office, Room 1130 in MacMillan Hall.

Financial Aid Appeals

Any student who is on probation or has been suspended from financial aid may submit a written appeal to the Assistant Dean of Financial Aid and EOPS. Each appeal will be reviewed on a case by case basis by the Assistant Dean. The petition will be approved or denied based on the student's individual circumstances, and his or her proposed course of action. If the student's petition is denied, he or she has the right to appeal the decision to the Dean of Students. The Dean of Students' decision is final.

Satisfactory Progress Standards

Federal regulations mandate that all institutions of higher education establish minimum standards of "satisfactory academic progress" for students receiving financial assistance.

All students who apply for and receive financial assistance are expected to meet the academic standards described in Mendocino College's Financial Aid Satisfactory Academic Progress Policies and Procedures.

Copies of the Financial Aid Satisfactory Academic Progress Policy are available on the Financial Aid website or in the Financial Aid Office, Room 1130 in MacMillan Hall.

Federal Tax Credit

Selected educational expenses may be deducted from federal income taxes by qualifying students. As required by federal tax credit legislation, Mendocino College will make available to each registered student a copy of IRS verification form 1098T (Tuition Statement) each year. This information is also reported to the IRS. Students should be sure to have their correct Social Security number on file in the Admissions Office for the sake of accurate reporting to the IRS. Students should check with their tax preparer to determine whether they are eligible to take advantage of this tax credit and the amount they may deduct from their federal and/or state taxes.



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Student Services

Student Services

Admissions & Records

Admissions and Records is where students should go for information and assistance regarding applications for admission and graduation, official college records, registration in classes, adding or dropping of classes, commencement ceremony, veteran benefits, enrollment verifications, forwarding of transcripts and withdrawal from the college.

Athletics

Mendocino College supports the belief that athletics are an important segment of the total educational process and is a member of the Bay Valley Conference (BVC). Other colleges in the Bay Valley Conference include: Alameda, Contra Costa, Laney, Los Medanos, Marin, Merritt, Napa, Solano, and Yuba. Mendocino College supports the following intercollegiate teams for women: basketball, softball, volleyball, and soccer. The intercollegiate teams for men are football, baseball, and basketball.

Mendocino College adheres to California Community College Athletics Association Constitution (CCCCAA) the Bay Valley Conference Constitution, and all eligibility rules and regulations under the California Community College Athletics Association and the Bay Valley Conference. Final eligibility decisions rest with the Bay Valley Conference Commissioner, the Northern California Football Alliance Commissioner (NCFA), and the CCAA Commissioner.

The following basic guidelines pertain to all student-athlete participants:

1. In order to be eligible, a student-athlete must be continuously and actively enrolled in a minimum of 12 units at his/her community college during the season of sport. Such eligibility shall be required for non-conference, conference, and post-conference participation.
2. In order to continue athletic participation in any sport, the student athlete shall maintain a cumulative 2.0 grade point average (GPA) in accredited post-secondary course work computed from the start of their first semester/quarter of participation. To be eligible for the second season of a sport, the student athlete must complete and pass 24 semester/36 quarter units between seasons of competition, and have a college cumulative grade point average of 2.0 or above. These units must be completed prior to the beginning of the semester or quarter of the second season of sport.
3. Of the 24 semester/36 quarter units to be completed, 18 semester/27 quarter units shall be in course work counting towards degree, remediation, transfer and/or certification as defined by the college catalog and consistent with the student athlete's educational plan.
4. A student transferring to a California community college for academic or athletic participation purposes, and who has previously participated in intercollegiate athletics, and whose most recent participation was at another California community college, must complete 12 units in residence prior to the beginning of the semester/quarter of competition of that college.
5. All student athletes are expected to comply with the Mendocino Athletic Department Code-Of-Conduct and the District Code of Student Conduct while participating in athletics at Mendocino College. While winning is certainly the goal of every coach, and every team, good sportsmanship will always be the foundation we build our programs on.
6. In accordance with Education Code Section 76140, students that are not California residents as defined by Policy 502 will be charged a non-resident tuition fee. Students taking non-credit classes are exempt from paying non-resident tuition fees. In addition, apprentices taking classes of related and supplemental instruction and certain job transferees are exempt from non-resident tuition.

Non-resident fees are due and payable in full at the time of registration.

Any student interested in participating should make an appointment with an athletic counselor, 468-3048, or contact the Athletic Director or coaches at 468-3165 for further instruction.

Bookstore

The bookstore is located in the new Quad area at the main campus, and has branch operations at both Lake and Willits Centers.

The Mendocino College Bookstore in Ukiah is open extended hours during the first week of Fall and Spring term. For Summer term hours please contact the Bookstore.

Monday-Thursday, 8:00am - 7:30pm

Friday, 8:00am - 3:00pm

The bookstore is also open the Saturday before classes begin and the first Saturday of each new semester. 10:00am - 2:00pm

Normal operating hours will resume the second week of classes:

Monday through Thursday, 8:30am - 6:30pm

Friday, 8:30am - 1:00pm

A wide range of college supplies, textbooks, backpacks, gifts, and Mendocino College clothing are available at the bookstore in Ukiah.

Textbooks may be purchased at the Lake and Willits Centers at the start of the semester or online 24/7 at www.mendocinobookstore.com. Please check the website for specific Lake and Willits hours each semester.

The cost of textbooks and college supplies varies with the type of program being pursued and with the individual needs of each student. Visa, Master, Amex or Discover Card credit cards, ATM or Debit Cards (with VISA or Master Card logo) are accepted at all locations.

Refunds for books purchased for the current semester, accompanied by a receipt and presented in the same condition as purchased, will be given at the beginning of each semester (date varies by semester)

Book buy-back is held at each location during finals week.

Please visit our website, www.mendocinobookstore.com, for additional hours and textbook information or call 707-467-9127. Textbooks can be ordered from this website and delivered to your home or can be picked up at any of our three locations.

It is the responsibility of the student to check with the bookstore for any changes in the above information.

Campus Tours

Tours of the main campus are part of the orientation program. They can also be scheduled on an individual basis. Please call the Career and Transfer Center for more information at 468-3044.

Career Center

The Career Center, located in Room 1200 at the Mendocino College Ukiah Campus, contains information on careers and job placement services. The staff's focus is to assist students with personalized career development. Students are invited to explore possible career directions or gather further information on a particular job or career from the Center's resources.

Each semester, workshops and seminars are held on topics ranging from "How to Choose a Major" to "Resume Writing." In addition, students may access computer programs and the Internet for career exploration, job search, college and scholarship searches.

Students looking for part-time or full-time employment are encouraged to come to the Career Center to search through the resources, where a variety of local jobs are listed. The Center offers tips on how to look for a job, how to write cover letters and resumes, and how to present oneself for a personal interview. The staff will provide assistance for jobs on and off campus.

Mendocino College also offers career classes each semester. Counselors teach classes in a self-discovery format. The purpose of each class is to assess the students' interests, skills, personalities and values. Some of these career classes are available in a self-paced, non-classroom setting.

Another service offered by the Career Center is typing certification. For a nominal fee of \$10, students and community members may receive this service.

Child Care

Your child can enjoy a quality toddler and preschool program at Mendocino College while you attend classes or work. The Child Development Center offers a program of planned, age appropriate activities by a caring, professional staff.

The facility on the college campus is licensed for 57 children from 18 months through 5 years. We offer half-day or full-day programs, but do not offer care on a drop-in basis. The Child Development Center is open every day the college is in session from 7:45 a.m. to 5:15 p.m., and also during Winter Break.

The Center is an integral part of the training program in child development, utilizing child development majors and parents as classroom volunteers. Each classroom has a highly trained and experienced Child Development Specialist as its principal teacher.

The Child Development Center is open to student, faculty, staff and community families. Low income families are eligible for subsidized care. The student parent must be enrolled in an academic or vocational program leading toward a degree or certificate. Families who do not qualify for a subsidy will pay the required fee. To enroll your child, you must submit an application for admission. All enrollment forms must be completed prior to your child beginning the program.

Fee information is available on request. For information or to obtain an application form, call 468-3089. Spaces fill up quickly so turn in your application before the semester starts.

Clubs and Organizations

Clubs are an important part of the total Student Services program. New clubs are easy to form, and students are encouraged to stop by the Associated Students of Mendocino College (ASMC) Office or the Student Services Office for assistance in organizing.

Clubs and organizations exist for interested students to exercise leadership abilities and to provide students with contemporary social activities and cultural events of interest. Registered clubs are also allowed to post information on campus and use campus facilities.

Computer Labs

Open computer labs for college-related work are available at all three college locations. Before using, students must register for CSC 500 at no charge.

Cooperative Agencies Resources for Education (CARE)

The Financial Aid/EOPS Office offers CARE Program services. This program is designed for single heads of households receiving AFDC (Aid to Families with Dependent Children) TANF (Temporary Assistance to Needy Families) or CalWORKs (California Work Opportunities and Responsibility to Kids Program) and who have at least one child under the age of 14, are EOPS students, and who are enrolled full time in a vocational program, certificate, AA degree, or four-year degree. CARE provides financial assistance to help with:

- Child Care
- Transportation
- Vehicle Maintenance
- Books and Supplies

For further information about the CARE Program, individuals should call 468-3113.

Cooperative Work Experience Education

Cooperative Work Experience Education (CWEE) is a term for applied academic courses in which students earn college credit for what they learn on-the-job. There are no prerequisites or concurrent enrollment requirements for these courses, and there are no classroom meetings after the initial orientation.

CWEE is "cooperative" in that college faculty and the students' employers help students develop specific learning objectives that result in meaningful on-the-job educational experiences. Paid employees, volunteers and even self-employed students can earn college credit for learning or improving skills or knowledge related to their jobs. CWEE can help students develop useful work habits, open doors to new jobs, or help students to acquire skills and knowledge necessary for advancement in their current employment. Internships in various fields are also available, and in some cases students can earn a stipend or wages in select internships.

A maximum of 16 units of CWEE may be used as elective credit for the AA/AS degree. Up to 16 units of 100-level CWEE courses may be accepted as elective credits for transfer to the California State University (CSU) System. Units are awarded based on the achievement of approved learning objectives; additionally, each unit of CWEE requires a paid employee to

STUDENT SERVICES & SPECIAL PROGRAMS

document 75 hours (about 5 hours/week) over the course of the semester. Volunteers or unpaid interns need to document only 60 hours during the semester.

For more information visit our web site (www.mendocino.edu/CWEE) or call the CWEE office in Ukiah 468-3047 or email Dan Jenkins at djenkins@mendocino.edu.

Community Extension

Mendocino College Community Extension (ComEx) offers not-for-credit educational and cultural events in response to the interests of the people and communities of the College District. Community Extension activities are designed for personal and professional enrichment in order to provide educational experiences not currently available within the formal curriculum and instructional program of Mendocino College. The College District does not receive state or local tax support to fund Community Extension offerings, and fees are charged so that the program can be entirely self-supporting.

For a listing of workshops, travel trips and tours, visit us online at www.mendocino.edu, or contact the Instruction Office in Ukiah.

Counseling

Counselors are here to assist you in choosing and pursuing your career and educational goals at Mendocino College. You are not alone, if you do not have a major or career direction. Most students are undecided when they enroll in college!

If you are unsure of what path to take, we can recommend classes to get you started. We will explain some basic options and general requirements that apply to all college certificate or degree programs. Once you do have a major, we can help you to set up a plan to achieve your certificate or degree. If your goal is to transfer to a 4-year school, counselors can help you to choose a transfer destination and explain what courses you will need to prepare for transfer.

Counselors can assist you to be successful in college by connecting you with any number of available services and College and Career Success courses. Counselors are here to listen, make suggestions, and help you make decisions that are right for you. If you have a verifiable disability that creates limitations on reaching your educational goals, please contact the Disability Resource Center at (707) 468-3031.

Educational Planning: All college students are encouraged to meet with a counselor to develop an educational plan. This plan details the courses that must be completed in order to accomplish your educational objective.

Career Advising: Free career testing is available through the Career and Transfer Center, located in MacMillan Hall, Room 1200 on the Ukiah campus. We will analyze your test results and discuss them with you. The center also organizes an annual career fair and can assist you in preparing for a job interview and writing a résumé. For more information or an appointment, call (707) 468-3044.

Confidential Referral/Grade Check Program: Counselors support the instructional staff by encouraging confidential referrals of students. Students who respond will be offered help with personal

issues that are hampering their progress and/or referred to other appropriate resources on and off campus. Students are encouraged to make an appointment with a counselor if they receive a letter regarding a referral.

Bilingual Counseling - Spanish: Si usted le gusta una cita de consejería en Español, por favor de llamar al Departamento de Consejería al (707) 468-3048.

Personal Issues: We are to discuss personal issues that may be affecting your academic progress.

Mental Health Counseling: A mental health counselor is available on the Ukiah campus Tuesdays from 9am to 5pm for one-hour sessions during the Fall and Spring semesters. You may make an appointment by calling (707) 468-3048.

Transfer Counseling: College catalogs are available in the Career and Transfer Center or on-line and college representatives visit the center in the fall and spring. College and University Day is held each September, as well as useful transfer workshops throughout each semester. Call (707) 468-3045 for more information.

The counselors are located in MacMillan Hall, Room 1000 in Ukiah, as well as in the Lake and Willits Centers. They are available by appointment and on a drop-in basis. Please call the Counseling office for more information - in Ukiah Campus (707) 468-3048, Lake Center (707) 263-4944 and in Willit Center (707) 459-6224.

(Note: All information disclosed during counseling appointments is kept confidential, except in cases where we are mandated to report threats of harm to self or others.)

Disability Resource Center

The Disability Resource Center (DRC) (formerly Disabled Student Programs and Services) ensures equal access to education for qualified students with a disability that is verifiable, and who are otherwise eligible for admission to Mendocino College.

DRC services may include disability related counseling, registration assistance, loan of tape recorders, interpreters for the deaf, alternative media, and specialized equipment. Assessment of students to determine a possible learning disability is available, and if qualified, students may enroll in support classes in: reading, writing, spelling, math, and mainstream support. All disabilities need medical or professional certification as defined by the California State Chancellor's Office in order to qualify for services.

Students are assisted by the DRC counselors in developing a Student Educational Contract. Students must make measurable progress according to college progress standards to continue receiving services offered through the program. DRC also works with the Department of Vocational Rehabilitation, Veteran's Administration, and other agencies.

Disabled Student Programs and Services encourages student autonomy, independence, and responsibility. The program and staff promote equal opportunity as well as equal educational access and serves as an advocate of students' academic rights.

All DRC services are provided in compliance with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. In accordance with the Right to Privacy Act, all disability related contacts with the DRC office will be kept confidential and will not be released without the student's written consent unless the college is required to do so by law.

For further information, contact the Disability Resource Center, 1000 Hensley Creek Road, Ukiah, CA 95482. Telephone (707) 468-3031 (voice) or (707) 468-3179 (TTY).

Distance Education

Online Distance Education credit courses provide students an opportunity to complete a course on their own time, usually at home or in the College Learning Centers. The courses are academically equivalent to the same courses taught on campus but require a greater amount of independent study and commitment by the student.

Mendocino College offers these credit courses through a variety of media delivery systems. These systems include online (internet) technology, video cassettes and travel courses. Except for online classes, which usually have no class meetings, all classes include at least three meetings on Friday nights or Saturdays with the instructor. Further information may be obtained from the Distance Education Coordinator at 467-1024.

Employment

The Career Center receives numerous job orders from employers in the community. The Center can provide referrals for part-time or full-time jobs and internships. It also provides a website listing information on all on-campus student jobs and maintains an online job referral system. The Center also sponsors an annual Career Fair, that invites local employers and allows students to learn about career opportunities and to apply for job openings. Additional information on job referrals is available at the Career Center located in Mac Millan Hall in Room 1200, or by calling 468-3044.

Emergency Information

Emergency procedures are conspicuously posted at each college location.

If there is an emergency off campus and a need to contact a student in class, the following campus offices should be contacted for assistance:

Ukiah: 468-3155

Willits: 459-6224

Lakeport: 263-4944

Food Services

Schat's Bakery and Cafe is located at the Eagle's Nest on the Ukiah campus, serving an array of specialty coffees and fresh baked goods daily. Lunches include sandwiches, pizza slices, and soups and salads. All of Schat's menu items are made fresh, using wholesome, quality ingredients. Hours are:

Monday-Thursday,
7:00 a.m.- 8:15 pm;

Friday,
7:00 a.m. - 3:00 pm

Vending machines are available at the Ukiah campus and the Lake Center.

Housing

No on-campus housing is available. Some housing listings may be available through the Office of Student Services.

Insurance (Accident)

A student accident insurance program is provided for all students who register for classes. This secondary policy covers students during the time they are enrolled and actively participating in class(es) at the College. The College does not assume any responsibility for student accident or injury beyond the coverage provided by the student accident insurance policy.

The Learning Center

The Learning Center offers free academic support services for students in a friendly and helpful setting.

Tutoring Services

- Drop-in Tutoring for math, English, Spanish, and certain other courses - check out the schedule, posted in the Learning Center
- Small group tutoring for most subjects
- One-on-one tutoring for EOPS students
- All at no cost!

Computer Use

- Computers and printers available for student use

Testing Services

- Placement Tests for new students
- Extended time testing for students who qualify
- Competency testing for graduation requirements
- Proctored testing services

Brush-up and Study Aids

- Brush-up and practice materials for math and English
- Study materials for many courses
- Study space for groups (quiet talking allowed)
- Videos and/or DVDs to accompany the textbooks for some math classes. (New videos and/or DVDs are added frequently. Please ask if videos and/or DVDs are available for your math class.)

Special Services

- Study materials for ESL students
- Grammar videos for brush-up and practice
- Instructor materials on reserve

STUDENT SERVICES & SPECIAL PROGRAMS

Come in to see us in Room 770, Lowery Library building or call 468-3046 for more information.

Library

The College Library, located in the new Library/Learning Center Building, is a popular place for study and research. Facilities include the main reading room, nine group study rooms, a copy center, media viewing area, computer stations, and an outdoor patio. Comfortable lounge seating is located along the south wall, which offers great views of the northern Ukiah area.

Equipment available for use in the library includes computers, a color photocopier/printer and a black and white photocopier/printers, calculators, and media viewing stations. Electronic research databases are available for student use, as well as traditional print indexes. In addition, Internet terminals provide internet access to students and a wireless network is available for students with their own laptop computers and wireless devices.

The library subscribes to about 84 magazines, journals, and newspapers. Additional subscription databases with full-text journals, magazines, newspapers, and eBooks are accessible for research both on-campus and from off-campus locations. Computer terminals for Internet access are available in the library to registered students and to community members who are current members of the Friends of the Mendocino College Library.

The College Library collects materials that will support and enrich students' classroom learning. The collection includes over 30,000 books and 46,000 eBooks related to courses taught at the College. Other resources include college catalogs, special collections and the Mendocino College archives.

All Mendocino College students who are currently enrolled and attending classes, college faculty, and staff may borrow materials from the library. Borrowing privileges are extended to students only during periods when they are taking classes and to part-time faculty during semesters when they are teaching at the College. Members of the community are welcome to use materials in the library, but must be a current member of the Friends of the Mendocino College Library to check out materials.

For more information please call the: Circulation Desk: 468-3158 or Reference Desk: 468-3245 or visit <http://library.mendocino.edu> for more information.

Lost & Found

Students should contact the Admissions and Records Office (707-468-3101) for items lost on the Ukiah campus.

Matriculation

Matriculation is a process which brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective. The agreement acknowledges responsibilities of both parties to attain those objectives through the College's established programs, policies, and requirements.

On the College's part, the agreement includes providing an admission process; an orientation to college programs, services and procedures; pre-enrollment assessment and counseling; advisement and counseling for course selection; a suitable curricula or program of courses; continuous follow-up on student progress with referral

to support services when needed; and a program of institutional research and evaluation.

On the student's part, the agreement includes expression of at least a broad educational intent at entrance and willingness to declare a specific educational objective within a reasonable period of enrollment, diligence in class attendance and completion of assigned course work, and maintenance of progress toward an educational goal according to standards established by the College and the State of California.

Students Subject to Matriculation Campus Procedure 535.1

All new first time freshmen, first time transfers, and credit students with any Educational Goal are strongly encouraged to participate in Orientation and Counseling services in their first semester of attendance in order to familiarize themselves with campus programs, services and procedures and to develop an Education Plan. The Education Plan should be completed by the end of the first semester of attendance.

All students planning to enroll in an English or math course (or a course with an English or math prerequisite) are required to take the Placement Tests or complete a Prerequisite Course Equivalency Form, or their registration will be blocked.

Students Exempted from Matriculation Requirements

Students who are exempted from matriculation requirements may still participate in matriculation activities at their option.

Students who have received a college degree (A.A. or above) are exempt from all matriculation requirements.

Challenge to Matriculation Policies

Students may appeal any portion of the Matriculation Policies or how they are being implemented, including the development of an Educational Plan, by contacting the Dean of Student Support, Outreach and Retention Office. This includes claims that the process is unlawfully discriminatory or is being applied in such a manner. The Dean of Student Support, Outreach and Retention will investigate the challenge and respond. The process for appealing a prerequisite, including assessment results, is listed under "Academic Information."

Security

Crime Awareness and Campus Security Act of 1990

In accordance with the "Crime Awareness and Campus Security Act of 1990," Mendocino College is required by the Federal Government to publish and distribute an annual security report containing campus security policies and procedures as well as campus crime statistics. The occurrence on campus of the following crimes must be reported: murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft, as well as hate crimes, illegal weapons possession and drug and liquor law violations.

Students are encouraged to report all campus incidents affecting the safety of individuals immediately to the Director of Maintenance and Operations, Room 4000, or by calling Security at 468-3155 in Ukiah or the personnel at the Willits (459-6224) or Lake Centers (263-4944).

Incidents involving students will also be referred to the Dean of Student Support, Outreach and Retention for appropriate disciplinary action.

Public information regarding sex offenders may be obtained by accessing the Megan's Law website at www.meganslaw.gov.ca.

Student Government

The Associated Students of Mendocino College serve as a vital link of communication between students, administrators, and faculty. It can provide the leadership for initiating new services, activities, and policies for the benefit of students. All registered students are members of the Associated Students of Mendocino College. Its elected officials conduct the business of the Associated Students of Mendocino College and administer its budget, produce programs, and develop services.

Active membership in the Associated Students of Mendocino College consists of those general members who purchase a Student Body Card at a fee of \$4.00 per semester or \$7.00 per academic year. Privileges of membership include selected discounts for athletic events, concerts, lectures, dances, publications, and Community Extension sponsored events.

Theatre, Dance, and Music

The Theatre Arts (including programs in dance and theatre) and Music departments present a wide range of programs on campus and in the community during the school year. The theatre program offers instruction in most aspects of theatre production and performance. The curriculum includes classes in acting, directing, dramatic literature & history, film and theatre technology. Students have the opportunity to apply their coursework through the department's active season of public performances. The department presents two major productions each year in addition to an annual festival of original short plays. In addition, many classes culminate in smaller studio presentations. The theatre arts program is closely allied to the music department, which offers theatre related courses in voice, opera and musical theatre performance. The department has collaborative relationships with many local arts organizations. Auditions for college productions are open to all students and community members. For complete information on theatre activities, call Reid Edelman at 468-3172.

The Music Department collaborates with the Ukiah Symphony, Les Pfitzenreuter, Director which performs a full subscription season in the Center Theatre. For more information on music activities contact Les Pfitzenreuter.

Transfer Center

The Transfer Center, located in room 1200 at the Mendocino College Ukiah campus, assists students with transfer to four-year colleges and universities by providing catalogs, computer information about specific programs, eligibility requirements, costs of attendance, financial aid, and housing. College applications, transfer requirements, including Transfer Guarantee/Instant Admission/Dual Admission Agreements, and a schedule of visiting college representatives are all available in the Center. A transfer counselor is available to assist students with career planning, selection of a major, development of a personalized Educational Plan, and transfer requirements.



Veterans Assistance

Students eligible for veterans' benefits while attending college must apply to Admissions and Records for Certification of Enrollment to the Veterans Administration. Certification of Enrollment depends upon the student's being registered in the College, enrolled in classes approved for benefits as shown on their VA educational plan, and requesting such certification. Fewer than 12 units reduces benefits proportionately:

12 units	full benefits
9 through 11 1/2 units	3/4 benefits
6 through 8 1/2 units	1/2 benefits
3 through 5 1/2 units	varies
fewer than 3 units	varies

In addition to the academic probation and dismissal standards applicable to all students, the Veterans Administration requires that standards of progress be adopted for Certification of Educational Benefits. At Mendocino College, Admissions and Records will notify the VA that satisfactory progress is not being made and will not certify educational benefits eligibility if the veteran has been dismissed due to academic or progress probation regulations. It is the responsibility of these students to notify the Office of Admissions and Records of any change in their status for VA Educational Benefits. It is important to be aware that benefits will change when courses are dropped.

Admissions and Records will notify the VA whenever the veteran's registered units fall below those certified or whenever the veteran withdraws from all classes.

Veterans who are denied certification because of failure to maintain satisfactory academic progress may be required to resolve the problem through the VA Regional Office by an individual counseling appointment with a member of the VA staff.

For further information and assistance, individuals should contact the Office of Admissions and Records.

Special Programs

College Assistance Migrant Program (CAMP)

The College Assistance Migrant Program (CAMP) assists students who are migratory or seasonal farmworkers (or children of such workers) enrolled in their first year of undergraduate studies at an IHE. The funding supports completion of the first year of studies. Competitive five-year grants for CAMP projects are made to IHEs or to nonprofit private agencies that cooperate with such institutions. The program serves approximately 2,000 CAMP participants annually.

Services include outreach to persons who are eligible, counseling, tutoring, skills workshops, financial aid stipends, health services, and housing assistance to eligible students during their first year of college. Limited follow-up services are provided to participants after their first year.

The CAMP office is located in 6110 Grove Quad. Our Office is open from 8:30am-5:00pm daily. For more information please call Minerva Flores at 707-467-1008 or email at (mflores@mendocino.edu). You may also contact the CAMP Counselor, Alicia Mendoza at 707-468-3112 or by email (amendoza@mendocino.edu).



Mathematics, Engineering, Science Achievement (MESA)

The Mathematics, Engineering and Science Achievement (MESA) Program works to increase the number of economically disadvantaged community college students who transfer to four-year institutions and earn degrees in mathematics, engineering, computer science, and science.

The MESA center provides tutoring, academic excellence workshops, field trips to four-year colleges, leadership workshops, help applying for scholarships, access to summer enrichment programs, a reference library, and computers with internet access. Students who participate in MESA are more likely than other students to transfer to a four-year college/university and to successfully graduate in a math-based field.

For further information about the MESA program, please call the MESA office at 468-3023 or come by Room 403, Ukiah Campus.

MINI-CORPS

The Mini-Corps program at the Mendocino College Ukiah campus provides students who are seeking educational careers the opportunity to work in a classroom setting with migrant children. This program is only offered during the school year, however, there are additional programs available during the summer. To learn more about our school year and summer programs, contact the Mini-Corps Office: 468-3040.



Services to Native American Students

The Native American Outreach Program has been established to assist members of the 16 tribes in Lake and Mendocino counties in accessing college resources. Staff provide academic advising to Native American students and financial aid need analysis for tribal government, BIA, state and federal funds. The staff also work closely with the student club and the Native American Advisory Committee. The staff act as a liaison for Native American students with the various campus offices, administration, faculty, and staff. The NAO office is located in MacMillan Hall. Phone: 468-3223 or email nativeamerican@mendocino.edu.

Mendocino College 2012-2013 Catalog



Academics

MENDOCINO COLLEGE ACADEMICS

Associate Degrees for Transfer

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

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.

Associate Degrees

The following are Associate Degree programs for students preparing to transfer to a four-year college or university and for students seeking employment in a specific vocational field. Students wishing to transfer should examine the catalog of the institution they expect to transfer to and consult with a Mendocino College counselor to ensure fulfillment of lower division major and general education requirements at the university of their choice.

Associate Degrees with Areas of Emphasis

The Liberal Arts Associate Degree prepares the student for transfer to a four-year college or university for completion of the baccalaureate degree. The Liberal Arts degree allows students to complete transfer requirements for the four-year college or university of their choice and investigate a particular field of study through an area of emphasis. The Liberal Arts degree consists of 1) At least 18 units of baccalaureate level coursework in an Area of Emphasis*; and 2) The remainder of the 60 required units for the degree in the CSU General Education breadth pattern or IGETC, including Mendocino College Institutional Requirements. Students planning to transfer should plan their programs using the latest catalog of the institution of their choice and the assistance of a Mendocino College counselor.

The General Studies degree is designed for students who intend to earn an Associate degree which surveys a breadth of academic offerings in the Liberal Arts and Sciences and allows for a deeper investigation of a particular field of study through an area of emphasis. Employment opportunities which require a general education in college level skills and those related to the area of emphasis would be appropriate for General Studies. The General Studies degree consists of: 1) An Area of Emphasis* consisting of a minimum of 18 units; 2) The Mendocino College 18 unit General Education requirements; 3) The remainder of the 60 required units for the degree in degree-applicable electives, including Institutional Requirements.

Certificates

Certificate Programs provide instruction in the skill and knowledge needed to enter and progress in a skilled and semi-professional occupation. Students satisfactorily completing an approved program of courses as outlined below are eligible for a Certificate of Achievement. Not every course listed is offered every semester; consequently, students should review the schedule of course offerings each semester and consult with a counselor for assistance in program planning as needed.

A Certificate of Completion may be awarded for a short-term career program or skill competency which is successfully completed in one semester or less.

Programs marked with an asterisk () are pending state approval.*

DIRECTORY OF GENERAL ED REQUIREMENTS BY PROGRAM GENERAL EDUCATION REQUIREMENTS BY PROGRAM TYPE

PROGRAM TYPE	GE NOT REQUIRED	MC GE	CSU	IGETC
AA-T / AS-T Degree			x	x
AA/AS Degree		x	x	x
General Studies Area of Emphasis Degree		x	x	x
Liberal Arts Area of Emphasis Degree			x	x
Certificate of Achievement	x			
Certificate of Completion	x			

MAJORS	CERTIFICATE	AA/AS DEGREE	AA/AS with AREAS of EMPHASIS	AA-T/AS-T DEGREE for TRANSFER
Administration of Justice	x	x		x*
Agriculture-Horticulture		x		
Landscape Practices	x			
Nursery Production	x			
Alcohol and Other Drugs Studies	x	x		
Art				
Ceramics	x	x		
Painting		x		
Weaving		x		
Automotive Technology		x		
Automotive Chassis Specialist	x			
Automotive Technician	x			
Automotive Tune-up & Electronic Specialist	x			
Biological Science		x		
Business				
Accounting	x	x		
Administration				x
Management	x	x		
Real Estate	x	x		
Business Office Technology				
Administrative Assistant		x		
General	x			
Legal	x			
Medical	x			
Medical Billing / Coding Specialist	x			
Child Development / Family Relations	x	x		
Communication Studies				x
Computer Science		x		
Computer Applications & Office Administration	x	x		
Networking and Security	x			
Web and Database Development	x			
Culinary Arts Management	x			
Earth Science		x		
Emergency Medical Technician-Paramedic	x			
English				x
English as a Second Language Preparation	x			
Ethnic Studies		x		
Fire Science		x		
Firefighter I	x			
Fire Officer	x			
Foreign Language (Spanish)		x		

*Pending approval

Continued on next page

ACADEMICS - DIRECTORY OF PROGRAMS

MAJORS	CERTIFICATE	AA/AS DEGREE	AA/AS with AREAS of EMPHASIS	AA-T/AS-T DEGREE for TRANSFER
Geology				x*
General Studies with Area of Emphasis in:				
Career Preparation for Business			x	
Education			x	
Humanities			x	
Kinesiology & Health			x	
Native American Studies			x	
Natural Science			x	
Social Science			x	
Visual and Performing Arts			x	
Health Sciences		x		
Human Services Paraprofessional	x	x		
Human Service Worker	x			
Liberal Arts with Area of Emphasis in:				
Education			x	
Humanities			x	
Kinesiology & Health			x	
Native American Studies			x	
Natural Science			x	
Social Science			x	
Visual and Performing Arts			x	
Mathematics				x*
Music				
Instrumental		x		
Vocal		x		
Natural Resources		x		
Nursing				
LVN to RN Career Ladder	x	x		
Registered Nurse		x		
Political Science				x*
Psychology		x		
Registered Nurse		x		
Sociology				x
Sustainable Technology				
Construction	x			
Renewable Energy	x			
Residential Performance and Efficiency	x			
Textiles	x			
Theatre Arts				
Theatre		x		
Dance		x		

**Pending approval*

Academic Standards & Policies

Attendance

Regular attendance promotes success in class activities. Therefore, students are expected to attend all sessions of each class in which they are enrolled. A student may be considered excessively absent from a class and may be dropped when the cumulative absences exceed the total number of hours that the class meets during a week. Each instructor establishes his/her own attendance standards; the instructor must make the attendance standards known at the first class. Students should make certain they understand the standard to be met in each class.

College activities such as athletic events, student government conferences, music festivals, field trips, and similar sanctioned activities are approved instructional activities. However, this should not be interpreted to mean that a student is excused from class assignment. It is the student's responsibility to consult with each instructor prior to the absence to clarify what work must be done for each class and the deadline for completion of the work to the instructor's satisfaction.

A student who ceases to attend a class and fails to submit an official "drop" card in the Office of Admissions and Records or through WebAdvisor before the drop deadline may receive a grade of "F" (see Dropping and Grades of Withdrawal).

Course Load Limitations

A full student program consists of 12 to 18 semester units. Most full-time students will enroll for an average of 15 units each semester in order to complete a 60-unit degree program in the recommended four-semester sequence. Students must obtain counselor approval for course loads above 18 units during Spring or Fall semesters, and above 9 units during Summer.

A student is expected to spend two hours in preparation for each hour of class lecture or recitation. Generally, if students enroll for 12 units, they should plan to spend at least 24 hours a week for class preparation.

Field Trip Policy

Throughout each semester and Summer Session, Mendocino-Lake Community College District may sponsor voluntary off-campus, co-curricular field trips and excursions. If students choose to participate, they should be aware that, pursuant to the *California State Code of Regulations*, Sub-Chapter 5, Section 55450, they have agreed to hold the District, its officers, agents and employees harmless from any and all liability or claims which may arise out of, or be in connection with, their participation in the activity.

Final Examinations

Classes continue to meet on the regular weekly schedule during finals week.

Final Exams are to be given during finals week on the last day a class meets for both day and evening classes.

Final examinations for short-term classes are given during the last class meeting.

Good Standing

The College attempts to keep students informed of their academic standing, i.e., good or deficient in any way. The College stands ready to assist students in increasing their effectiveness in meeting the academic standards they have set for themselves and/or are required to achieve to ultimately reach graduation. Students are expected to maintain a 2.0 (C) grade point average on all work in order to be considered "in good academic standing." Students planning to transfer to a higher institution of learning must not have less than a 2.0 cumulative grade point average.

Grading Policies

Grades & Grade Points

All grades awarded at Mendocino College conform to the following:

SYMBOL DEFINITION GRADE POINTS PER UNIT

A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Pass (at least Grade C or better—units awarded not counted in GPA)	0
NP	No Pass (less than satisfactory, or failing - units not counted in GPA)	0
I	Incomplete	0
IP	In Progress	0
W	Withdrawal	0
MW	Military Withdrawal	0

Grade Point Average

The cumulative grade point average (GPA) is computed by dividing the total number of units a student has attempted into the total number of grade points the student has earned.

Units for which symbols of W, P, NP, I, or IP are assigned are not counted in units attempted.

Incomplete

Incomplete academic work for unforeseeable, emergency or justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. A final grade shall 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 one year following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating units attempted nor for grade points.

In Progress

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that

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work is “in progress,” but that assignment of a substantive grade must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages.

The “IP” grade may be used only in specified and approved non-census courses that overlap two semesters.

Withdrawal

See Dropping and Grades of Withdrawal.

Semester Honors List

To earn the semester honors designation students must complete—in one semester—a total of twelve (12) units to include no grade of D or F. Pass/no pass grades are not considered as part of the twelve units. The designations are:

Honors List	3.16 GPA
Dean’s List	3.50 GPA
President’s List	3.75GPA
Highest Honors	4.00 GPA

Grade Changes

In any course of instruction at Mendocino College for which grades are awarded, the instructor of the course shall determine the grade to be awarded to each student. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence as per California Education Code. Students who feel that they received an incorrect grade should first seek to resolve this directly with the instructor. If this is unsuccessful, students may appeal the decision by submitting a petition to the appropriate Dean of Instruction.

Any change of a grade, including corrections or requests for a late withdrawal, shall only be allowed for a request initiated within one year following the end of the term in which it was awarded. Exceptions to the one-year limit on grade changes may be requested by petition if extenuating circumstances exist. Extenuating circumstances are verified cases of accident, illnesses, or other circumstances beyond the control of the student as defined in the California Education Code. Documentation of the extenuating circumstances is required. Petitions for late withdrawal or exceptions to the one-year limit are initiated through the Office of Admissions and Records.

Responsibility for monitoring personal academic records rests with the student.

Grade Reports

Final grade reports are prepared at the end of each semester. Grade reports are available on WebAdvisor. Grade reports are not mailed to students.

Graduation

The College has a formal commencement ceremony each year for students completing certificates and degrees. Attendance at this

formal ceremony is not required, but it is recommended for all students. All students wishing to graduate must file a “Petition for Graduation” through WebAdvisor or at Admissions and Records, the dates for which are included on the Academic Calendar.

Students earning a cumulative grade point average of one of the four honor designations will be so recognized upon graduation. Honors are not awarded for Certificates of Achievement.

If there are any questions on graduation requirements, please contact the Office of Admissions and Records or Counseling Department.

Auditing Classes

Students are allowed to register as auditors in a limited number of classes where the course repetition policy applies if they have previously enrolled for credit for the maximum number of times allowed for the particular course.

The auditing fee is \$15 per semester unit plus the student health fee. Students enrolled in credit courses for six or more units shall not be charged a fee to audit three or fewer semester units per semester. Auditing conditions are as follows:

1. Auditors must meet the course prerequisites.
2. Admission to the class is subject to instructor discretion. Faculty must sign an audit card to show approval for students to attend class as an auditor on a space-available basis. Under no circumstances will an auditor be given preference over a student enrolled for credit. For K-12 students, no Advanced Placement form is required.
3. Auditor status is allowed only if: a) the student has exhausted the repeat possibilities available to a credit student; or b) for certain specified courses, instruction could not occur without the participation of the student.
4. Auditors will be allowed to register only after the second class meeting.
5. Students auditing the class will not be considered in the number needed for a class to continue.
6. A transcript of record will not be maintained.
7. Auditors shall provide their own class materials.
8. Auditors may not change their status in the course from auditor to credit student or the reverse.
9. Refunds of auditing fees will be made according to the existing College refund policy.

Information about which courses are designated for audit and specific procedures may be obtained from the Office of Instruction, Admissions and Records Office or College Centers.

Pass/No Pass Grading

Pass/No Pass grades exist to permit students the opportunity to explore classes in which they are interested without undue concern for their grade point average. This policy also recognizes that a standard letter grade may not always measure the value of a course to an individual and that knowledge gained by repeated effort is not necessarily inferior to knowledge gained on the first attempt.

Courses at Mendocino College are offered in either of the following categories:

1. Courses wherein all students are evaluated on a pass/no pass basis only. Such courses are designated in the course description section.
2. Courses wherein each student may elect no later than the end of the fifth (5th) week of instruction, or 30% of the short term course, whether the evaluation will be on a pass/no pass basis. Appropriate forms must be completed and filed with the Office of Admissions and Records by the deadline indicated; or selected at the time of registration through WebAdvisor; otherwise, evaluation will be on a letter grade basis. Students may not revert back to the letter grade option after filing the Pass/no pass option form.

The following regulations apply to all pass/no pass courses and grades. The P grade represents a letter grade of A, B, or C. The NP grade represents a D or F letter grade.

1. Units earned on a pass/no pass basis shall not be used to calculate grade point averages. If a course is transferable with a letter grade, it is also transferable with a credit grade, subject to the limitations imposed by the transfer institution. However, units attempted for which "NP" is recorded shall be considered in progress probation and dismissal procedures.
2. Whenever courses are offered in which there is a single satisfactory standard of performance for which unit credit is assigned, the pass/no pass grading system shall be used to the exclusion of other grades. Credit shall be assigned for meeting that standard; no credit for failure to do so.
3. Courses required in a student's major cannot be taken for pass/no pass.

Credit by Examination

Credit by examination enables students to use their acquired knowledge, abilities and competencies to challenge certain existing courses for units. The examination may include oral, written, or skill tests, or a combination of all three, and will be sufficiently comprehensive to determine that the student has essentially the same knowledge and skills as a student who successfully completes the course.

Students may petition for credit by examination. Appropriate application forms are available from the Office of Admissions and Records or on the college website.

1. Credit by examination may be granted only:
 - a. To a student who is currently enrolled at Mendocino College.
 - b. To a student not on academic probation.
 - c. To a student who has not earned college credit in more advanced subject matter.
 - d. To a student who has met identified prerequisite(s)/corequisite(s).
2. The student's academic record shall be clearly annotated to reflect that the units and grades were earned by examination.
3. Units earned under credit by examination shall not be counted in determining the 12 semester units of resident credit needed for an Associate Degree.

4. Units earned under credit by examination are not considered part of the student's official program and will not be used for registration certification to Social Security, the Veterans Administration, or similar agencies.
5. Credit by examination can only be taken for a letter grade with the exception of those courses designated for pass/no pass only. Courses taken for credit by examination meet major requirements, except those courses designated pass/no pass only.
6. Courses where credit by examination is earned may not be repeated for credit by classroom attendance unless a substandard grade is earned (D, F or NC). A grade of incomplete may not be assigned.
7. Each course designated may be taken as credit by examination only once.
8. The petition for credit by examination must be made prior to the end of the fourth week. The examination must be administered prior to the last day of the final examination period.
9. A maximum of 12 units of credit may be earned by examination.
10. The Superintendent/President establishes credit by exam fees in accordance with applicable law. These are non-refundable.
11. Withdrawal from credit by examination is authorized under the same regulations as regular courses.

A list of courses approved for credit by examination is available from the Office of Admissions and Records or on the college website.

Independent Study

Independent Study courses (numbered 199 and titled Independent Study) are intended to permit students to explore advanced areas of interest independent of the usual classroom or laboratory instructional setting. Student and instructor agree upon a program of study, research, reading, or activity which is typically individually tailored to needs and interest of the student.

The student and faculty member must agree to the guidelines outlined on the Independent Studies Proposal which the student pursues independent of the sustained contact with the instructor which a lecture class or laboratory affords. However, the instructor is responsible for providing advice and guidance as required, and for evaluating student performance.

Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course, according to the following formula:

.5 unit	-	24 hours / semester
1.0 unit	-	48 hours / semester
2.0 units	-	96 hours / semester
3.0 units	-	144 hours / semester
4.0 units	-	192 hours / semester

Independent Study courses are available through most departments and may be taken four times in a single department, provided there is no duplication of topics. Once the student has identified an instructor willing to supervise his/her Independent Study program, the Independent Studies Proposal, available from the Instruction office, must be submitted to the appropriate Dean, Director of

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Admissions and Records and Vice President of Education and Student Services for approval.

Class Changes

Adding Classes

Students may continue to enroll in semester-length courses through the second week of instruction, subject to space availability. During the first week, faculty signatures are not required, except in closed classes. Beginning with the second week, faculty signatures are required.

Cancellation of Classes

The College reserves the right to cancel planned or scheduled classes due to insufficient enrollment, inability to assign a qualified instructor, or for other circumstances unforeseen at the time of the schedule publication. In the event a class is cancelled, efforts are made to help students relocate in other classes consistent with their needs.

Dropping and Grades of Withdrawal

Once a student enrolls, a grade will be assigned for any class that is not dropped. (Section 51306, Title 5)

A student may drop any course prior to the end of the second week (or by 20% of the course, whichever is less) without any notation being placed on the permanent academic record.

Drops occurring between the dates allowed by the Academic Calendar will be noted on the permanent academic records as "W." "W" is used for determining Progress Probation and Progress Dismissal. (See the Academic Calendar for the last date to receive a "W" notation.)

Under extenuating circumstances (verified cases of accidents, illness, injury preventing attendance or other circumstances beyond the control of the student), a student may petition the Director of Admissions and Records for a retroactive drop resulting in a grade of "W." Any change of a grade, including corrections or requests for a late withdrawal, shall only be allowed for a request initiated within one year following the end of the term in which it was awarded. Exceptions to the one-year limit on grade changes may be requested by petition if extenuating circumstances exist. In the event of approval and after consultation with the instructor, the course grade will be changed to a "W."

WebAdvisor may be used to drop a class during the allowed drop period or the student may submit a completed drop card at Admissions and Records at the Ukiah Campus, or the Lake or Willits Centers.

A student may withdraw from all classes by submitting a request in writing to the Office of Admissions and Records by the deadline.

Military Withdrawal occurs when a student is an active or reserve member in the United States Military Services and receives orders compelling a withdrawal from courses. Upon verification of such orders, a "MW" symbol will be assigned, if after the drop period. "MW" is not used in progress probation calculations.

No more than three "W" grades are allowed per course.

Course Repetition

A student may not repeat a course for units toward graduation in which he/she has received a grade of "C" or higher.

If a student receives a grade of "D," "F" or "NP," the student may repeat the course once and receive a new grade; however, the listing of the original grade will remain on the student's permanent record. In no event may a student repeat a course more than two times, even if he or she receives a W. The course repetition will be annotated on the transcript and all work will remain legible insuring a true and complete academic history. The units of the original course will not be counted toward graduation and will not be included in computing grade point average. The repetition of course policy, applies to courses taken in other accredited colleges or universities and similar policies at other colleges and universities will be honored.

Course Repetition Special Circumstances

Title 5, section 55763 permits repetition of courses where substandard grades have not been received when the repetition is necessary for a student to meet legally mandated training requirements as a condition of continued paid or volunteer employment. "Substandard" is defined as D, F, or NP. The grade received each time shall be included for purposes of calculating the student's grade point average.

Title 5, section 58161 allows repetition of courses where substandard grades have not been received in cases of special circumstances and only by petition of the student and approved by the Office of Admissions and Records. Special circumstances are defined as when the college district:

1. finds that the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student; or
2. has determined that a student should repeat a course because there has been a significant lapse of time since the student previously took the course.

Grades awarded for courses repeated under this section shall not be counted in calculating a student's grade point average.

Open Courses

The policy of Mendocino -Lake Community College District is that, unless specifically exempted by statute or regulation, every course, course section, or class reported for state apportionment, 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 who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Sub-chapter 1 of Chapter 6 of Title V as contained in the California Code of Regulations.

Probation & Disqualification

Standards

Academic Probation - A student who has attempted at least 12 cumulative semester units at Mendocino College as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average of less than 2.0 in all

units which were graded on the basis of the Mendocino College grading scale.

Progress Probation - A student who was enrolled in a total of at least 12 cumulative semester units at Mendocino College as shown by the official academic record shall be placed on progress probation when the percentage of all units in which entries of "W", "I" and "NC" are recorded reaches or exceeds 50%.

Removal from Probation

Academic Probation - The student on Academic Probation for a grade point deficiency shall be removed from probation when the cumulative grade point average is 2.0 or higher.

Progress Probation - Because of excess units for which entries of "W", "I" and "NC" are recorded, a student on progress probation shall be removed from probation when the percentage of units in this category drops below 50%.

Dismissal

Standards for Dismissal

For purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment.

1. A student who is on academic probation will be dismissed if the student earns a cumulative grade point average of 1.99 or less in all units attempted in each of three consecutive semesters, in courses which were graded on the basis of Mendocino College grading scale.
2. A student who is on progress probation will be dismissed if the percentage of units in which the student has been enrolled for which entries of "W", "I" and "NP" are recorded in at least three consecutive semesters reaches or exceeds 50%.
3. Students will be dismissed at the end of the Fall and Spring semesters.
4. Dismissed students may attend summer session to try to eliminate academic or progress deficiencies.

Notification of Probation and Dismissal

1. Notification of probation and dismissal will be sent to the student at his/her address of record within a month of distribution of the previous semester's grades by email or USPS as appropriate. The student will be advised, on the notification of probation, how to remove the probation or dismissal status.
2. Students notified of dismissal have the right to appeal the dismissal through the Academic Review Petition. The petition is available from Admissions and Records and should identify any extenuating circumstances (e.g., serious illness, death in immediate family) that led to disqualification. The Petition, along with the Appeal Form, will be completed with the student's counselor.
3. The Petition for Appeal must be completed and submitted by the last working day of July (Fall) and the end of the second week in January (Spring) for consideration by the Academic Review committees.

Reinstatement

1. Students who have been dismissed from Mendocino College may apply for reinstatement through their counselor after sitting

out for one semester. The counselor will notify Admissions and Records to remove the restriction to register which will allow the student access to class enrollment.

2. Dismissed students may attend Summer Session to improve their deficiencies for readmission.

Academic Renewal Regulations

When previously recorded college work is substandard (grades of "D", "F", or "No Pass"), and not reflective of the student's present level of demonstrated ability, a student may petition the Director of Admissions and Records to have the substandard college work disregarded. To petition, the following conditions must be met:

1. Two academic years have elapsed since the substandard work was recorded, and
2. The student has subsequently completed 15.0 units of college work at Mendocino College or at another institution with a grade point average of 2.0.

The Mendocino College permanent academic record shall be annotated in such a manner that all course work remains legible. College work from another institution is not annotated in any manner by Mendocino College, but the result of the renewal will be counted for scholarship or graduation requirements.

The student may request up to 24 total units of substandard work be annotated and not considered in the computation of the student's grade point average or requirements for the degree.

Academic renewal cannot be used to set aside semesters containing units or course work which has been used to meet graduation requirements. Academic renewal cannot be used to raise the grade point average in order to qualify for graduation with honors unless the student goes through an appeal process, through the Academic Review Committee, and that committee grants the right to honors.

Revisions of Catalog Regulations

College Regulations

The policies and administrative regulations of Mendocino College are contained in the Board Policy Manual adopted by the Board of Trustees on an on-going process, and in official publications and procedures of the District. Since the procedures governing the operations of the College are subject to regular review and change because of changing local, state and federal regulations, the District reserves the right to supersede any published policy or procedure as required.

The College reserves the right at any time to make appropriate changes deemed advisable in the policies and procedures contained in this publication. This Catalog is not intended as a listing of course offerings but rather a reference document containing curricula, programs and courses which may be offered. Students may choose to follow the requirements of the current catalog or the catalog in place when they first enrolled (if they have not been absent for an entire academic year).

Changes in Requirements

Mendocino College reserves the right to change academic requirements whenever the authorities deem it necessary. Due notice of any changes affecting student progress or academic requirements

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will be made, and every step will be taken to ensure that such changes do not cause hardship or inconvenience to students

Transcripts

Upon written request of a student, an official transcript of his/her record will be prepared by the Office of Admissions and Records. Transcripts should be sent directly to educational institutions. Cost: \$2.00 per copy, maximum 15 working days; \$5.00 per copy, maximum five working days. The first two copies are free.

Unit of Credit

Basic Skills Unit Limit

Title V regulation 55756.5 limits units earned in precollegiate basic skills courses (courses numbered 1-14) to a maximum of 30 semester units. However, learning disabled students, students enrolled in one or more courses in English as a Second Language, and students making satisfactory progress are exempt from the unit limitation.

Transfer Credit

Prior College Work

A student who presents an official transcript of previous college or university credit may receive credit toward the associate degree from Mendocino College, if the institution was accredited at the time of attendance.

Credit may also be allowed for other learning experiences. (See "Evaluation of Non-Traditional Learning"). Twelve units in residence is required before transfer credit is valid for graduation requirements. Evaluation will take a minimum of eight weeks to complete. Please plan accordingly.

Evaluation of Non-Traditional Learning

General Information

Mendocino College recognizes that people have equivalent learning experiences through many non-traditional learning opportunities. Policies for providing such evaluations include: Credit by examination, formal military service schools, and military service.

The Office of Admissions and Records will evaluate all non-traditional school credit upon a student's admission to Mendocino College and submission of the appropriate documents. The maximum credit for all non-traditional credit accepted by Mendocino College may not exceed twenty-four (24) semester credits.

Students planning to transfer to a four-year college or university should note that non-traditional credit accepted by Mendocino College may not be acceptable to the transfer institution. It is advisable to check with the college you plan to transfer to for their policies on non-traditional credit. Re-evaluation at the four-year institution may be of advantage to the transfer student since upper division credit may be allowed.

Formal Military Service Schools

Elective college units may be allowed for the successful completion of college-level training in formal service schools as recommended

by The Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education. Veterans should bring copies of all documents relating to their military training to Admissions and Records.

Military Service

Mendocino College will grant six (6) elective units for military service if the person has: (a) spent at least one year in active service, and (b) has not received a dishonorable discharge. Active duty personnel should submit a copy of DD Form 295 (veterans submit DD214) to the Office of Admissions and Records for evaluation.

Advanced Placement Examinations (AP Exams)

Mendocino College grants credit for successful completion of examinations of the College Board's Advanced Placement Program. Students may earn credit for Advanced Placement (AP) Exams in which they earn a score of three, four, or five. The number of units and how they meet specific academic content requirements are available on pages 32-33 of this catalog, on the college website, or at the Office of Admissions and Records and on the college website. Scores are submitted by the student to the same office for evaluation.

CLEP credit may be available. Submit score to the Office of Admissions and Records for review.

Foreign College Coursework

Mendocino College may grant credit for foreign coursework which has been independently evaluated for United States equivalency through a member of the NACES organization.

Evaluated foreign college coursework may be used to satisfy prerequisites and counted as credit toward general education requirements.

High School Articulation

Mendocino College works with district high schools to articulate certain high school courses. Consult a counselor for further information.



COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) TESTS

Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU and AA general education (GE) and/or major requirements. Students must submit exam results from the College Board to the Admissions and Records Office for use toward AA or GE patterns. Course credit and units granted at Mendocino College may differ from course credit and units granted by a transfer institution.

EXAM	AA (MAJOR AND/OR GE) FOR MC	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
Art History	ART-201, 202; 6 semester units	C1 or C2; 3 semester units	6 semester units	3A; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units
Art Studio – General Portfolio	ART-213, 214; 6 semester units	None	3 semester units	None	8 quarter/ 5.3 semester units
Art Studio – Drawing Portfolio	ART-210; 6 semester units	None	3 semester units	None	8 quarter/ 5.3 semester units
Biology	BIO-200; 6 semester units	B2 & B3; 4 semester units	6 semester units	5B w/lab; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units
Chemistry	CHM-200; 6 semester units	B1 & B3; 4 semester units	6 semester units	5A w/lab; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units
Computer Science – A Test	CSC-208; 6 semester units	None	3 semester units	None	2 quarter/1.3 semester units
Computer Science – AB Test	CSC-208, 209; 6 semester units	None <i>Removed from GE Breadth F09</i>	6 semester units	None	4 quarter/2.7 semester units, <i>AB always supersedes A</i>
Economics - Macroeconomics	ECO-200; 6 semester units	D2; 3 semester units	3 semester units	4B; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units
Economics - Microeconomics	ECO-201; 6 semester units	D2; 3 semester units	3 semester units	4B; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units
English – Language & Composition	ENG-200; 6 semester units	A2; 3 semester units	6 semester units	1A; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units
English – Composition & Literature	ENG-200, 201; 6 semester units	A2 & C2; 6 semester units	6 semester units	1A, 3B; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units
Environmental Science	No Course Equivalent; None	B2, B3; 4 semester units <i>Removed from GE Breadth F09</i>	4 semester units	5A w/lab; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units
Environmental Science	No Course Equivalent; None	B1, B3; 4 semester units <i>Added to GE Breadth F09</i>	4 semester units	5A w/lab; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units
French Language (Score = 3,4)	FRN-200, 201; 6 semester units	C2; 3 semester units	6 semester units	6A; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units
French Language (Score = 5)	FRN, 200, 201, 202 6 semester units	C2; 3 semester units	6 semester units	6A, 3B; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units
French Literature	No Course Equivalent; 6 semester units	C2; 3 semester units <i>Removed from GE Breadth F09</i>	6 semester units	3B; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units
German Language	No Course Equivalent; None	C2; 3 semester units	6 semester units		
Government & Politics - American	No Course Equivalent; 6 semester units	D8 & US-2; 3 semester units	3 semester units	4H; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units
Government & Politics - Comparative	No Course Equivalent; 6 semester units	D8; 3 semester units	3 semester units	4H; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units

continued next page

EXAM	AA (MAJOR AND/OR GE) FOR MC	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
History - American	No Course Equivalent; 6 semester units	C2 or D6 & US-1; 3 semester units	6 semester units	3B/4F; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units
History - European	No Course Equivalent; 6 semester units	C2 or D6; 3 semester units	6 semester units	3B/4F; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units
Human Geography	No Course Equivalent; None	D5; 3 semester units	3 semester units	4E; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units
Italian Language & Culture	No Course Equivalent; None	C2; 3 semester units <i>Removed from GE Breadth F10</i>	6 semester units	3B and 6A; 4 quarter/ 2.7 semester units	8 quarter/5.3 semester units
Japanese Language & Culture	No Course Equivalent; None	C2; 3 semester units	6 semester units	3B and 6A; 4 quarter/ 2.7 semester units	8 quarter/5.3 semester units
Latin Literature	No Course Equivalent; None	C2; 3 semester units <i>Removed from GE Breadth F09</i>	6 semester units	3B and 6A; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units
Latin – Vergil	No Course Equivalent; None	C2; 3 semester units	3 semester units	3B and 6A; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units
Mathematics - AB Test	MTH-210; 5 semester units	B4; 3 semester units	3 semester units	2A; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units <i>maximum for all exams</i>
Mathematics - BC Test	MTH-210, 211; 5 semester units	B4; 3 semester units	6 semester units	2A; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units <i>maximum for all Mathematics exams;</i> <i>4 quarter/2.7 semester units max</i> <i>between AB and AB subscore</i>
Mathematics - Statistics	MTH-220; 4 semester units	B4; 3 semester units	3 semester units	2A; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units
Music - Theory	No Course Equivalent; 6 semester units	C1; 3 semester units <i>Removed from GE Breadth F09</i>	6 semester units	None	8 quarter/ 5.3 semester units
Physics - B Test	No Course Equivalent; 6 semester units	B1, B3; 4 semester units	6 semester units	5A w/lab; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units <i>maximum for all Physics exams</i>
Physics - C Test	No Course Equivalent; 6 semester units	B1, B3; 4 semester units	4 semester units	5A w/ lab; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units <i>maximum for all Physics exams</i>
Psychology	PSY-205; 3 semester units	D; 3 semester units	3 semester units	4I; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units
Spanish – Language (Score = 3, 4)	SPN-200, 201; 6 semester units	C2; 3 semester units	6 semester units	6A, 3B; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units
Spanish – Language (Score = 5)	SPN-200, 201, 202; 6 semester units	C2; 3 semester units	6 semester units	6A, 3B; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units
Spanish - Literature	No Course Equivalent; 6 semester units	C2; 3 semester units	6 semester units	6A, 3A; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units

AA: Students should be aware that in some cases, Advanced Placement examinations are equated to a Mendocino College course. A student who receives credit for an Advanced Placement examination and then takes the equivalent Mendocino College course will have the unit credit for such duplication deducted prior to being awarded the AA degree. Credit granted for completion of Advanced Placement examinations shall be noted and listed on the student's Mendocino College transcript with equivalent Mendocino College course (if applicable), associated units and no grade.

CSU GE: The Advanced Placement examinations may be incorporated into the certification of CSU General Education – Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Please note, individual CSU campuses may choose to grant more units than those specified toward completion of the General Education – Breadth requirements.

IGETC: Advanced Placement exams must be used in the area indicated regardless of where the certifying CCC's discipline is located.

Associate Degree Requirements

The awarding of an Associate Degree represents more than an accumulation of units. It symbolizes a thoughtful attempt on the part of Mendocino College to introduce students to patterns of learning experiences designed to develop specific capabilities and insights.

The college has identified the abilities a graduating student will possess in its Institutional Student Learning Outcomes:

When you graduate from Mendocino College with an AA or AS degree, you will be able to:

1. Assume responsibility for your actions, and work effectively as an individual and as a member of a group.
2. Express ideas with clarity, logic, and originality in both spoken and written English.
3. Apply mathematical principles to address and solve problems.
4. Gather and interpret data, using a variety of scientific methods, to address and solve both practical and theoretical problems.
5. Analyze, understand, and evaluate diverse ideas, beliefs, and behaviors.
6. Access, interpret, evaluate, and synthesize information using multiple resources, including current information technology.
7. Enhance physical and psychological well-being by examining and applying health and awareness concepts.
8. Explore and express personal creativity throughout your life.
9. Understand yourself and others as members of our diverse global community.
10. Understand and evaluate issues concerning use of the world's natural resources.

Associate degrees are commonly conferred by community colleges. They are usually of two types, the Associate of Arts and the Associate of Science. The distinction between the Associate of Arts and the Associate of Science degrees lies in the majors. If the major is in the fields of engineering, physical or biological science, or career curricula, the degree conferred is usually an Associate of Science. Otherwise, the Associate of Arts degree is conferred. Beginning in Fall 2011, pursuant to SB 1440, the college also offers AA-T and AS-T degrees which are specifically for transfer to CSUs.

Ordinarily, associate degrees have one of two major purposes. Either the program of study prepares the individual for transfer to a four-year college or university, or the program of study is intended to prepare the student for immediate employment. See descriptions of individual programs for their purposes.

General Education

An essential part of an Associate Degree, General Education is intended to introduce students to the variety of academic disciplines and ways of knowing in the contemporary intellectual world. General Education requirements reflect the conviction of the College that those who attain an academic degree should possess in common certain basic abilities, skills and attitudes representative of an educated person.

General Education courses are intended to encompass the widest

spectrum of key concepts. General Education courses reflect the key concepts and methods of the sciences, the arts and humanities, or the social sciences. All of the General Education courses are offered at a post-secondary level of instruction. General Education courses do not include course work intended as developmental instruction in basic skills or course work specific to one's academic major.

Academic Requirements For Associate Degree

Students who maintain status as a "continuing student" may meet the graduation requirements in effect at the time of their admission to the College or, if so desired, requirements in effect at the time of graduation. A student who does not remain in continuous enrollment (absent for two consecutive semesters) is expected to meet the program requirements in effect at the time of readmission.

The Degree of Associate of Arts or Associate of Science will be awarded to all students who complete the minimum requirements and submit a written application for the Degree by the deadline noted on the Academic Calendar.

The following requirements must be met:

A. TOTAL UNITS & SCHOLARSHIP:

1. Completion of a minimum of 60 semester units of acceptable college credits.
2. Overall grade point average of 2.0, "C", or better in course work at Mendocino College and in all college work.
3. No more than eight (8) semester units of Special Topic courses numbered 88 or 188 may be counted as elective credit towards an associate degree or certificate of achievement.
4. A maximum of nine (9) semester units of pass/no pass may be counted in satisfaction of Mendocino College degree requirements.

B. RESIDENCE:

1. A minimum of 12 units must be completed in residence at Mendocino College. Online courses offered by Mendocino College count toward this requirement.

C. MAJOR REQUIREMENTS:

1. A minimum of 18 semester units constituting a major in a discipline in one of the transfer or career major sequences as outlined in the appropriate educational program.
2. Courses that are required in a major may also be used toward satisfying General Education requirements.
3. Each course in the major must be completed with a "C" or better.

D. COMPETENCY REQUIREMENTS FOR ASSOCIATE DEGREE:

Under Title V, Section 55806, effective July 1, 1983, students who are planning to receive an Associate of Arts or Associate of Science Degree from Mendocino College must complete or demonstrate competency requirements in three specific areas. Students should attempt to satisfy competency requirements outlined below during their first semester or year of college attendance. The areas of competencies are Mathematics, Written Expression, and Reading and can be met as follows:

1. MATHEMATICS: A score of 109 or higher on the CTPE or a score of 50 or higher on the CTPC or satisfactory completion

ACADEMICS

of Mathematics 56, 56.2, 121, 200, 210, 211, 212, 220 or 230 with a "C" or better

2. WRITTEN EXPRESSION: Satisfactory completion of English 200 with a "C" or better.
3. READING: Satisfactory completion of English 200 with a "C" or better

E. INSTITUTIONAL REQUIREMENTS:

1. STUDIES IN CULTURE: Three units selected from:
Anthropology 201; Art 201, 202, 206; Child Development 105; English 250, 265; Geography 202; History 205, 206, 207, 208, 220, 222; Music 208; Philosophy 230; Political Science 203; Psychology 220; Sociology 201, 202, 222, 235 or 241; Speech 211; Theatre Arts 206
2. WELLNESS: Three units selected from Biology 245; Child Development 200; Health 55, 103, 114, 200, 202; Psychology 175, 205, 206; Sociology 210; or three unit courses which fulfill the CSU General Education Breadth Requirement Area E: Lifelong Understanding and Self Development.

These Institutional Requirements are not required for AA-T and AS-T degrees.

F. GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE DEGREE:

Eighteen semester units of general education from areas (A) Natural Science, (B) Social and Behavioral Sciences, (C) Humanities, and (D) Language and Rationality

AREA A. NATURAL SCIENCES

(Minimum of 3 Units)

Agriculture 95, 108, 204; Anthropology 200; Astronomy 200, 203, 204, 205; Biological Sciences 200, 202, 220, 221, 230, 231, 241, 242, 243, 245, 250, 255, 257, 259; Chemistry 200, 202, 243, 250, 251, 255, 256; Earth Science 200, 201, 203, 204, 206, 208, 210, 211, 212, 222; Geography 206, 212, 222; Geology 201, 208, 210; Natural Resources 100, 200; Physics 202, 210, 211, 214, 215; Psychology 255

AREA B. SOCIAL SCIENCES

(Minimum of 6 Units)

1. American Institutions. (3 Units) History 202, 203, 207, 208, 250; or Political Science 200, 204
2. Social and Behavioral Sciences. (3 Units) Administration of Justice 105, 202; Anthropology 201; Business 134, 138, 212, 230; Child Development 90, 105, 180, 200, 201; Economics 200, 201; Geography 201, 202; History 188, 200, 201, 205, 206, 207, 208, 220, 221, 250; Political Science 105, 188, 201, 202, 203, 204; Psychology 175, 181, 188, 190, 205, 206, 212, 215, 216, 218, 220, 250; Sociology 105, 200, 201, 202, 210, 235, 241; Speech 211

AREA C. HUMANITIES

(Minimum of 3 Units)

American Sign Language 200, 201, 202, 203; Art 150, 160, 170, 201, 202, 205, 206, 210, 213, 214, 231, 232, 240, 250; Child Development 125; English 201, 210, 225, 245, 246, 250, 265, 270; French 100, 101, 102, 103, 200, 201, 202, 203; History 205, 206, 222; Humanities 200; Journalism 180, 200; Music 200, 201A, 201B, 202A, 202B, 203, 204, 207, 208, 209, 210 or 211 or 212 or 214, 220, 230, 232, 252, 256, 260, 272, 274, 276, 278, 280, 281, 285; Philosophy 210, 220, 230; Sociology 222; Spanish 100, 101, 102, 103, 104, 200, 201, 202, 203, 210,

211; Theatre Arts 130, 131, 200, 201, 202, 206, 210, 213, 220, 225, 230, 234, 238, 242, 244, 245, 247, 250, 260

AREA D. LANGUAGE AND RATIONALITY

(Minimum of 6 Units)

1. English Composition (3 Units)
English 200
2. Communication & Analytical Thinking (3 Units)
Alcohol & Other Drugs 154; Business 50; Business Office Technology 170; Computer Science 105, 106, 130, 134, 166, 170, 201, 203, 210, 213, 220, 221, 222; English 205; Human Services 154; Mathematics 56, 121, 200, 210, 211, 212, 214, 215, 220, 230; Speech 200, 210

Transfer Information

Transfer Center

The Transfer Center, located in Room 1200 at the Mendocino College Ukiah campus, is designed to provide students with the most current information to ensure a smooth transition to the four-year universities and colleges. The Center maintains a supply of applications, catalogs and other resource material. Representatives from California State Universities and the University of California systems as well as independent universities, will be available in the Center periodically to meet with students about transferring.

The Transfer Center also sponsors Guaranteed Admission Programs which guarantee admissions to those students completing specified admission criteria for the participating CSU, UC and Independent Schools. Contact the Transfer Center at 468-3044 for more information.

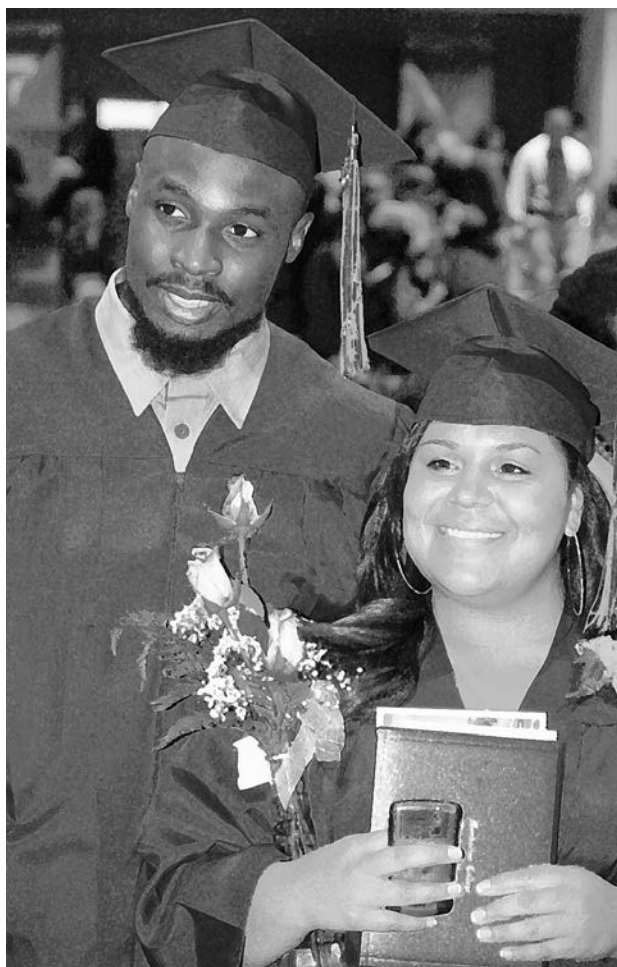
Articulation

Mendocino College has articulation agreements with the major universities, both public and private. These articulation agreements allow a student to efficiently plan a transfer program in their desired major, in preparation to transfer to a specific university. Mendocino College's articulation with state universities may be found at www.assist.org. For assistance in interpreting articulation documents, students should see an academic counselor. Students who do not complete preparation for their transfer major may not be accepted to the school of their choice or may extend their time required to graduate.

Transfer Preparation

Each institution of higher learning has its own requirements for admission and for junior standing. To prepare for continued education, a student must decide which school he/she is going to attend and learn the requirements of that particular school. In no way does this part of the catalog replace the student need to study the current catalog of the college or university to which transfer is planned.

While attending Mendocino College, students who plan to transfer to a university should take the courses required by the institution they are preparing to attend. A list of Mendocino College courses which qualify for baccalaureate credit may be obtained from a counselor or on the Internet at www.assist.org. The Transfer Center can provide assistance as well.



Courses numbered 100 through 299 are accepted by the California State Universities (CSU) and courses numbered 200 through 299 by the University of California (UC). However, not all courses meet GE requirements.

Transfer To Independent Colleges And Universities

Admission requirements of independent colleges and universities vary. Students should consult the transfer school catalog for specific requirements or visit the Transfer Center for admission information.

CALIFORNIA STATE UNIVERSITY TRANSFER

Transfer to the California State University System

All 23 campuses of The California State University accept a maximum of 70 semester units of credit in transferable courses completed at a community college. Current admissions requirements are available at www.csumentor.edu.

The California State University general education requirements are listed in the following section. Mendocino College is authorized to certify at the student's request the fulfillment of these requirements.

Some CSU catalogs indicate additional requirements. Each student is advised to consult the CSU catalog of the campus of his or her choice. Catalogs are available in the Transfer Center or online.

California State University General Education Requirements

A total of forty-eight (48) semester units are required in General Education to be eligible for a Bachelor's Degree at a California State University and College campus. Nine (9) of these units must be upper division level and earned at the four-year institution granting the degree. Students with high unit majors should check with a counselor for possible modification to CSU General Education requirements.

Mendocino College may certify completion of up to thirty-nine (39) lower division general education units. Courses completed at Mendocino College, or equivalent courses completed at another college and appearing on the College's certification list, may be included in the certification. See a counselor to acquire the appropriate list of courses and rules for completing the CSU GE requirements

AREA A: COMMUNICATION SKILLS AND CRITICAL THINKING

Minimum of nine units, with one course in Subsections 1, 2 and 3.

1. Oral Communication (3 Units)
2. Written Communication (3 Units)
3. Critical Thinking/Common Fallacies in Reasoning (3 Units)

AREA B: PHYSICAL AND LIFE SCIENCE/MATH CONCEPTS AND REASONING

Minimum of nine units, with at least one course in subsections 1, 2, and 4.

1. Physical Science (3 Units)
2. Life Sciences (3 Units)
3. Laboratory: At least one course from category 1 or 2 must be a laboratory course as indicated by *. Students can also take one of the following in conjunction with applicable courses from Category 1 or 2. For more information, please speak to a Mendocino College counselor.
4. Math Concepts and Reasoning (3 Units)

AREA C: ART, LITERATURE, PHILOSOPHY, FOREIGN LANGUAGE

Minimum of nine units, with at least three units in each Subsection 1 and 2.

1. Fine Arts (3 Units)
2. Humanities (3 Units)

AREA D: HUMAN SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS

Minimum of nine units with no more than two courses from the same discipline.

AREA E: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

Minimum of three units.

CSU Graduation Requirements: US History, Constitution & American Ideals

One course from Area 1 and one course from Area 2 are required to graduate from any CSU campus. These courses may double count in General Education if certified by Mendocino College.

UNIVERSITY OF CALIFORNIA TRANSFER**Transfer to the University of California**

All nine branches of the University of California accept up to 70 semester units of credit in transferable courses completed at a community college. Current admissions requirements are available at www.ucop.edu.

Intersegmental General Education Transfer Curriculum (IGETC)

Completion of the Intersegmental General Education Transfer Curriculum (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 general education courses to satisfy campus specific lower-division general education requirements.

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. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus. See a counselor to acquire the appropriate list of courses and the rules for completing the IGETC requirements.

AREA 1. ENGLISH COMMUNICATION

CSU—Three courses required, one from Group A, B, and C.

UC—Two courses required, one from Group A and B.

Group A: English Composition
One course, three units.

Group B: Critical Thinking-English Composition
One course, three units.

Group C: Oral Communication
One course, three units.

AREA 2. MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

One course, three semester units.

AREA 3. ARTS AND HUMANITIES

Three courses, nine semester units selected from Subsection A and B. At least three units in each subsection.

A. Fine Arts (3 Units)

B. Humanities (3 Units)

AREA 4. SOCIAL AND BEHAVIORAL SCIENCES

Three courses, nine semester units in at least two disciplines from Area 4.

AREA 5. PHYSICAL AND BIOLOGICAL SCIENCES

Two courses, seven - nine semester units. Select one Physical Science course and one Biological Science course: at least one must include a laboratory.

A. Physical Science (3-4 Units)

B. Biological Sciences (3-4 Units)

C. Laboratory

AREA 6A. LANGUAGE OTHER THAN ENGLISH

Students transferring to CSU do not have to meet the proficiency in foreign language, however, some CSU campuses require foreign language for completion of a baccalaureate degree. Contact a counselor for more information. Students transferring to UC may meet the foreign language proficiency requirement by completing one course from Area 6A.

In addition, completion of two years of a foreign language in high school with a grade of "C" or better or performance on tests such as earning a minimum score of 550 on an appropriate College Board Achievement Test in a foreign language may meet the proficiency requirement.

ORAL COMMUNICATION REQUIREMENT

Students transferring to UC do not have to meet the Oral Communication requirement.

U.S. HISTORY, CONSTITUTION, AND AMERICAN IDEALS REQUIREMENTS (CSU)

One course each from Category 1 and Category 2 will meet the graduation requirement for the CSU. Courses used for this purpose may not be used to fulfill IGETC requirements.

Category 1 - U.S. History (3 units):

Category 2 - Government (3 units):

AMERICAN HISTORY AND INSTITUTIONS REQUIREMENTS (UC)

Note: Most UC students meet the American History and Institutions graduation requirement through work completed in high school. Students are advised to consult a counselor to determine how to meet these requirements.

Mendocino College 2012-2013 Catalog



Transfer Degrees

Degrees for Transfer

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Mendocino College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to www.mendocino.edu. 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.

Administration of Justice for Transfer

ASSOCIATE OF SCIENCE FOR TRANSFER DEGREE

Administration of justice is the scientific study of law enforcement, judiciary, corrections, and probation. It follows a detailed and programmatic approach in crime and injustice in society. Administration of justice professionals are mostly involved in upholding the law and maintaining order in the community.

Completing this degree along with the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education - Breadth Requirements to total 60 units will satisfy the requirements for transfer into corresponding departments at CSUs. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements. Please check with a counselor for more specific transfer information.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete the Administration of Justice for Transfer Associate of Science Degree will be able to:

1. Demonstrate an understanding of the American Criminal Justice system and the scope of responsibilities of the various local, state, and federal law enforcement agencies beginning with arrest through parole.
2. Articulate the differences between the major criminological theories of the causes of crime and how those theories relate to policies toward crime and criminal behavior.
3. Define and utilize key terms, concepts, and theories in the criminal justice system.
4. Use information of crime scene management and investigation, forensics analysis and information technology to conduct rudimentary criminal investigations



REQUIRED COURSES - MAJOR:

		Units
ADJ 200	Intro Admin. of Justice	3
ADJ 202	Concepts of Criminal Law	3
List B (any two for 6 units)		6
ADJ 104	Legal Aspects of Evidence	3
ADJ 106	Principles of Investigation	3
ADJ 204	Community Relations	3
List C (any two for 6-7 units)		6-7
SOC 200	Introduction to Sociology	3
MTH 220	Statistics	3
PSY 205	Introductory Psychology	3

Total Major units	18-19
Total Degree units	60

Business Administration for Transfer

ASSOCIATE OF SCIENCE FOR TRANSFER DEGREE

Business Administration prepares students for the complex decision-making of the business environment. This program includes coursework that is essential for entry-level positions and enhances the skills and knowledge base of those who are seeking career progression and/or transfer to a university.

Completing this degree along with the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education - Breadth Requirements to total 60 units will satisfy the requirements for transfer into corresponding departments at CSUs. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements. Please check with a counselor for more specific transfer information.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete the Business Administration for Transfer Associate of Science Degree will be able to:

1. Demonstrate a broad exposure to general education topics that complement the business administration major.
2. Demonstrate clear understanding of complex nature of business management in a diverse global economy and financial system.
3. Communicate verbally, and in writing, the knowledge of business management principles and vocabulary in the various business organizations.
4. Demonstrate critical thinking, decision-making, and communication skills in the business environment.

REQUIRED COURSES - MAJOR:

		Units
BUS 200	Financial Accounting	4
BUS 201	Managerial Accounting	4
BUS 212	The Legal Environment of Business	3
ECO 200	Principles of Macroeconomics	3
ECO 201	Principles of Microeconomics	3
List A (any one for 3-4 units)		3-4
MTH 220	Statistics	4
MTH 230	Calculus for Business and Economics	3
List B (any two for 6 units)		6-7
Any course not used in List A		
CSC 201	Computers and Computer Applications	3
BOT 170	Written Communication for Business	3
OR		
BUS 230	Introduction to Business	3
Total Major units		26-28
Total Degree units		60

Communication Studies for Transfer

ASSOCIATE OF ARTS FOR TRANSFER DEGREE

Communication Studies is a broad-based discipline that covers the exchange of messages from interpersonal to mass communication and their impact on the individual and society. Courses in this major focus on understanding the communication process and developing the skills to communicate effectively.

Completing this degree along with the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education - Breadth Requirements to total 60 units will satisfy the requirements for transfer into corresponding departments at CSUs. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements. Please check with a counselor for more specific transfer information.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete the Communication Studies for Transfer Associate of Science Degree will be able to:

1. Critically analyze information and arguments, both to evaluate messages and to create effective oral or written communication.
2. Select and research an appropriate topic, develop a thesis, and logically organize the supporting material into a well-crafted presentation.
3. Employ appropriate verbal and nonverbal delivery skills and visual aids in presenting a message to an audience in a confident manner.

REQUIRED COURSES - MAJOR:

		Units
ENG 205	Critical Thinking	3
JRN 200	Mass Media and Society	3
SPE 200	Introduction to Public Speaking	3
SPE 210	Interpersonal Communication	3
SPE 211	Intercultural Communication	3
Plus 3 additional units selected from the following:		3
ANT 201	Cultural Anthropology	3
ECO 200	Principles of Macroeconomics	3
JRN 180	Writing for Publication	3
JRN 201	Writing for the Mass Media	3
POL 200	American Government and Politics	2
PSY 205	Introductory Psychology	3
SOC 200	Introduction to Sociology	3
THE 201	Introduction to Film	3
Total Major units		18
Total Degree units		60

TRANSFER DEGREES

English for Transfer

ASSOCIATE OF ARTS FOR TRANSFER DEGREE

The English major prepares students with the reading, writing, and thinking skills required for university level study of literature, composition, and related disciplines.

Completing this degree along with the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education - Breadth Requirements to total 60 units will satisfy the requirements for transfer into corresponding departments at CSUs. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements. Please check with a counselor for more specific transfer information.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete the English for Transfer Associate of Arts Degree will be able to:

- 1) Demonstrate proficiency in writing college-level essays in a variety of rhetorical modes; final drafts should include a clear, complex thesis statement, rigorous support, minimal sentence-level errors, logical organization, and consistent paragraph unity.
- 2) Demonstrate the ability to analyze and construct clear and well-supported interpretations of literary texts.
- 3) Distinguish elements of fiction such as plot, theme, character and setting and apply this knowledge to the works of major authors.
- 4) Demonstrate skills in elementary inductive and deductive reasoning, and identify basic formal and informal fallacies of language and thought.
- 5) Demonstrate the ability to cite sources using MLA or APA style.

REQUIRED COURSES - MAJOR:

	Units
ENG 201 Critical Thinking through Literature	4
List A: Choose two (6 units) Units	6
ENG 245 American Literature I	3
ENG 246 American Literature II	3
ENG 250 World Literature	3
List B: Choose two (6 units)	



Any course from List A not already used or Units	6
ENG 225 Introduction to Shakespeare	3
ENG 210 Creative Writing	3
List C: Choose one (minimum of 3 units)	3
Any course from List A and B not used above or Units	
ENG 170 Introduction to Playwriting	3
ENG 270 Children's Literature	3
JRN 180 Writing for Publication	3
BOT 170 Written Communication for Business	3
THE 200 Introduction to Theatre	3
HUM 200 Humanities Through the Arts	3
ASL 200 Elementary American Sign Language: Level I	3
ASL 201 Elementary American Sign Language: Level II	3
ASL 202 Intermediate American Sign Language: Level III	3
ASL 203 Intermediate American Sign Language: Level IV	3
SPN 200 Elementary Spanish: Level I	5
SPN 201 Elementary Spanish: Level II	5
SPN 203 Intermediate Spanish: Level IV	5
SPN 210 Spanish for Spanish Speakers: Level I	3
SPN 211 Spanish for Spanish Speakers: Level II	3
SPN 202 Intermediate Spanish: Level III	5
ENG 205 Critical Thinking	3

Total Major units **19-21**
Total Degree units **60**

Geology for Transfer

ASSOCIATE OF SCIENCE FOR TRANSFER DEGREE

Geology is a field offering countless personal and professional opportunities to work on practical problems that are important for life as we know it. The job possibilities are broad, and job satisfaction is high in a field that often lets you spend time outdoors. A student completing this degree will learn the necessary introductory geology information and have the supplemental math and science background necessary to transfer to a four-year institution where you will major in Geology.

Completing this degree along with the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education - Breadth Requirements to total 60 units will satisfy the requirements for transfer into corresponding departments at CSUs. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements. Please check with a counselor for more specific transfer information.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete the Geology for Transfer Associate of Science Degree will be able to:

- 1) Demonstrate a working knowledge of differential calculus as demonstrated by satisfactory completion of SLOs for the first two semesters of college calculus;
- 2) Demonstrate a working knowledge of physical chemistry as demonstrated by satisfactory completion of SLOs for the first and second semester physical chemistry classes;
- 3) Demonstrate a working knowledge of the basic concepts and applications in geology as demonstrated by satisfactory completion of SLOs for geology and earth history course and lab work.

REQUIRED COURSES - MAJOR:

	Units
EAS 201 Geology	3
EAS 202 Geology Laboratory	1
EAS 203 Earth History	3
EAS 204 Earth History Laboratory	1
CHM 250 General Chemistry I	5
CHM 251 General Chemistry II	5
MTH 210 Calculus and Analytic Geometry I	5
MTH 220 Calculus and Analytic Geometry II	5
Total Major units	28
Total Degree units	60

Mathematics for Transfer

ASSOCIATE OF SCIENCE FOR TRANSFER DEGREE

Mathematics is the language of science and is used to describe the real world as well as abstract concepts. It is the basis for all modern technological advances.

Completing this degree along with the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education - Breadth Requirements to total 60 units with a minimum grade point average (GPA) of 2.0 will satisfy the requirements for transfer into corresponding departments at CSUs. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements. Please check with a counselor for more specific transfer information.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete the Mathematics for Transfer Associate of Science Degree will be able to:

1. Produce, interpret, and analyze data and graphs.
2. Solve mathematical equations.
3. Construct, manipulate, and utilize mathematical functions.
4. Engage in logical and analytical thinking.
5. Apply mathematical techniques to solve problems that arise in the real world.

REQUIRED COURSES - MAJOR:

	Units
MTH 210 Calculus and Analytic Geometry I	5
MTH 211 Calculus and Analytic Geometry II	5
MTH 212 Calculus and Analytic Geometry III	5
List A (6 units from below with at least 3 units from List A)	6
MTH 214 Linear Algebra	4
MTH 215 Differential Equations	3
List B (remaining units from List B)	
CSC 213 Programming in C++	3
CSC 221 Programming and Algorithms I	4
MTH 220 Statistics	4
MTH 240 Discrete Mathematics	4
PHY 214 Principles of Physics I	4
Total Major units	21-23
Total Degree units	60

Political Science for Transfer

ASSOCIATE OF SCIENCE FOR TRANSFER DEGREE

The Political Science major will provide students with a framework for understanding political theories, institutions, and processes. Students develop skills for critically evaluating issues and applying appropriate research methodologies for understanding political behavior. Completion of the program should provide students with the analytical tools needed for success in the major at the university level.

Completing this degree along with the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education - Breadth Requirements to total 60 units will satisfy the requirements for transfer into corresponding departments at CSUs. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements. Please check with a counselor for more specific transfer information.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete the Political Science for Transfer Associate of Science Degree will be able to:

1. Understand the structure and role of governmental institutions.
2. Analyze key political concepts and ideas.
3. Evaluate key political issues.

REQUIRED COURSES - MAJOR:

		Units
POL 200	American Government and Politics	3
Plus 3 courses (9-10 units) from the following		9-10
POL 201	Comparative Politics	3
POL 202	Ideas and Institutions	3
POL 203	International Relations	3
PSY 250	Research Methods for Social Sciences	3
MTH 220	Statistics	4
Plus 2 courses (6 units) from the following		6
ANT 201	Cultural Anthropology	3
ECO 200	Principles of Macroeconomics	3
HST 200	History of Western Civilization	3
HST 201	History of Western Civilization II	3
HST 202	The United States to 1877	3
HST 203	The United States since 1865	3
HST 206	World History Since 1500	3
HST 221	California History	3
HST 250	Contemporary America	3
POL 105	Elections and Voting Behavior	3
POL 110	Native Americans & Fed Indian Policy	3
POL 197	Political Science Internship	3
POL 204	California Government and Politics	3
POL 201	Social Problems	3

Total Major units 18-19
Total Degree units 60

Sociology for Transfer

ASSOCIATE OF ARTS FOR TRANSFER DEGREE

Sociology is a social science that involves the systematic study of the social lives of people, groups, and societies as well as the study of our behavior as social beings, covering everything from the analysis of short contacts between anonymous individuals on the street to the study of global social processes.

Completing this degree along with the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education - Breadth Requirements to total 60 units will satisfy the requirements for transfer into corresponding departments at CSUs. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements. Please check with a counselor for more specific transfer information.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete the Sociology for Transfer Associate of Science Degree will be able to:

1. Acquire an awareness of and an on-going curiosity about the full range of human behavior, including that outside of the mainstream.
2. Distinguish different approaches to understanding and researching scientifically human behavior and social interactions, including both qualitative and quantitative methodologies.
3. Recognize and analyze the impact of major societal institutions that influence and are influenced by individual and group behavior; these may include governmental, religious, educational and economic structures.
4. Evaluate the causes and effects of major social problems, such as inequality, with regard to individuals and social institutions.

REQUIRED COURSES - MAJOR:

		Units
SOC 200	Introduction to Sociology	3
List A (any two courses for 6-7 units) from the following		6-7
MTH 220	Statistics	4
PSY 250	Research Methods for Social Sciences	3
SOC 201	Social Problems	3
List B (any two courses for 6 units) from the following		6
SOC 202	Racial and Ethnic Relations	3
SOC 210	Marriage and Family Relations	3
PSY 216	Social Psychology	3
List C (any one course for 3 units) from the following		3
ADJ 200	Intro to Administration of Justice	3
ANT 201	Cultural Anthropology	3
GEO 201	Cultural Geography	3
PSY 205	Introductory Psychology	3

Total Major units 18-19
Total Degree units 60

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Associate Degrees

Associate Degrees

To earn an Associate Degree, students must complete the required courses listed for the major along with general education, residency, institutional, unit and scholarship requirements. Refer to Academic Requirements for the Associate Degree for specific information, page 42.

General Education requirements for the Associate Degree can be earned by the completion of the Mendocino College Associate Degree pattern, page 45, the CSU pattern, page 46 or the Intersegmental General Education Transfer Curriculum (IGETC), page 47.

NOTE: Transfer students should satisfy the general education requirement for the Associate Degree by completing at least 39 units to meet the lower division general education certification to the California State University system or at least 37 units to meet the lower division intersegmental general education transfer curriculum (IGETC).

Students earning the Liberal Arts degree must complete the CSU or IGETC general education pattern.

Administration Of Justice

ASSOCIATE OF SCIENCE DEGREE

Administration of Justice major leads to the Associate of Science degree and student may choose to transfer to a four-year institution. Students completing the baccalaureate program or graduate work may be hired in the major or allied fields as a police officer, corrections officer, investigator, security supervisor, parole officer, teacher or criminologist.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete the Administration of Justice Associate of Science Degree will be able to:

1. Demonstrate an understanding of the American Criminal Justice system and the scope of responsibilities of the various local, state, and federal law enforcement agencies beginning with arrest through parole.
2. Articulate the differences between the major criminological theories of the causes of crime and how those theories relate to policies toward crime and criminal behavior.
3. Define and utilize key terms, concepts, and theories in the criminal justice system.
4. Use information of crime scene management and investigation, forensics analysis and information technology to conduct rudimentary criminal investigations.

REQUIRED COURSES - MAJOR:

	Units
ADJ 104 Legal Aspects of Evidence	3
ADJ 108 Police Report Writing	3
ADJ 200 Intro Admin. of Justice	3
ADJ 202 Concepts of Criminal Law	3
ADJ 204 Community Relations	3
Plus 3 additional units selected from the following:	3
ADJ 103 Patrol Procedures	3
ADJ 106 Principles of Investigation	3
ADJ 107 Crime Scene & Lab Techniques	3
Total Major units	18
Total Degree units	60

Agriculture - Horticulture

ASSOCIATE OF SCIENCE DEGREE

Horticulture major leads to the Associate of Science degree and students may choose to transfer to a four-year institution. Students completing the baccalaureate program or graduate work may be hired in the major or allied fields as a landscape designer, florist, nursery management, botanist, landscape architect or teacher.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete the Agriculture-Horticulture Associate of Science Degree will be able to:

1. Demonstrate a working knowledge of a variety of plants and their cultural requirements.
2. Demonstrate a working knowledge of basic plant biology.
3. Demonstrate a basic understanding of a plant's needs relative to water, fertility, light, heat and soil.
4. Demonstrate a working knowledge of plant types and their uses.
5. Demonstrate a working knowledge of basic propagation methods.
6. Demonstrate a basic ability to identify and classify plant types based on their botanical structures.

REQUIRED COURSES - MAJOR:

	Units
AGR 100 Plant Pest and Disease Management	3
AGR 108 Soils and Fertility Management	3
AGR 140 Intro to Horticulture	3
AGR 240 Plant Identification - Fall	3
Plus 9 additional units selected from the following:	9
AGR 102 Plant Propagation	3
AGR 142 Landscape Maintenance	3
AGR 144 Nursery Practices	3
AGR 147 Greenhouse Projects	3
AGR 151 Landscape Irrigation	2
AGR 154 Landscape Construction	3
AGR 196 Cooperative Work Experience Education	3
AGR 241 Plant Identification-Spring	3
Total Major units	21
Total Degree units	60

Alcohol & Other Drugs Studies

ASSOCIATE OF SCIENCE DEGREE

The Alcohol and Other Drug Studies (AODS) major addresses a wide range of issues in the field of substance use and abuse through its degree and certificate course work. Students vary from recent high school graduates to working professionals with advanced college degrees. Students are able to apply and integrate their academic learning through required practicum experiences in various public and private agencies, institutions and businesses.

The AODS Program exceeds the minimal standards for AODS Programs established by the federal Substance Abuse and Mental Health Services Administration. These standards were identified by State of California legislation as meeting the educational requirements for counselor certification. Degree and certificate completers qualify to apply for certification through a variety of state-approved certification boards. Completion of the Associate of Science degree will assist students in obtaining entry-level employment, job promotion/salary increases or transfer to a four-year college or university. (Note: Transfer credit may be limited by California State campuses. Please consult your Mendocino College counselor or Transfer Center for more information).

Special Note:

The Associate of Science degree in Alcohol and Other Drugs Studies signifies readiness for working as an entry-level substance abuse counselor, NOT as a "Licensed Addiction Therapist." This title is typically used to denote an individual with a Masters or Doctoral degree with a specialization in Addiction Studies.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Alcohol and Other Drug Studies Associate of Science Degree will be able to:

1. Demonstrate responsibility for their actions and work effectively as individuals and as members of a team.
2. Analyze, understand and evaluate diverse ideas, beliefs and behaviors.
3. Access, interpret, evaluate and synthesize information using multiple resources, including current information technology.
4. Understand and demonstrate the core addiction counseling competencies as outlined in the U.S. Dept. of Health and Human Services/Substance Abuse and Mental Health Services Administration Technical Assistance Publication #21, which include, but are not limited to, the ability to:
 - Describe the behavioral, psychological, physical health, and social effects of psychoactive substances on the user and significant others;

- Describe the philosophies, practices, policies, and outcomes of the most generally accepted and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and other substance-related problems;
- Tailor helping strategies and treatment modalities to the client's stage of dependence, change, or recovery, as well as the personal and cultural identity and language of the client;
- Understand the importance of self-awareness in one's personal, professional, and cultural life;
- Understand the addiction professional's obligations to adhere to ethical and behavioral standards of conduct in the helping relationship;
- Understand the importance of ongoing supervision and continuing education in the delivery of client services;
- Demonstrate basic, entry-level competency in performing the core functions of a substance abuse counselor.

REQUIRED COURSES - MAJOR:

		Units
AOD 151	Alcohol and Drugs: Overview	3
AOD/HUS 152	Basic Skills for Human Service Workers	3
AOD 153	Physiological Effects of AOD	3
AOD/HUS 154	Fundamentals of Interviewing & Counseling	3
AOD/HUS 155	Group Leadership and Group Process	3
AOD/HUS 156	Case Management and Documentation	3
AOD/HUS 157	Dual Disorders and Mental Health Issues	2
AOD 158	AOD Practicum Preparation	1.5
AOD/HUS 159	Intervention Theory and Techniques	1.5
AOD/HUS 160	Law, Ethics and Human Services	3
AOD/HUS 161	Family Counseling Approaches	3
AOD/HUS 162	Community Prevention Theory & Practice	3
AOD/HUS 163	Professional Competency & Growth	2
AOD 164	Field Placement Seminar I	1.5
AOD 165	Field Placement Seminar II	1.5
AOD 197A	AOD Program Practicum	4

Total Major units	41
Total Degree units	60



ASSOCIATE DEGREES

Art

ASSOCIATE OF ARTS DEGREE

Art major leads to the Associate of Arts degree and students may choose to transfer to a four-year institution. Students completing the baccalaureate program or graduate work may be hired in the major or allied fields as a consultant, illustrator, teacher, artist or visual information specialist.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete the Art Associate of Science Degree will be able to:

1. Explore and express personal creativity through the creation of works of art.
2. Verbally articulate the elements and principles governing the visual arts.
3. Create objects of art employing a variety of materials and techniques.
4. Demonstrate an understanding of the relativity of the arts in individual lives and culture as a whole.

REQUIRED COURSES - MAJOR:

		Units
ART 201	World Art History I	4
ART 202	World Art History II	4
ART 210	Drawing I	1.5-3
ART 213	Color and Composition	3
ART 214	Three-Dimensional Art and Design	3
Plus 6 additional units from the selected option:		6

PAINTING OPTION

ART 218/219	Painting - Oils	1.5-3
ART 222/223	Painting - Watercolors	1.5-3
ART 226/227	Painting - Acrylics	1.5-3
ART 229	Portrait Painting	1.5-3
ART 231	Life Drawing	1.5-3

CERAMICS OPTION

ART 240/241	Ceramics	3
ART 244/245	Advanced Ceramics	3

WEAVING OPTION

ART 170/171	Weaving	3
ART 174	Weaving Structures	3
ART 175	Rug & Tapestry Weaving	3
ART 176/177	Fabric Printing & Dyeing	3

Total Major units	21.5-23
Total Degree units	60

Automotive Technology

ASSOCIATE OF SCIENCE DEGREE

Automotive Technology prepares students for entry level positions in the automotive repair and maintenance service fields. To those students who are working in a branch of the Automotive Technology area, this program offers opportunities for advancement as well as expanding their basic knowledge of this career field. The program provides a knowledge range from contemporary basic automotive technology to advanced automotive electronics.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Automotive Technology Associate of Science Degree will be able to:

1. Identify common automotive tools and their purpose, select the correct tool for the job at hand and use the tools in a safe manner.
2. Locate service information from available sources, determine parts and labor charges and accurately fill out a repair order.
3. Explain the basic operation of a four-stroke cycle engine, test the compression system effectiveness through leakdown and compression tests and measure and evaluate worn engine parts.
4. Explain the meaning and relationships of basic electrical measurements, trace circuits on a circuit diagram and utilize "common-point" diagnosis to isolate faults.
5. Describe the operating principles of and correctly perform basic service, diagnosis, and repair operations on typical automotive fuel, ignition, emission and electronic engine control system units.
6. Perform emission control system inspections in conformance with BAR standards.
7. Describe the operating principles of and correctly perform basic service, diagnosis, and repair operations on typical manual and automatic transmissions/transaxles, clutches, CV axles, transfer cases and rear axles.
8. Explain the basic operation of and correctly repair or replace components on modern steering, suspension and brake systems.
9. Correctly leak test, gauge check, service and diagnose common problems of a refrigerant system.

REQUIRED COURSES - MAJOR:

		Units
AUT 140	Automotive Engines	4
AUT 142	Brakes/Suspension Alignment	6
AUT 144	Manual Transmissions/Power Trains	3
AUT 145	Automatic Transmissions/Power Trains	4
AUT 146	Automotive Air Conditioning/Heating Systems	2
AUT 162	Automotive Electrical Systems	5
AUT 166	Automotive Diagnosis and Tune-Up	6
AUT 170	Adv. Engine & Emission Controls	6

Total Major units	36
Total Degree units	60

Biological Science

ASSOCIATE OF SCIENCE DEGREE

Biological Science major leads to the Associate of Science degree and students may choose to transfer to a four-year institution. Students completing the baccalaureate program or graduate work may be hired in the major or allied fields as a biomedical engineer, geneticist, pharmacologist, botanist, aquatic biologist, clinical lab technologist, food/drug inspector, fish and game warden or environmental specialist.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete a Biological Science Associate of Science Degree will:

1. Have an understanding of major biological concepts and an awareness of how these concepts are connected within various areas of the biological and physical sciences.
2. Be able to apply the scientific process, including designing and conducting experiments and testing hypotheses.
3. Develop laboratory techniques (such as light microscopy, gel electrophoresis, laboratory notebook, and principles of laboratory safety).

REQUIRED COURSES - MAJOR:

		Units
BIO 250	Principles of Biology	5
BIO 255	Botany	5
BIO 257	Zoology	5
CHM 250	General Chemistry I	5
CHM 251	General Chemistry II	5
Plus 8 units selected from either physics option listed below:		8
PHY 210	General Physics I	4
PHY 211	General Physics II	4
or		
PHY 214	Principles of Physics I	4
PHY 215	Principles of Physics II	4

Plus an additional 9-10 units selected from the following: 9-10

MTH 200	Precalculus Mathematics	5
MTH 210	Calculus and Analytic Geometry I	5
MTH 211	Calculus and Analytic Geometry II	5
MTH 220	Statistics	4

To fully benefit from the biology program, students should also successfully complete one of the suggested optional electives listed below. These courses are not required for the major.

BIO 241	Marine Biology	4
BIO 242	Oceanography	3
BIO 243	Biology of Marine Mammals	3
BIO 245	Environmental Toxicology	3

Total Major units 42-43
Total Degree units 60

Business - Accounting

ASSOCIATE OF SCIENCE DEGREE

Accounting prepares students for positions of responsibility or advancement in the field of business. This major offers education for students desiring to enter the world of finances; upgrading for in-service personnel; certificate program; an Associate of Science degree; and preemployment education in the major or allied fields such as accounting clerk, bookkeeper, payroll clerk, accountant or budget clerk.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete a Business - Accounting Associate of Science Degree will be able to:

1. Demonstrate a broad exposure general education topics that complement the Business Accounting major requirements
2. Communicate clear understanding of the complex nature of business in a diverse economy and financial system.
3. Demonstrate critical thinking and decision-making skills in the business environment.

REQUIRED COURSES - MAJOR:

		Units
BUS 50	Mathematical Applications in Business	3
BUS 101	Computerized Accounting Practices	1
BUS 111	Federal Tax Accounting	3
BUS 200	Financial Accounting	4
BUS 201	Managerial Accounting	4
BUS 230	Intro to Business	3
CSC 201	Intro to Windows Applications	3

Total Major units 21
Total Degree units 60



ASSOCIATE DEGREES

Business - Management

ASSOCIATE OF SCIENCE DEGREE

Business Management prepares students for positions of responsibility or advancement in organizations including retail, manufacturing, and service businesses, and non-profit and governmental agencies. This major offers students the opportunity to acquire or upgrade skills in the areas of personnel management, marketing, sales, finance, accounting, information management, and entrepreneurship. These skills will assist students in the pursuit of managerial careers and successful performance in these positions.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete a Business Management Associate of Science Degree will be able to:

1. Demonstrate a broad exposure general education topics that complement the Business Management major requirements
2. Communicate clear understanding of the complex nature of business in a diverse economy and financial system.
3. Demonstrate critical thinking and decision-making skills in the business environment.

REQUIRED COURSES - MAJOR:

		Units
BUS 50	Mathematical Applications in Business	3
BUS 136	Intro to Management	3
BUS 200	Financial Accounting	4
BUS 230	Intro to Business	3
CSC 201	Intro to Windows Applications	3
Plus 6 additional units selected from the following:		6
BUS 80.1	Non-Profit Organization Management	1
BUS 80.2	Non-Profit Organization Fund-Raising Management	1
BUS 132	Entrepreneurial Management	3
BUS 134	Human Relations in Business	3
BUS 135	Human Resource Management	3
BUS 150	Entrepreneurial Marketing	3
BUS 151	Intro to Marketing	3
BUS 159	The Business of Sports	3
BUS 196	Work Experience	1-4
BUS 201	Managerial Accounting	4
BUS 212	Legal Environment of Business	3
BOT 170	Written Communication for Business	3
CSC 164	Electronic Spreadsheets	3

Total Major units 22
Total Degree units 60

Business - Real Estate

ASSOCIATE OF SCIENCE DEGREE

The AS Degree prepares the student for a career in real estate sales/analysis, land development, real estate marketing, finance, mortgage lending, appraisal, escrow, and property management. The course requirements satisfy the educational requirements for both real estate broker's license and salesperson's continuing education requirements as prescribed by the California Department of Real Estate.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete a Business Real Estate Associate of Science Degree will be able to:

1. Apply an in-depth knowledge of California Real estate principles and laws to successfully complete licensure requirements for licensee and broker.
2. Satisfy Department of Real Estate and Office of Real Estate Appraisers educational requirements for state licensing.
3. Apply necessary skills required for marketing and negotiating real estate transaction.
4. Demonstrate the ability to communicate effectively and ethically with the principals involved in a real property transaction.
5. Interpret and apply California real estate laws to a variety of real property transactions, including mortgage loan originations and mortgage processing.

REQUIRED COURSES - MAJOR:

		Units
RLS 60	Real Estate Principles	3
RLS 61	Real Estate Practices	3
RLS 62	Real Estate Appraisal	3
RLS 63	Real Estate Finance	3
RLS 64	Legal Aspects of Real Estate	3
BUS 151	Intro to Marketing	3
BUS 230	Intro to Business	3
Plus 3 additional units selected from the following:		3
BUS 50	Mathematical Applications in Business	3
BUS 136	Intro to Management	3
BUS 111	Federal Tax Accounting	3
BUS 212	Legal Environment of Business	3
RLS 65	Fundamentals of Home Inspection	1
RLS 67	Real Estate Economics	3
RLS 69	Fundamentals of Real Estate Geology	1
RLS 70	Property Management	3
RLS 72	Real Estate Investments	3
RLS 73	Real Estate Financial Calculations	0.5
RLS 74	Real Estate License Preparation	1

Total Major units 24
Total Degree units 60

Business Office Technology: Administrative Assistant

ASSOCIATE OF SCIENCE DEGREE

Administrative Assistant prepares students for positions of responsibility in business, industry, government, and the professions. This major offers training for students desiring to qualify for administrative positions. This training involves a solid grounding in secretarial, word processing, and time management skills, as well as communication and interpersonal skills.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete a Business Office Technology: Administrative Assistant Associate of Science Degree will be able to:

1. Troubleshoot exercises and situations that don't have clear directions or results.
2. Read instructions and determine the intent by using the information given.
3. Consult with other students to determine results.
4. Use reference manuals, dictionaries, online references, and Help options to find the answer to questions or exercises in each course.
5. Complete business-related documents using the various functions—basic, intermediate, and advanced—of the software programs: Word, Excel, PowerPoint, InDesign.
6. Demonstrate the ability to use successfully basic English language skills (grammar, punctuation, capitalization, etc.) in business documents.
7. Demonstrate the ability to work as a team.
8. Students should have a well-rounded educational experience.

REQUIRED COURSES - MAJOR:

	Units
BUS 108 Accounting with Quickbooks	3
BUS 136 Intro to Management	3
BOT 55 Machine Transcription	2
BOT 70 Business English	3
BOT 75 PowerPoint for Presentations	1.5
BOT 100 Beginning Typing/Keyboarding;	
or BOT 101 Intermediate Typing/Keyboarding;	
or BOT 102 Advanced Typing/Keyboarding	3
BOT 110 Business Calculators	1
BOT 111 Business Calculator Simulations	1
BOT 120 Word Processing I on a Microcomputer	1.5
BOT 121 Word Processing II on a Microcomputer	1.5
BOT 140 Office Procedures	3
BOT 144 Records & Database Management	2
BOT 170 Written Communication for Business	3
BOT 196 Cooperative Work Experience Education	1
CSC 164 Electronic Spreadsheets	3
CSC 201 Intro to Windows Applications	3
Plus 6.5 additional units selected from the following:	6.5
BUS 134 Human Relations in Business	3
BOT 50 Medical Terminology	3

BOT 57	Medical Office Procedures	3
BOT 65	InDesign for Desktop Publishing	3
BOT 90.1	Legal Office Procedures	1
BOT 90.2	History of Law	.5
BOT 90.3	Landlord/Tenants Rights & Responsibilities	.5
BOT 90.4	Basic Wills	1
BOT 91.1	Constitutional Rights & Responsibilities	.5
BOT 91.2	Juvenile Rights & Responsibilities	1
BOT 91.3	California Civil Complaints	1
BOT 91.4	California Civil Discovery	1
BOT 122	Business Office Simulation	1
CSC 130	Web Page Design & Development	3
CSC 166	Database Software	3

Total Major units	42
Total Degree units	60

Child Development/Family Relations

ASSOCIATE OF SCIENCE DEGREE

The Child Development Program prepares students for an Associate of Science Degree in Child Development/Family Relations or completion of a certificate in Child Development and levels of the Child Development Permits including Associate Teacher, Teacher, Master Teacher and Site Supervisor. Students develop knowledge and skills needed for success in transferring to a four-year college or university. The program prepares students to work with young children in a variety of settings including child care centers for infants and toddlers, preschool children and school-aged children.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete a Child Development /Family Relations Associate of Science Degree will be able to:

1. Apply their knowledge of children's physical, intellectual, social and emotional development, understand children as individuals and plan responses to their unique needs and potentials.
2. Provide developmentally appropriate active learning experiences and environments for individual children and children in groups, in the areas of language and early literacy, arts and the creative process, music and movement, literature, social studies, dramatic play, math, science and the physical world.
3. Demonstrate skills in observing and recording behavior, assessing children's interests, and assessing children's needs and levels of skill development (utilizing DRDPR). Analyze this information to improve their work with children and families.
4. Apply techniques for setting and maintaining limits, supporting children's self esteem, self discipline, intellectual curiosity, creativity, problem solving abilities, and acceptance of self and others in their interactions with children.
5. Implement nutritional, healthy and safe practices in the classroom.
6. Apply the principles of inclusion in the curriculum through interactions with children, their families and staff members.

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ASSOCIATE DEGREES



7. Communicate effectively and respectfully with families and incorporate family input in curriculum planning and assessment.
8. Serve as an advocate for young children and the programs and professionals who serve them and apply ethical standards of the profession.

REQUIRED COURSES - MAJOR:

		Units
CDV 100	Principles in Preschool Programs	3
CDV 101	Practices & Curriculum in Preschool Programs	3
CDV 180	Child, Family & Community	3
CDV 200	Psychology of Development: Infancy through Adolescence;	
or CDV 201	Psychology of Development: Middle Childhood through Adulthood;	
or CDV 90	Intro to Growth & Development of Children	3

Plus 6 additional units selected from the following: 6
 (All of the courses in this category are recommended for students transferring to a CSU major in Child Development)

CDV 105	Multi-Cultural Perspectives	3
CDV 106	Children with Special Learning Needs	3
CDV 109	Child Health, Nutrition and Safety	3
CDV 111	Observation & Participation	
or CDV 112	Supervised Practicum	2-4
CDV 151	Assessment of Preschool Children	2

Plus 6 from the following list of electives: 6

CDV 88	Special Topics in CDV	0.5-3
CDV 105	Multi-Cultural Perspectives	3
CDV 106	Children with Special Learning Needs	3
CDV 109	Child Health, Nutrition and Safety	3
CDV 111	Observation & Participation	2-4
CDV 112	Supervised Practicum	2-4
CDV 120	Infants and Toddlers	3
CDV 121	Curriculum for Infants & Toddlers	3
CDV 122	Inclusion of Infants and Toddlers with Special Needs	1
CDV 125	Creative Activities	3
CDV 126	Music and Movement	1
CDV 127	Early Literacy	2
CDV 128	Math and Science	1
CDV 130	Administration of Preschools & Child Care Centers	3
CDV 134	Advanced Administration of Preschools & Child Care Centers	3
CDV 135	Supervision of Adults in a Child Development Program	3
CDV 140	Working with School-Aged Children & Youth	3
CDV 151	Assessment of Preschool Children	2
CDV 152	Working with Parents	1
CDV 153	Behavior Support Strategies	1
CDV 161	Active Learning and Play	1
CDV 162	Curriculum Planning	1

Total Major units **24**
Total Degree units **60**

Computer Applications and Office Administration

(Previously Computer & Information Applications)

ASSOCIATE OF SCIENCE DEGREE

The Associate of Science in Computer and Information Applications prepares students for positions that combine technical knowledge with business aptitude. Career areas include the design, implementation and maintenance/management of IT systems, as well as other administrative and commercial positions.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete a Computer Applications and Office Administration Associate of Science Degree will be able to:

1. Explain how operating systems control nearly everything that happens inside a computer.
2. Explain several data representation techniques for images, video, audio and text.
3. Use a word-processing application to create, format edit and save a multi-page document that includes features such as tables, ClipArt, borders, shading, headers and footers, as measured by exam questions, exercises and/or projects.
4. Use a presentation application to create, format, edit and save a presentation that includes features such as multiple slide layouts, consistent slide design, ClipArt, slide master, headers, footers, transitions and animations, as measured by exam questions, exercises and/or projects.
5. Construct a database to store and retrieve data.
6. Construct a variety of complex queries using sorting and selection.
7. Demonstrate knowledge of the concepts and terminology associate with electronic spreadsheets.
8. Construct and modify a variety of spreadsheets from simple to complex: including entering and modifying data and formulas, utilizing built-in functions, commands, and OLE for pasting and linking spreadsheets to other documents and/or macros.
9. Construct web content using basic and advanced HTML per current W3C standards.
10. Make appropriate use of W3C standards-based technology to implement a separation of content from presentation.
11. Construct and utilize Unix commands to perform a wide variety of tasks.

REQUIRED COURSES - MAJOR:

		Units
BUS 101	Computerized Accounting Practices	1
CSC 105	UNIX Operating System I	1.5
CSC 130	Web Design and Development	3
CSC 164	Electronic Spreadsheets	3
CSC 166	Database Software	3
CSC 201	Intro to Windows Applications	3
CSC 220	Intro to Computer Science	3

Plus 6 additional units selected from the following:

		Units
BUS 108	Accounting with Quickbooks	3
BUS 120	Computerized Tax Accounting	1
BUS 200	Financial Accounting	4
CSC 106	UNIX Operating System II	1.5
CSC 134	Developing Web Applications	3
CSC 168	Database Systems	3
CSC 170	Mobile Application Development	3
CSC 203	Programming in Visual Basic for Windows	3
CSC 210	Assembly Language Programming	3
CSC 221	Programming and Algorithms I	3
CSC 222	Programming and Algorithms II	3

Total Major units	24.5
Total Degree units	60



ASSOCIATE DEGREES

Computer Science

ASSOCIATE OF SCIENCE DEGREE

The Associate of Science Degree in Computer Science prepares students for transfer to a baccalaureate program in the field. Make sure to see a counselor for transfer requirements unique to specific schools. Computer Science is at the core of all modern science and engineering, and has provided many of the most influential cultural and economic developments in recent history. Graduates can work in a great variety of fields and pursuits, including programming, systems analysis and administration, game design, project leadership and management.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete a Computer Science Associate of Science Degree will be able to:

1. Design and implement computer programs using top-down and object-oriented design.
2. Utilize fundamental programming constructs, e.g. control structures, procedures, recursion and Boolean logic, to develop programs. Compare and contrast the time and space efficiency of an algorithm.
3. Write software that organizes data into structures (lists, queues, stacks, hash tables, and trees) in a measurably efficient way.
4. Perform a simple SQL database query.
5. Describe the basic concepts and consequences of transferring data over computer networks.
6. Demonstrate how fundamental high-level language constructs are implemented at the machine-language level.
7. Demonstrate knowledge of basic computer architecture, organization and design.
8. Construct and utilize Unix commands to perform a wide variety of tasks.
9. Write moderate to advanced shell scripts.

REQUIRED COURSES - MAJOR:

		Units
CSC 105	UNIX Operating System I	1.5
CSC 106	Introduction to Unix II	1.5
CSC 210	Assembly Language Programming	3
CSC 220	Intro to Computer Science	4
CSC 221	Programming and Algorithms I	4
CSC 222	Programming and Algorithms II	4
MTH 210	Calculus and Analytic Geometry I	5
MTH 211	Calculus and Analytic Geometry II	5
MTH 240	Discrete Mathematics	4

Plus 3 additional units selected from the following: 3

CSC 130	Web Page Design & Development	3
CSC 134	Developing Web Applications	3
CSC 168	Database Systems	3
CSC 170	Mobile Application Development	3
CSC 213	Programming in C++	3
MTH 214	Linear Algebra	4
MTH 215	Differential Equations	3

Total Major units	35-36
Total Degree units	60

Dance

ASSOCIATE OF ARTS DEGREE • See Theatre Arts: Dance Option

Earth Science

ASSOCIATE OF SCIENCE DEGREE

Earth Science is a broad field offering countless personal and professional opportunities to work on practical problems that are important for life as we know it on planet Earth. Because the Earth and its environment are all around us, job opportunities related to the earth and our environment will always be plentiful. Obtain the associate degree and build your knowledge base and your resume for finding your next local job. Or, plan to transfer to a four-year base institution and study geologic hazards, planetary exploration, the environment, resource management, bioremediation, or any number of other related subfields.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Associate of Science Degree for Earth Science will be able to:

1. Demonstrate a working knowledge of differential calculus as demonstrated by satisfactory completion of SLOs for first semester calculus class;
2. Demonstrate a working knowledge of statistics as demonstrated by satisfactory completion of SLOs for mathematical statistics class;
3. Demonstrate a working knowledge of physical chemistry as demonstrated by satisfactory completion of SLOs for first semester physical chemistry class;
4. Demonstrate a working knowledge of the basic concepts and applications in geology and related physical science fields where the use of calculus, statistics and chemistry are key to solving important problems, as demonstrated by satisfactory completion of SLOs for their earth science coursework.

REQUIRED COURSES - MAJOR:

		Units
MTH 210	Calculus & Analytic Geometry I	5
MTH 220	Statistics	4
CHM 250	General Chemistry I	5
EAS/GEL 201	Geology	3
EAS/GEL 202	Geology Lab	1
Plus a minimum of 12 additional units selected from the following:		12
EAS/NRS 200	Environmental Science	3
EAS/GEO 206	Physical Geography	4
EAS/GEL 208	Environmental Geology	4
EAS/GEL 210	California Geology	4
EAS 211	Weather and Climate	3
EAS/GEO 212	Intro to Geographic Information Systems	3
EAS/GEO 222	Applied GIS	3
AGR 108	Soils and Fertility Management	3
BIO 242	Intro to Oceanography	3
CHM 251	General Chemistry II	5
GEL 100	Earthquake Country	2

continued on next page

MTH 211	Calculus & Analytic Geometry II	5
NRS 100	Field Ecology	1-2
NRS 115	The Coastal Redwoods	3
PHY 214	Principles of Physics I	4
PHY 215	Principles of Physics II	4

Total Major units	30
Total Degree units	60

Ethnic Studies

ASSOCIATE OF ARTS DEGREE

Ethnic Studies major leads to the Associate of Arts degree and students may choose to transfer to a four-year institution. Students completing the baccalaureate program or graduate work may be prepared for careers in bilingual education, social work, business, and community and government service.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Ethnic Studies Associate of Arts Degree will be able to:

1. Demonstrate knowledge of the basic elements of culture, including understanding the theory and methods used in their identification and assessment.
2. Articulate the basic concepts and theoretical perspectives of racial and ethnic relations.
3. Analyze the similarities and differences among the major ethnic and racial groups in the United States.
4. Analyze racial and ethnic relations using sociological theories, literature, and current events.
5. Identify the unique mixture of First Nation and European cultures that have combined to form Mexican American culture.
6. Distinguish the different spiritual and faith paths and their impact in shaping Mexican American culture.
7. Demonstrate a basic understanding of the material and social cultures of Native people of Northern California including cosmologies, mythologies and languages.
8. Explain the relationship between California tribes and the environment and geography of California.

REQUIRED COURSES - MAJOR:

	Units
ANT 201 Cultural Anthropology	3
SOC 202 Racial and Ethnic Relations	3
SOC 235 Mexican American Culture	3
SOC 241 Pacific Coast Indian Cultures	3
Plus 6 additional units selected from the following:	6
ANT 200 Physical Anthropology	3
HST 220 Mexican History	3
SOC 200 Intro to Sociology	3
Total Major Units	18
Total Degree units	60

Fire Science

ASSOCIATE OF SCIENCE DEGREE

The Fire Science Associate of Science program prepares students for a career in fire prevention and protection. Graduates will be eligible for employment in entry-level positions including, but not limited to, firefighter, fire officer, fire investigator, hazardous material response and emergency medical response and may choose to transfer to a four year university.

PROGRAM REQUIREMENTS:

GED requirements in Math, Natural Science, American Institutions, Soc/Behavioral Science, Humanities, English, Communication/Analytical Thinking, Cross-Cultural Studies, and Health.

Students who complete a Fire Science Associate of Science Degree will be able to:

1. Analyze, appraise and evaluate fire and emergency incidents and identify components of emergency management and firefighter safety.
2. Demonstrate comprehension of laws, regulations, codes and standards that influence fire department operations, and identify regulatory and advisory organizations that create and mandate them, especially in the areas of fire prevention, building codes and ordinances, and firefighter health and safety.
3. Analyze the causes of fire, determine extinguishing agents and methods, differentiate the stages of the fire and fire development, and compare methods of heat transfer.
4. Identify and describe common types of building construction and conditions associated with structural collapse and firefighter safety.
5. Differentiate between fire detection and fire suppression systems.

REQUIRED COURSES - MAJOR:

	Units
FSC 111 Fire Protection Organization	3
FSC 112 Fire Behavior and Combustion	3
FSC 113 Fire Protection Equipment and Safety	3
FSC 114 Building Construction for Fire Safety	3
FSC 115 Hazardous Materials Response for Public Safety	3
HLH 135 EMT 1	7
Plus 9 additional units selected from the following:	9
FSC 50 Fire Instructor 1A	2
FSC 51 Fire Instructor 1B	2
FSC 52 Fire Prevention 1A	2
FSC 53 Fire Prevention 1B	2
FSC 54 Fire Management 1	2
FSC 55 Fire Command 1A	2
FSC 56 Fire Command 1B	2
FSC 59 Fire Investigation	2
FSC 62 Basic Wildland Fire Fighting	2
FSC 63 Fire Fighter 1A	4
FSC 64 Fire Fighter 1B	9
FSC 65 Incident Command System	.5
FSC 196 Occupational Work Experience	1-4

Total Major units	31
Total Degree units	60

ASSOCIATE DEGREES

Foreign Language (SPANISH)

ASSOCIATE OF ARTS DEGREE

Foreign Language major leads to the Associate of Arts degree and students may choose to transfer to a four-year institution.. Students completing the baccalaureate program or graduate work may be hired in the major or allied fields as an international business executive, civil service officer, immigration specialist, peace corps volunteer, foreign correspondent, teacher, travel agent, interpreter, foreign trade agent or foreign service officer.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete a Foreign Language - Spanish Associate of Arts Degree will be able to:

1. Demonstrate that they can speak and understand in extended conversations on concrete and abstract topics.
2. Demonstrate an ability to hypothesize and speculate.
3. Demonstrate a command of an active vocabulary supportive of the skills described above.
4. Demonstrate familiarity with all verb tenses and modes.
5. Demonstrate that they can correctly use grammar for the structures and concepts presented.
6. Write a composition expressing and supporting an opinion.
7. Grammatical errors may be frequent but do not inhibit the communication.
8. Demonstrate that they comprehend a wide variety of texts appropriate to the level, with ability to track nuance and detail.
9. Summarize, analyze and critique texts in Spanish.
10. Demonstrate that they can analyze, predict, and react appropriately to the cultural diversity and history of Spanish-speaking peoples, and the geography of Spanish speaking countries.

REQUIRED COURSES - MAJOR: (For Non-Native Speakers)

	Units
BUS 196*	Cooperative Work Experience Education
SPN 200	Elementary Spanish-Level I
SPN 201	Elementary Spanish-Level II
SPN 202	Intermediate Spanish-Level III
SPN 203	Intermediate Spanish-Level IV
Plus 4-5 additional units selected from the following:	4-5
FRN 100	Conversational French-Level I
FRN 101	Conversational French-Level II
SOC 235	Mexican American Culture
SPN 102	Conversational Spanish-Level III
SPN 103	Conversational Spanish-Level IV
SPN 104	Advanced Spanish Conversation
SPN 105	Advanced Spanish Conversation
	Through World Cultures

Total Major units 25-26
Total Degree units 60

*Enrollment in Work Experience requires a meeting with the full-time instructor within the first two weeks of the semester.



REQUIRED COURSES - MAJOR: (For Native Speakers)

	Units
BUS 196*	Cooperative Work Experience Education
SOC 235	Mexican American Culture
SPN 104	Advanced Spanish Conversation
SPN 203	Intermediate Spanish-Level IV
SPN 210	Spanish for Spanish Speakers- Level I
SPN 211	Spanish for Spanish Speakers- Level II
Plus 4-5 additional units selected from the following:	4-5
FRN 100	Conversational French-Level I
FRN 101	Conversational French-Level II
SPN 102	Conversational Spanish-Level III
SPN 103	Conversational Spanish-Level IV
SPN 104	Advanced Spanish Conversation
SPN 105	Advanced Spanish Conversation
	Through World Cultures
SPN 202	Intermediate Spanish - Level III

Total Major units 21-22
Total Degree units 60

*Enrollment in Work Experience requires a meeting with the full-time instructor within the first two weeks of the semester.

Health Sciences

ASSOCIATE OF SCIENCE DEGREE

The Health Sciences degree is designed for students who wish to transfer to a four-year college or university to pursue a Baccalaureate or Masters degree in a health profession such as medical technology, nutrition, medicine, dentistry, pharmacy, physical therapy, veterinary science, etc.

Students interested in vocationally-specific training which prepares them for licensing examinations, such as Home Health Aide, EMT-1 paramedic, or Registered Nursing should look in the Mendocino College catalog under "Certificates of Achievement." Students who complete vocational training can apply the units earned in their certificate program as elective credits for an Associate of Science degree in Health Sciences.

For students planning on careers in Radiology, Dental Hygiene, Animal Health Technology, etc. (i.e. lower division level programs), Mendocino College offers the prerequisite courses and general education requirements for such Allied Health Occupation programs offered at other two- and four-year colleges. The lower division core requirements are similar from school to school, but the general education and institutional requirements for graduation can vary.

In order to receive a degree in Health Sciences from Mendocino College, students must complete the 28 units listed below, in addition to general education and institutional graduation requirements, and elective courses based on their academic and vocational goals—see your counselor for details.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete a Health Sciences Associate of Science Degree will be able to:

1. Enhance their respective levels of: physical, mental, social, intellectual, spiritual, and environmental health through the examination and application of various health and wellness concepts.

Please review the various patterns with your counselor to make sure you understand your choices and the applicability of courses to majors at specific four-year colleges / universities.

REQUIRED COURSES - MAJOR:

	Units
BIO 231 Human Physiology	5
BIO 250 Principles of Biology	5
CHM 250 General Chemistry I	5
CHM 251 General Chemistry II	5
MTH 220 Statistics	4

Plus 5 additional units selected from the following: 5

BIO 230 Human Anatomy	5
BIO 259 Microbiology	5
CHM 255 Organic Chemistry I	5

Total Major units 29
Total Degree units 60

Horticulture

ASSOCIATE OF SCIENCE DEGREE

See Agriculture-Horticulture Associate of Science Degree

Human Services Paraprofessional

ASSOCIATE OF SCIENCE DEGREE

The Human Services major leads to the Associate of Science degree, providing students with an understanding of the knowledge and skills related to Social Work, Counseling and related occupations, and students may choose to transfer to a four-year college or university to continue their education toward an advanced degree and potential licensure in Social Work or related fields.

Social Workers are counselors, educators and advocates, and work with children, adults and elders in social and welfare institutions by addressing poverty, abuse, and drug and alcohol dependence issues. In a broad sense, the Social Worker's role is to engage the individual, community and society to address issues of social injustice.

Students completing the Associate Degree may be hired as Social Worker Assistants, Residential Counselors, Case Managers, or in similar paraprofessional human services positions. Students completing baccalaureate degrees can find employment in more advanced Social Work, Counseling or related occupations, and those completing graduate degrees will be qualified to pursue licensure as a Clinical Social Worker or Marriage and Family Therapist.

As with all programs, students who intend to transfer to a four-year institution should check with a counselor to determine the transfer institution's specific transfer requirements.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete a Human Services Paraprofessional Associate of Science Degree will be able to:

1. Demonstrate a basic understanding of the history and role of Social Work and related occupations in their communities and society at large.
2. Articulate the importance of ethical behavior, and of technical and cultural competence in the delivery of services in Social Work and related fields.
3. Demonstrate a basic understanding of the characteristics and key concepts related to Social Work and related occupations
4. Demonstrate an understanding of basic duties and responsibilities performed by Social Workers and related professionals.

REQUIRED COURSES - MAJOR:

	Units
HUS 101 Introduction to the Helping Profession	3
or HUS 170 Introduction to Social Work	
HUS 152 Basic Skills for Human Service Workers	3
HUS 154 Fundamentals of Interviewing and Counseling	3
HUS 156 Case Management and Documentation	3
HUS 103 Field Placement and Practicum Seminar	1.5
or AOD 164 Field Placement and Practicum Seminar I	
HUS 197A Human Service Worker Practicum	2-8
or HUS 197B Human Service Paraprofessional Practicum	
or AOD 197A Alcohol and Other Drug Studies Program Practicum	
SOC 200 Introduction to Sociology	3
PSY 205 Introductory Psychology	3

Total Major units 21.5-27.5
Total Degree units 60

ASSOCIATE DEGREES

LVN to RN Career Ladder

ASSOCIATE OF SCIENCE DEGREE

The LVN to RN Degree program requires one academic year, or two semesters, in addition to the completion of the prerequisite courses, non-nursing breadth requirements, and competencies. The LVN to RN Upgrade program represents the 3rd and 4th semesters of a full, generic RN curriculum. Graduates will earn the Associate of Science Degree in Nursing on completion of designated courses and competency requirements. Communication, natural and social science, and nursing courses must be completed with a grade of "C" or better to be eligible for licensure requirements of the State Board of Nursing. For further information on program requisities, contact the Nursing Office at (707) 468-3099.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete a Human Services Paraprofessional Associate of Science Degree will:

1. Become eligible and succeed on the state board examination (NCLEX-RN) leading to licensure.
2. Meet qualifications and obtain an Associate of Science Degree in Nursing: LVN to RN
3. Provide nursing interventions that demonstrate caring, safety and a personal sense of commitment and responsibility.
4. Demonstrate use of a broad knowledge base and critical thinking to assess data, prioritize, provide, manage, and evaluate care in a variety of health care settings.
5. Demonstrate the purposeful use of communication techniques, including verbal, non-verbal, written, and electronic in all interactions with clients and members of the health care team.
6. Apply sound principles of teaching/learning to identify teaching needs and provide the client and family with health information.
7. Work collaboratively with others to manage and direct the care of clients advocating for the client as necessary.
8. Practice within legal, ethical, and regulatory guidelines while adhering to standards of professional practice and accepting accountability for personal actions.
9. Incorporate findings from nursing research to improve client care and outcomes

REQUIRED COURSES - MAJOR:

	Units
NUR 50	1
NUR 52	1
NUR 121	1
NUR 122	8
NUR 125	1
NUR 126	2
NUR 131	1
NUR 132	8
NUR 135	1
NUR 136	2

Total Major units	26
Total Degree units	66

Music

ASSOCIATE OF ARTS DEGREE

Music major leads to the Associate of Arts degree and students may choose to transfer to a four-year institution. Students completing the baccalaureate program or graduate work may be hired in the major or allied fields such as: VOCAL - a choir director, teacher, vocalist, entertainer, composer, or lyricist; INSTRUMENTAL - music therapist, entertainer, teacher, arranger, composer, or accompanist.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Associate of Science Degree for Music will be able to:

1. Demonstrate an understanding of the fundamental melodic, harmonic, and rhythmic structure of music through Music Theory.
2. Demonstrate fluency with the language of music in written and aural form through Musicianship.
3. Perform on their instrument (or voice) at college sophomore level.
4. Perform effectively in a musical ensemble through their major performing ensemble
5. Utilize the piano keyboard to demonstrate and apply musical concepts through Piano Proficiency.
6. Demonstrate a broad-based understanding of the historical and aesthetic development of music through Music History.

REQUIRED COURSES - MAJOR:

	Units
MUS 201A	5
MUS 201B	5
MUS 202A	5
MUS 202B	5
MUS 203	3
MUS 204	3
MUS 210	2

Students will choose either the Vocal or Instrumental Option:

VOCAL OPTION

8 units (total of 4 semesters) from:	8
MUS 280	2
Plus 2 additional units from:	2
MUS 230	1
MUS 231	1
MUS 232	1

INSTRUMENTAL OPTION

8 units (total of 4 semesters) from:	8
MUS 272	2
MUS 256	2
MUS 276	2
Plus 2 additional units from:	2
MUS 211	2
MUS 212	2
MUS 213	2

Total Major units	38
Total Degree units	60

To fully benefit from the music program, students should also participate in a small vocal and/or instrumental ensemble.

Natural Resources

ASSOCIATE OF SCIENCE DEGREE

Natural Resources major leads to the Associate of Science degree and students may choose to transfer to a four-year institution. Students completing the baccalaureate program or graduate work may be hired in the major or allied fields as a conservationist, timber harvester, game warden, pollution analyst, naturalist, site selection consultant, ecologist, waste control specialist, resource development specialist or energy conservation specialist.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete a Natural Resources Associate of Science Degree will:

1. Have mastered important biological science foundation knowledge as demonstrated by satisfactory completion of SLOs for introductory courses in biology including Botany and Zoology;
2. Have a working knowledge of the basic physical science concepts and applications important for studying the Earth's natural resources, as demonstrated by satisfactory completion of SLOs for a physical geography or geology course;
3. Have a cross-disciplinary understanding of the complex nature of issues regarding human use of the Earth's natural resources, as demonstrated by satisfactory completion of SLOs for an introductory environmental science course.

REQUIRED COURSES - MAJOR:

	Units
BIO 200 Concepts of Biology	3
BIO 201 Concepts of Biology Lab	1
BIO 255 Botany	5
BIO 257 Zoology	5
EAS 206/GEO 206 Physical Geography or EAS 201/GEL 201 (3 units) and EAS 202/GEL 202 (1 unit)	4
EAS 200/NRS 200 Environmental Science	3
Total Major units	21
Total Degree units	60

Physical Education/Kinesiology

ASSOCIATE OF ARTS DEGREE

Physical Education/Kinesiology major leads to the Associate of Arts degree and students may choose to transfer to a four-year institution. Students completing the baccalaureate program or graduate work may be hired in the major or allied fields as a teacher, coach, exercise physiologist, biomechanics, motor learning specialist, athletic trainer, physical therapist, sports psychologist, adaptive physical education specialist, personal fitness trainer, aerobic fitness instructor, health/fitness club manager or exercise testing technologist.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete a Physical Education/Kinesiology Associate of Science Degree will:

1. Demonstrate an integrated kinesiological approach to encourage the adoption of a healthy and physically active lifestyle through the understanding of the sources of knowledge within:

- A. Physical Activity
- B. Scholarly Study of Physical Activity
- C. Professional Practice Centered in Physical Activity.

2. Demonstrate physical movement through exercise to create a healthy lifestyle.
3. Demonstrate knowledge to design, develop, and implement an effective personalized fitness and wellness program.
4. Demonstrate a basic understanding theory of injury prevention, causation, and rehabilitation methods for acute or chronic injuries.

REQUIRED COURSES - MAJOR:

	Units
BIO 230 Human Anatomy	5
BIO 231 Human Physiology	5
HLH 202 First Aid, Emergency Care and Cardiopulmonary Resuscitation* or *Current CPR/First Aid Certification	0-3
P.E. Activity Minimum of one activity course from the category of Fitness and one course from the category of Sports	3
PEM 200 Intro to Kinesiology	3

Plus 9 additional units from either the Exercise Science/Wellness, General or Sports Medicine options

EXERCISE SCIENCE/WELLNESS OPTION

9 units selected from the following:	9
BUS 134 Human Relations in Business	3
HLH 114 Foods & Nutrition	3
PEM 109 Fitness Instructor Trng.	3
PEM 203 Concepts of Fitness	3
PEM 214 Intro to Sport Related Injuries	3

GENERAL OPTION

3 units selected from the following:	3
PEM 109 Fitness Instructor Trng.	3
Plus 6 activity units (minimum of one activity course from the category of Fitness and one course from the category of Sports)	6

SPORTS MEDICINE OPTION

9 units selected from the following:	9
CED 195 General Work Experience	1-3
PEM 214 Intro to Sport Related Injuries	3
PEM 203 Concepts of Fitness	3

Total Major units 25-28
Total Degree units 60

ASSOCIATE DEGREES

Physical Science

ASSOCIATE OF SCIENCE DEGREE

Physical Science major leads to the Associate of Science degree and students may choose to transfer to a four-year institution.. Students completing the baccalaureate program or graduate work may be hired in the major or allied fields as a chemist, geophysicist, hydrologist, seismologist, environmental analyst, consumer safety officer, science educator or technical writer.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete a Physical Science Associate of Science Degree will:

1. Have mastered important foundation knowledge in physics and chemistry, as demonstrated by satisfactory completion of SLOs for introductory courses in these areas;
2. Have applied many basic physical science principals, as demonstrated by satisfactory completion of SLOs for an astronomy course, a weather and climate course, and for a physical geography or a geology course.

REQUIRED COURSES - MAJOR:

	Units
AST 200 Astronomy;	
or AST 203 Stellar Astronomy;	
or AST 204 Planetary Astronomy	3
CHM 250 General Chemistry I	5
EAS 206/GEO 206 Physical Geography;	4
or EAS 201/GEL 201 (3 units)	
and EAS 202/GEL 202 (1 unit)	
EAS 211 Weather and Climate	3
Plus 8 additional units selected from the following:	8
PHY 210 General Physics I	4
PHY 211 General Physics II	4
PHY 214 Principles of Physics I	4
PHY 215 Principles of Physics II	4
Total Major units	23
Total Degree units	60

Psychology

ASSOCIATE OF ARTS DEGREE

Psychology major leads to the Associate of Arts degree and students may choose to transfer to a four-year institution. Students completing the baccalaureate program or graduate work may be hired for social work, education, counseling, clinical, research or industrial psychology, law, and criminal justice.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete a Psychology Associate of Science Degree will:

1. Develop the ability to recognize and appreciate individual uniqueness and human diversity.
2. Acquire an awareness of and an on-going curiosity about the full range of human behavior, including that outside of the mainstream.

3. Recognize that psychology is a science and apply correct scientific principles to the study of human behavior, the evaluation of media reports about psychological issues, and analyzing critically the complexities of human behavior.
4. Use psychological principles to enhance mental and physical health, personal growth, effectiveness of interpersonal communication and social interactions.
5. Distinguish among and describe the fundamental theoretical approaches to human behavior (i.e., psychoanalytic, behavioral, cognitive, and humanistic).
6. Understand various theories of stress, coping, and behavior change, and apply these theories to the self and to others.
7. Acquire a basic understanding of the intertwining of psychology with biology and physical health and illness.
8. Develop competence in the academic use of Internet resources, electronic databases and other digital sources of authoritative information.

REQUIRED COURSES - MAJOR:

	Units
PSY 205 Introductory Psychology	3
PSY 206 Human Sexuality; or	
PSY 220 Psychology of Gender	3
PSY 250 Research Methods for Social Sciences	3
Plus 9 additional units selected from the following:	9
PSY 80* Child Behavior Management	1
PSY 85* Flashing Back: Posttraumatic Stress Disorder	1
PSY 90* The Psychology of Stress and Coping	1
PSY 181 Surviving Grief, Loss & Death	3
PSY 190 Intro to Counseling	3
PSY 206 Human Sexuality	3
PSY 212 Personality Theories	3
PSY 215 Psychology of Personal Growth	3
PSY 216 Social Psychology	3
PSY 218 Abnormal Psychology	3
PSY 220 Psychology of Gender	3
PSY 255 Intro to Psychobiology	3
CDV 200 Psychology of Development: Infancy through Adolescence	3
CDV 201 Psychology of Development: Middle Childhood - Adulthood	3
Total Major units	18
Total Degree units	60

* Courses numbered below 100 do not transfer to four-year universities.

Registered Nurse

ASSOCIATE OF SCIENCE DEGREE

The Registered Nursing Program at Mendocino College offers classroom and clinical training over two academic years, or four semesters, in addition to completion of prerequisite and non-nursing General Education requirements. Graduates are able to provide care to patients across the life-span, provide patient teaching, and work as members of the health care team. Graduates will earn the Associate of Science Degree in Nursing on completion of designated courses and requirements and will be eligible to sit for the Registered Nursing state licensure examination (NCLEX-RN).

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete a Registered Nurse Associate of Science Degree will:

1. Become eligible and succeed on state board examination (NCLEX-RN).
2. Meet qualifications and obtain an Associate of Science Degree in Registered Nursing
3. Provide nursing interventions that demonstrate caring, safety and a personal sense of commitment and responsibility.
4. Demonstrate use of a broad knowledge base and critical thinking to assess data, prioritize, provide, manage, and evaluate care in a variety of health care settings.
5. Demonstrate the purposeful use of communication techniques, including verbal, non-verbal, written, and electronic in all interactions with clients and members of the health care team.
6. Apply sound principles of teaching/learning to identify teaching needs and provide the client and family with health information.
7. Work collaboratively with others to manage and direct the care of clients advocating for the client as necessary.
8. Practice within legal, ethical, and regulatory guidelines while adhering to standards of professional practice and accepting accountability for personal actions.
9. Incorporate findings from nursing research to improve client care and outcomes

REQUIRED COURSES - PREREQUISITES

		Units
BIO 230	Anatomy	5
BIO 231	Physiology	5
BIO 259	Microbiology	5
PSY 205	Intro to Psychology	
or PSY 215	Psych. of Personal Growth;	
or CDV 200	Psych. of Development	3
ENG 200	Reading & Composition I	3
SPE 200	Intro to Public Speaking	
or SPE 210	Interpersonal Communication	3
SOC 200	Intro to Sociology	
or SOC 201	Social Problems	
or SOC 202	Racial/Ethnic Relations	
or ANT 201	Cultural Anthropology	3
HLH 114	Foods & Nutrition;	
or HLH 115	Therapeutic Nutrition	3



Please contact the Nursing Office at (707) 468-3099 for more information.

REQUIRED COURSES - MAJOR:

		Units
NUR 102	Nursing Concepts & Skills I	10
NUR 105	Pharmacology I	1
NUR 112	Nursing Concepts & Skills II	10
NUR 115	Pharmacology II	1
NUR 116	Intro to Nursing Seminar	1
NUR 121	Leadership & Management I	1
NUR 122	Complex Medical Surgical Nursing I	8
NUR 125	Pharmacology III	1
NUR 126	Nursing Seminar I	2
NUR 131	Leadership & Management II	1
NUR 132	Complex Medical Surgical Nursing II	8
NUR 135	Pharmacology IV	1
NUR 136	Nursing Seminar II	2
Total Required Units		47
Total Degree units		77

ASSOCIATE DEGREES

Theatre Arts

ASSOCIATE OF ARTS DEGREE

Theatre Arts major leads to the Associate of Arts degree and students may choose to transfer to a four-year institution.. Students completing the baccalaureate program or graduate work may be hired in the major or allied fields as a teacher, actor/actress, radio/television announcer, public affairs officer, costume specialist, stage hand, lighting designer or dramatist, choreographer, commercial theatre dancer, concert dancer, dance critic, dance therapist, dance notator or movement analyst.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Associate of Science Degree for Theatre Arts will be able to:

1. Express ideas and feelings creatively through the creation of theatre and / or dance performances
2. Understand the history of theatre and dance within the context of various cultural traditions.
3. Critically analyze works of theatre and / or dance.
4. Demonstrate competence in fundamental dance and acting performance skills.
5. Demonstrate a high level of self-discipline and personal responsibility.
6. Function cooperatively as members of a performance ensemble, whether as a performer, technician, designer, choreographer, or director.
7. Identify the roles and responsibilities of the various artists involved in creating performance.
8. Identify and critically analyze the major performance, technical, and design elements in a theatre / dance production.

REQUIRED COURSES - MAJOR:

	Units
THE 210 Beginning Acting	3
THE 225 Production-Performance	1
THE 230 Contemporary Dance: Beginning	2
Plus at least 2 additional performance units selected from:	2
MUS 220 Opera Theatre-Performance	1-3
THE 220 Acting-Performance	1-3
THE 225 Production-Performance	1-3
THE 260 Dance Performance	1-3
THE 262 Dance for Musical Theatre	1-3
THE 265 Dance Repertory: Apprentice	1-3
THE 266 Dance Repertory	1-3
Plus at least 2 additional units selected from:	2
THE 215 Stagecraft	3
THE 216 Stage Lighting	3
THE 217 Costume Construction	2

Plus completion of the requirements below for either the theatre or dance emphasis:

THEATRE OPTION*

THE 200 Intro to Drama	3
Plus at least 7 additional units selected from the following:	7
THE 60 Audition Techniques	1
THE 105 Community-Based Ensemble	3

THE 118 Intro to Directing	3
THE 119 Intro to Costume Design	3
THE 170 Intro to Playwriting	3
THE 202 Intro to Dramatic Literature	3
THE 209 Improvisation	3
THE 211 Intermediate Acting	3
THE 212 The Actor's Voice	1
THE 213 Acting Styles	3
THE 215 Stagecraft	3
THE 216 Stage Lighting	3
THE 217 Costume Construction	2

*English 225 (Shakespeare) is strongly recommended for all theatre emphasis majors. Additional courses in dance (THE 231, 234, 238, 239, 242, or 243) and voice (MUS 230 and 231) are also recommended for students with an acting focus.

DANCE OPTION*

Eight units selected from the following:	8
THE 206 Dance in World Cultures	3
THE 231 Contemporary Dance: Intermediate	2
THE 242 Ballet: Beginning	2
THE 243 Ballet - Intermediate	2
THE 250 Choreography	2
Plus 2 additional units selected from the following:	2
THE 228 Conditioning for Dance: Pilates Mat I	.5-1
THE 229 Conditioning for Dance: Pilates Mat II	.5-1
THE 234 Tap Dance: Beginning	2
THE 238 Jazz Dance: Beginning	2
THE 239 Jazz Dance: Intermediate	2

Plus 4 additional units selected from the following:	2
THE 130 Hip Hop Dance: Beginning	.5-1
THE 131 Hip Hop Dance: Intermediate	.5-1
THE 140 Middle Eastern Dance: Beginning	1
THE 222 Capoeira Dance	1
THE 223 Salsa Rueda	1
THE 244 Mexican Folkloric Dance: Beginning	1-2
THE 245 Mexican Folkloric Dance: Intermediate Technique & Performance	1-2
THE 270 Afro-Cuban Dance	1
THE 274 Brazilian Dance and Drum	1
THE 280 Dances of India: Bhangra	4

Total Major units: 20-24
Total Degree units 60

*Theatre 206 is recommended for all individuals who are majoring in Dance to fulfill the general education requirement for the Associate Degree.

Mendocino College 2012-2013 Catalog



Associate Degrees with Areas of Emphasis

LIBERAL ARTS ASSOCIATE OF ARTS DEGREE

The Liberal Arts Associate Degree prepares the student for transfer to a four-year college or university for completion of the baccalaureate degree. The Liberal Arts degree allows students to complete transfer requirements for the four-year college or university of their choice and investigate a particular field of study through an area of emphasis.

The Liberal Arts degree consists of 1) At least 18 units of baccalaureate level coursework in an Area of Emphasis*; and 2) The remainder of the 60 required units for the degree in the CSU General Education breadth pattern or IGETC, including Mendocino College Institutional Requirements. Students planning to transfer should plan their programs using the latest catalog of the institution of their choice and the assistance of a Mendocino College counselor.

(All Mendocino College courses used to meet CSU Requirements must be numbered 100-299; UC requirements must be numbered 200-299.)

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Associate of Arts Degree in Liberal Arts will be able to:

1. Apply for transfer as a junior with requisite courses taken for an academic major within an area of emphasis.
2. Demonstrate achieved learning as articulated in the course level SLOs from within an area of emphasis.

Education

LIBERAL ARTS AREA OF EMPHASIS

The Liberal Arts/Education area of emphasis is designed to provide a wide choice of classes for those students who want to be credentialed teachers in the K-12 system. The 24 units of classes in the area of emphasis are added to the 39 units of General Education for junior level transfer to the California State University (CSU) or the University of California (UC). Those students planning to attend a private or out of state university should discuss general education and area of emphasis requirements with their counselor or the Transfer Center. Choose accordingly.

REQUIRED UNITS: 24

Core Requirements: 6 units

		Units
CDV 180	Child, Family and Community	3
CDV 200	Psychology of Development: Infancy through Adolescence	3
or CDV 201	Psychology of Development: Middle Childhood to Adult	3

Choose 18 units from the following courses keeping in mind the field in which you plan to teach.

LANGUAGE AND CULTURE

ASL 200	Elementary American Sign Language: Level I	3
ASL 201	Elementary American Sign Language: Level II	3
BOT 170	Written Communication for Business	3
ENG 201	Critical Thinking through Literature	3
JRN 200	Mass Media and Society	3
JRN 201	Writing for the Mass Media	3
FRN 100	Conv. French: Level I	2
FRN 101	Conv. French: Level II	2

FRN 102	Conv. French: Level III	2
FRN 103	Conv. French: Level IV	2
FRN 200	Elementary French: Level I	4
FRN 201	Elementary French: Level II	4
FRN 202	Elementary French: Level III	4
FRN 203	Elementary French: Level IV	4
SPN 100	Conv. Spanish: Level I	2
SPN 101	Conv. Spanish: Level II	2
SPN 102	Conv. Spanish: Level III	2
SPN 103	Conv. Spanish: Level IV	2
SPN 104	Advanced Spanish Conv.	2
SPN 200	Elementary Spanish: Level I	4
SPN 201	Elementary Spanish: Level II	4
SPN 210	Spanish for Spanish Speakers: Level I	3
SPN 211	Spanish for Spanish Speakers: Level II	3
SPE 200	Intro to Public Speaking	3
SPE 210	Interpersonal Communication	3
SPE 211	Intercultural Communication	3

LITERATURE

ENG 210	Creative Writing	3
ENG 225	Intro to Shakespeare	3
ENG 245	American Literature I	3
ENG 246	American Literature II	3
ENG 250	World Literature	3
ENG 260	Studies in Literature	3
ENG 265	Intro to California Literature	3
THE 202	Intro to Dramatic Literature	3

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ASSOCIATE DEGREES WITH AREAS OF EMPHASIS

MATHEMATICS

MTH 121	Trigonometry	4
MTH 200	Precalculus Mathematics	5
MTH 210	Calculus and Analytic Geometry I	5
MTH 211	Calculus and Analytic Geometry II	5
MTH 212	Calculus and Analytic Geometry III	5
MTH 220	Statistics	4
MTH 230	Calculus for Business and Economics	3

SOCIAL SCIENCE

ANT 201	Cultural Anthropology	3
CDV 105	Multi-Cultural Perspective	3
CDV 106	Children and Special Learning Needs	3
CDV 180	Child, Family and Community	3
CDV 200	Psychology of Development: Infancy through Adolescence	3
CDV 201	Psychology of Development: Middle Childhood to Adulthood	3
ECO 200	Principles of Macroeconomics	3
ECO 201	Principles of Microeconomics	3
POL 200	American Government and Politics	3
POL 201	Comparative Politics	3
PSY 205	Introductory Psychology	3
PSY 206	Human Sexuality	3
PSY 212	Personality Theories	3
PSY 215	Psychology of Personal Growth	3
PSY 216	Social Psychology	3
PSY 218	Abnormal Psychology	3
PSY 220	Psychology of Gender	3
SOC 200	Intro to Sociology	3
SOC 201	Social Problems	3
SOC 202	Racial and Ethnic Relations	3
SOC 210	Marriage and Family Relations	3
SOC 235	Mexican American Culture	3
SOC 241	Pacific Coast Indian Cultures	3

SCIENCE

BIO 200	Concepts of Biology	3
BIO 201	Concepts of Biology Lab	1
BIO 241	Marine Biology	4
CHM 200	Intro to Chemistry	5
CHM 202	Intro to Organic and Biochemistry	4
CHM 243	World of Chemistry	4
CHM 250	General Chemistry I	5
CHM 251	General Chemistry II	5
EAS 211	Weather and Climate	5
GEL/EAS 201	Geology	3

GEL/EAS 202	Geology Laboratory	1
GEL 210	Geology of California	4
NRS/EAS 200	Environmental Science	3
PHY 202	Introductory Physics	4
PHY 210	General Physics I	4
PHY 211	General Physics II	4
PHY 214	Principles of Physics I	4
PHY 215	Principles of Physics II	4

HISTORY

HST 150	Contemporary America: The People and the Issues	3
HST 202	The United States to 1877	3
HST 203	The United States Since 1865	3
HST 205	World History to 1500	3
HST 206	World History Since 1500	3
HST 207	Mexican American History	3
HST 208	Women in American History	3
HST 220	Mexican History	3
HST 221	California History	3
HST/SOC 222	Native American History	3

HUMANITIES

HUM 200	Humanities Through the Arts	3
PHL 210	Ethics	3
PHL 220	Intro to Philosophy	3
PHL 230	Religions of the World	3

ARTS

ART 170	Weaving I	3
ART 176	Fabric Printing and Dyeing I	3
ART 201	World Art History I	1.5-3
ART 202	World Art History II	4
ART 210	Drawing I	4
ART 213	Color and Composition	1.5-3
ART 214	3D Art and Design	3
ART 218	Painting - Oils I	1.5-3
ART 222	Painting - Watercolors I	1.5-3
ART 223	Painting - Watercolors II	1.5-3
ART 226	Painting - Acrylics I	1.5-3
ART 240	Ceramics I	3
ART 250	Beginning Sculpture	3
ART 281	Computer Graphics	3
CDV 125	Creative Activities	3
MUS 200	Fundamentals of Music	3
MUS 207	Intro to Music Appreciation	3

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ASSOCIATE DEGREES WITH AREAS OF EMPHASIS

MUS 208	Music in World Culture	3		
MUS 210	Piano: Beginning I	2		
THE 200	Intro to Theatre	3		
THE 201	Intro to Film	3		
THE 206	Dance in World Cultures	3		

PHYSICAL EDUCATION

PEG 280	Physical Fitness	.5-2		
PEM 109	Fitness Instructor Training	3		
PEM 200	Intro to Kinesiology	3		
PEM 203	Concepts of Fitness	3		

HUMAN DEVELOPMENT

CDV 140	Working with School Aged Children and Youth	3		
CDV 200	Psychology of Development: Infancy through Adolescence	3		
CDV 201	Psychology of Development: Middle Childhood to Adulthood	3		

OTHER

CCS 103	Transfer Success	.5-1.5		
CDV 118	Migrant Education Seminar I	1.5		
CDV 119	Migrant Education Seminar II	1.5		
CDV 161	Active Learning and Play	1		
CDV 196	Occupational Work Experience	1-4		
CSC 201	Intro to Windows Applications	3		
EDU 101	New Faculty Toolkit	3		
EDU 102	Effective Teaching Practices	3		
EDU 103	Teaching Diverse Students	3		
EDU 110	Tutoring Methods	2		
EDU 130	Intro to Bilingual/Bicultural Education	3		
EDU 196	Occupational Work Experience	1-4		

Total Major units: 18
Total Degree units 60

Humanities

LIBERAL ARTS AREA OF EMPHASIS

The Liberal Arts/Humanities area of emphasis allows students to explore and prepare for majors at a four-year institution in disciplines such as languages, literature, and history. Students completing the baccalaureate program or graduate work may be hired in the fields of teaching, the creative arts, politics, law, business, human services, library science, and more.

REQUIRED UNITS: 18

Requirements: 18 units from at least three departments

AMERICAN SIGN LANGUAGE

ASL 200	Elementary American Sign Language I	3		
ASL 201	Elementary American Sign Language II	3		

ART

ART 201	World Art History I	4		
ART 202	World Art History II	4		
ART 205	Modern Art History	3		
ART 206	Intro to Native American Art	3		

ENGLISH

ENG/THE 170	Intro to Playwriting	3		
ENG 201	Critical Thinking through Literature	3		
ENG 210	Creative Writing	3		
ENG 225	Intro to Shakespeare	3		
ENG 245	American Literature I	3		
ENG 246	American Literature II	3		
ENG 250	World Literature	3		

FRENCH

FRN 100	Conversational French I	2		
FRN 101	Conversational French II	2		

HISTORY

HST 205	World History to 1500	3		
HST 206	World History since 1500	3		
HST 220	Mexican History	3		

HUMANITIES

HUM 200	Humanities through the Arts	3		
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JOURNALISM

JRN 180	Writing for Publication	3		
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MUSIC

MUS 203	Music History and Literature	3		
MUS 204	Music History and Literature II	3		
MUS 207	Intro to Music Appreciation	3		
MUS 208	Music in World Culture	3		
MUS 209	History of Rock & Jazz Styles	3		

PHILOSOPHY

PHL 210	Ethics	3		
PHL 220	Intro to Philosophy	3		
PHL 230	Religions of the World	3		

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ASSOCIATE DEGREES WITH AREAS OF EMPHASIS

SPANISH

SPN 100	Conversational Spanish: Level I	2
SPN 101	Conversational Spanish: Level II	2
SPN 102	Conversational Spanish: Level III	2
SPN 103	Conversational Spanish: Level IV	2
SPN 104	Advanced Spanish Conversation	2
SPN 196	Occupational Work Experience	1-4
SPN 200	Elementary Spanish: Level I	5
SPN 201	Elementary Spanish: Level II	5
SPN 202	Intermediate Spanish: Level III	5
SPN 203	Intermediate Spanish: Level IV	5
SPN 210	Spanish for Spanish Speakers I	3
SPN 211	Spanish for Spanish Speakers II	3

SPEECH

SPE 200	Intro to Public Speaking	3
SPE 210	Interpersonal Communication	3
SPE 211	Intercultural Communication	3

THEATRE

THE/ENG 170	Intro to Playwriting	3
THE 200	Intro to Theatre	3
THE 201	Intro to Film	3
THE 202	Intro to Dramatic Lit	3

THEATRE/ DANCE

THE 206	Dance in World Cultures	3
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Total Major units: 18
Total Degree units 60

Academic Courses: 15 Units from any of the courses listed below.

BIO 200	Concepts of Biology	3
BIO 201	Concepts of Biology Lab	1
BIO 202	Human Biology	3
BIO 230	Human Anatomy	5
BIO 231	Human Physiology	5
BIO 250	Principles of Biology	5
BIO 259	Microbiology	5
CHM 200	Intro to Chemistry	5
CHM 250	General Chemistry I	5
CDV 200	Psychology of Development: Infancy through Adolescence	3
HLH 103	Women's Health	3
HLH 114	Foods and Nutrition	3
HLH 115	Therapeutic Nutrition	3
HLH 200	Health Education	3
HLH 202	First Aid / Emergency / CPR	3
HLH 213	Lifeguard Training	2.5
MTH 220	Statistics	4
PHY 210	General Physics I	4
PHY 211	General Physics II	4
PEM 109	Fitness Instructor Training	1
PEM 214	Intro to Sports Related Injuries	3
PEM 203	Concepts of Fitness	3
PSY 205	Intro to Psychology	3
PSY 206	Human Sexuality	3
PSY 220	Psychology of Gender	3
PSY 255	Intro to Psychobiology	3
SPE 200	Intro to Public Speaking	3
SPE 210	Interpersonal Communication	3

Activity Courses: 4 Units from any of the courses listed below.

PEI 200	Intercollegiate Baseball	2
PEG 283	Conditioning for Sports	2
PEI 204	Intercollegiate Basketball	2
PEG 266	Tennis (Intermediate)	1
PEI 208	Intercollegiate Basketball	2
PEI 212	Intercollegiate Football	2
PEG 229	Walking for Aerobic Fitness	1
PEI 220	Intercollegiate Softball	2
PEG 230	Beginning T'ai Chi	1
PEI 226	Intercollegiate Soccer(W)	2
PEG 231	Running for Aerobic Fitness	1
PEI 240	Intercollegiate Volleyball	2
PEG 202	Low Impact Fitness	1

Kinesiology & Health

LIBERAL ARTS AREA OF EMPHASIS

The Liberal Arts/Kinesiology and Health area of emphasis allows the student to take courses that will prepare him/her to major at a four-year institution in the field of Kinesiology, Health Science and Exercise Science.

REQUIRED UNITS: 22

Required Courses: 3 units

		Units
PEM 200	Intro to Kinesiology	3
BIO 200	Concepts of Biology	3
BIO 202	Human Biology	3
BIO 230	Human Anatomy	5
BIO 231	Human Physiology	5
CHM 200	Intro to Chemistry	5

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ASSOCIATE DEGREES WITH AREAS OF EMPHASIS

PEG 203	Stepping for Aerobic Fitness	1
PEG 252	Golf	1
PEG 210	Fundamentals of Pass Defense	1
PEG 264	Tennis (Beginning)	1
PEG 211	Fundamentals of Pass Offense	1
PEG 201	Sports Related Fitness Activ.	1
PEG 204	Baseball	1
PEG 208	Basketball	1
PEG 212	Softball	1
PEG 217	Circuit Weight Training	1
PEG 216	Weight Training	1-2
PEG 218	Power Weight Lifting	1
PEG 276	Volleyball Beginning	1
PEG 277	Volleyball Intermediate	1
PEG 280	Physical Fitness	.5-2
PEG 282	Conditioning For Football	2

Total Major units: 18
Total Degree units 60

Natural Science

LIBERAL ARTS AREA OF EMPHASIS

The Liberal Arts/Natural Science area of emphasis is designed to provide a wide choice of classes for student who plan to transfer into a science field. The 18 units of classes in the area of emphasis are designed to be flexible so that appropriate choices within this area of emphasis can be coupled with the remaining units of General Education for junior level transfer to the California State University (CSU) or the University of California (UC) system. For students unclear about transfer requirements for a specific 4-year institution, especially those students planning to attend a private or out of state university, they should plan to discuss general education and area of emphasis requirements with their counselor or the Transfer Center.

REQUIRED UNITS: 18

At least 7 units. Choose: One 4- or 5-unit lecture-plus-lab combination in either physical science or life science.

	Units
PHYSICAL SCIENCE	
EAS/GEL 201/202 Geology/Geology Laboratory	4
EAS/GEO 206 Physical Geography	4
EAS/GEL 208 Environmental Geology	4
EAS/GEL 210 Geology of California	4
CHM 200 Intro to Chemistry	5
CHM 202 Intro to Organic and Biochemistry	4
CHM 243 World of Chemistry	4
CHM 250 General Chemistry I	5
PHY 202 Introductory Physics	4
PHY 210 General Physics I	4
PHY 214 Principles of Physics I	4

LIFE SCIENCE

BIO 200	Concepts of Biology (3) and BIO 201 Concepts of Biology Laboratory (1)	4
BIO 202	Human Biology (3) and BIO 202 Concepts of Biology Laboratory (1)	4
BIO 230	Human Anatomy	5
BIO 231	Human Physiology	5
BIO 241	Marine Biology	4
BIO 255	Botany	5
BIO 257	Zoology	5

Choose: One 3-unit class in either life or physical science (alternate discipline to lab class chosen above)

PHYSICAL SCIENCE

EAS/GEL 201	Geology	3
EAS/NRS 200	Environmental Science	3
EAS 211	Weather and Climate	3
EAS/GEO 212	Intro to Geographic Information Systems	3

LIFE SCIENCE

BIO 200	Concepts of Biology	3
BIO 202	Human Biology	3
BIO 242	Intro to Oceanography	3
BIO 243	Biology of Marine Mammals	3
BIO 245	Intro to Environmental Toxicology	3

Choose remaining from the following:

BIOLOGY

BIO 200	Concepts of Biology	3
BIO 201	Concepts of Biology Laboratory	1
BIO 202	Human Biology	3
BIO 230	Human Anatomy	5
BIO 231	Human Physiology	5
BIO 241	Marine Biology	4
BIO 242	Intro to Oceanography	3
BIO 243	Biology of Marine Mammals	3
BIO 245	Intro to Environmental Toxicology	3
BIO 250	Principles of Biology	5
BIO 255	Botany	5
BIO 257	Zoology	5
BIO 259	Microbiology	5

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ASSOCIATE DEGREES WITH AREAS OF EMPHASIS

CHEMISTRY

CHM 200	Intro to Chemistry	5
CHM 202	Intro to Organic and Biochemistry	4
CHM 243	World of Chemistry	4
CHM 250	General Chemistry I	5
CHM 251	General Chemistry II	5
CHM 255	Organic Chemistry I	5
CHM 256	Organic Chemistry II	5

EARTH SCIENCE

EAS 200	Environmental Science	3
EAS 201	Geology	3
EAS 202	Geology Laboratory	1
EAS 206	Physical Geology	4
EAS 208	Environmental Geology	4
EAS 210	Geology of California	4
EAS 211	Weather and Climate	3
EAS 212	Intro to Geographic Information Systems	3
EAS 222	Applied GIS	3

GEOGRAPHY

GEO 111	Field Geography of California	2
GEO 201	Cultural Geography	3
GEO 202	World Regional Geography	3
GEO 206	Physical Geography	4
GEO 212	Intro to Geographic Information Systems	3
GEO 222	Applied GIS	3

GEOLOGY

GEL 100	Earthquake Country	2
GEL 201	Geology	3
GEL 202	Geology Laboratory	1
GEL 208	Environmental Geology	4
GEL 210	Geology of California	4

MATHEMATICS

MTH 121	Trigonometry	4
MTH 200	Precalculus Mathematics	5
MTH 210	Calculus and Analytic Geometry I	5
MTH 211	Calculus and Analytic Geometry II	5
MTH 212	Calculus and Analytic Geometry III	5
MTH 220	Statistics	4

NATURAL SCIENCE

NRS 100	Field Ecology	1-2
NRS 115	The Coastal Redwoods	3
NRS 200	Environmental Science	3

PHYSICS

PHY 202	Introductory Physics	4
PHY 210	General Physics I	4
PHY 211	General Physics II	4
PHY 214	Principles of Physics I	4
PHY 215	Principles of Physics II	4

Total Major units:	18
Total Degree units	60

Native American Studies

LIBERAL ARTS AREA OF EMPHASIS

(Pending Approval)

The Liberal Arts/Native American Studies is designed to introduce students to the field and to help students prepare for transfer into a similar major at a four-year institution. Students will study history and culture from a Native American perspective while improving their analytical skills. This program is designed to foster an appreciation of Native American heritage while also providing students with the tools to view both the Native American experience and the dominant culture critically. Students who complete a baccalaureate program or graduate work in Native American Studies may be hired to work in the areas of federal Indian law, tribal government, Native American education and human services.

REQUIRED COURSES:

		Units
ART 206	Introduction to Native American Art	3
HST 222	Native American History	3
SOC 202	Racial and Ethnic Relations	3
SOC 241	Pacific Coast Indian Cultures	3

Plus 6 units from the following:	6
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HST 100	History of Lake & Mendocino Counties	3
HST 220	Mexican History	3
HST 221	California History	3

Total Major units:	18
Total Degree units	60

ASSOCIATE DEGREES WITH AREAS OF EMPHASIS

Social Science

LIBERAL ARTS AREA OF EMPHASIS

The Liberal Arts/Social Science area of emphasis will provide the student with an introduction to the study of social behavior, social institutions, and methodologies common to the social sciences. The completion of this area may lead to a major at a four-year institution in a field related to the social sciences such as History, Political Science, Sociology, Psychology or Child Development. Students completing the baccalaureate program or graduate work may be hired as a political scientist, sociologist, psychologist, teacher, urban planner, anthropologist, archivist, historian, genealogist, demographer, archaeologist, and a wide variety of other professional careers.

REQUIRED UNITS: 18

Requirements: 18 units from at least two of the following categories

	Units
HISTORY AND POLITICAL SCIENCE	
HST 100 History of Mendocino County	3
HST 150 Contemporary America	3
HST 202 United States to 1877	3
HST 203 United States Since 1865	3
HST 205 World History to 1500	3
HST 206 World History Since 1500	3
HST 207 Mexican-American History	3
HST 208 Women in American History	3
HST 220 Mexican History	3
HST 221 California History	3
HST 222 Native American History	3
POL 105 Elections & Voting Behavior	3
POL 200 American Government & Politics	3
POL 201 Comparative Politics	3
POL 202 Political Theory	3
POL 203 International Relations	3
POL 204 California Gov't & Politics	3
SOC 222 Native American History	3

PSYCHOLOGY AND HUMAN DEVELOPMENT

CDV 90 Intro to Growth and Development	3
CDV 106 Children with Special Learning Needs	3
CDV 151 Observation and Assessment	2
CDV 153 Behavior Support Strategies	1
CDV 200 Psychology of Development Infancy through Adolescence	3
CDV 201 Psychology of Development Middle Childhood to Adulthood	3
HUS 170 Intro to Social Work	3
PSY 181 The Psychology of Loss and Death	3
PSY 190 Intro to Counseling	3

PSY 205	Introductory Psychology	3
PSY 206	Human Sexuality	3
PSY 212	Personality Theories	3
PSY 218	Abnormal Psychology	3
PSY 220	Psychology of Gender	3
PSY 250	Research Methods for the Social Sciences	3

SOCIETY AND CULTURE

ADJ/SOC 105	Corrections in America	3
ADJ 162	Community Prevention Theory and Practice	3
ADJ 200	Intro to Administration of Justice	3
ANT 201	Cultural Anthropology	3
CDV 105	Multicultural Perspective	3
CDV 180	Child Family and Community	3
ECO 200	Principles of Macroeconomics	3
ECO 201	Principles of Microeconomics	3
GEO 201	Cultural Geography	3
PSY 216	Social Psychology	3
SOC 200	Intro to Sociology	3
SOC 201	Social Problems	3
SOC 202	Racial and Ethnic Relations	3
SOC 210	Marriage and Family Relations	3
SOC 235	Mexican American Culture	3
SOC 241	Pacific Coast Indian Cultures	3
SPE 211	Intercultural Communication	3

Total Major units: 18
Total Degree units 60

Visual and Performing Arts

LIBERAL ARTS AREA OF EMPHASIS

The Liberal Arts/Visual and Performing Arts area of emphasis allows students to explore and prepare for majors at a four-year institution in disciplines such as fine arts, theatre, and music. This course of study will result in knowledge of the concepts and facility with the conventions of one or more disciplines within the Visual and Performing Arts. A student completing the baccalaureate program or graduate work may be hired as an illustrator, consultant, teacher, artist, actor/actress, costumer, stagehands, lighting designer or dramatist, choreographer, public affairs officer or movement analyst.

REQUIRED UNITS: 18

Requirements: 18 units from at least three departments

ART

		Units
ART 170	Weaving I	3
ART 171	Weaving II	3
ART 174	Weaving Structures	3
ART 175	Rug and Tapestry	3
ART 176	Fabric Printing/Dyeing	3
ART 177	Fabric Printing/Dyeing II	3
ART 190	Textile History	3
ART 201	World Art History I	4
ART 202	World Art History II	4

ART 205	Modern Art History	3
ART 206	Intro to Native American Art	3
ART 210	Drawing I	1.5-3
ART 213	Color and Composition	3
ART 214	3D Art and Design	1.5-3
ART 218	Painting — Oils I	1.5-3
ART 222	Painting — Watercolors I	1.5-3
ART 226	Painting — Acrylics I	1.5-3
ART 229	Portrait Painting	1.5-3
ART 231	Life Drawing	1.5-3
ART 232	Intro to Printmaking	3
ART 240	Ceramics I	3
ART 241	Ceramics II	3
ART 244	Advanced Ceramics I	3
ART 245	Advanced Ceramics II	3
ART 246	Raku and Primitive Ceramics	3
ART 247	Ceramic Casting/Mold	3
ART 250	Beginning Sculpture	3
ART 252	Clay Sculpture	3
ART 253	Clay Sculpture II	3
ART 281	Computer Graphics	1.5-3

ENGLISH

ENG 170	Intro to Playwriting	3
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ASSOCIATE DEGREES WITH AREAS OF EMPHASIS

MUSIC

MUS 200	Fundamentals of Music	3
MUS 201A	Music Theory/Ear Training I	5
MUS 201B	Music Theory/Ear Training II	5
MUS 202A	Music Theory/Ear Training III	5
MUS 202B	Music Theory/Ear Training IV	5
MUS 203	Music History and Literature	3
MUS 204	Music History and Literature II	3
MUS 207	Intro to Music Appreciation	3
MUS 209	History of Rock and Jazz	3
MUS 210	Piano: Beginning I	2
MUS 211	Piano: Beginning II	2
MUS 230	Beginning Voice	1
MUS 231	Intermediate Voice	1
MUS 232	Singers' Repertoire	1
MUS 256	Jazz Band	2
MUS 272	Symphonic Band	2
MUS 276	Symphony Orchestra	2
MUS 280	Masterworks Chorale	2
MUS 285	Vocal Jazz Ensemble	2

THEATRE

THE 105	Community Based Ensemble	3
THE 118	Intro to Directing	3
THE 170	Intro to Playwriting	3
THE 200	Intro to Theatre	3
THE 201	Intro to Film	3
THE 202	Intro to Dramatic Literature	3
THE 209	Acting Improvisation	3

THE 210	Beginning Acting	3
THE 211	Intermediate Acting	3
THE 213	Acting Styles	3
THE 215	Stagecraft	3
THE 216	Stage Lighting	3
THE 217	Costume Construction	2
THE 220	Acting — Performance	1-3
THE 225	Production — Performance	1-2

THEATRE/ DANCE

THE 140	Middle Eastern Dance: Beginning	3
THE 206	Dance in World Cultures	2
THE 230	Modern Dance: Beginning	2
THE 231	Modern Dance: Intermediate	2
THE 234	Tap Dance: Beginning	2
THE 238	Jazz Dance: Beginning	2
THE 239	Jazz Dance: Intermediate	2
THE 242	Ballet: Beginning	2
THE 243	Ballet: Intermediate	2
THE 244	Mexican Folkloric Dance: Beginning	1-2
THE 245	Mexican Folkloric Dance: Intermediate	1-2

TECH & PERFORMANCE

THE 250	Choreography	2
THE 252	Musicality for Dancers	2
THE 260	Dance Performance	1-3

Total Major units: 18
Total Degree units 60



GENERAL STUDIES ASSOCIATE OF ARTS DEGREE

The General Studies degree is designed for students who intend to earn an Associate degree which surveys a breadth of academic offerings in the Liberal Arts and Sciences and allows for a deeper investigation of a particular field of study through an area of emphasis. Employment opportunities which require a general education in college level skills and those related to the area of emphasis would be appropriate for General Studies.

The General Studies degree consists of: 1) An Area of Emphasis* consisting of a minimum of 18 units; 2) The Mendocino College 18 unit General Education requirements; 3) The remainder of the 60 required units for the degree in degree-applicable electives, including Institutional Requirements. This degree provides the maximum flexibility in program design leading to the Associate of Arts Degree.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Associate of Arts Degree in General Studies will be able to:

1. Identify a desired career or academic major to pursue in relation to chosen area of emphasis.
2. Demonstrate achieved learning as articulated in the course level SLOs from within an area of emphasis.

Career Preparation for Business

GENERAL STUDIES AREA OF EMPHASIS

A degree in General Studies Career Preparation for Business leads to entry-level business opportunities in the areas of accounting, finance, marketing, Web Page design/development, office operations, and entrepreneurship.

REQUIRED UNITS: 25-27

		Units
BOT 70	Business English	3
BOT 100.1	Typing 1 (or 30 wpm)	1
BOT 170	Written Communications for Business	3
BUS 50	Mathematical Applications Business	3
or MTH 220	Statistics (4)	
or MTH 230	Calculus for Business and Economics (3)	
BUS 200	Financial Accounting	4
BUS 230	Intro to Business	3
CSC 201	Intro to Windows Applications	3
Plus 6 units selected from among the following:		6
BOT 100.2	Typing 1 (or 35 wpm)	1
BOT 100.3	Typing 1 (or 40 wpm)	1
BOT 120	Word Processing for Microcomputer I	1.5
BOT 144	Records and Database Management	2
BUS 111	Federal Tax Accounting	3
BUS 132	Entrepreneurial Management	3
BUS 136	Intro to Management	3
BUS 138	Personal Finance	3
BUS 150	Entrepreneurial Marketing	3
BUS 201	Managerial Accounting	4
CSC 130	Web Page Design and Development	3
CSC 164	Electronic Spreadsheets	3
CSC 166	Database Software	3
BOT/BUS/CSC 196	Work Experience	1-4

Total Major units: 25-27
Total Degree units 60

Education

GENERAL STUDIES AREA OF EMPHASIS

The General Studies/Education area of emphasis is designed to provide a wide choice of classes for those students who want to work in an educational field as a paraprofessional, such as Instructional Aid. The minimum of 24 units of classes in the area of emphasis are added to the 18 units of General Education and 18 units of Electives to reach the 60 units required for an Associate of Arts Degree.

REQUIRED UNITS: 24

		Units
CORE REQUIREMENT: 7 units		
CDV 180	Child, Family and Community	3
CDV 90	Intro to Growth and Development of Children	3
or CDV 200	Psychology of Development: Infancy through Adolescence	3
or CDV 201	Psychology of Development: Middle Childhood to Adulthood	3

WORK EXPERIENCE IN A CLASSROOM OR TEACHING ENVIRONMENT: 1 UNIT

CDV 118	Migrant Education Seminar	1.5
CDV 119	Migrant Education Seminar II	1.5
CDV 196	Occupational Work Experience	1-4
EDU 196	Occupational Work Experience	1-4

Choose the remaining 17 units from the following courses, keeping in mind the field in which you plan to work.

LANGUAGE AND CULTURE

ENG 201	Critical Thinking through Literature	3
FRN 200	Elementary French: I	4
SPN 100	Conversational Spanish: I	2
SPN 101	Conversational Spanish: II	2
SPN 102	Conversational Spanish: III	2

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ASSOCIATE DEGREES WITH AREAS OF EMPHASIS

SPN 103	Conversational Spanish: IV	2
SPN 104	Advanced Spanish Conversation	2
SPN 200	Elementary Spanish: Level I	5
SPN 201	Elementary Spanish: Level II	5
SPN 202	Intermediate Spanish: Level III	5
SPN 210	Spanish for Spanish Speakers:I	3
SPN 211	Spanish for Spanish Speakers:II	3
SPE 200	Intro to Public Speaking	3
SPE 210	Interpersonal Communication	3
SPE 211	Intercultural Communication	3

LITERATURE

ENG 210	Creative Writing	3
ENG 225	Intro to Shakespeare	3
ENG 245	American Literature I	3
ENG 246	American Literature II	3
ENG 250	World Literature	3
ENG 260	Studies in Literature	3

MATHEMATICS

MTH 55	Elementary Algebra	5
MTH 56	Intermediate Algebra	5
MTH 121	Trigonometry	4
MTH 210	Calculus and Analytic Geometry I	5
MTH 211	Calculus and Analytic Geometry II	5
MTH 212	Calculus and Analytic Geometry III	5
MTH 220	Statistics	4

SOCIAL SCIENCE

ANT 201	Cultural Anthropology	3
CDV 105	Multi-Cultural Perspective	3
CDV 106	Children & Special Learning Needs	3
CDV 201	Psychology of Development: Middle Childhood to Adulthood	3
ECO 200	Principles of Macroeconomics	3
ECO 201	Principles of Microeconomics	3
POL 200	American Government and Politics	3
PSY 205	Introductory Psychology	3
PSY 206	Human Sexuality	3
PSY 212	Personality Theories	3
PSY 215	Psychology of Personal Growth	3
PSY 216	Social Psychology	3
PSY 218	Abnormal Psychology	3
PSY 220	Psychology of Gender	3
SOC 200	Intro to Sociology	3

SOC 201	Social Problems	3
SOC 202	Racial and Ethnic Relations	3
SOC 210	Marriage and Family Relations	3
SOC 235	Mexican American Culture	3
SOC 241	Pacific Coast Indian Cultures	3

SCIENCE

BIO 200	Concepts of Biology	3
BIO 201	Concepts of Biology Lab	1
BIO 241	Marine Biology	4
CHM 200	Intro to Chemistry	5
CHM 202	Intro to Organic & Biochemistry	4
CHM 250	General Chemistry I	5
CHM 251	General Chemistry II	5
EAS/NRS200	Environmental Science	3
GEO 201	Cultural Geography	3
GEO 202	World Regional Geography	4
GEO 206	Physical Geography	3
GEL/EAS 201	Geology	1
GEL/EAS 202	Geology Laboratory	4
GEL 210	Geology of California	3
EAS 211	Weather and Climate	3
PHY 210	General Physics I	4
PHY 211	General Physics II	4
PHY 214	Principles of Physics I	4
PHY 215	Principles of Physics II	4

HISTORY

HST 150	Contemporary America: The People and the Issues	3
HST 202	The United States to 1877	3
HST 203	The United States Since 1865	3
HST 205	World History to 1500	3
HST 206	World History Since 1500	3
HST 207	Mexican American History	3
HST 208	Women in American History	3
HST 220	Mexican History	3
HST 221	California History	3
HST/SOC 222	Native American History	3

HUMANITIES

HUM 200	Humanities Through the Arts	3
MUS 200	Fundamentals of Music	3
MUS 207	Intro to Music Appreciation	3
MUS 208	Music in World Culture	3

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ASSOCIATE DEGREES WITH AREAS OF EMPHASIS

MUS 210	Piano: Beginning I	2
PHL 210	Ethics	3
PHL 220	Intro to Philosophy	3
PHL 230	Religions of the World	3
THE 200	Intro to Theatre	3
THE 201	Intro to Film	3
THE 206	Dance in World Cultures	3

ARTS

ART 60	Discovering & Developing Creative Imagination	1.5
ART 86	Adobe Photoshop Laboratory	3
ART 170	Weaving I	3
ART 176	Fabric Printing and Dyeing I	3
ART 201	World Art History I	4
ART 202	World Art History II	4
ART 210	Drawing I	1.5-3
ART 222	Painting - Watercolors I	1.5-3
ART 223	Painting - Watercolors II	1.5-3
ART 240	Ceramics I	3
ART 250	Beginning Sculpture	3
CDV 125	Creative Activities	3

PHYSICAL EDUCATION

PEG 80	Individual Exercise Laboratory	.5-2
PEG 280	Physical Fitness	.5-2
PEM 109	Fitness Instructor Training	3
PEM 200	Intro to Kinesiology	3
PEM 203	Concepts of Fitness	3

HUMAN DEVELOPMENT

CDV 90	Intro to Growth and Development of Children	3
CDV 109/HLH 110	Child Health, Nutrition and Safety	3
CDV 127	Early Literacy	2
CDV 140	Working with School Aged Children and Youth	3
CDV 151	Assessment and Observation of Young Children	2
CDV 200	Psychology of Development: Infancy through Adolescence	3
CDV 201	Psychology of Development: Middle Childhood to Adulthood	3

OTHER

CCS 103	Transfer Success	.5-1.5
CDV 118	Migrant Education Seminar I	1.5
CDV 119	Migrant Education Seminar II	1.5

CDV 196	Occupational Work Experience	1-4
CSC 201	Intro to Windows Applications	3
EDU 101	New Faculty Toolkit	3
EDU 102	Effective Teaching Practices	3
EDU 103	Teaching Diverse Students	3
EDU 110	Tutoring Methods	2
EDU 196	Occupational Work Experience	1-4

Total Major units:

18

Total Degree units

60

Humanities

GENERAL STUDIES AREA OF EMPHASIS

The General Studies/Humanities area of emphasis will result in knowledge of the concepts and facility with the conventions of one or more disciplines within Humanities. Upon completion of this degree, students will be prepared for entry-level positions in public institutions, non-profits, newspapers, law firms, or other organizations or businesses which require a good facility with college level reading and writing skills and the critical and analytical thinking developed in the study of humanities.

REQUIRED UNITS: 18 from at least three departments

Units

AMERICAN SIGN LANGUAGE

ASL 200	Elementary American Sign Language I	3
ASL 201	Elementary American Sign Language II	3

ART

ART 201	World Art History I	4
ART 202	World Art History II	4
ART 205	Modern Art History	3
ART 206	Intro to Native American Art	3

ENGLISH

ENG/THE 170	Intro to Playwriting	3
ENG 201	Critical Thinking through Literature	3
ENG 210	Creative Writing	3
ENG 225	Intro to Shakespeare	3
ENG 245	American Literature I	3
ENG 246	American Literature II	3
ENG 250	World Literature	3

FRENCH

FRN 100	Conversational French I	2
FRN 101	Conversational French II	2

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ASSOCIATE DEGREES WITH AREAS OF EMPHASIS

HISTORY

HST 205	World History to 1500	3
HST 206	World History since 1500	3
HST 220	Mexican History	3

HUMANITIES

HUM 200	Humanities through the Arts	3
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JOURNALISM

JRN 180	Writing for Publication	3
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MUSIC

MUS 203	Music History and Literature	3
MUS 204	Music History and Literature II	3
MUS 207	Intro to Music Appreciation	3
MUS 208	Music in World Culture	3
MUS 209	History of Rock & Jazz Styles	3

PHILOSOPHY

PHL 210	Ethics	3
PHL 220	Intro to Philosophy	3
PHL 230	Religions of the World	3

SPANISH

SPN 100	Conversational Spanish: Level I	2
SPN 101	Conversational Spanish: Level II	2
SPN 102	Conversational Spanish: Level III	2
SPN 103	Conversational Spanish: Level IV	2
SPN 104	Advanced Spanish Conversation	2
SPN 196	Occupational Work Experience	1-4
SPN 200	Elementary Spanish: Level I	5
SPN 201	Elementary Spanish: Level II	5
SPN 202	Intermediate Spanish: Level III	5
SPN 203	Intermediate Spanish: Level IV	5
SPN 210	Spanish for Spanish Speakers I	3
SPN 211	Spanish for Spanish Speakers II	3

SPEECH

SPE 200	Intro to Public Speaking	3
SPE 210	Interpersonal Communication	3
SPE 211	Intercultural Communication	3

THEATRE

THE/ENG 170	Intro to Playwriting	3
THE 200	Intro to Theatre	3
THE 201	Intro to Film	3
THE 202	Intro to Dramatic Lit	3

THEATRE/ DANCE

THE 206	Dance in World Cultures	3
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Total Major units:

18

Total Degree units

60

Kinesiology & Health

GENERAL STUDIES AREA OF EMPHASIS

The General Studies/Kinesiology and Health area of emphasis allows the student to take courses that will prepare him/her for employment opportunities such as Health Technician, Physical Therapy Aide, Community Recreation Director, Coach, and other related fields.

REQUIRED COURSES: 3 units

		Units
BIO 200	Concepts of Biology	3
BIO 202	Human Biology	3
BIO 230	Human Anatomy	5
BIO 231	Human Physiology	5
CHM 200	Introduction to Chemistry	5
PEM 200	Introduction to Kinesiology	3

Academic Courses: 15 units from any of the courses listed below.

BIO 200	Concepts of Biology	3
BIO 201	Concepts of Biology Lab	1
BIO 202	Human Biology	3
BIO 230	Human Anatomy	5
BIO 231	Human Physiology	5
BIO 250	Principles of Biology	5
BIO 259	Microbiology	5
CHM 200	Intro to Chemistry	5
CHM 250	General Chemistry I	5
CDV 200	Psychology of Development: Infancy through Adolescence	3
HLH 103	Women's Health	3
HLH 114	Foods and Nutrition	3
HLH 115	Therapeutic Nutrition	3
HLH 200	Health Education	3
HLH 202	First Aid / Emergency / CPR	3
HLH 213	Lifeguard Training	2.5
HLH 50	Community CPR and First AID	.5
HLH 55	Applied Health Education	3
HLH 56	EMT-I Refresher	1.5
HLH 60	EMT- Paramedic I	9
MTH 220	Statistics	4

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ASSOCIATE DEGREES WITH AREAS OF EMPHASIS

PHY 210	General Physics I	4
PHY 211	General Physics II	4
PEM 109	Fitness Instructor Training	3
PEM 214	Intro to Sports Related Injuries	3
PEM 203	Concepts of Fitness	3
PSY 90	Psychology of Stress & Coping	1
PSY 205	Intro to Psychology	3
PSY 206	Human Sexuality	3
PSY 220	Psychology of Gender	3
PSY 255	Introduction to Psychobiology	3
SPE 200	Public Speaking	3
SPE 210	Interpersonal Communication	3

PEG 277	Volleyball Intermediate	1
PEG 282	Conditioning For Football	2

Total Major units:	18
Total Degree units	60

Activity Courses: 4 units from any of the courses listed below.

PEG 50/55	Adaptive Physical Fitness	.5-1
PEG 104	Yoga	1
PEI 200	Intercollegiate Baseball	2
PEG 283	Conditioning for Sports	2
PEI 204	Intercollegiate Basketball	2
PEG 266	Tennis (Intermediate)	1
PEI 208	Intercollegiate Basketball	2
PEI 212	Intercollegiate Football	2
PEG 229	Walking for Aerobic Fitness	1
PEI 220	Intercollegiate Softball	2
PEG 230	Beginning T'ai Chi	1
PEI 226	Intercollegiate Soccer	2
PEG 231	Running for Aerobic Fitness	1
PEI 240	Intercollegiate Volleyball	2
PEG 250	Aerobic Dance	1
PEG 202	Low Impact Fitness	1
PEG 251	Aerobic Dance (Int)	1
PEG 203	Stepping for Aerobic Fitness	1
PEG 252	Golf	1
PEG 210	Fundamentals of Pass Defense	1
PEG 264	Tennis (Beginning)	1
PEG 211	Fundamentals of Pass Offense	1
PEG 201	Sports Related Fitness Activ.	1
PEG 204	Baseball	1
PEG 208	Basketball	1
PEG 212	Softball	1
PEG 217	Circuit Weight Training	1
PEG 216	Weight Training	1-2
PEG 218	Power Weight Lifting	1
PEG 273	Beginning Foil Fencing	1-1.5
PEG 274	Intermediate Foil Fencing	1-1.5
PEG 276	Volleyball Beginning	1

Natural Science

GENERAL STUDIES AREA OF EMPHASIS

The General Studies/Natural Science area of emphasis is designed to provide a wide choice of classes for students who want to understand more about the earth's natural systems. The 18 units of classes in the area of emphasis are designed to be flexible so that appropriate choices within this area of emphasis and the remaining units of General Education can allow a degree program to be tailored to an individual's desires.

REQUIRED UNITS: 18

BIOLOGY

BIO 200	Concepts of Biology	3
BIO 201	Concepts of Biology Lab	1
BIO 202	Human Biology	3
BIO 230	Human Anatomy	5
BIO 231	Human Physiology	5
BIO 241	Marine Biology	4
BIO 242	Intro to Oceanography	3
BIO 243	Biology of Marine Mammals	3
BIO 245	Intro to Environmental Toxicology	3
BIO 250	Principles of Biology	5
BIO 255	Botany	5
BIO 257	Zoology	5
BIO 259	Microbiology	5

CHEMISTRY

CHM 200	Intro to Chemistry	5
CHM 202	Intro to Organic and Biochemistry	4
CHM 243	World of Chemistry	4
CHM 250	General Chemistry I	5
CHM 251	General Chemistry II	5
CHM 255	Organic Chemistry I	5
CHM 256	Organic Chemistry II	5

EARTH SCIENCE

EAS/NRS 200	Environmental Science	3
EAS/GEL 201	Geology	3
EAS/GEL 202	Geology Laboratory	1
EAS/GEO 206	Physical Geography	4

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ASSOCIATE DEGREES WITH AREAS OF EMPHASIS

EAS/GEL 208	Environmental Geology	4
EAS/GEL 210	Geology of California	4
EAS 211	Weather and Climate	3
EAS 212/GEO 210	Intro to Geographic Info Systems	3
EAS/GEO 222	Applied GIS	3

GEOGRAPHY

GEO 111	Field Geography of California	2
GEO 201	Cultural Geography	3
GEO 202	World Regional Geography	3
GEO/EAS 206	Physical Geography	4
GEO/EAS 212	Intro to Geographic Information Systems	3
GEO/EAS 222	Applied GIS	3

GEOLOGY

GEL 100	Earthquake Country	2
GEL/EAS 201	Geology	3
GEL/EAS 202	Geology Laboratory	1
GEL/EAS 208	Environmental Geology	4
GEL/EAS 210	Geology of California	4

MATHEMATICS

MTH 121	Trigonometry	4
MTH 200	Precalculus Mathematics	5
MTH 210	Calculus and Analytic Geometry I	5
MTH 211	Calculus and Analytic Geometry II	5
MTH 212	Calculus and Analytic Geometry III	5
MTH 220	Statistics	4

NATURAL SCIENCE

NRS 100	Field Ecology	1-2
NRS 115	The Coastal Redwoods	3
NRS/EAS 200	Environmental Science	3

PHYSICS

PHY 202	Introductory Physics	4
PHY 210	General Physics I	4
PHY 211	General Physics II	4
PHY 214	Principles of Physics I	4
PHY 215	Principles of Physics II	4

Total Major units: 18
Total Degree units: 60

Native American Studies

GENERAL STUDIES AREA OF EMPHASIS

(Pending Approval)

The General Studies/Native American Studies area of emphasis is designed to introduce students to the field. Students will study history and culture from a Native American perspective while improving their analytical skills. This program is designed to foster an appreciation of Native American heritage while also providing students with the tools to view both the Native American experience and the dominant culture critically. Upon completion of this degree, students will be prepared for entry-level positions in public institutions, non-profits, federal Indian law, tribal government, Native American education, or other organizations that require a good facility with college level reading and writing skills and critical and analytical thinking.

	Units
Required courses:	
ART 206	Introduction to Native American Art 3
HST 222	Native American History 3
SOC 202	Racial and Ethnic Relations 3
SOC 241	Pacific Coast Indian Cultures 3

Plus 6 units from the following: 6

HST 100	History of Lake and Mendocino Counties 3
HST 220	Mexican History 3
HST 221	California History 3

Total Major units 18
Total Degree units 60

Social Science

GENERAL STUDIES AREA OF EMPHASIS

This General Studies/Social Science area of emphasis will provide the student with an introduction to the study of social behavior, social institutions, and methodologies common to the social sciences. This area of emphasis in General Studies prepares students for entry-level careers in law, government, social work and teaching. Careers include human service worker, museum worker, research library assistant, or technical writer.

REQUIRED UNITS: 18 from at least two of the following categories

	Units
HISTORY AND POLITICAL SCIENCE	
HST 100	History of Mendocino County 3
HST 150	Contemporary America 3
HST 202	United States to 1877 3
HST 203	United States Since 1865 3
HST 205	World History to 1500 3
HST 206	World History Since 1500 3
HST 207	Mexican-American History 3

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ASSOCIATE DEGREES WITH AREAS OF EMPHASIS

HST 208	Women in American History	3
HST 220	Mexican History	3
HST 221	California History	3
HST 222	Native American History	3
POL 105	Elections & Voting Behavior	3
POL 200	American Government & Politics	3
POL 203	International Relations	3
POL 204	California Gov't & Politics	3
POL 201	Comparative Politics	3
POL 202	Political Theory	3
SOC 222	Native American History	3

PSYCHOLOGY AND HUMAN DEVELOPMENT

CDV 90	Intro to Growth and Development	3
CDV 106	Children with Special Learning Needs	3
CDV 151	Observation and Assessment	1
CDV 153	Behavior Support Strategies	1
CDV 200	Psychology of Development: Infancy through Adolescence	3
CDV 201	Psychology of Development: Middle childhood- Adulthood	3
HUS 170	Intro to Social Work	1
PSY 80	Relationships and Children's Behavior	1
PSY 85	Flashing Back: PTSD	1
PSY 90	The Psychology of Stress and Coping	3
PSY 181	The Psychology of Loss and Death	3
PSY 190	Intro to Counseling	3
PSY 205	Introductory Psychology	3
PSY 206	Human Sexuality	3
PSY 212	Personality Theories	3
PSY 218	Abnormal Psychology	3
PSY 220	Psychology of Gender	3
PSY 250	Research Methods for the Social Sciences	3

SOCIETY AND CULTURE

ADJ 105	Corrections in America	3
ADJ 162	Community Prevention Theory and Practice	3
ADJ 200	Intro to Administration of Justice	3
ANT 201	Cultural Anthropology	3
CDV 105	Multicultural Perspective	3
CDV 180	Child Family and Community	3
ECO 200	Principles of Macroeconomics	3
ECO 201	Principles of Microeconomics	3
GEO 201	Cultural Geography	3
PSY 216	Social Psychology	3

SOC 200	Intro to Sociology	3
SOC 201	Social Problems	3
SOC 202	Racial and Ethnic Relations	3
SOC 210	Marriage and Family Relations	3
SOC 235	Mexican American Culture	3
SOC 241	Pacific Coast Indian Cultures	3

Total Major units	18
Total Degree units	60

Visual and Performing Arts

GENERAL STUDIES AREA OF EMPHASIS

The General Studies/Visual and Performing Arts area of emphasis will result in knowledge of the concepts and facility with the conventions of one or more disciplines within Visual and Performing Arts. Upon completion of this degree, the student will be prepared for work as a free-lance artist, dancer, actor, or musician, or entry level positions in museums, galleries, recording studios, radio stations, theaters, performing arts groups and other organizations and businesses involved in the arts.

REQUIRED UNITS: 18

Requirements: 18 units from at least three departments

	Units
ART	
ART 170	Weaving I 3
ART 171	Weaving II 3
ART 174	Weaving Structures 3
ART 175	Rug and Tapestry 3
ART 176	Fabric Printing/Dyeing 3
ART 177	Fabric Printing/Dyeing II 3
ART 190	Textile History 3
ART 201	World Art History I 4
ART 202	World Art History II 4
ART 205	Modern Art History 3
ART 206	Intro to Native American Art 3
ART 210	Drawing I 1.5-3
ART 213	Color and Composition 3
ART 214	3D Art and Design 1.5-3
ART 218	Painting — Oils I 1.5-3
ART 222	Painting — Watercolors I 1.5-3
ART 226	Painting — Acrylics I 1.5-3
ART 229	Portrait Painting 1.5-3
ART 231	Life Drawing 1.5-3
ART 232	Intro to Printmaking 3
ART 240	Ceramics I 3
ART 241	Ceramics II 3

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ASSOCIATE DEGREES WITH AREAS OF EMPHASIS

ART 244	Advanced Ceramics I	3
ART 245	Advanced Ceramics II	3
ART 246	Raku and Primitive Ceramics	3
ART 247	Ceramic Casting/Mold	3
ART 250	Beginning Sculpture	3
ART 252	Clay Sculpture	3
ART 253	Clay Sculpture II	3
ART 281	Computer Graphics	1.5-3

ENGLISH

ENG 170	Intro to Playwriting	3
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MUSIC

MUS 200	Fundamentals of Music	3
MUS 201A	Music Theory/Ear Training I	5
MUS 201B	Music Theory/Ear Training II	5
MUS 202A	Music Theory/Ear Training III	5
MUS 202B	Music Theory/Ear Training IV	5
MUS 203	Music History and Literature	3
MUS 204	Music History and Literature II	3
MUS 207	Intro to Music Appreciation	3
MUS 209	History of Rock and Jazz	3
MUS 210	Piano: Beginning I	2
MUS 211	Piano: Beginning II	2
MUS 230	Beginning Voice	1
MUS 231	Intermediate Voice	1
MUS 232	Singers' Repertoire	1
MUS 256	Jazz Band	2
MUS 272	Symphonic Band	2
MUS 276	Symphony Orchestra	1-2
MUS 280	Masterworks Chorale	2
MUS 285	Vocal Jazz Ensemble	2

THEATRE

THE 105	Community Based Ensemble	3
THE 118	Intro to Directing	3
THE 170	Intro to Playwriting	3
THE 200	Intro to Theatre	3
THE 201	Intro to Film	3
THE 202	Intro to Dramatic Literature	3
THE 209	Acting Improvisation	3
THE 210	Beginning Acting	3
THE 211	Intermediate Acting	3
THE 213	Acting Styles	3
THE 215	Stagecraft	3
THE 216	Stage Lighting	3

THE 217	Costume Construction	2
THE 220	Acting — Performance	1-3
THE 225	Production — Performance	1-2

THEATRE/ DANCE

THE 140	Middle Eastern Dance: Beginning	1
THE 206	Dance in World Cultures	3
THE 230	Modern Dance: Beginning	2
THE 231	Modern Dance: Intermediate	2
THE 234	Tap Dance: Beginning	2
THE 238	Jazz Dance: Beginning	2
THE 239	Jazz Dance: Intermediate	2
THE 242	Ballet: Beginning	2
THE 243	Ballet: Intermediate	2
THE 244	Mexican Folkloric Dance: Beginning	1-2
THE 245	Mexican Folkloric Dance: Intermediate	1-2

TECH & PERFORMANCE

THE 250	Choreography	2
THE 252	Musicality for Dancers	2
THE 260	Dance Performance	1-3

Total Major units:	18
Total Degree units	60



Mendocino College 2012-2013 Catalog



Certificates of Achievement & Completion

CERTIFICATES OF ACHIEVEMENT AND COMPLETION

Administration Of Justice

CERTIFICATE OF ACHIEVEMENT

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Administration of Justice Certificate of Achievement will be able to:

1. Understand the three parts of the criminal justice system and how they interrelate
2. Demonstrate knowledge of the California Penal Code, the California Commission on Peace Officer Standards and Training regulations and appropriate department policies and procedures
3. Apply basic investigative proficiencies.

	Units
ADJ 103 Patrol Procedures	3
ADJ 104 Legal Aspects of Evidence	3
ADJ 106 Principles of Investigation	3
ADJ 107 Crime Scene & Lab Techniques	3
ADJ 108 Police Report Writing	3
ADJ 200 Intro Admin. of Justice	3
ADJ 202 Concepts of Criminal Law	3
ADJ 204 Community Relations	3

Total units required for Certificate 24

Agriculture - Landscape Practices

CERTIFICATE OF ACHIEVEMENT

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Agriculture - Landscape Practices Certificate of Achievement will be able to:

1. Demonstrate a working knowledge of common landscape plants and their cultural requirements in a landscape.
2. Demonstrate a working knowledge of basic plant biology.
3. Demonstrate a thorough understanding of how to assess a plant's maintenance needs including pruning, fertility, managing of pests and diseases.
4. Demonstrate a working knowledge of how to plan, install and repair basic irrigation systems.
5. Demonstrate a working knowledge of landscape design planning, including basic rules of placement, shapes, textures, and spacing.
6. Demonstrate a basic knowledge of landscape plan interpretation, construction and the tools used in the installation of a landscape.

	Units
AGR 100 Plant Pest & Disease Management	3
AGR 108 Soils and Fertility Management	3
AGR 140 Introduction to Horticulture	3
AGR 142 Landscape Maintenance	3
AGR 151 Landscape Irrigation	2
AGR 154 Landscape Construction	3
AGR 240 Plant Identification - Fall	3
AGR 241 Plant Identification - Spring	3

Plus 3 additional units selected from the following:	3
AGR 53 Landscaping with Native Plants	3
AGR 147 Greenhouse Projects	1-3
AGR 164 Greenhouse Structures and Equipment	2
AGR 196 Cooperative Work Experience Education	1-3
BUS 132 Entrepreneurial Management	3

Total units required for Certificate 26

Agriculture - Nursery Production

CERTIFICATE OF ACHIEVEMENT

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Agriculture - Nursery Production Certificate of Achievement will be able to:

1. Demonstrate a working knowledge of a variety of plants and their cultural requirements.
2. Demonstrate knowledge of basic plant biology.
3. Demonstrate a working knowledge of plant propagation scheduling methods.
4. Demonstrate a working knowledge and management of pest and disease problems commonly associated with nursery crops.
5. Demonstrate a basic understanding of the uses of different growing structures and how they function.
6. Demonstrate a basic knowledge of nursery types and their basic needs of site selection, layout, water and marketing.

	Units
AGR 100 Plant Pest and Disease Management	3
AGR 102 Plant Propagation	3
AGR 108 Soils and Fertility Management	3
AGR 140 Introduction to Horticulture	3
AGR 144 Nursery Practices	3
AGR 240 Plant Identification - Fall	3
AGR 241 Plant Identification - Spring	3

Plus 2-3 units selected from the following: 2-3

AGR 53 Landscaping with Native Plants	3
AGR 147 Greenhouse Projects	1-3
AGR 164 Greenhouse Structures and Equipment	2
AGR 196 Cooperative Work Experience Education	1-3
BUS 132 Entrepreneurial Management	3

Total units required for Certificate 23-24

Alcohol & Other Drugs Studies

CERTIFICATE OF ACHIEVEMENT

The Alcohol and Other Drug Studies (AODS) major addresses a wide range of issues in the field of substance use and abuse through its degree and certificate course work. Students vary from recent high school graduates to working professionals with advanced college degrees. Students are able to apply and integrate their academic learning through required practicum experiences in various public and private agencies, institutions and businesses. The AODS Program exceeds the minimal standards for AODS Programs established by the federal Substance Abuse and Mental Health Services Administration. These standards were identified by State of California legislation as meeting the educational requirements for counselor certification. Degree and certificate completers qualify to apply for state certification as a substance abuse counselor. Completion of the AOD program will assist students in obtaining entry-level employment, job promotion/salary increases or transfer to a four-year college or university. (Note: Transfer credit may be limited by California State campuses. Please consult your Mendocino College counselor or Transfer Center for more information).

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Alcohol & Other Drug Studies Certificate of Achievement will be able to:

1. Demonstrate responsibility for their actions and work effectively as individuals and as members of a team.
2. Analyze, understand and evaluate diverse ideas, beliefs and behaviors.
3. Access, interpret, evaluate and synthesize information using multiple resources, including current information technology
4. Understand and demonstrate the core addiction counseling competencies as outlined in the U.S. Dept. of Health and Human Services/SAMHSA Technical Assistance Publication #21, which include, but are not limited to, the ability to:
 - Describe the behavioral, psychological, physical health, and social effects of psychoactive substances on the user and significant others;
 - Describe the philosophies, practices, policies, and outcomes of the most generally accepted and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and other substance-related problems;
 - Tailor helping strategies and treatment modalities to the client's stage of dependence, change, or recovery, as well as the personal and cultural identity and language of the client;
 - Understand the importance of self-awareness in one's personal, professional, and cultural life;
 - Understand the addiction professional's obligations to adhere to ethical and behavioral standards of conduct in the helping relationship;
 - Understand the importance of ongoing supervision and continuing education in the delivery of client services;
 - Demonstrate basic, entry-level competency in performing the core functions of a substance abuse counselor.

		Units
AOD 151	Alcohol and Drugs: Overview	3
AOD/HUS 152	Basic Skills for Human Service Workers	3
AOD 153	Physiological Effects of AOD	3
AOD/HUS 154	Fundamentals of Interviewing & Counseling	3
AOD/HUS 155	Group Leadership and Group Process	3
AOD/HUS 156	Case Management and Documentation	3
AOD/HUS 157	Dual Disorders and Mental Health Issues	2
AOD 158	AOD Practicum Preparation	1.5
AOD/HUS 159	Intervention Theory and Techniques	1.5
AOD/HUS 160	Law, Ethics and Human Services	3
AOD/HUS 161	Family Counseling Approaches	3
AOD/HUS 162	Community Prevention Theory & Practice	3
AOD/HUS 163	Professional Competency & Growth	2
AOD 164	Field Placement Seminar I	1.5
AOD 165	Field Placement Seminar II	1.5
AOD 197A	AOD Program Practicum	2-8
Total units required for Certificate		41

Automotive Chassis Specialist

CERTIFICATE OF ACHIEVEMENT

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Automotive Chassis Specialist Certificate of Achievement will be able to:

1. Identify common automotive tools and their purpose, select the correct tool for the job at hand and use the tools in a safe manner.
2. Locate service information from available sources, determine parts and labor charges and accurately fill out a repair order.
3. Describe the operating principles of a typical manual and automatic transmission, clutch, transfer case and rear axle.
4. Correctly perform basic service, diagnosis, and repair operations on typical manual and automatic transmissions/transaxles, clutches, CV axles, transfer cases and rear axles.
5. Explain the basic operation of modern steering, suspension and brake systems.
6. Correctly repair or replace components on modern steering, suspension and brake systems.
7. Explain the meaning and relationships of basic electrical measurements.
8. Trace circuits on a circuit diagram and utilize "common-point" diagnosis to isolate faults.
9. Perform basic service, diagnosis, & repair operations on typical auto electrical system units.

		Units
AUT 142	Brakes/Suspension/Alignment	6
AUT 144	Manual Transmissions/Power Trains	3
AUT 145	Automatic Transmissions/Power Trains	4
AUT 162	Automotive Electrical Systems	5
Total units required for Certificate		18

CERTIFICATES OF ACHIEVEMENT AND COMPLETION

Automotive Technician

CERTIFICATE OF ACHIEVEMENT

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Automotive Technician Certificate of Achievement will be able to:

1. Identify common automotive tools and their purpose, select the correct tool for the job at hand and use the tools in a safe manner.
2. Locate service information from available sources, determine parts and labor charges and accurately fill out a repair order.
3. Explain the basic operation of a four-stroke cycle engine, test the compression system effectiveness through leakdown and compression tests and measure and evaluate worn engine parts.
4. Explain the meaning and relationships of basic electrical measurements.
5. Trace circuits on a circuit diagram and utilize "common-point" diagnosis to isolate faults.
6. Perform basic service, diagnosis, & repair operations on typical auto electrical system units.
7. Describe the operating principles of modern automotive fuel, ignition and emission control systems.
8. Correctly perform basic service, diagnosis, and repair operations on typical automotive fuel, ignition and emission control system units.
9. Explain the basic operation of modern steering, suspension and brake systems.
10. Correctly repair or replace components on modern steering, suspension and brake systems.

AUT 140	Automotive Engines	Units 4
AUT 142	Brakes/Suspension/Alignment	6
AUT 162	Automotive Electrical Systems	5
AUT 166	Automotive Diagnosis/Tune-Up	6

Total units required for Certificate 21

Automotive Tune-Up and Electronics Specialist

CERTIFICATE OF ACHIEVEMENT

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Automotive Tune-Up and Electronics Specialist Certificate of Achievement will be able to:

1. Identify common automotive tools and their purpose, select the correct tool for the job at hand and use the tools in a safe manner.
2. Locate service information from available sources, determine parts and labor charges and accurately fill out a repair order.
3. Explain the basic operation of a four-stroke cycle engine, test the compression system effectiveness through leakdown and compression tests and measure and evaluate worn engine parts.
4. Explain the meaning and relationships of basic electrical measurements.
5. Trace circuits on a circuit diagram and utilize "common-point" diagnosis to isolate faults.
6. Describe the operating principles of modern automotive fuel, ignition, emission and electronic engine control systems.
7. Correctly perform basic service, diagnosis, and repair operations on typical automotive fuel, ignition, emission and electronic engine control system units.
8. Perform emission control system inspections in conformance with BAR standards.

AUT 140	Automotive Engines	Units 4
AUT 162	Automotive Electrical Systems	5
AUT 166	Automotive Diagnosis/Tune-Up	6
AUT 170	Adv. Engine & Emission Control	6
Total units required for Certificate		21



Business - Accounting

CERTIFICATE OF ACHIEVEMENT

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Business - Accounting Certificate of Achievement will be able to:

1. Demonstrate skills and knowledge appropriate for an entry level position in this field of accounting.
2. Communicate clear understanding of the complex nature of business in a diverse economy and financial system.
3. Demonstrate critical thinking and decision-making skills in the business environment.

	Units
BUS 101 Computerized Accounting Practices	1
BUS 110 Payroll Taxes with QuickBooks	3
BUS 111 Federal Tax Accounting	3
BUS 200 Financial Accounting	4
BUS 201 Managerial Accounting	4
CSC 201 Intro to Windows Applications	3
Plus 3 additional units selected from the following:	3
BUS 50 Mathematical Applications in Business	3
BUS 134 Human Relations in Business	3
BUS 230 Introduction to Business	3
BOT 170 Written Communication for Business	3
SPE 210 Interpersonal Communication	3

Total units required for Certificate 21

Business Entrepreneurship

CERTIFICATE OF ACHIEVEMENT (Pending Approval)

This certificate offers a focused course of study for students who are interested in launching and growing a new business. Students develop skills and strategies for effectively planning, starting, and managing the growth of a new enterprise.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Business Entrepreneurship Certificate of Achievement will be able to:

1. Generate, develop, and assess the strengths and weaknesses of business ideas.
2. Explain the entrepreneurial process and define common vocabulary related to entrepreneurship.
3. Produce basic business and marketing plans and explain their function in the process of starting and managing a business.

Required Classes	Units
BUS 132 Entrepreneurial Management	3
BUS 150 Entrepreneurial Marketing	3
Electives - Choose 9-10 units from list below	9-10
BUS 50 Mathematical Applications in Business	3
BUS 106 Retail Management	3

CERTIFICATES OF ACHIEVEMENT AND COMPLETION

BUS 135	Human Resource Management	3
BUS 174	Intro to Green Business Principles and Practices	3
BUS 200	Financial Accounting	4
BUS 230	Intro to Business	3

Total units required for Certificate 15-16

Business - Management

CERTIFICATE OF ACHIEVEMENT

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Business - Management Certificate of Achievement will be able to:

1. Attain skills and knowledge appropriate for an entry level position in business management.
2. Demonstrate clear understanding of complex nature of business management in a diverse global economy and financial system.
3. Integrate knowledge of business management principles and vocabulary in various business organizations.
4. Demonstrate critical thinking and decision-making, and communication skills in the business environment.

	Units
BUS 50 Mathematical Applications in Business	3
BUS 136 Introduction to Management	3
BUS 200 Financial Accounting	4
BUS 230 Introduction to Business	3
CSC 201 Introduction to Windows Applications	3
Plus 3 additional units selected from the following:	3

BUS 60	Becoming an Entrepreneur	3
BUS 80.1	Non-Profit Organization Management	1
BUS 80.2	Non-Profit Organization Fund-Raising Management	1
BUS 132	Entrepreneurial Management	3
BUS 134	Human Relations in Business	3
BUS 150	Entrepreneurial Marketing	3
BUS 151	Introduction to Marketing	3
BUS 159	The Business of Sports	3
BUS 165	Introduction to E-Commerce	3
BUS 196	Work Experience	1-4
BUS 201	Managerial Accounting	4
BUS 212	Legal Environment of Business	3
BOT 170	Written Communication for Business	3

Total units required for Certificate 19

CERTIFICATES OF ACHIEVEMENT AND COMPLETION

Business - Real Estate

CERTIFICATE OF ACHIEVEMENT

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Business - Real Estate Certificate of Achievement will be able to:

1. Apply an in-depth knowledge of California Real estate principles and laws to successfully complete licensure requirements for licensee and broker.
2. Satisfy Department of Real Estate and Office of Real Estate Appraisers educational requirements for state licensing.
3. Apply necessary skills required for marketing and negotiating real estate transaction.
4. Demonstrate the ability to communicate effectively and ethically with the principals involved in a real property transaction.
5. Interpret and apply California real estate laws to a variety of real property transactions, including mortgage loan originations and mortgage processing.

		Units
RLS 60	Real Estate Principles	3
RLS 61	Real Estate Practices	3
RLS 62	Real Estate Appraisal	3
RLS 63	Real Estate Finance	3
RLS 64	Legal Aspects of Real Estate	3
BUS 151	Introduction to Marketing	3
BUS 230	Introduction to Business	3
Plus 3 additional units selected from the following:		3
BUS 50	Mathematical Applications in Business	3
BUS 136	Introduction to Management	3
BUS 111	Federal Tax Accounting	3
BUS 212	Legal Environment of Business	3
RLS 65	Fundamentals of Home Inspection	1
RLS 67	Real Estate Economics	3
RLS 69	Fundamentals of Real Estate Geology	1
RLS 70	Property Management	3
RLS 72	Real Estate Investments	3
RLS 73	Real Estate Financial Calculations	.5
RLS 74	Real Estate License Preparation	1

Total units required for Certificate 24



Business Retail Management

CERTIFICATE OF ACHIEVEMENT (Pending Approval)

The Business--Retail Management Certificate Program is a comprehensive program designed to prepare current and future retail employees and managers for the challenges in a competitive retail environment. This certificate is aligned with the Western Association of Food Chains certificate program. Students completing this certificate may also earn a certificate from the WAFC.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Business Retail Management Certificate of Achievement will be able to:

1. Demonstrate key concepts in Retail Management.
2. Demonstrate knowledge of finance and accounting principles relevant to retail.
3. Demonstrate vocabulary, writing, and presentation skills pertinent to retailing.
4. Demonstrate knowledge of marketing and merchandising concepts pertinent to retailing.

		Units
Required Classes		
BUS 50	Mathematical Applications in Business	3
BUS 106	Retail Management	3
BUS 134	Human Relations in Business	3
BUS 135	Human Resource Management	3
BUS 136	Introduction to Management	3
BUS 151	Introduction to Marketing	3
BUS 200	Financial Accounting	4
BOT 170	Written Communication for Business	3
CSC 201	Computers and Computer Applications	3
SPE 210	Interpersonal Communication	3

Total units required for Certificate 31

Business Office Technology

CERTIFICATE OF ACHIEVEMENT

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Business Office Technology - General, Medical, Legal or Billing and Coding Certificate of Achievement will be able to:

1. Demonstrate Critical Thinking Skills by:
 - A. Troubleshooting exercises and situations that don't have clear directions or results.
 - B. Reading instructions and determine the intent by using the information given.
 - C. Consulting with other students to determine results.
2. Demonstrate Reference Skills by:
 - A. Using reference manuals, dictionaries, online references, and Help options to find the answer to questions or exercises in each course.
3. Demonstrate software skills by:
 - A. Completing business-related documents using the various functions—basic, intermediate, and advanced—of the software programs: Word, Excel, PowerPoint, and or InDesign.
4. Demonstrate communication skills by:
 - A. Demonstrating the ability to use successfully basic English language skills (grammar, punctuation, capitalization, etc.) in business documents.
 - B. Demonstrating the ability to work as a team.

	Units
Core Requirements (for General, Medical, and Legal certificates)	23
BOT 55 Machine Transcription	2
BOT 70 Business English	3
BOT 100 Beginning Typing/Keyboarding;	
or 101 Inter. Typing/Keyboarding;	
or 102 Advanced Typing/Keyboarding	3
BOT 110 Business Calculators	1
BOT 111 Business Calculator Simulations	1
BOT 120 Microsoft Word Beginning	1.5
BOT 121 Microsoft Word Advanced	1.5
BOT 140 Office Procedures	3
BOT 144 Records & Database Mgmt.	2
BOT 170 Written Communication for	
Business	3
BOT 196 Occupational Work Experience	2

Business Office Technology - General

CERTIFICATE OF ACHIEVEMENT

	Units
Core Requirements	23
BOT 65 InDesign for Desktop Publishing	3
BOT 122 Word Processing Simulation	1
CSC 201 Intro to Windows Applications	3
CSC 164 Electronic Spreadsheets	3
Plus 3-4 additional units selected from the following:	3-4
BUS 108 Accounting with QuickBooks	3
BUS 200 Financial Accounting	4
Total units required for Certificate	36-37

Business Office Technology - Legal

CERTIFICATE OF ACHIEVEMENT

	Units
Core Requirements	23
BUS 212 The Legal Environment of Business	3
BOT 90.1 Law Office Procedures	1
BOT 90.2 History of the Law	.5
CSC 164 Electronic Spreadsheets	3
Plus 4.5 additional units selected from the following:	4-5
BOT 90.3 Landlord-Tenant Rights & Responsibilities	.5
BOT 90.4 Basic Wills	1
BOT 91.1 Constitutional Rights & Responsibilities	.5
BOT 91.2 Juvenile Rights & Responsibilities	1
BOT 91.3 California Civil Complaints	1
BOT 91.4 California Civil Discovery	1
Total units required for Certificate	35

Business Office Technology - Medical

CERTIFICATE OF ACHIEVEMENT

	Units
Core Requirements	23
BOT 50 Medical Terminology	3
BOT 51 Medical Transcription I	2
BOT 52 Medical Transcription II	2
BOT 57 Medical Office Procedures	3
CSC 164 Electronic Spreadsheets	3
Total units required for Certificate	36

CERTIFICATES OF ACHIEVEMENT AND COMPLETION

Business Office Technology - Medical Billing/Coding

CERTIFICATE OF ACHIEVEMENT

		Units
BOT 70	Business English	3
BOT 100, 101, or 102	Typing	3
BOT 110	Business Calculators	1
BOT 120	Microsoft Word Beginning	1.5
BOT 121	Microsoft Word Advanced	1.5
BOT 140	Office Procedures	3
BOT 144	Records and Database Management	2
BOT 170	Written Communication for Business	3
BIO 202	Human Biology	3
BOT 50	Medical Terminology	3
BOT 53	Medical Coding, CPT-4	2
BOT 54	Medical Coding, ICD-9-CM	2
BOT 156	Medical Coding Internship Seminar	3
BOT 57	Medical Billing/Office Procedures	3
BOT 58	Advanced Medical Coding	2
BOT 197B	Medical Coding Internship	1
CSC 164	Electronic Spreadsheets	3

Total units required for Certificate 38

Ceramics - Master Technician

CERTIFICATE OF ACHIEVEMENT

Studio ceramics is an exciting field of personal expression with many career possibilities ranging from fine artwork and sculpture to production tableware. This comprehensive study course and certification program combines the pragmatic nuts and bolts investigation of studio ceramic technology and personal artistic development, along with important aspects of promoting and presenting finished works in the art, craft and industrial marketplace. In this course of study students will gain an important understanding of the equipment needed to produce ceramics, as well as how to use and repair it. The studio ceramics and sculpture classes use a lab and lecture concept that focuses on demonstrations and one-on-one assistance to develop the student's creativity, and their ability to produce a broad range of ceramic objects.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Ceramics - Master Technician Certificate of Achievement will be able to:

1. Critically evaluate ceramic objects on a technical, artistic and historic level.
2. Create ceramic objects employing a variety of materials and techniques.
3. Express their thoughts in a cohesive body of ceramic artwork.

		Units
ART 50	Ceramic Kiln Building and Repair	3
ART 51	Introduction to Ceramic Glazes	3
ART 53	Low-Temperature Ceramic Firing/ Glazing Techniques	3

ART 240	Ceramics I	3
ART 241	Ceramics II	3
ART 244	Advanced Ceramics I	3
ART 245	Advanced Ceramics II	3
ART 246	Raku and Primitive Ceramics	3
ART 247	Ceramic Casting and Mold Making	3
ART 252	Clay Sculpture I	3

Total units required for Certificate 30

NOTE: To earn the Ceramics-Master Technician Certificate, all coursework must be completed at Mendocino College with a grade of "C" or higher. Students who earn a "D" or below in any course will need to repeat the course(s) according to approved repeatability provisions.

Child Development

CERTIFICATE OF ACHIEVEMENT

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Child Development Certificate of Achievement will be able to:

1. Apply their knowledge of children's physical, intellectual, social and emotional development, understand children as individuals and plan responses to their unique needs and potentials.
2. Provide developmentally appropriate active learning experiences and environments for individual children and children in groups, in the areas of language and early literacy, arts and the creative process, music and movement, literature, social studies, dramatic play, math, science and the physical world.
3. Demonstrate skills in observing and recording behavior, assessing children's interests, and assessing children's needs and levels of skill development (utilizing DRDPR). Analyze this information to improve their work with children and families.
4. Apply techniques for setting and maintaining limits, supporting children's self esteem, self discipline, intellectual curiosity, creativity, problem solving abilities, and acceptance of self and others in their interactions with children.
5. Implement nutritional, healthy and safe practices in the classroom.
6. Apply the principles of inclusion in the curriculum through interactions with children, their families and staff members.
7. Communicate effectively and respectfully with families and incorporate family input in curriculum planning and assessment.
8. Serve as an advocate for young children

Core Requirements*:

		Units
CDV 100	Principles in Preschool Programs	3
CDV 101	Practices & Curriculum in Preschool Programs	3
CDV 180	Child, Family & Community	3
CDV 200	Psy. of Development: Infancy through Adolescence;	
or CDV 90	Intro to Growth & Development of Children	3

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CERTIFICATES OF ACHIEVEMENT AND COMPLETION

Plus 3 additional units selected from the following: 3

CDV 105	Multi-Cultural Perspectives	3
CDV 106	Children with Special Learning Needs	3
CDV 109	Child Health, Nutrition and Safety	3

Plus 9 additional units selected from the following: 9

CDV 88	Special Topics in CDV	.5-3
CDV 105	Multi-Cultural Perspectives	3
or CDV 106	Children with Special Learning Needs	3
CDV 109	Child Health, Nutrition and Safety	3
CDV 120	Infants & Toddlers	3
CDV 121	Curriculum for Infants & Toddlers	3
CDV 122	Inclusion of Infants & Toddlers with Special Needs	1
CDV 125	Creative Activities	3
CDV 126	Music & Movement	1
CDV 127	Language and Literacy for Young Children	2
CDV 128	Math & Science	1
CDV 130	Administration of Preschool & Child Care Centers	3
CDV 134	Advanced Administration of Preschool & Child Care Centers	3
CDV 135	Supervision of Adults in a Child Development Program	3
CDV 140	Working with School Aged Children and Youth	3
CDV 151	Assessment and Observation of Young Children	2
CDV 152	Working with Parents	1
CDV 153	Behavior Support Strategies	1
CDV 161	Active Learning and Play	1
CDV 162	Curriculum Planning	1

Plus 2-4 additional units selected from the following: 2-4

CDV 111	Observation & Participation-Lab I	2-4
CDV 112	Supervised Practicum - Lab II	2-4

Total units required for Certificate 26-28

**These courses are required for Title 22 Department of Social Services licensing and are the minimum required to teach in non-state subsidized, private programs. In addition, 15 hours of training in pediatric first aid, CPR and children's health is required by licensing agencies (CDV 109 fulfills this requirement). This training is also available through local community agencies.*

The following permits apply to students who may seek employment in Title 5 or federally funded programs such as Head Start, State Preschool or Migrant Preschool Programs. Students must meet all requirements

and apply for the permit through the California Commission on Teacher Credentialing.

ASSOCIATE TEACHER PERMIT

This permit will authorize the holder to provide service in the care, development and instruction of children in a child care and development program, and to supervise a Child Development Assistant.

Requirements for the permit:

A. 12 units of core courses*

CDV 100	Principles in Preschool Programs	3
CDV 101	Practices & Curriculum in Preschool Programs	3
CDV 180	Child Family, and Community	3
CDV 200	Psychology of Development: Infancy through Adolescence	
or CDV 90	Intro to Growth & Development of Children	3

B. 50 days of experience in an instructional capacity in a child care and development program working at least three hours per day within the last two years. (May include paid or volunteer experience or student teaching in lab classes such as):

CDV 111	Observ. & Participation-Lab I
CDV 112	Supervised Practicum-Lab II
CDV 113	Classroom Exp.-Lab III

TEACHER PERMIT

This permit level authorizes the holder to provide services in the care, development, and instruction of children in a child development program and supervise a Child Development Associate Teacher, a Child Development Assistant, and an aide.

Requirements for the permit:

A. 24 units in child development courses including 12 units of core courses*. These units may be met by completing the Child Development Certificate of Achievement.

B. 16 units of General Education including English, Math or Science, Social Science and Humanities

C. 175 days of experience in an instructional capacity in a child care and development program working at least three hours per day within the last four years. May include paid or volunteer experience or student teaching in lab classes such as:

CDV 111	Observ. & Participation-Lab I
CDV 112	Supervised Practicum-Lab II
CDV 113	Classroom Exp.-Lab III

MASTER TEACHER PERMIT

This permit level authorizes the holder to provide services in the care, development, and instruction of children in a child development program and supervise a Child Development Associate Teacher, a Child Development Assistant, an aide, and serve as Coordinator of Curriculum and staff development.

Requirements for the permit:

A. 24 units in Child Development courses including 12 units of core courses*.

These units can be met by completing the Child Development Certificate of Achievement.

B. 16 units of General Education including English, Math or Science, Social Science and Humanities

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CERTIFICATES OF ACHIEVEMENT AND COMPLETION

C. 2-unit course in adult supervision

CDV 135 Supervision of Adults in a Child Development Program 3

D. 6 specialization units in one of these areas (a, b, c or d):
(must be units not counted in the 24 to meet teacher requirement)

a. Special Education

CDV 106 Children with Special Learning Needs 3

ASL 200 Elem. American Sign Language Level I

or 201 Elem. American Sign Language-Level II

or 202 Inter. American Sign Language-Level III

or 203 Inter. American Sign Language-Level IV 3

b. Cross Cultural

CDV 105 Multi-Cultural Perspectives 3

SOC 235 Mexican American Culture 3

HST 220 Mexican History 3

SPN Any Spanish Course 3

c. Curriculum

CDV 125 Creative Activities 3

CDV 126 Music and Movement 1

CDV 127 Language and Literacy for Young Children 2

CDV 128 Math and Science 1

CDV 161 Active Learning and Play 1

CDV 162 Curriculum Planning 1

d. Infants & Toddlers

CDV 120 Infants and Toddlers 3

CDV 121 Infance and Toddlers Programs 3

SITE SUPERVISOR PERMIT

This level authorizes the holder to supervise a child care and development program operating at a single site, provide care, development and instruction of children in a child care and development program, and serve as a coordinator of curriculum and staff development in a child care and development program.

Requirements for the permit:

A. 24 units in Child Development courses including 12 units of core courses*. These units may be met by completing the Child Development Certificate of Achievement.

B. 16 units of General Education including English, Math or Science, Social Science and Humanities

C. 2-unit course in adult supervision

CDV 135 Supervision of Adults in a Child Development Program 3

D. 6 units of administration
(must be units not counted in the 24 to meet teacher requirement)

CDV 130 Administration of Preschools & Child Care Centers 3

CDV 134 Advanced Administration of Preschool & Child Care Centers 3

E. 350 days of experience in an instructional capacity in a child care and development program working at least three hours per day within the last four years, including 100 days of supervising adults.

24.5

Computer Applications and Office Administration (formerly Computer Applications - Office Environment)

CERTIFICATE OF ACHIEVEMENT

The Certificate in Computer and Information Applications prepares students for positions that combine technical knowledge with business aptitude. Career areas include the design, implementation, use and maintenance/management of office IT systems, as well as other administrative and commercial positions.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Computer Applications and Office Administration Certificate of Achievement will be able to:

1. Explain how operating systems control nearly everything that happens inside a computer.
2. Explain several data representation techniques for images, video, audio and text.
3. Use a word-processing application to create, format edit and save a multi-page document that includes features such as tables, ClipArt, borders, shading, headers and footers, as measured by exam questions, exercises and/or projects.
4. Use a presentation application to create, format, edit and save a presentation that includes features such as multiple slide layouts, consistent slide design, ClipArt, slide master, headers, footers, transitions and animations, as measured by exam questions, exercises and/or projects.
5. Construct a database to store and retrieve data.
6. Construct a variety of complex queries using sorting and selection.
7. Demonstrate knowledge of the concepts and terminology as-associate with electronic spreadsheets.
8. Construct and modify a variety of spreadsheets from simple to complex: including entering and modifying data and formulas, utilizing built-in functions, commands, and OLE for pasting and linking spreadsheets to other documents and/or macros.
9. Construct web content using basic and advanced HTML per current W3C standards.
10. Make appropriate use of W3C standards-based technology to implement a separation of content from presentation.
11. Construct and utilize Unix commands to perform a wide variety of tasks.

	Units
BUS 101 Computerized Accounting Practices	1
CSC 105 Introduction to Unix I	1.5
CSC 130 Web Page Design & Development	3
CSC 164 Electronic Spreadsheets	3
CSC 166 Desktop Database Software	3
CSC 201 Intro to Windows Applications	3
CSC 220 Introduction to Computer Science	4

Plus 6 additional units selected from the following: 6

BUS 108 Accounting with Quickbooks	3
BUS 120 Computerized Tax Accounting	3
BUS 200 Financial Accounting	4
CSC 106 UNIX Operating System II	1.5
CSC 134 Web Application Development	3
CSC 168 Database Systems	3
CSC 170 Mobile Application Development	3

CERTIFICATES OF ACHIEVEMENT AND COMPLETION

CSC 203	Programming in Visual Basic for Windows	3
CSC 210	Assembly Language Programming	3
CSC 221	Programming and Algorithms I	4
CSC 222	Programming and Algorithms II	4

Total units required for Certificate 24.5

Culinary Arts Management

CERTIFICATE OF ACHIEVEMENT

This one-year certificate program is intended to provide students with the skills and competencies necessary to achieve success in the growing North Coast food service and hospitality industry. Students who complete this program will find themselves in high demand among employers seeking to staff restaurants, lodging and drinking establishments. Although entry-level wages in the food service industry are typically modest, the industry offers excellent opportunities for advancement to management positions, which are typically staffed from within the organization. Possession of a Culinary Arts Management Certificate, along with the requisite job experience, can give the individual a competitive edge in applying for these well-compensated management positions.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Culinary Arts Certificate of Achievement will be able to:

1. Demonstrate professionalism in appearance, time management, interpersonal skills, teamwork, decision making, and initiative.
2. Develop a personal understanding of the role of food service operations in the food system and be able to articulate that understanding.

3. Identify suitable career options in food service for individual skills and interests.
4. Demonstrate understanding of and communicate with all functions in the food service operation.
5. Prepare a wide variety of foods that meet quality standards.
6. Use safe food handling procedures for receiving, storing, and preparing foods.
7. Identify problems in food preparation and presentation and solve these problems.
8. Define culinary terms and describe culinary techniques.
9. Identify, select, use and maintain commercial kitchen equipment, small wares and utensils.
10. Judge finished product quality against a standard.

		Units
CAM 152	Food and Equipment Safety & Sanitation	1
CAM 160	Survey of Food Systems & the Culinary Arts	2
CAM 161	Culinary Skills I	3
CAM 162	Culinary Skills II	3
CAM 163	Food Service Operations	3
CAM 197A	Culinary Arts Practicum	3
Plus 3 additional units selected from the following:		3
CAM 164	Advanced Bakeshop	2
CAM 165	Pastry and Desserts	1
CAM 167	Local Foods: From Farm to Fork	2
CAM 168	Food Preservation	1

Total units required for Certificate 18



CERTIFICATES OF ACHIEVEMENT AND COMPLETION

ESL Preparation

CERTIFICATE OF COMPLETION

The ESL sequence provides students with basic language skills that will allow them increased job opportunities in our community. This certificate will also enable students to enter either the credit ESL sequence or lower level non-ESL English courses. All courses for this certificate are non-credit.

Core Requirements

ESL 511 ESL: Advanced 2 semesters

Plus 2 or more semesters selected from the following based on appropriate placement: 2

ESL 500 ESL: Preparatory Level
ESL 501 ESL: Lab Preparatory Level
ESL 503 ESL: Oral Communication Skills
ESL 507 ESL: Beginning
ESL 509 ESL: Intermediate

Total semesters required for Certificate: 4+

Minimum hours required for Certificate: 272

Emergency Medical Technician - Paramedic

CERTIFICATE OF ACHIEVEMENT

This program provides technical knowledge and skills required by the California Administrative Code to gain certification in California as an Emergency Medical Technician-Paramedic (EMT-P). The job of the EMT-P is to provide basic life support for the sick and injured in the pre-hospital or emergency room setting. Many fire service and law enforcement positions require an EMT-P certificate as a prerequisite for employment.

This five semester training program provides the student with knowledge of acute, critical clinical symptoms pertaining to pre-hospital emergency medical care of the infant, child, adolescent, adult, and geriatric patient. Completion of this program meets minimum requirements to take the state license exam to become a Paramedic.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Emergency Medical Technician - Paramedic Certificate of Achievement will be able to:

1. Apply safety and infection control practices to maintain personal and professional well-being and to ensure patient safety.
2. Manage emergency patient care and treatment appropriately within the scope of practice for an Emergency Medical Technician-Paramedic.
3. Establish and/or maintain a patient airway, oxygenate, and ventilate a patient and be able to properly administer medications.
4. Apply legal knowledge and medical ethics to all patient care situations by documenting accurate and complete patient records and reports while maintaining patient confidentiality.
5. Take a proper patient history and perform a comprehensive physical exam on any patient, and communicate the findings to others.

6. Practice professional standards by demonstrating a strong work ethic, positive attitude, respect for patients, ability to work cooperatively as a health care team member, and willingness to maintain and enhance technical skills.

		Units
HLH 60	EMT-Paramedic I (Didactic)	9
HLH 61	EMT-Paramedic II (Didactic)	9
HLH 62	EMT-Paramedic (Clinical)	4
HLH 63	EMT-Paramedic Field Internship I	5
HLH 64	EMT-Paramedic Field Internship II	5
HLH 68	Pediatric Advanced Life Support (PALS)	1
HLH 182	Advanced Cardiac Life Support	1

Total units required for Certificate 34

Fire Fighter I

CERTIFICATE OF ACHIEVEMENT

The Fire Fighter Certificate of Achievement Program provides students with the knowledge and skills required to become California Board of Fire Services (CBFS) certified as Fire Fighter I and qualifies students for entry-level employment as a professional fire fighter and Emergency Medical Technician-I. Students will be academically prepared for certification as Fire Fighter I; however in order to receive their Fire Fighter I certificate from CBFA, students will also need to document 1 year volunteer of 6 months paid service as a fire fighter OR complete 8 units of FCS 196. (Cooperative Work Experience).

Certified Volunteer Fire Fighters can receive credit for FSC 63 and FSC 64 through the credit by examination process. Refer to the section of the College catalog concerning "Credit by Examination." Additional questions about the credit by exam process can be addressed by the Mendocino College Office of Admissions and Records. This training utilizes curricula developed by the California Fire Service Training and Education System (CFSTES, the training branch of the California State Fire Marshall).

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Fire Fighter I Certificate of Achievement will be able to:

1. Describe fire department organization and the expectations of entry level firefighters.
2. Differentiate types of fire behavior and its impact on structural and wildland situations.
3. Demonstrate and apply the use of fire department equipment through its selection for given firefighting tasks.
4. Demonstrate and apply knowledge of strategies, tactics and incident command through the selection and implementation of firefighting methods and the application of the Incident Command System (ICS).
5. Demonstrate safe practices by using minimum standard safety procedures.

		Units
HLH 135	Emergency Medical Technician I	7
FSC 62	Basic Wildland Fire Fighting	2
FSC 63	Fire Fighter IA	4
FSC 64	Fire Fighter IB	9

Total Units Required for Certificate 22

Fire Officer

CERTIFICATE OF ACHIEVEMENT

The Fire Officer Certificate of Achievement will prepare students currently employed in fire science occupations to qualify for promotions, such as to fire officer. This training utilizes curricula developed by the California Fire Service Training and Education System (CFSTES, the training branch of the California State Fire Marshall) and meets California Board of Fire Services standards.*

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Fire Officer Certificate of Achievement will be able to:

1. Explain the first level fire officer's role.
2. Define supervisor skills required at higher levels in fire administration.
3. Expand their supervisory skills through report writing, legal aspects and instructor training techniques.

**In order to receive CBFS certification as Fire Officer, students who successfully complete the Fire Officer Certificate of Achievement program will also need to complete the Fire Fighter II certification process unless they have been appointed to the rank of officer - Lieutenant of higher - which waives this certification prerequisite.*

		Units
FSC 50	Fire Instructor Training IA	2
FSC 51	Fire Instructor Training IB	2
FSC 52	Fire Prevention IA/Fire Inspector Practices	2
FSC 53	Fire Prevention IB/Code Enforcement	2
FSC 54	Fire Management I	2
FSC 55	Fire Command IA	2
FSC 56	Fire Command IB	2
FSC 59	Fire Investigation I	2
FSC 65	Incident Command System (ICS) 300	1.5

Total Units Required for Certificate 17.5

Human Services Paraprofessional

CERTIFICATE OF ACHIEVEMENT

The Human Service Paraprofessional Certificate of Achievement (HUS-P) program prepares students for employment in human service agencies (Social Services; Mental Health, Public Health and Community-Based Organizations). The Program provides students with the knowledge and skills to fulfill Human Service Paraprofessional duties and responsibilities in a competent and ethical manner, with an understanding of and sensitivity to the diverse populations which they will serve. Human Service Paraprofessionals are non-professional employees who provide services under the supervision of certified and/or licensed counselors, social workers, nurses, and/or other professionals. Human Service Paraprofessionals may be members of a team or work with little direct supervision. Typical duties include: determining clients' needs and referring them to appropriate services; assisting clients in the application for benefits and other social programs; co-facilitating individual, family and group counseling sessions; developing treatment or case plans and monitoring clients' progress in fulfilling the plans; providing training in daily living skills; advocating for clients before social and government agencies; and maintaining case records and reports.

CERTIFICATES OF ACHIEVEMENT AND COMPLETION

Employers prefer to hire Human Service Paraprofessionals who have completed post-secondary certificate training and who have some on-the-job experience, such as that provided by Cooperative Work Experience Education or an internship class. This program meets these employer needs, and gives students a clear employment advantage over untrained, inexperienced job applicants.

For many, the HUS-P program will be the beginning of a career and academic path. Students seeking immediate employment can complete the Certificate Program, and then complete General Education requirements for the Human Service Associate of Science Degree while working. Students who wish to continue their education in Human Services-related disciplines at four-year colleges will have the ability to work in fields akin to their academic studies, and this work experience will add meaning, purpose and direction to their college coursework.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Human Services Paraprofessional Certificate of Achievement will be able to:

1. Demonstrate an understanding of the characteristics and key concepts related to Human Service Paraprofessional occupations
2. Demonstrate a thorough knowledge of, and ability to fulfill, Human Service Paraprofessional duties and responsibilities
3. Readily find entry-level employment in Human Services paraprofessional positions

		Units
HUS 101	Introduction to the Helping Profession or HUS 170 Introduction to Social Work or AOD 151 Alcohol and Other Drugs: Overview	3
HUS 152	Basic Skills for Human Service Workers	3
HUS 154	Fundamentals of Interviewing and Counseling	3
HUS 155	Group Leadership and Group Process	3
HUS 156	Case Management and Documentation	3
HUS 157	Dual Disorders and Mental Health Issues	2
HUS 159	Intervention Theory and Techniques	1.5
HUS 160	Law, Ethics and Human Services	3
HUS 161	Introduction to Family Counseling Approaches	3
HUS 162	Community Prevention Theory and Practice	3
HUS 103	Field Placement and Practicum Seminar or AOD 164 Field Placement and Practicum Seminar	1.5 1
HUS 197b	Human Service Paraprofessional Practicum or AOD 197A Alcohol and Other Drug Studies Program Practicum	4 - 8
HUS 105	Field Placement and Practicum Seminar II or AOD 165 Field Placement and Practicum Seminar II	1.5
PSY 205	Introductory Psychology	3

Total Units Required for Certificate 27.5-41.5

Human Service Worker

CERTIFICATE OF ACHIEVEMENT

The Human Service Worker Program provides students with the knowledge and skills to perform essential, entry-level Human Service Worker tasks in a competent and ethical manner, with an understanding of and sensitivity to the diverse populations which they will serve.

Human Service Workers are non-professional, entry-level workers who provide services to clients under the supervision of counselors, social workers, nurses, and/or other professionals. Human Service Workers may be members of a team to work with little direct supervision. Typical duties include: determining and referring to appropriate human service agencies; assisting in the application for benefits and other social programs; providing transportation; providing training in daily living skills; co-facilitating individual, family and group counseling sessions; advocating for clients before social and government agencies; and maintaining case records and reports.

Employers prefer potential Human Service Worker programs to have completed post-secondary certificate training (usually a minimum of 12-18 units at a community college or occupational training program) and who have some on-the-job experience, such as is provided by cooperative work experience or an internship class. This program meets these employer needs, and gives students a clear employment advantage over untrained, inexperienced job applicants.

The Human Service Worker program is, for many, a first step on a career path. It is an important step in an academic path, as well. Many of the courses in the Human Service Worker program may be applied to the Human Services Paraprofessional Certificate and Degree programs for those students who want to continue with more advanced study, and who are interested in seeking more complex and challenging employment opportunities. Students who receive their Human Service Worker Certificate can continue their studies in the HUS Paraprofessional program while employed.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Human Service Worker Certificate of Achievement will be able to:

1. Perform essential, entry-level Human Service Worker tasks in a competent and ethical manner, with an understanding of and sensitivity to the diverse populations which they will serve.
2. Understand the role of a Human Service Worker as a member of a team involving various professional and paraprofessional staff.
3. Communicate with co-workers, supervisors and clients, orally and in writing, in a professional, concise and effective manner, using appropriate professional terminology.
4. Use clinical supervision and other appropriate feedback and support systems to identify and resolve inter- and intrapersonal and professional challenges that arise while working with clients.

		Units
HUS 101	Introduction to the Helping Professions	3
AOD/HUS 152	Basic Skills for Human Service Workers	3
HLH 55	Applied Health Education*	3
AOD/HUS 154	Fundamentals of Interviewing & Counseling	3
AOD/HUS 156	Case Management & Documentation	3
HUS 103	Field Placement and Practicum	1.5
HUS 197A	HUS Program Practicum**	2

Total units required for Certificate 18.5

* HLH 200: Health Education or HLH 103: Women's Health may be substituted.

** HUS 197A: HUS Program Practicum - Alternate Plan (2 units) may be substituted.

LVN to RN Certificate

CERTIFICATE OF ACHIEVEMENT

The LVN to RN upgrade/30-unit option Certificate of Achievement is designed to provide California Licensed Vocational Nurses the classroom and clinical training necessary to be eligible for the National Council Licensing Examination (NCLEX) for Registered Nurses. Students who take the NCLEX-RN after completing a certificate program, such as this (as opposed to a degree program) may not be able to practice as a nurse outside the state of California. Students interested in the 30-unit option certificate program must meet with the Nursing Program Director before enrolling in the program. For further information on program requisites, contact the Nursing Office at (707) 468-3099.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an LVN to RN Certificate of Achievement will be able to:

1. Becomes eligible and succeeds on the state board examination (NCLEX-RN) leading to.
2. Meets qualifications for the LVN to RN Certificate of Achievement
3. Provides nursing interventions that demonstrate caring, safety and a personal sense of commitment and responsibility.
4. Demonstrates use of a broad knowledge base and critical thinking to assess data, prioritize, provide, manage, and evaluate care in a variety of health care settings.
5. Demonstrates the purposeful use of communication techniques, including verbal, non-verbal, written, and electronic in all interactions with clients and members of the health care team.
6. Applies sound principles of teaching/learning to identify teaching needs and provide the client and family with health information.
7. Works collaboratively with others to manage and direct the care of clients advocating for the client as necessary.
8. Practices within legal, ethical, and regulatory guidelines while adhering to standards of professional practice and accepting accountability for personal actions.
9. Incorporates findings from nursing research to improve client care and outcomes

		Units
BIO 231	Physiology	4
BIO 259	Microbiology	4
NUR 50	LVN-RN Transition	1
NUR 52	Nursing Technical Lab	1
NUR 121	Leadership and Management I	1
NUR 122	Complex M/S Nursing I	8
NUR 125	Pharmacology III	1
NUR 131	Leadership and Management II	1
NUR 132	Complex M/S Nursing II	8
NUR 135	Pharmacology IV	1

Total units required for Certificate 30

This 30-unit option Certificate Program does not lead to an Associate in Science Degree in Registered Nursing. It entitles the graduate to take the examination for licensure as a Registered Nurse, and to practice only in the State of California. The 30-unit option Certificate Program is required by regulation; however, neither the College, the BRN, nor employers consider it to be the best way to prepare students for the realities and demands of the nursing profession.

Networking and Security

(formerly Personal Computer Technician)

CERTIFICATE OF ACHIEVEMENT

Networking professionals are a vital part of many businesses, and these skills are highly sought by such employers. The Networking and Security certificate helps prepare students for positions known variously as network/systems administrator, network/systems engineer, network/systems technician, and network/systems analyst.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Networking and Security Certificate of Achievement will be able to:

1. Write, debug and run a simple program in a machine and/or assembly language.
2. Write, debug and run a simple program in a high-level language.
3. Configure a Unix-based operating system as a platform for web-based and other applications.
4. Construct and utilize Unix commands to perform a wide variety of tasks.
5. Demonstrate knowledge of cryptography sufficient to pursue the Security+ certification.
6. Describe the function of each of the software components of a computer operating system.
7. Describe the function of each of the major hardware components of a computer system.
8. Design an Internet Protocol addressing scheme to meet local area network requirements
9. Configure a switch with virtual local area networks and inter-switch communication
10. Describe the Open System Interface model and the process of encapsulation.
11. Verify and troubleshoot network and Internet connectivity

		Units
CSC 70	Cisco Networking Academies I	3
CSC 71	Cisco Networking Academies II	3
CSC 72	Cisco Networking Academies III	3
CSC 73	Cisco Networking Academies IV	3
CSC 74	IT Essentials / A+ Certification I	4
CSC 75	IT Essentials / A+ Certification II	3
CSC 76	Home Computer Security	1.5
CSC 105	Introduction to Unix I	1.5
CSC 106	Introduction to Unix II	1.5
CSC 220	Introduction to Computer Science	4
Total units required for Certificate		29

Sustainable Technology - Construction

CERTIFICATE OF ACHIEVEMENT

This certificate combines competencies in sustainability, construction technical trade skills, and entrepreneurial business. The combination of these competencies prepares students for emerging opportunities in modern construction and residential remodeling and retrofitting. Students completing this certificate will be well

CERTIFICATES OF ACHIEVEMENT AND COMPLETION

positioned to gain employment or start a business in fields such as green building and remodeling, building performance auditing and retrofitting, electrical, plumbing, and related trades.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Sustainable Technology - Construction Certificate of Achievement will be able to:

1. Define concepts and principles of sustainability and explain their relation to the technical trades and related business and career opportunities.
2. Demonstrate applied technical ability in their chosen certificate focus area.
3. Apply business skills and principles to employment and entrepreneurial opportunities relating to their chosen certificate focus area.

Core Requirements:

BUS 230	Introduction to Business	3
BUS 174	Introduction to Green Business Principles and Practices	3
BOT 61	Customer Service	.5
CSC 201	Introduction to Windows Applications	3
SST 162	Safety Standards for Construction (OSHA-10) 1.5	
SST 164	Understanding Blueprints, Diagrams and Schematics	3
SST 170	Sustainability Overview	3
SST 172	Introduction to CleanTech	3
SST 180	Construction Fundamentals and Green Building	3
SST 184	Building to Code and Beyond	3
SST 193	Building Science and Home Performance	3
SST 196	SST Occupational Work Experience Education 1 - 8	

Business Electives (minimum 1):

BUS 49	Introduction to Construction Management	2
BUS 108	Accounting with Quickbooks	3
BUS 109	California Tax Accounting	1
BUS 132	Entrepreneurial Management	3
BUS 176	The New Green Economy: Trends and Opportunities	3

Construction Focus Electives (minimum of 1):

SST 182	Residential Remodel and Repair	3
SST 186	Introduction to Residential Electrical Systems	3
SST 189	Introduction to Plumbing	3

Total units required for Certificate 34-43

CERTIFICATES OF ACHIEVEMENT AND COMPLETION

Sustainable Technology Entrepreneurship

CERTIFICATE OF ACHIEVEMENT (Pending Approval)

This certificate offers a focused course of study for students interested in starting and growing businesses that relate to sustainability and sustainable technology. Students completing this certificate will be able to combine an understanding of sustainability issues, principles, and opportunities, with the knowledge and skills needed to develop and launch a business.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Sustainable Technology Entrepreneurship Certificate of Achievement will be able to:

1. Generate, develop, and assess the strengths and weaknesses of business ideas.
2. Identify and assess business opportunities related to sustainability.
3. Explain the entrepreneurial process and define common vocabulary related to entrepreneurship and sustainability.
4. Produce basic business and marketing plans, integrate sustainability elements, and explain their function in the process of starting and managing a business.

Core Requirements:		Units
BUS 132	Entrepreneurial Management	3
BUS 150	Entrepreneurial Marketing	3
BUS 174	Intro to Green Business Principles and Practices	3
SST 200	Sustainability Overview	3
Electives - Choose 6-7 units from list below		6-7
BUS 106	Retail Management	3
BUS 176	The New Green Economy: Trends and Opportunities	3
BUS 200	Financial Accounting	4
BUS 230	Introduction to Business	3
SST 172	Introduction to CleanTech	3

Total units required for Certificate 18-19

Sustainable Technology - Renewable Energy

CERTIFICATE OF ACHIEVEMENT

This certificate combines competencies in sustainability, renewable energy technical skills, and entrepreneurial business. The combination of these competencies prepares students for emerging opportunities in the rapidly expanding renewable energy sector.

Students completing this certificate will be well positioned to gain employment or start a business in fields such as photovoltaic design and installation and solar hot water installation.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Sustainable Technology - Renewable Energy Certificate of Achievement will be able to:

1. Define concepts and principles of sustainability and explain their relation to the technical trades and related business and career opportunities.



2. Demonstrate applied technical ability in their chosen certificate focus area.
3. Apply business skills and principles to employment and entrepreneurial opportunities relating to their chosen certificate focus area.

Core Requirements:

SST 162	Safety Standards for Construction (OSHA-10)	1.5
SST 164	Understanding Blueprints, Diagrams and Schematics	3
SST 170	Sustainability Overview	3
BUS 230	Introduction to Business	3
CSC 201	Introduction to Windows Applications	3
BOT 61	Customer Service	.5
BUS 174	Introduction to Green Business Principles and Practices	3
SST 172	Introduction to CleanTech	3
SST 190	Introduction to Photovoltaics (Solar)	3
SST 192	Residential Solar Thermal (Hot Water)	3
SST 196	SST Occupational Work Experience Education	1 - 8

Business Electives (minimum of 1)

BUS 176	The New Green Economy: Trends and Opportunities	3
BUS 108	Accounting with Quickbooks	3
BUS 109	California Tax Accounting	1
BUS 132	Entrepreneurial Management	3
BUS 49	Introduction to Construction Management	2

Renewable Energy Electives (minimum of 1):

SST 180	Construction Fundamentals and Green Building	3
SST 186	Introduction to Residential Electrical Systems	3
SST 193	Building Science and Home Performance	3

Total units required for Certificate 31-40

Sustainable Technology - Residential Performance and Efficiency

CERTIFICATE OF ACHIEVEMENT

This certificate combines competencies in sustainability, residential efficiency, heating and cooling, and entrepreneurial business skills. The combination of these competencies prepares students for emerging opportunities in building performance auditing, retrofitting, and efficient heating and cooling. Students completing this certificate will be well positioned to gain employment or start a business in fields such as efficiency upgrade retrofitting, building performance auditing, HVAC, and related trades.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete an Sustainable Technology - Residential Performance and Efficiency Certificate of Achievement will be able to:

1. Define concepts and principles of sustainability and explain their relation to the technical trades and related business and career opportunities.
2. Demonstrate applied technical ability in their chosen certificate focus area.
3. Apply business skills and principles to employment and entrepreneurial opportunities relating to their chosen certificate focus area.

Core Requirements:		Units
SST 162	Safety Standards for Construction (OSHA-10)	1.5
SST 164	Understanding Blueprints, Diagrams and Schematics	3
SST 170	Sustainability Overview	3
BUS 230	Introduction to Business	3
CSC 201	Introduction to Windows Applications	3
BOT 61	Customer Service	.5
BUS 174	Introduction to Green Business Principles and Practices	3
SST 172	Introduction to CleanTech	3
SST 180	Construction Fundamentals and Green Building	3
SST 193	Building Science and Home Performance	3
SST 194	Efficient Heating and Cooling	3
SST 196	SST Occupational Work Experience Education 1 - 8	

Business Electives (Minimum of 1):

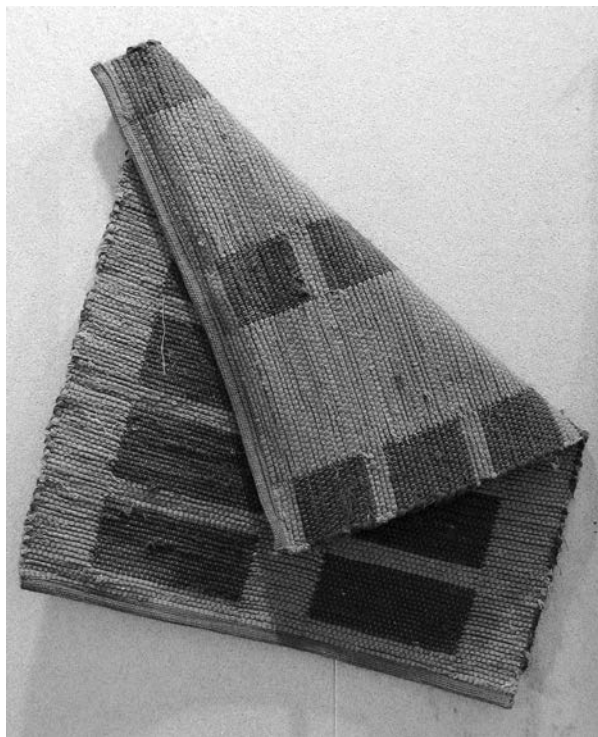
BUS 108	Accounting with Quickbooks	3
BUS 109	California Tax Accounting	1
BUS 132	Entrepreneurial Management	3
BUS 49	Introduction to Construction Management	2
BUS 176	The New Green Economy: Trends and Opportunities	3



Residential Efficiency and Performance Electives (minimum of 1):

SST 182	Residential Remodel and Repair	3
SST 186	Introduction to Residential Electrical Systems	3
SST 195	Introduction to HVAC maintenance and Repair	3

Total units required for Certificate **34-43**



Textiles/Clothing Construction

CERTIFICATE OF ACHIEVEMENT

		Units
ART 191	Art and Craft Marketing	3
CLO 106	Intermediate Clothing Construction	3
CLO 121	Pattern Drafting	3
CLO 125	Tailoring	3
Plus 3 additional units selected from the following		3
ART 171	Weaving II	3
ART 173	Handwoven Garments	3
ART 174	Weaving Structures	3
ART 177	Fabric Printing and Dyeing II	3
ART 190	Textile History	3
ART 192	Dye Studio	1-2
ART 194	Surface Design Techniques	1.5-2
Plus required core courses:		12
ART 170	Weaving I	3
ART 176	Fabric Printing and Dyeing I	3
CLO 105	Beginning Clothing Construction	3
CLO 220	Textiles	3
Total units required for Certificate		27

Web and Database Development

(formerly Web Page Design)

CERTIFICATE OF ACHIEVEMENT

The Web and Database Development certificate prepares students for positions designing, implementing and maintaining web content. Skills include client and server-side web design and development, as well as programmatic interaction with databases.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Students who complete a Web and Database Development Certificate of Achievement will be able to:

1. Explain how operating systems control nearly everything that happens inside a computer.
2. Explain several data representation techniques for images, video, audio and text.
3. Use a word-processing application to create, format edit and save a multi-page document that includes features such as tables, ClipArt, borders, shading, headers and footers, as measured by exam questions, exercises and/or projects.
4. Use a presentation application to create, format, edit and save a presentation that includes features such as multiple slide layouts, consistent slide design, ClipArt, slide master, headers, footers, transitions and animations, as measured by exam questions, exercises and/or projects.
5. Construct a database to store and retrieve data.
6. Construct a variety of complex queries using sorting and selection.
7. Demonstrate knowledge of the concepts and terminology associated with electronic spreadsheets.
8. Construct and modify a variety of spreadsheets from simple to complex: including entering and modifying data and formulas, utilizing built-in functions, commands, and OLE for pasting and linking spreadsheets to other documents and/or macros.
9. Construct web content using basic and advanced HTML per current W3C standards.
10. Make appropriate use of W3C standards-based technology to implement a separation of content from presentation.
11. Construct and utilize Unix commands to perform a wide variety of tasks.

		Units
CSC 105	Introduction to Unix I	1.5
CSC 106	Introduction to Unix II	1.5
CSC 130	Web Page Design & Development	3
CSC 134	Developing Web Applications	3
CSC 168	Database Systems	3
CSC 170	Mobile Application Development	3
CSC 221	Programming and Algorithms I	4
Plus 3 additional units selected from the following:		3
CSC 166	Database Software	3
CSC 220	Introduction to Computer Science	3
CSC 222	Programming and Algorithms II	4

Total units required for Certificate 22

Mendocino College 2012-2013 Catalog



Announcement of Courses

Course Numbering System

The courses on the following pages are alphabetically and numerically arranged. The first line indicates the official designation of the course, a descriptive title, and the number of units each semester. The second line identifies the number of class and laboratory hours per week. Next line indicates prerequisites, corequisites, and/or recommended preparation if applicable. Finally, there is a brief course description.

Course Numbering System Defined

1-14 Pre-Collegiate Non-Degree Credit

Courses which are developmental or remedial (pre-collegiate basic skills) and are not applicable for the Associate Degree and are not transferable.

15-49 Non-Degree Credit

Courses that prepare students for experiences in which the possession of "college level" skills may be desirable, but are not, strictly speaking, necessary for entry into an occupation or program of study. These courses are not applicable for the Associate Degree and are not transferable.

50-99 Degree Credit Non-Transfer

College level courses applicable for the non-transfer Associate Degree only. Courses are not recommended as transferable to the California State University system or University of California system or private colleges and universities.

100-199 Degree Credit Transfer-CSU

College level courses applicable for the Associate Degree. Courses intended to carry transfer credit to all baccalaureate degree-granting institutions in the California State University system and may transfer to the University of California system and most private colleges and universities.

200-299 Degree Credit Transfer — CSU & UC

College level courses applicable for the Associate Degree. Courses intended to carry transfer credit to all baccalaureate degree-granting institutions in the University of California system as well as the California State University system and most private colleges and universities.

500-599 Non-Credit

Courses numbered 500-599 are offered on a non-credit basis. Regular attendance and participation are required. No grades or college credit are issued. See the Schedule of Classes for more detail.

18, 88, 188 Special Topics

Courses with these numbers are "special topics" courses. They follow all other rules noted above regarding degree applicability and transferability.

Key to Course Abbreviations

Example:

ADJ-30 Drug Abuse Recognition

0.5 Units / 0.5 hours lecture.

Credit course taken for Pass/No Pass only.

This course is designed to provide students with knowledge, from a law enforcement perspective, of how to recognize alcohol and other drug symptoms of abuse, behaviors, and physiological effects. The instruction will include drug paraphernalia identification and applicable laws.

May be taken for a maximum of 3 enrollments.

Course number = 30

Course Title = Drug Abuse Recognition

Course Unit(s) = .5

ADMINISTRATION OF JUSTICE

ADJ-30 Drug Abuse Recognition

0.5 Units / 0.5 hours lecture.

Credit course taken for Pass/No Pass only.

This course is designed to provide students with knowledge, from a law enforcement perspective, of how to recognize alcohol and other drug symptoms of abuse, behaviors, and physiological effects. The instruction will include drug paraphernalia identification and applicable laws.

May be taken for a maximum of 3 enrollments.

ADJ-31 National Incident Management System

0.5 Units / 0.5 hours lecture.

Credit course taken for Pass/No Pass only.

This course provides fundamental instruction in the National Incident Management System (NIMS), California's Standardized Emergency Management System (SEMS), and the Incident Management System (ICS). The course content is specifically designed to meet Federal Homeland Security training requirements for Incident Command System (ICS) 100, ICS 200, SEMS, and ICS 700. This course's curriculum has been approved by the State of California Commission on Peace Officer Standards and Training.

May be taken for a maximum of 4 enrollments.

ADJ-52 PC 832 Arrest

1.5 Units / 1.0 hours lecture. 1.5 hours laboratory.

Credit course taken for Pass/No Pass only.

This course will meet requirements for training in arrest methods, search and seizure, and arrest control techniques pursuant to California Penal Code Section 832. Firearms training will not be included in this course.

May be taken for a maximum of 3 enrollments.

ADJ-53 Firearms: 832 PC

1.5 Units / 1.5 hours lecture. *Prerequisite: Firearms Training Clearance letter from the California Department of Justice.*

Credit course for grade or Pass/No Pass.

Designed as an introduction to law enforcement firearms use in the State of California.

May be taken for a maximum of 4 enrollments.

ADJ-57 Introduction to Search and Rescue

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

The Introduction to Search and Rescue (SAR) course is designed to address the general responsibilities, skills, abilities, and equipment needed by persons who would be participating in a search or rescue mission. The course is based around rural and wilderness environments, but the material is recommended as a base of knowledge for all SAR environments. Serves as a refresher course for the more experienced SAR worker. The information contained in this course provides a baseline to refer to during SAR operations and future training of all team members.

May be taken for a maximum of 2 enrollments.

ADJ-58 Advanced Firearms Training

0.5 Units / 6.0 hours lecture. 6.0 hours laboratory.

Prerequisite: Completion of ADJ 53 with Department of Justice clearance on file with the college; or possession of current, valid and original California Concealed Weapons (CCW) permit per Section 12050 of the California Penal Code.

Credit course for grade or Pass/No Pass.

A firearms refresher course for persons who have passed the Basic Firearms Safety Course and/or who have a current valid California Concealed Weapons (CCW) permit. The course will focus on the special skills required to handle, shoot, and carry a firearm. Students will receive updated information on laws regarding use of deadly force. Students will improve their overall ability in handling firearms with an emphasis on safety.

May be taken for a maximum of 4 enrollments.

ADJ-59 Legal Update for Law Enforcement Officers

0.5 Units / 0.5 hours lecture.

Credit course for grade or Pass/No Pass.

Designated for law enforcement personnel focusing on most current case law legislation, and regulations involving search and seizure, interviewing and 4th Amendment law, case preparation and prosecution, courtroom testimony, report writing, and other relevant areas of criminal law and procedure.

May be taken for a maximum of 4 enrollments.

ADJ-103 Patrol Procedures

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Examination of the patrol function, the roles and responsibilities of the patrol officer, and the skills, knowledge, and techniques an officer needs to function effectively.

May be repeated twice for insufficient grade.

ADJ-104 Legal Aspects of Evidence

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Origin, development, constitutional basis, and application of the laws of evidence, search, and seizure. Covers types of evidence, rules of admissibility, and judicial decisions interpreting rights of the individual and the police.

May be repeated twice for insufficient grade.

ADJ-105 Corrections in America

3.0 Units / 3.0 hours lecture. *Advisory: English 80 or placement into ENG 200 through assessment process.*

Credit course for grade or Pass/No Pass.

This course will use sociological perspectives to explore issues related to jail and prison systems for juveniles and adults, probation and parole, and alternative sentencing. The societal importance of these issues and topics is evident in light of the fact that the United States holds a greater percentage of its people in correctional facilities than any other country in the world, and expends an increasing amount of public resources upon corrections in America. (CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D10 - Sociology and Criminology) (Mendocino College Area B2. Social & Behavioral Sciences)

May be repeated twice for insufficient grade.

ADJ-106 Principles of Investigation

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Fundamentals of investigation; the human relations aspect of investigation, initial crime scene procedures, interview and interrogation, evidence, surveillance, follow-up, technical, and informational resources.

May be repeated twice for insufficient grade.

ADJ-107 Crime Scene and Laboratory Techniques

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

The field of criminalistics; the role of the crime laboratory in the administration of justice system; degrees and limits of scientific conclusions; introduction to technical equipment used in criminalistics; examination of characteristics, properties and means of analyzing various categories of physical evidence; familiarization with and use of common types of cameras; darkroom techniques, and study of the science of fingerprints.

May be repeated twice for insufficient grade.

ADJ-108 Police Report Writing

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Police report writing in the first person, chronological, and plain-talk style. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

ADJ-196 ADJ-Occupational Work Experience Education

8.0 Units Credit course for grade or Pass/No Pass.

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester.

May be taken for a total of 16 units in any combination.

ADJ-200 Introduction to Administration of Justice

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

History and philosophy of administration of justice in America; identifying the various components, their interrelationships, and the role expectations for each; theories of crime, punishment, rehabilitation, ethics, education, and training directed toward professionalism in the system.

May be repeated twice for insufficient grade.

ADJ-202 Concepts of Criminal Law

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course covers the historical development, philosophy of law and constitutional provisions; definitions, classifications of crimes and their applications to the system of administration of justice; legal research, review of case law, methodology and concepts of law as a social force. Crimes against persons, property, and the state as a social force are also covered in this course.

May be repeated twice for insufficient grade.

(CSU GE Area D: Social, Political, and Economic Institutions and Behavior; Historical D8 - Political Science, Government, and Legal Institutions)

ADJ-204 Community Relations

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

The relationship of criminal justice agencies and the community; causal and symptomatic aspects of misunderstanding and mistrust; methods for understanding, developing, and changing the relationships between criminal justice agencies and the community; discussion of community oriented policing. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

AGRICULTURE

AGR-20 Integrated Pest Management Update

0.5 Units / 8.0 hours lecture.

Credit course taken for Pass/No Pass only.

This course will give the students detailed, updated information on a variety of topics in the field of pest management. Each offering of this course will also be certified, by the California Department of Pesticide Regulation, to provide those students with state licenses with up to seven hours of continuing education.

Course exempt from repeat provisions.

AGR-40 Mushroom Cultivation

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course is a practical introduction to the techniques of mushroom cultivation beginning with starting the culture and progressing through methods for stimulating fruiting and the production of mushrooms. Methods taught will emphasize home cultivation, but commercial production methods will also be discussed. Students will participate in all aspects of the production process.

May be taken for a maximum of 3 enrollments.

AGR-41 Mushroom Identification

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course is an introduction to the local mushroom flora. This class will include a field trip to a local mushroom hot spot along with time spent in the lab learning the basic techniques of mushroom identification. Special time will be devoted to edible species and their look-alikes. Students will also be encouraged to bring specimens from home for identification.

May be taken for a maximum of 3 enrollments.

AGR-51 Wine Sensory Evaluation

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

Examination of viticultural variables and their effect on the sensory aspects of wine. Variables such as climate, geography, grape variety, vineyard practices, grape maturity, and vineyard yield will be related to specific wine aromas and flavors through comparative tasting of commercial and experimental wines.

May be repeated twice for insufficient grade.

AGR-53 Landscaping with Native Plants

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Identification of native trees, native shrubs, and native ground cover and herbaceous plants to be used in landscaping.

May be repeated twice for insufficient grade.

AGR-54 Home Landscaping

2.0 Units / 1.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Basic principles and practice of landscaping and landscape design for the home owner. End result is a completed landscape plan of sufficient detail to enable students to install their own landscaping.

May be repeated twice for insufficient grade.

AGR-74 Edible Landscaping

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will investigate vapor glazing kilns and the special effects they produce. Students will learn the processes of this exciting and unique style of firing in hands-on experience. These firing techniques produce powerful effects on the glazed surface of ceramic objects. Students will learn the processes of both wood and soda firing, including its history, designing of ware, materials used, firing principals, application and protocol.

May be repeated twice for insufficient grade.

AGR-75 Pruning

0.5 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

Principles and skills of pruning grapevines, fruit and landscape trees.

May be taken for a maximum of 3 enrollments.

AGR-76 Introduction to Grafting

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course is an introduction to the plant science and art of grafting plants. Students will learn how and why grafting results can be practically and economically successful, unsuccessful or unknown on various plant types. Grafting on woody deciduous and evergreen plants and on herbaceous plants will be conducted by the student, both in the classroom and at home. Students learning these grafts will be able to apply them to fruit and nut trees, vines, ornamental shrubs and trees. A number of different forms of grafts will be discussed and applied.

May be taken for a maximum of 3 enrollments.

AGR-77 Landscape Tree Selection and Health

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will introduce the student to landscape tree identification, selection and planting. The proper training and protection of these trees, during the first ten years after planting will be emphasized. All of these aspects of arboriculture will be examined for different tree species and cultivars in various landscape situations.

May be taken for a maximum of 4 enrollments.

AGR-95 Sustainable Agriculture

2.5 Units / 2.5 hours lecture. 0.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Agricultural production techniques leading to the transition to sustainable agriculture. Discussion of the future of agriculture in the U.S. and especially California; pesticide use/misuse; environmental concerns; public issues in agriculture; and local crop production. Future pest management, fertilization, alternative crops, and production methods will be examined. (Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

AGR-100 Plant Pest and Disease Management

3.0 Units / 2.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Introduction to the common pests and diseases of agricultural crops, with emphasis on local crops and greenhouse problems. Principles of integrated pest management (IPM) and proper identification and monitoring of pest and disease populations. Economic thresholds and selection of appropriate management strategies with least-toxic methods will be stressed. Cultural, chemical, and biological controls in applied situations will be presented.

May be repeated twice for insufficient grade.

AGR-101 Turf Grass Management

3.0 Units / 2.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Management and maintenance of turf areas including golf courses, athletic fields, public parks, and residential lawns, including cultural and environmental habits of turf grass species, cultivars, and substitutes

May be repeated twice for insufficient grade.

AGR-102 Plant Propagation

3.0 Units / 2.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Propagation techniques in how to seed, make cuttings, graft, and bud. Reasons for propagating plants.

May be repeated twice for insufficient grade.

AGR-108 Soils and Fertility Management

3.0 Units / 2.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Applied soil science, including soil formation, physical, chemical, biological properties of soils, plant nutrition, and fertilization. Emphasis on local crops, soils, and greenhouse media, using both organic and inorganic methods. (Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

AGRICULTURE

AGR-110 Viticulture

3.0 Units / 2.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Technical considerations in establishing and maintaining vineyards in the North Coast areas. Site evaluation, varieties, frost protection, pruning, pest and disease management, irrigation, soils and fertilization, planting, propagation, and harvesting.

May be repeated twice for insufficient grade.

AGR-140 Introduction to Horticulture

3.0 Units / 2.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Exploration of the horticultural industry. Research, growing methods, practices, facilities, and management necessary to produce and market a variety of plants and crops popular with gardeners, nurseries, landscapers, and florists.

May be repeated twice for insufficient grade.

AGR-142 Landscape Maintenance

3.0 Units / 2.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Experience in the areas of maintenance, soil management, fertilizers, how to control diseases, pests and physiological disorders. Principles of pruning, arboriculture, and some basic principles of turf maintenance and management.

May be repeated twice for insufficient grade.

AGR-144 Nursery Management and Practices

3.0 Units / 2.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Commercial nursery operations; propagation of plants, soil preparation, transplanting and potting, greenhouse field management, disease and insect control, and irrigation and fertilizer applications.

May be repeated twice for insufficient grade.

AGR-147 Greenhouse Projects

3.0 Units / 0.5 - 2.0 hours lecture. 1.5 - 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Selection of a greenhouse project which addresses one or more topics in horticulture, such as carnation production, soil or fertilization trials, pest management, and bedding plant production. Instruction includes selection of the project, budgeting, propagation and management, recordkeeping, and marketing (if applicable).

May be taken for a maximum of 3 enrollments.

AGR-151 Landscape Irrigation

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Design of landscape irrigation systems with supporting instruction on soil factors, hydraulics, site information, selection of system components, back flow prevention, plumbing codes, and cost estimating. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

AGR-154 Landscape Construction

3.0 Units / 2.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Principles of designing and drafting the landscape plan followed by installation practices of actual landscaping construction.

May be repeated twice for insufficient grade.

AGR-164 Greenhouse Structures and Equipment

2.0 Units / 2.0 hours lecture.

Credit course for grade or Pass/No Pass.

Evaluation of the many types of greenhouses used for horticultural production. A close look at the appliances and computers necessary to maintain the proper environment for the growing of a variety of crops when grown within closed environments. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

AGR-180 Fall Vegetable Gardening Practices

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Fall vegetable growing practices for the home/market gardener and small farmer. Presents specific cultural practices for fall vegetables, herbs, and cover crops. Introduces basic concepts and techniques in the following areas: season extension, evaluation of sites and soils, propagation, irrigation, pests and disease, weeds, composting, soil building, soil preparation, pruning, and harvesting. Emphasizes organic/sustainable practices, but includes presentation and discussion of conventional practices as well.

May be taken for a maximum of 4 enrollments.

AGR-181 Spring Vegetable Gardening Practices

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Spring practices for the home gardener/small farmer. Plant propagation, soils and nutrition, irrigation practices, pest and disease management, and laboratory field work. Principles of organic and conventional practices will be included.

May be taken for a maximum of 4 enrollments.

AGR-182 Summer Vegetable Gardening Practices

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Summer vegetable growing practices for the home/market gardener and small farmer. Presents specific cultural practices for summer vegetables, herbs, and cover crops. Covers detailed concepts and techniques in the following areas: implementation of site and soil development, harvesting of summer vegetables, raising of seedlings for fall garden, and preparation and planning for fall garden. Emphasizes organic/sustainable practices, but includes presentation and discussion of conventional practices as well.

May be taken for a maximum of 4 enrollments.

AGR-183 Introduction to Biointensive Mini-Farming

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Principles of the biointensive method of sustainable food-raising, including current environmental and economic issues of food-raising, garden planning, diet and nutrition, bed preparation, composting, seed propagation, and companion planting.

May be repeated twice for insufficient grade.

AGR-196 AGR-Occupational Work Experience Education

8.0 Units Credit course for grade or Pass/No Pass.

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester.

May be taken for a total of 16 units in any combination.

AGR-197 Agriculture Internship

8.0 Units Credit course for grade or Pass/No Pass. Limitation on Enrollment: Requires Instructor consent. Student must meet criteria for internship work site. Recommended Preparation: AGR-140 Introduction to Horticulture

This course is a supervised internship in agricultural food production and/or marketing and distribution. Internships are courses in which students demonstrate knowledge and skills learned in the classroom in a real work situation, while developing new job-specific knowledge and skills. Internships also help students better understand an occupation, and to gauge their interest and compatibility with a specific career. Students can earn up to 8 units per semester (for a total of 16 combined Work Experience units).

AGR-240 Plant Identification-Fall

3.0 Units / 2.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Plant materials; identification, use and management of all common materials for use in the landscape including trees, shrubs and vines.

May be repeated twice for insufficient grade.

AGR-241 Plant Identification-Spring

3.0 Units / 2.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

A comprehensive study of plants; identification, classification, and culture of plant material for use in landscape including trees, shrubs, vines, and ground covers.

May be repeated twice for insufficient grade.

ALCOHOL & OTHER DRUGS

AOD-30 Drug Abuse Recognition

0.5 Units / 0.5 hours lecture.

Credit course taken for Pass/No Pass only.

This course is designed to provide students with knowledge, from a law enforcement perspective, of how to recognize alcohol and other drug symptoms of abuse, behaviors, and physiological effects. The instruction will include drug paraphernalia identification and applicable laws.

May be taken for a maximum of 3 enrollments.

AOD-151 Alcohol and Other Drugs: Overview

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

An overview of the historical and contemporary role of psychoactive drugs (including alcohol) in society, emphasizing the physical, social, and emotional consequences of their use and abuse within a general theoretical framework. Topics include the myths, stereotypes, and socio-cultural factors that contribute to the use of alcohol and other drugs, pattern and progression of addiction, prevention and treatment, public policy, community resources, needs of special groups, and special populations. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

AOD-152 Basic Skills for Human Service Workers

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Basic counseling knowledge and skills necessary for effective helping relationships in human service settings. Also useful for parents, teachers, tutors, medical personnel, correctional personnel, etc. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

AOD-153 Physiology and Pharmacology of Alcohol and Other Drugs

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

The course will provide the student with a basic foundation for understanding the physiological and pharmacological actions of psychoactive drugs. Psychological, sociological and biological perspectives will be presented. The course will provide detailed information on the following groups of drugs; stimulants, tobacco, depressants, alcohol, opiates and other narcotics, hallucinogens, marijuana, over-the-counter (OTC) drugs, and selected prescription drugs. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

AOD-154 Fundamentals of Interviewing and Counseling

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Provides an understanding of a non-authoritarian approach to motivating individuals to overcome ambivalence towards counseling, and engage in a healthy lifestyle. This course reviews the conceptual and research background from which motivational enhancement therapy was derived, and provides a practical introduction to the approach at a level appropriate for entry-level counselors. (*Mendocino College Area D2. Communication & Analytical Thinking*)
May be repeated twice for insufficient grade.

AOD-155 Group Leadership and Group Process

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Dynamics of group interaction as a means of changing behavior, and the individual's firsthand experience as the group examines itself under supervision. The factors involved are problems of communication, effective emotional responses, and personal growth. Course may not meet major requirements at transfer institutions. See your counselor for more information.
May be repeated twice for insufficient grade.

AOD-156 Case Management and Documentation

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

An overview of the aspects of case management and documentation used by human service agencies. Intake interviewing, assessment, evaluation and orientation procedures, referral and follow-up, various methods of planning for treatment, relapse prevention, and aftercare activities will bring services, agencies, resources, or people together within a planned framework of action toward the achievement of established goals. Emphasis is placed on the skills of observation and recording, and both written and oral communication. Course may not meet major requirements at transfer institutions. See your counselor for more information.
May be repeated twice for insufficient grade.

AOD-157 Dual Disorders and Mental Health Issues

2.0 Units / 2.0 hours lecture.

Credit course for grade or Pass/No Pass.

Therapeutic approaches to the problems of mental illness and chemical dependency. This course examines the way in which the mental health systems, substance abuse treatment programs, and self-help groups work together to address the needs of clients with mental illness. Course may not meet major requirements at transfer institutions. See your counselor for more information.
May be repeated twice for insufficient grade.

AOD-158 AOD Practicum Preparation

1.5 Units / 1.0 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Designed for students seeking certificates or degrees in Alcohol and Other Drug Studies, this course prepares students for their AODS practicum experience. Students will be expected to demonstrate a basic level of skill and knowledge required for the practicum course. Students will also research and interview at least three agencies which provide services in the field of substance abuse.
May be repeated twice for insufficient grade.

AOD-159 Intervention Theory and Techniques

1.5 Units / 1.0 hours lecture. 1.5 hours laboratory. Advisory: AOD 152 and AOD 154 or HUS 152 and HUS 154

Credit course for grade or Pass/No Pass.

This course is an introduction to the theory, purpose, and application of the intervention process for motivating participation in counseling. The course will address psychological defenses and barriers to treatment, such as the denial mechanism, and will emphasize the experiential application of this particular counseling function.
May be repeated twice for insufficient grade.

AOD-160 Law, Ethics and Human Services

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

An introduction to professional ethics, as well as a brief overview of the civil/criminal justice system with particular reference to the knowledge needed by counselor trainees and other human service workers who provide direct services to clients.
May be repeated twice for insufficient grade.

AOD-161 Introduction to Family Counseling Approaches

3.0 Units / 3.0 hours lecture. Advisory: ENG 80 or qualification of ENG 200 through the assessment process and AOD 154 or HUS 154. Credit course for grade or Pass/No Pass.

Methods of assisting families with a variety of psychosocial issues. Analysis of the ideas and dynamics of those relationships and the development of practical strategies to counsel these individuals. The approach will be experiential, and students will participate in exercises that will lead to the development of counseling skills.
May be repeated twice for insufficient grade.

AOD-162 Community Prevention Theory and Practice

3.0 Units / 3.0 hours lecture. Advisory: ENG 80, or qualification for ENG 200 through the assessment process. Credit course for grade or Pass/No Pass.

An exploration of theories and practices related to the prevention of harmful behaviors and the promotion of healthy assets. Risk and resiliency factors, science-based prevention strategies and model programs will be explored. The fundamentals of grant writing as a means of funding prevention programs will also be covered.
May be repeated twice for insufficient grade.

AOD-163 Professional Competency and Growth

2.0 Units / 2.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course examines aspects of professional growth and competence, the risk of burn-out in helping professions, and the maintenance of a healthy relationship to work. Early warning signs and techniques for avoiding stress, co-dependency patterns in the work environment, and avoiding burn-out will be emphasized. Strategies for personal and professional growth will be examined through self-examination in a group process.
May be repeated twice for insufficient grade.

AOD-164 Field Placement and Practicum Seminar I

1.5 Units / 1.5 hours lecture. Corequisite: AOD-197A Alcohol and Other Drug Studies Program Practicum. Graded

This course provides classroom instruction to support the field placement practicum. Students will enhance interpersonal and professional communication and problem solving skills as they integrate and apply knowledge and skills developed in the Alcohol and Other Drug Studies Program.

May be repeated twice for insufficient grade.

AOD-165 Field Placement and Practicum Seminar II

1.5 Units / 1.5 hours lecture. Corequisite: AOD-197A Alcohol and Other Drug Studies Program Practicum Prerequisite:

AOD-164 Field Placement and Practicum Seminar I. Graded

This course is a continuation of classroom instruction supporting the AOD field placement practicum. Students will further enhance interpersonal and professional communication and problem solving skills as they integrate and apply knowledge and skills developed in the Alcohol and Other Drug Studies Program.

May be repeated twice for insufficient grade.

AOD-196 AOD-Occupational Work Experience Education

8.0 Units Credit course for grade or Pass/No Pass.

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester.

May be taken for a total of 16 units in any combination.

AOD-197 Alcohol and Other Drug Studies Internship

8.0 Units / 1.0 - 8.0 hours lecture. Credit course for grade or Pass/No Pass. Recommended Preparation: AOD-152 Basic Skills for Human Service Workers and AOD-154 Fundamentals of Interviewing and Counseling and AOD-156 Case Management and Documentation.

Credit course for grade or Pass/No Pass.

This course is a supervised internship in substance abuse intervention, treatment, and/or prevention. Internships are courses in which students demonstrate knowledge and skills learned in the classroom in a real work situation, while developing new job-specific knowledge and skills. Internships also help students better understand an occupation, and to gauge their interest and compatibility with a specific career. Students can earn up to 8 units per semester (for a total of 16 combined Work Experience units).

May be taken for a total of 16 units in any combination.

AOD-197A Alcohol and Other Drug Studies Program Practicum

8.0 Units Credit course for grade or Pass/No Pass. Corequisite:

AOD-164 Field Placement and Practicum Seminar I or

AOD-165 Field Placement and Practicum Seminar II

Credit course for grade or Pass/No Pass.

This course provides Alcohol and Other Drug Studies certificate and degree students the opportunity to apply knowledge, skills and attitudes learned in the classroom in an actual human services workplace.

May be taken for a maximum of 2 enrollments.

AMERICAN SIGN LANGUAGE**ASL-200 Elementary American Sign Language: Level I**

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Everyday communication in American Sign Language (ASL): Exchanging information, identifying others, making requests, giving reasons, options, simple directions, asking for clarification. Topics center around personal information and the immediate environment. Introduction to Deaf culture, including the American Deaf perspective, education of the Deaf, and an overview of the history of the American Deaf. (IGETC Area 6: Language other than English.) (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities) (Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

ASL-201 Elementary American Sign Language: Level II

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Continuation of skill building towards effective communication in American Sign Language (ASL): Talking about classes, the campus, home, work, and transportation; physical descriptions of people and objects; general conversation skills; visual perception and specialization skills. Deaf culture, including the American Deaf perspective, social norms and current issues in the Deaf community. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities) (Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

ASL-202 Intermediate American Sign Language: Level III

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Expansion of conversational functions, grammar, and cultural perspectives: locating objects, asking for solutions to everyday problems, telling about life events and personal background, making suggestions and requests, development of effective communication strategies for the intermediate student. (IGETC Area 3: Arts and Humanities B: Humanities) (IGETC Area 6: Language other than English.) (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities) (Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

ASL-203 Intermediate American Sign Language: Level IV

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Expansion of skill development in conversational functions and grammar as well as increased understanding of Deaf culture. Areas of focus include complex description of objects and activities, expressing opinions and feelings, developing story telling techniques, refining conversational strategies, and other communication skills development for the advanced intermediate student. (IGETC Area 3: Arts and Humanities B: Humanities)(IGETC Area 6: Language other than English.) (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities) (Mendocino College Area C: Humanities)
May be repeated twice for insufficient grade.

ANTHROPOLOGY

ANT-200 Physical Anthropology

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Homo sapiens as an animal and our evolutionary history. Biological/ behavioral relationships between humans and other primates, human genetics, fossil evidence of human evolution, archaeology, and physical variation within and among modern human populations. (IGETC Area 5: Physical and Biological Sciences. B: Biological Science without a Lab)(CSU GE Area B: Physical and its Life Forms B2 - Life Science)(Mendocino College Area A: Natural Sciences)
May be repeated twice for insufficient grade.

ANT-201 Cultural Anthropology

3.0 Units / 3.0 hours lecture. Advisory: ENG 80, or qualification for ENG 200 through the assessment process
Credit course for grade or Pass/No Pass.

This course will examine a diversity of cultural phenomena, including material culture, economics, social and political organization, religion, language and related topics from different times and lands. It will also explore the significance of the historical emergence of various cultural traditions, with implications of understanding our own society. (IGETC Area 4: Social and Behavioral Sciences A: Anthropology and Archaeology)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D1 - Anthropology and Archeology)(Mendocino College Area B: Social Sciences)
May be repeated twice for insufficient grade.

ART

ART-40 Introduction to Ceramics

1.5 Units / 0.8 hours lecture. 2.2 hours laboratory.

Credit course taken for Pass/No Pass only.

Learn how to make things in clay and get experience in using the potters wheel, slab roller, clay extruder, and a tile press. Basic ceramic materials and techniques; handbuilding, wheel throwing, and glazing. This course is for non-majors and is not degree applicable.
May be taken for a maximum of 4 enrollments.

ART-42 Introduction to Handbuilding Ceramics

1.5 Units / 0.8 hours lecture. 2.2 hours laboratory.

Credit course taken for Pass/No Pass only.

Handbuilding techniques with emphasis on contemporary concepts and imagery. All handbuilding methods will be taught. This course is for non-majors and is not degree applicable.

May be taken for a maximum of 4 enrollments.

ART-46 Introduction to Raku Ceramics

1.5 Units / 0.8 hours lecture. 2.2 hours laboratory.

Credit course taken for Pass/No Pass only.

Learn how to make things in clay and get experience in using the potters wheel, slab roller, clay extruder, and a tile press. Basic ceramic materials and techniques; handbuilding, wheel throwing, and glazing. This course is for non-majors and is not degree applicable.

May be taken for a maximum of 4 enrollments.

ART-50 Ceramic Kiln Building and Repairing

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

A practical guide to the construction, maintenance, and repair of electric and fuel-burning kilns.

May be taken for a maximum of 4 enrollments.

ART-51 Introduction to Ceramic Glazes

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

A comprehensive study and guide to the understanding, use, and application of glaze technology. Both high fire and low fire glazes, and clay body fitting explored.

May be taken for a maximum of 4 enrollments.

ART-53 Low-Temperature Ceramic Firing/Glazing Techniques

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Studio practice in the glazing and firing of ceramic pieces using low-temperature methods on stoneware and porcelain.

May be taken for a maximum of 4 enrollments.

ART-60 Discovering and Developing Creative Imagination

1.5 Units / 0.8 hours lecture. 2.2 hours laboratory.

Credit course taken for Pass/No Pass only.

An exploration of the creative process including sources of inspiration, recognizing, and developing an idea. An introduction through experiments of painting, drawing, collage, and three-dimensional materials. Open to non-art majors and art majors alike.

May be taken for a maximum of 4 enrollments.

ART-70 Non-Loom Textiles

1.0 Units / 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Textile structure and design. The imaginative creative process in textile design using one or more of the following techniques: inkle weaving, cardweaving, felting, needleweaving, knotting, braiding, plaiting, frame loom weaving, backstrap weaving, free form tapestry, weaving with found objects, weaving with rags, crocheting, stitchery, embellishments, papermaking, netting, or basketry.

May be taken for a maximum of 4 enrollments.

ART-85 Adobe PhotoShop Overview

0.5 Units / 0.5 hours lecture.

Credit course taken for Pass/No Pass only.

An overview of the fundamentals of Adobe PhotoShop including the tools and techniques of professional photo editing, scanning, and file preparation for publication in various media (print, web, video, etc.) Emphasis is on computability and interaction with major publishing applications including PageMaker, Quark Express, Word, FrontPage, PageMill, PowerPoint, Illustrator, Corel, etc. *May be taken for a maximum of 2 enrollments.*

ART-86 Adobe PhotoShop Laboratory

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

An in-depth exploration of the current basic techniques and features of Adobe PhotoShop. Use PhotoShop to create original images, to restore and manipulate photographs, and to prepare images for use on the Web and in print media. *May be taken for a maximum of 4 enrollments.*

ART-150 Introduction to Fiber Arts

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

This course will introduce basic materials, methods and vocabulary used in fiber and textile media as well as the hands-on development of expressive visual ideas. Contemporary and historical development and cultural relevance of the fiber media is also explored. *May be taken for a maximum of 4 enrollments.*

ART-160 Art Gallery Management and Exhibition

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Gallery fundamentals in the visual arts including planning, preparation and maintenance of exhibits, experience in installation of exhibitions, inventory management, participation in staffing, and docent activities. Emphasis on development of an appreciation for emotional and intellectual responses to works of the human imagination. Course may not meet major requirements at transfer institutions. See your counselor for more information. (Mendocino College Area C. Humanities) *May be taken for a maximum of 4 enrollments.*

ART-176 Fabric Printing and Dyeing I

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Exploration of tie-dye, batik, starch paste resists, screen printing, and marbling on fabric using fiber reactive dyes and synthetic pigments. Emphasis on the methods of application and use of two-dimensional design principles on fabric.

May be repeated twice for insufficient grade.

ART-176.1 Tie-Dye, Resist, and Batik Dyeing

1.5 Units / 0.8 hours lecture. 2.2 hours laboratory.

Credit course for grade or Pass/No Pass.

Exploration of tie-dye, batik, and starch paste resists on fabric using fiber reactive dyes. Emphasis on the methods of application and use of two-dimensional design principles on fabric.

May be repeated twice for insufficient grade.

ART-176.2 Screen Printing and Marbling on Fabric

1.5 Units / 0.8 hours lecture. 2.2 hours laboratory.

Credit course for grade or Pass/No Pass.

Exploration of screen printing and marbling on fabric using fiber reactive dyes and synthetic pigments. Emphasis on the methods of application and use of two-dimensional design principles on fabric.

May be repeated twice for insufficient grade.

ART-177 Fabric Printing and Dyeing II

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Continued exploration of the techniques learned in Art 176. Introduction to the use of acid dyes, and other dye techniques. Emphasis on combining techniques and developing individual creativity.

May be taken for a maximum of 4 enrollments.

ART-177 Fabric Printing and Dyeing II

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Continued exploration of the techniques learned in Art 176. Introduction to the use of acid dyes, and other dye techniques. Emphasis on combining techniques and developing individual creativity.

May be taken for a maximum of 4 enrollments.

ART-177.1 Exploration in Fabric Printing and Dyeing I

1.5 Units / 0.8 hours lecture. 2.2 hours laboratory.

Prerequisite: ART 176 or ART 176.1 and ART 176.2.

Credit course for grade or Pass/No Pass.

Continued explorations in fabric printing and dyeing. Introduction to the use of acid dyes. Emphasis on combining techniques and developing individual creativity. *May be taken for a maximum of 4 enrollments.*

ART-177.2 Exploration in Fabric Printing and Dyeing II

1.5 Units / 0.8 hours lecture. 2.2 hours laboratory.

Prerequisite: ART 176 or ART 176.1 and ART 176.2.

Credit course for grade or Pass/No Pass.

Continued exploration of fabric printing and dyeing. An introduction to various chosen dye techniques. Emphasis on developing individual creativity.

May be taken for a maximum of 4 enrollments.

ART-190 Textile History

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

A survey of textiles from prehistory to the present. The course will consider the role of textiles in history and cultures. Some topics to be considered are: tools and techniques; belief systems; rituals; centers of production and trade; fashion and costume; design styles; aesthetics; and motifs. Several cultures/textiles will be studied in depth. Course may not meet major requirements at transfer institutions. See your counselor for more information. *May be repeated twice for insufficient grade.*

ART

ART-191 Art and Craft Marketing

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

An introductory course for students interested in selling arts and crafts. Among the topics covered will be pricing, portfolio presentation, marketing, bookkeeping, business and legal considerations. Class lectures will be augmented by visits to galleries and shops, as well as, presentations by arts and crafts professionals. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

ART-192 Dye Studio

2.0 Units 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Individual studies of dye projects for the experienced student. Projects will be in-depth explorations chosen by the student. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be taken for a maximum of 4 enrollments.

ART-193 Dyeing Practicum

2.0 Units 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Independent dye projects for the advanced student. Students will choose dye projects to stretch their creativity and knowledge. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be taken for a maximum of 4 enrollments.

ART-194 Surface Design Techniques

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory. Advisory:

ART 213 Prerequisite: ART 176 or ART 176.1 and ART 176.2. Credit course for grade or Pass/No Pass.

Advanced dyeing techniques for putting images on fabric and building layers of surface design processes on cloth. Included will be dyeing and processing natural and synthetic fibers. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be taken for a maximum of 4 enrollments.

ART-196 ART-Occupational Work Experience Education

8.0 Units Credit course for grade or Pass/No Pass.

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester.

May be taken for a maximum of 4 enrollments.

ART-201 World Art History I

4.0 Units / 4.0 hours lecture.

Credit course for grade or Pass/No Pass.

A global view of Art History from prehistoric cultures through the fourteenth century. Included are European, African, pre-Columbian, Indian, Chinese, Japanese, and Native American architecture, sculpture, painting, drawing, metal, textiles, ceramics, drawing, and jewelry. (IGETC Area 3: Arts and Humanities A: Arts)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

ART-202 World Art History II

4.0 Units / 4.0 hours lecture.

Credit course for grade or Pass/No Pass.

A global view of Art History from the fifteenth century through the present. Included are European, the Americas, Indian, Chinese, Japanese, Native American, Pacific Cultures and African, architecture, sculpture, painting, drawing, metal, textiles, ceramics, drawing, and jewelry. (IGETC Area 3: Arts and Humanities A: Arts)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

ART-205 Modern Art History

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Basic concepts of modern art are traced through the development of painting, sculpture, architecture and related art forms from the mid-nineteenth century to the present. (IGETC Area 3: Arts and Humanities A: Arts)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

ART-206 Introduction to Native American Art

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

The history and cultural changes of traditional and contemporary art forms of the major indigenous cultural regions of the United States, including British Columbia. (IGETC Area 3: Arts and Humanities A: Arts)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

ART-210 Drawing

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

This course covers the application and appreciation of basic drawing methods and material. Emphasis will be placed on problems of shape, line, value, texture, volume, light and shadow, proportions, pictorial composition, and personal expression. The course includes the development of an appreciation for the integrity of both emotional and intellectual responses to western and non-western works of human imagination. (Mendocino College Area C. Humanities)

May be taken for a maximum of 4 enrollments.

ART-213 Color and Composition

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

A foundation for all subsequent art courses. Application and appreciation of the principles and elements of design including: line, value, shape, texture, space, color and organization of pictorial space. Includes the development of an appreciation for the integrity of both emotional and intellectual responses to western and non-western works on human imagination. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)
May be repeated twice for insufficient grade.

ART-213.1 Composition

1.5 Units / 0.8 hours lecture. 2.2 hours laboratory.

Credit course for grade or Pass/No Pass.

Application and appreciation of the principles and elements of design including line, texture, value, shape and organization of pictorial space.
May be repeated twice for insufficient grade.

ART-213.2 Color

1.5 Units / 0.8 hours lecture. 2.2 hours laboratory.

Credit course for grade or Pass/No Pass.

Application and appreciation of the principles and elements of design with emphasis on color theory and use in the organization of pictorial space.
May be repeated twice for insufficient grade.

ART-214 Three-Dimensional Art and Design

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Application and appreciation of the principles and elements of three-dimensional design especially mass, volume, time, space, motion, surface and plane. Includes design and construction in a variety of three-dimensional materials. (Mendocino College Area C. Humanities)
May be repeated twice for insufficient grade.

ART-218 Painting-Oils I

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Traditional and contemporary oil painting techniques in still life, landscape, and nonobjective painting including color theory and mixing, use of brush and knife, and the selection and preparation of painting surfaces.
May be taken for a total of 4 enrollments in any combination.

ART-219 Painting-Oils II

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Traditional and contemporary oil painting techniques in still life, landscape, and nonobjective painting, with emphasis on developing understanding and appreciation of form, composition, and personal expression while simultaneously developing skills in the use of oil paints and related media, tools, and supplies.
May be taken for a total of 4 enrollments in any combination.

ART-222 Painting-Watercolors I

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Exploration of techniques, limits, and unique potential of watercolor media in still life, landscape, and nonobjective painting. Includes color theory and mixing, related materials, tools, surfaces, and combined media through a series of demonstrated skills.

May be taken for a total of 4 enrollments in any combination.

ART-223 Painting-Watercolors II

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Emphasis on developing understanding and appreciation of form, composition and personal expression while simultaneously developing skills in the use of watercolor paints and related media, tools and supplies.

May be taken for a total of 4 enrollments in any combination.

ART-226 Painting-Acrylics I

1.5 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Techniques, limits, and unique potential of acrylics in still life, landscape, and nonobjective painting including color theory and mixing, acrylic related materials, tools, and surfaces.

May be taken for a total of 4 enrollments in any combination.

ART-227 Painting-Acrylics II

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Techniques, limits and unique potential of acrylics in still life, landscape and nonobjective painting, with emphasis on developing understanding and appreciation of form, composition and personal expression while simultaneously developing skills in the use of acrylic paints and related media, tools and supplies.

May be taken for a total of 4 enrollments in any combination.

ART-229 Portrait Painting

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Provides basic guidelines and methods for planning, preparation and execution of painted portraits from photographic and live subjects.

May be taken for a maximum of 4 enrollments.

ART-231 Life Drawing

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

This course covers the introduction to the fundamentals of drawing the human figure using a variety of media with emphasis on the structural, kinetic and expressive elements of the human form. Emphasis is placed on the development of an appreciation for the integrity of both emotional and intellectual responses to western and non-western works of human imagination. (Mendocino College Area C. Humanities)

May be taken for a maximum of 4 enrollments.

ART-232 Introduction to Printmaking

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Techniques include: Collograph, monotype, linoleum cut, wood cut, drypoint etching, image transfer, low-tech lithography and screen print. (Mendocino College Area C. Humanities)

May be taken for a maximum of 4 enrollments.

ART-240 Ceramics I

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Designed to acquaint the student with basic ceramic materials and techniques, wheel throwing, hand building, clay body and glaze compounding, and kiln firing.

Emphasis on the development of an appreciation for the integrity of both emotional and intellectual responses to works of human imagination. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

ART-241 Ceramics II

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Further development of wheel and handbuilt forms as well as glazes, underglazes, overglazes and types of kiln firings used for each technique.

May be taken for a maximum of 4 enrollments.

ART-244 Advanced Ceramics I

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Continuation of advanced problems in ceramic design and processes, with emphasis on traditional forms, control and refinement of techniques learned in ART 240 and ART 241.

May be repeated twice for insufficient grade.

ART-245 Advanced Ceramics II

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Advanced study for students who demonstrate mastery of skills and principles in ceramics. Study includes clay composition, glaze calculations, advanced design problems, the use of studio equipment including gas kilns, electric kilns, and glaze processing equipment.

May be taken for a maximum of 4 enrollments.

ART-246 Raku and Primitive Ceramics

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Raku pottery and the primitive methods of making pottery. Examples and methods including primitive kilns and firing; Raku glazes, kilns, and firing; wheel and handbuilding pottery construction; native materials preparation and use; and decorating processes. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be taken for a maximum of 4 enrollments.

ART-247 Ceramic Casting and Mold Making

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Basic principles and practices of designing and making plaster paris molds for casting ceramic slip.

May be taken for a maximum of 4 enrollments.

ART-250 Beginning Sculpture

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Provides basic practice in the expressive use of form and color in three-dimensional space using traditional additives and subtractive media such as clay and plaster, as well as, constructive media including wood, found objects, and other materials. The course utilizes a problem-solving format in order to develop knowledge of technical process, formal vocabulary, and individual expression. Both historical and contemporary approaches in developing form and content are included. (Mendocino College Area C. Humanities)

May be taken for a maximum of 4 enrollments.

ART-252 Clay Sculpture I

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Basic concepts and techniques of clay as a sculptural material. Projects in relief and three-dimension with relation to form, line, and space.

May be taken for a total of 12 units in any combination.

ART-253 Clay Sculpture II

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Advanced projects to promote a greater awareness of forms and their relationships to space. Construction techniques include handbuilding, wheel, carving, and the making and the use of molds. Self-expression is encouraged.

May be taken for a total of 12 units in any combination.

ART-281 Computer Graphics

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

This course serves as an introduction to the exciting world of Computer Graphics. You will learn to use graphic software, with an emphasis in vector-based graphics programs (example: Adobe Illustrator) in combination with scanners, digital cameras, typography and other graphic elements and tools. You will produce effective graphic design projects for web pages and print media, and learn how to create your own original artwork. The course will have an emphasis on graphic design and fine art principles, which is key to producing designs which communicate your message in a clear and professional manner.

May be taken for a maximum of 4 enrollments.

ASTRONOMY

AST-200 Astronomy

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

The universe beginning with the solar system and concluding with stellar objects, galaxies, and the “Big Bang” theory, as well as, special topics which include pulsars, black holes, and life in the universe. (IGETC Area 5: Physical and Biological Sciences A: Physical Science without Lab)(CSU GE Area B: Physical and its Life FormsB1 - Physical Science)(Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

AST-203 Stellar Astronomy

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Stars, star classifications, formations from nebula and of the electromagnetic spectrum which gives the histories of the stars. Leading and current theories of cosmology will be presented, as well as, present day activities of current research. (IGETC Area 5: Physical and Biological Sciences A: Physical Science without Lab)(CSU GE Area B: Physical and its Life FormsB1 - Physical Science)(Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

AST-204 Planetary Astronomy

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

The solar system including planets, their moons, the asteroids system and visiting comets. The physical / chemical features of each member of the solar system will be analyzed with reasons of what the solar history has accomplished through four and one-half billion years of time. (IGETC Area 5: Physical and Biological Sciences A: Physical Science without Lab)(CSU GE Area B: Physical and its Life FormsB1 - Physical Science)(Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

AST-205 Astronomy Observation

1.5 Units / 1.0 hours lecture. 2.0 hours laboratory. *Prerequisite or Corequisite: AST-200 Astronomy or AST-203 Stellar Astronomy or AST-204 Planetary Astronomy*

Credit course for grade or Pass/No Pass.

Principles of astronomical observation and measurement. Identification of constellations and celestial phenomenon, astronomical tracking and coordinate systems, use of telescopes, imaging and recording techniques. (IGETC Area 5: Physical and Biological Sciences A: Physical Science with Lab)(CSU GE Area B: Physical and its Life FormsB3 - Laboratory Sciences)

May be taken for a maximum of 2 enrollments.

AUTOMOTIVE TECHNOLOGY

AUT-15 Introduction to Automotive Mechanics

2.0 Units / 1.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

This course is designed to aid those with little or no prior automotive experience to develop basic automotive competencies. Topics will include theory and basic operating principles of the automobile, with the emphasis on simple diagnostic, maintenance and repair procedures. *May be taken for a maximum of 4 enrollments.*

AUT-60 Principles of High Performance

3.0 Units / 2.0 hours lecture. 4.0 hours laboratory.

Credit course for grade or Pass/No Pass.

A study of the principles and practices of design, operation and modification of modern automobile engines, powertrains and chassis for the purpose of increasing performance.

May be taken for a maximum of 4 enrollments.

AUT-140 Automotive Engines

4.0 Units / 2.0 hours lecture. 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Principles of design and operation and the practices of diagnosis, inspection, service, and repair of modern automotive gasoline and diesel engines. Preparation for ASE (National Institute for Automotive Service Excellence) certification is emphasized.

May be repeated twice for insufficient grade.

AUT-142 Brakes/Suspension/Alignment

6.0 Units / 3.0 hours lecture. 9.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Design, operation, diagnosis, service, and repair of modern automotive suspensions, wheels and tires, manual and power steering systems, alignment, and braking systems including anti-lock brakes, computer- controlled suspensions, and four-wheel alignment. Preparation for ASE (National Institute for Automotive Service Excellence) certification is emphasized.

May be repeated twice for insufficient grade.

AUT-144 Manual Transmissions/Power Trains

3.0 Units / 1.0 hours lecture. 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Design, operation, diagnosis, service, and repair of modern automotive manual transmissions, transaxles, clutches, transfer cases, and rear axles. Preparation for ASE certification is emphasized. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

AUT-145 Automotive Transmissions/Power Trains

4.0 Units / 2.0 hours lecture. 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Design, operation, diagnosis, service, and repair of modern automotive automatic transmissions and transaxles. Preparation for ASE and ATRA certification is emphasized. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

AUT-146 Automotive Air Conditioning/Heating Systems

2.0 Units / 1.5 hours lecture. 2.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Basic operating principles, diagnosis, and servicing of modern automotive heating and air conditioning systems, emphasizing the development of diagnostic and service skills including servicing, evacuating, charging, flushing, and recycling of materials. Preparation for ASE (National Institute for Automotive Service Excellence) certification is emphasized. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

AUT-162 Automotive Electrical Systems

5.0 Units / 3.0 hours lecture. 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Electrical principles, theory and operation of automotive batteries, charging, starting, ignition and accessory circuits, emphasizing the development of diagnostic and service skills and the use of modern diagnostic equipment. Preparation for ASE (National Institute for Automotive Service Excellence) certification is emphasized. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

AUT-166 Automotive Diagnosis and Tune-Up

6.0 Units / 4.0 hours lecture. 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Basic principles, theory and operation of automotive fuel delivery, ignition and emission systems, emphasizing the development of diagnostic and service skills and the use of modern diagnostic equipment. Preparation for ASE (National Institute for Automotive Service Excellence) and BAR (Bureau of Automotive Repair) smog certification is emphasized. Course includes BAR A-8 Alternative course.

May be repeated twice for insufficient grade.

AUT-170 Advanced Engine and Emission Controls

6.0 Units / 3.0 hours lecture. 9.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Advanced study of modern electronic engine and emission control systems; their operation, diagnosis and repair. Includes fuel injection, on-board diagnostics, electronic spark management, distributorless ignition, electronic control of emission systems, and multiplexing of computer control systems. Emphasis is placed on the development of diagnostic and service skills and the use of modern diagnostic equipment, and preparation for ASE (National Institute for Automotive Service Excellence) and California Smog Certification. Class meets California BAR "Clean Air Car Course" and L-1 Alternative course requirements.

Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

AUT-196 AUT-Occupational Work Experience Education

8.0 Units Credit course for grade or Pass/No Pass.

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work

Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester.

May be taken for a total of 16 units in any combination.

AUT-515 Introduction to Auto Mechanics

0.0 Units / 1.5 hours lecture. 1.5 hours laboratory.

Non-credit Course

This course is designed for those students with little or no prior automotive experience. The goal of the course is to develop basic automotive competencies. Topics will include theory and basic operating principles of the automobile, with the emphasis on simple diagnostic, maintenance and repair procedures.

May be taken for a maximum of 4 enrollments.

BIOLOGICAL SCIENCES

BIO-50 Biology Resource Laboratory

1.0 Units 3.0 hours laboratory. Prerequisite: Concurrent enrollment in BIO 200 or BIO 201 or BIO 202 or BIO 230 or BIO 231 or BIO 241 or BIO 242 or BIO 243 or BIO 250 or BIO 255 or BIO 257 or BIO 259. Credit course taken for Pass/No Pass only.

An open laboratory/discussion course supporting students currently enrolled in any of the Biological Science courses at Mendocino College. Course offers additional time for developing competency in Biological Science topical area, allows for additional time to review materials presented in the lecture and laboratory, and gives an opportunity for students to discuss course topics to develop a deeper understanding of course material.

May be taken for a maximum of 4 enrollments.

BIO-200 Concepts of Biology

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course is designed for non-science majors as a survey of the characteristics, structures and processes of living organisms as they relate to society and the environment. (IGETC Area 5: Physical and Biological Sciences B: Biological Science without a Lab) (CSU GE Area B: Physical and its Life FormsB2 - Life Science) (Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

BIO-201 Concepts of Biology Lab

1.0 Units 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Laboratory procedure and report writing on selected topics of biological science. (IGETC Area 5: Physical and Biological Sciences B: Biological Science with a Lab)(CSU GE Area B: Physical and its Life FormsB3 - Laboratory Sciences)

May be repeated twice for insufficient grade.

BIO-202 Human Biology

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course is designed for non-science majors as a survey of the characteristics, structure, and processes of the human body as they relate to society and the environment. This course is also designed for those students who need a review of the fundamentals of the human body before taking science courses required for the allied health sciences. (IGETC Area 5: Physical and Biological Sciences B: Biological Science without a Lab)(CSU GE Area B: Physical and its Life FormsB2 - Life Science)(Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

BIO-220 Marine Biology Lecture

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will cover biological oceanography, natural history, taxonomy, and the ecology of the world's oceans with an emphasis on the Northern California coast.

BIO-221 Marine Biology Laboratory

1.0 Units 3.0 hours laboratory. Corequisite: BIO 220

Credit course for grade or Pass/No Pass.

This course will cover laboratory procedures, field procedures and analysis of data on selected marine biology topics.

BIO-230 Human Anatomy

5.0 Units / 3.0 hours lecture. 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

An introduction to human cytology and cellular organization, fundamental tissues and organ systems, and appropriate laboratory study of basic human anatomy. (IGETC Area 5: Physical and Biological Sciences B: Biological Science with a Lab)(CSU GE Area B: Physical and its Life FormsB2 - Life Science) (Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

BIO-231 Human Physiology

5.0 Units / 4.0 hours lecture. 4.0 hours laboratory.

Credit course for grade or Pass/No Pass.

A study of human organ systems and the associated physiological principles with appropriate practical experimentation in the laboratory. (IGETC Area 5: Physical and Biological Sciences B: Biological Science with a Lab)(CSU GE Area B: Physical and its Life FormsB2 - Life Science) (Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

BIO-241 Marine Biology

4.0 Units / 3.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Introduction to biological oceanography, natural history, taxonomy, and ecology of major plant and animal groups of the Northern California coast. (IGETC Area 5: Physical and Biological Sciences B: Biological Science with a Lab)(CSU GE Area B: Physical and its Life Forms B2 - Life Science) (Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

BIO-242 Introduction to Oceanography

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course is designed for non-science majors as a survey of the basic principles and processes of geological, physical, and biological oceanography. This course is also designed to study the distributional pattern of life in the world's oceans and to study the basic research tools and methods used by oceanographers. (IGETC Area 5: Physical and Biological Sciences B: Biological Science without a Lab)(CSU GE Area B: Physical and its Life FormsB2 - Life Science) (Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

BIO-243 Biology of Marine Mammals

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Introduction to the biology, ecology, behavior, natural history and diversity of marine mammals. (CSU GE Area B: Physical and its Life FormsB2 - Life Science)(Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

BIO-245 Introduction to Environmental Toxicology

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course provides an introduction to biological, physiological and environmental processes and will cover biological principles of cell physiology, organ systems, biochemistry, and ecology. The biology, biochemistry and physiological impacts of natural and man-made toxic substances will be discussed. The course will employ case studies and the scientific method to discover how toxic substances affect individuals, populations, and ecosystems. (Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

BIO-250 Principles of Biology

5.0 Units / 4.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Fundamental principles of biology with emphasis on the molecular and cellular levels. For biological science majors and students in pre-professional programs. (IGETC Area 5: Physical and Biological Sciences B: Biological Science with a Lab)(CSU GE Area B: Physical and its Life FormsB2 - Life Science) (Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

BIO-255 Botany

5.0 Units / 3.0 hours lecture. 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

A survey of the fundamentals of plant morphology, physiology, taxonomy, and ecology as they relate to algae, fungi, mosses, gymnosperms, and angiosperms. (IGETC Area 5: Physical and Biological Sciences B: Biological Science with a Lab)(CSU GE Area B: Physical and its Life FormsB2 - Life Science) (Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

BIO-257 Zoology

5.0 Units / 3.0 hours lecture. 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

A survey of the major animal phyla, and a comparative study of the relationships between structure, function, behavior and systematics of the major animal groups. (IGETC Area 5: Physical and Biological Sciences B: Biological Science with a Lab)(CSU GE Area B: Physical and its Life FormsB2 - Life Science) (Mendocino College Area A: Natural Sciences)

May be repeated twice for insufficient grade.

BIO-259 Microbiology

5.0 Units / 4.0 hours lecture. 4.0 hours laboratory.

Prerequisite: BIO 231 and CHM 200 or BIO 250 and CHM 200.

Credit course for grade or Pass/No Pass.

An introduction to the morphology, physiology and ecology of bacteria and microorganisms and their role in areas related to human health and disease. Laboratory sessions will be devoted to culturing, staining and identifying pathogenic organisms. (IGETC Area 5: Physical and Biological Sciences B: Biological Science with a Lab)(CSU GE Area B: Physical and its Life FormsB2 - Life Science) (Mendocino College Area A: Natural Sciences)

May be repeated twice for insufficient grade.

BUSINESS

BUS-49 Introduction to Construction Management

2.0 Units / 2.0 hours lecture.

Credit course taken for Pass/No Pass only.

An introductory course to the processes and practices of construction project management. The course is designed to give construction workers, owner/builders and facility managers an introduction to managing a construction project.

May be repeated twice for insufficient grade.

BUS-50 Mathematical Applications in Business

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will cover the application of basic mathematical and algebraic skills to the business environment. Business applications include pricing, payroll, accounting, simple interest, compound interest, annuities, investments, statistics, and the Metric System.

May be repeated twice for insufficient grade.

BUS-60 Becoming an Entrepreneur

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Preparation for the evaluation and planning of a business venture, development of personal and professional skills necessary to operate a successful business, education about proven and accepted business procedures, and development of a specific business plan.

May be repeated twice for insufficient grade.

BUS-61 Business Accounting Lab

1.0 Units / 3.0 hours laboratory. Corequisite: BUS-200

Financial Accounting and/or BUS-201 Managerial Accounting Credit course for grade or Pass/No Pass.

This class offers lab assistance for students of financial and managerial accounting courses. This course provides weekly assistance and an opportunity for working collaboratively to increase understanding and solve assigned problems

BUS-65 Principles of Bank Operations

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Day-to-day banking operations: bank services, such as loans, savings, trusts, legal considerations, teller functions, bank bookkeeping, the Federal Reserve System, and related government regulations.

May be repeated twice for insufficient grade.

BUS-70 Applied Topics in Small Business Management

2.0 Units / 2.0 hours lecture.

Credit course taken for Pass/No Pass only.

A series of topical classes dealing with the practical aspects of planning, starting, operating, promoting, financing, and/or owning a successful small business. An applied approach intended for the potential or existing business owner or manager.

May be taken for a maximum of 4 enrollments.

BUS-76 Overview of QuickBooks

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

Brief overview of the basic setup and use of the QuickBooks accounting software for Windows. QuickBooks is a simple accounting program designed for small business. This class will not use, or require an understanding of traditional double-entry accounting.

May be repeated twice for insufficient grade.

BUS-80.1 Non-Profit Organization Management

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

Provides a thorough overview of the basic elements of non-profit organization management including fund raising, governance, program development, and staff and volunteer relations. Designed for experienced staff and volunteers facing challenging tactical issues, and for those interested in exploring employment opportunities in the growing non-profit sector.

May be repeated twice for insufficient grade.

BUS-80.2 Non-Profit Organization Fund Raising Management

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

The effective management of a diversified fund raising program to maximize the solicitation of unrestricted general fund contributions.

May be repeated twice for insufficient grade.

BUS-101 Computerized Accounting Practices

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will use accounting software to prepare accounting entries, financial statements and payroll records. Class requires understanding of Generally Accepted Accounting Principles.

May be repeated twice for insufficient grade.

BUS-106 Retail Management

3.0 Units / 3.0 hours lecture. Advisory: ENG 80

Credit course for grade or Pass/No Pass.

This course will provide students with an overview of management of retail businesses including retail promotions, visual merchandising, communications, customer service, inventory control, supervision of personnel.

May be repeated twice for insufficient grade.

BUS-108 Accounting with Quickbooks

3.0 Units / 3.0 hours lecture.

Advisory: Basic ability to use Windows-based computer.

Credit course for grade or Pass/No Pass.

This course will cover the fundamentals of financial accounting theory, the accounting cycle, and the mechanics of double entry accounting. This course teaches you how to setup and use QuickBooks accounting software for Windows to format and record financial activity, and produce financial statements for a business.

May be repeated twice for insufficient grade.

BUS-109 California Tax Accounting

1.0 Units / 1.0 hours lecture.

Credit course taken for Pass/No Pass only.

This course will cover California income tax laws, regulations, rulings and procedure, as well as understand the differences between California and Federal Tax law. This course explains the determination of the annual California income tax liability of individuals and looks at the environment in which tax information is assembled, tax returns are filed and disputes with the Franchise Tax Board are resolved.

May be repeated twice for insufficient grade.

BUS-110 Payroll Taxes with QuickBooks

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Federal and California laws and regulations relating to the payroll function of a business. Payroll record keeping, calculations, deductions and required payroll tax form preparation using the QuickBooks payroll software module for Windows. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

BUS-111 Federal Tax Accounting

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will cover Federal income tax laws, regulations, rulings and procedures, as well as understand the relationship of these laws and their interpretations to the determination of the annual federal income tax liability of individuals. This course looks at the environment in which tax information is assembled, tax returns are filed and disputes with the IRS are resolved.

May be repeated twice for insufficient grade.

BUS-120 Computerized Tax Accounting

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

Application of methods and techniques for preparing the Federal Tax Return form 1040 for the individual tax payer on a microcomputer. Advantages of, and choices available for computerized tax applications. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

BUS-132 Entrepreneurial Management

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course explores the entrepreneurial process, from idea generation and assessment, to business planning, launch, and growth. Students learn how to develop and assess a business idea, decide on an appropriate structure, prepare the basic components of a business plan, articulate a funding strategy, and prepare for the launch and management of a new enterprise.

May be repeated twice for insufficient grade.

BUS-134 Human Relations in Business

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Examines the role of the supervisor / manager and provides an understanding of how to work with people in organizations. Emphasizes perception, motivation, communication, leadership's styles, group dynamics, decision making, and managing change. Course may not meet major requirements at transfer institutions. See your counselor for more information. (CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D7 - Interdisciplinary Social and Behavioral Science) (Mendocino College Area B2. Social & Behavioral Sciences)

May be repeated twice for insufficient grade.

BUS-135 Human Resource Management

3.0 Units / 3.0 hours lecture. Advisory: ENG 80.

Credit course for grade or Pass/No Pass.

This course will provide a general introduction to the basic facets of Human Resource Management. Students will have the opportunity to investigate various Human Resource issues including interviewing, performance evaluations, hiring, compensation and benefits, and legal issues.

May be repeated twice for insufficient grade.

BUS-136 Introduction to Management

3.0 Units / 3.0 hours lecture. Recommended Preparation:

ENG-80 Academic Reading and Writing

Credit course for grade or Pass/No Pass.

This course will provide students with basic knowledge of management concepts and vocabulary. Topics covered will include the management functions of planning, organizing, leading, controlling. Students will learn about the history of management philosophy, the characteristics of effective managers, business ethics, communication, and team work. *May be repeated twice for insufficient grade.*

BUS-138 Personal Finance

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will provide practical decision-making tools for individuals interested in improving their knowledge of income management, budgeting, investing, and financing. This course will also covers taxation, insurance and retirement as it pertains to wealth and estate management. (CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D2 - Economics)(Mendocino College Area B2. Social & Behavioral Sciences) *May be repeated twice for insufficient grade.*

BUS-150 Entrepreneurial Marketing

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

The nature, functions, and importance of marketing; analysis of the process of creating and distributing goods from identification of consumer needs, production, distribution, and consumer satisfaction; and the dynamic forces affecting marketing practices including: wholesale and retail operations, advertising, risk bearing, credit, transportation, merchandising, storing, assembling, grading, and standardizing. *May be repeated twice for insufficient grade.*

BUS-151 Introduction to Marketing

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will explore the nature, functions, and importance of marketing. Topics covered will include consumer behavior, pricing, product development, market research, distribution, and elements of promotion such as public relations, advertising, direct mail, personal selling, and marketing on the Internet. *May be repeated twice for insufficient grade.*

BUS-159 The Business of Sports

3.0 Units / 3.0 hours lecture. Recommended Preparation:

ENG-80 Academic Reading and Writing

Credit course for grade or Pass/No Pass.

This course will offer an overview of all areas of the business of sports. Topics covered will include Management, Marketing, Finance, and Operations pertaining to professional and amateur athletic organizations.

BUS-165 Introduction to E-Commerce

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will explore the nature, functions and importance of electronic commerce. Topics covered will include analysis of the use of the internet for marketing and distributing goods and services, and analysis of different e-commerce sites and their effectiveness. Students will learn to recognize the different components of the various types of Internet sites. Course may not meet major requirements at transfer institutions. See your counselor for more information. *May be repeated twice for insufficient grade.*

BUS-174 Introduction to Green Business Principles and Practices

3.0 Units / 3.0 hours lecture. Recommended Preparation:

ENG-80 or placement into ENG 200; SST-200.

Credit course for grade or Pass/No Pass.

This course introduces students to the concepts, principles, and practices that define a green business. Students learn the importance of including environmental and social considerations in business products, services, and operations and effective methods for doing so. Topics covered include the opportunities and challenges of starting a green business, greening an existing business, triple bottom line accounting, understanding your market, green-washing pitfalls, competitive advantage, life cycle analysis, localization, resource depletion, regulatory trends, and carbon regulation. *May be repeated twice for insufficient grade.*

BUS-176 The New Green Economy: Trends and Opportunities

3.0 Units / 3.0 hours lecture. Recommended Preparation: SST-200, ENG-80 or placement into ENG 200

Credit course for grade or Pass/No Pass.

This course offers an overview of green business trends and opportunities as they continue to emerge across a wide range of economic sectors. Students examine the cultural, scientific, and regulatory factors underlying the growth of the green economy, assess trends and opportunities within various sectors, and learn skills and strategies for pursuing employment or starting a green business. Industry sectors discussed include, energy, transportation, manufacturing, building trades, food and farming, waste, media, health and wellness, and consulting. *May be repeated twice for insufficient grade.*

BUS-196 BUS-Occupational Work Experience Education

8.0 Units Credit course for grade or Pass/No Pass.

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester. *May be taken for a total of 16 units in any combination.*

BUS-200 Financial Accounting

4.0 Units / 4.0 hours lecture. Advisory: BUS 50, knowledge of spreadsheet software, and ENG 80 or placement into ENG 200 through the assessment process

Credit course for grade or Pass/No Pass.

This course will introduce students to the accounting of economic transactions according to Generally Accepted Accounting Principles (GAAP) and current Financial Accounting Standards. It examines financial accounting from both the user and preparer perspectives. Economic transactions are reported and analyzed by type of business activity: operating, investing, and financing. This course also examines the financial impact of working and fixed capital transactions on cash flows and profitability for both service and merchandising businesses.

May be repeated twice for insufficient grade.

BUS-201 Managerial Accounting

4.0 Units / 4.0 hours lecture. Advisory: BUS 50 and knowledge of spreadsheet software, and ENG 80 or placement into ENG 200 through the assessment process

Credit course for grade or Pass/No Pass.

This course will focus on the use of accounting information by managers in making internal decisions relating to product costing, pricing, cost differential analysis and control, budgeting and responsibility reporting. Students use decision-making techniques and models which assist managers in planning and controlling operations.

May be repeated twice for insufficient grade.

BUS-212 The Legal Environment of Business

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Laws and regulations affecting managerial decisions; legal concepts and case analyses in the areas of ethics, employment, consumer transactions, competition, the environment, business torts and crimes, contracts, agency and business organization. (Mendocino College Area B2. Social & Behavioral Sciences)

May be repeated twice for insufficient grade.

BUS-230 Introduction to Business

3.0 Units / 3.0 hours lecture. Recommended Preparation: ENG-80 Academic Reading and Writing

Credit course for grade or Pass/No Pass.

This course covers the complexities, relationships, and functions of such areas as management, marketing, accounting, finance, operations, human resources, information technology, legal issues, and the regulatory environment in business. (Mendocino College Area B2. Social & Behavioral Sciences)

May be repeated twice for insufficient grade.

BUSINESS OFFICE TECHNOLOGY**BOT-50 Medical Terminology**

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

A word-building system for developing a vocabulary in medical terminology.

May be taken for a maximum of 3 enrollments.

BOT-51 Medical Transcription I

2.0 Units / 1.5 hours lecture. 1.5 hours laboratory. Advisory: BOT 50 and BOT 100.2 or minimum typing speed of 25 wpm and BOT 120. Credit course for grade or Pass/No Pass.

Basic and advanced medical terminology. Transcription of the medical terminology in history and physical reports, discharge summaries, radiology reports, and consultations. May be repeated twice for insufficient grade.

BOT-52 Medical Transcription II

2.0 Units / 1.5 hours lecture. 1.5 hours laboratory. Advisory: BOT 50 and BOT 100.2 or minimum typing speed of 25 wpm and BOT 120. Credit course for grade or Pass/No Pass.

Transcription of the medical terminology used in surgical and orthopedic reports.

May be repeated twice for insufficient grade.

BOT-53 Medical Coding-CPT-4

2.0 Units / 2.0 hours lecture.

Credit course for grade or Pass/No Pass.

An introduction to CPT-4 coding for medical billing. Designed to provide the learner with fundamentals needed to use the systems correctly and consistently. The student will learn the structure and format of CPT-4 coding books and develop skills in assigning accurate codes. The student will use acceptable coding guidelines through practical application.

May be repeated twice for insufficient grade.

BOT-54 Medical Coding-ICD-9-CM

2.0 Units / 2.0 hours lecture.

Credit course for grade or Pass/No Pass.

An introduction to ICD-9-CM coding for medical billing. Designed to provide the learner with fundamentals needed to use the systems correctly and consistently. The student will learn the structure and format of ICD-9-CM coding books and develop skills in assigning accurate codes. The student will use acceptable coding guidelines through practical application.

May be repeated twice for insufficient grade.

BOT-55 Machine Transcription

2.0 Units / 1.5 hours lecture. 1.5 hours laboratory. Advisory: BOT 70 and BOT 100.1 or minimum typing speed of 20 wpm. Credit course for grade or Pass/No Pass.

Development of speed and accuracy in machine transcription, proofreading, spelling, punctuation and the operation of related machines. Reinforcement of correct letter, memo, report, and manuscript styles.

May be repeated twice for insufficient grade.

BOT-56 Directed Practice: Medical Coding

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory. Advisory: BOT 70 and BOT 100.1 or minimum typing speed of 20 wpm. Credit course for grade or Pass/No Pass.

This course is a supervised clinical experience in performing coding. Students must be available during regular business hours. Students shall have the status of learner and shall not be considered agency employees, nor shall they replace staff. Directed practice is conducted as non-paid laboratory experience for 48 hours.

May be repeated twice for insufficient grade.

BOT-57 Medical Billing/Office Procedures

3.0 Units / 3.0 hours lecture. Advisory: BOT 100.1 or minimum typing speed of 20 wpm Credit course for grade or Pass/No Pass.

Preparation for employment as a receptionist or secretary in a medical office; orientation, public relations and ethics, office procedures, medical records and correspondence, and doctor's appointments. Course is transferable; however, it may not meet lower division or major requirements at California State campuses.

May be repeated twice for insufficient grade.

BOT-58 Advanced Medical Coding

2.0 Units / 2.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course focuses on the advanced concepts in coding, Diagnosis Related Groups (DRGs), and coding for prospective payment. Class lectures and labs will focus on learning and applying higher level coding skills. Computerized encoders and groupers will be emphasized.

May be repeated twice for insufficient grade.

BOT-61 Customer Service

0.5 Units / 0.5 hours lecture.

Credit course for grade or Pass/No Pass.

Improve customer satisfaction, sales, and profits by offering excellent customer service. Learn techniques for handling all types of customer interactions including the difficult ones.

May be repeated twice for insufficient grade.

BOT-64 Basic Design with Pagemaker

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

Learn the basics of design and use Pagemaker to produce publications such as newsletters, fliers, and brochures.

May be repeated twice for insufficient grade.

BOT-65 InDesign for Desktop Publishing

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory. Advisory: BOT 100.2 or minimum typing speed of 25 wpm Credit course for grade or Pass/No Pass.

Methods and techniques for planning and producing a variety of printed materials using a desktop publishing software product on a microcomputer. The computer will be used as a tool to produce graphically oriented materials such as newspapers, newsletters, magazines, books, brochures, pamphlets, advertisements, promotional and public relation materials. These materials will progress from simple to complex.

May be taken for a maximum of 3 enrollments.

BOT-67 Desktop Publishing with Microsoft Publisher

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

Learn the basics of desktop publishing using Microsoft Publisher to create brochures, newsletters, and a business package, which includes: letter- head, envelope, business card, fax cover, and invoice. Knowledge of basic computer functions is recommended.

May be repeated twice for insufficient grade.

BOT-68 Computer Creations

0.5 Units / 0.5 hours lecture.

Credit course for grade or Pass/No Pass.

This course will show you how to use your computer and current software to develop menus, bulletins, brochures, business cards, table tents, badges, labels, certificates, cards, and newsletters using professional looking supplies.

May be taken for a maximum of 2 enrollments.

BOT-70 Business English

3.0 Units / 3.0 hours lecture. Prerequisite: ENG-10 Basic Reading and Writing or qualification for ENG 12 through the assessment process. Credit course for grade or Pass/No Pass.

Fundamentals of grammar, punctuation, spelling, proofreading, and capitalization for students who will be expected to write accurately for business or industry.

May be repeated twice for insufficient grade.

BOT-71 Writing in the Workplace

0.5 Units / 0.5 hours lecture.

Credit course for grade or Pass/No Pass.

Improve your ability to write clear, concise business letters, memos, and e-mails.

May be taken for a maximum of 4 enrollments.

BOT-72 English Proofreading for Business

0.5 Units / 0.5 hours lecture.

Credit course for grade or Pass/No Pass.

Improve your English skills and learn to proofread your documents.

May be taken for a maximum of 4 enrollments.

BOT-73 Resume and Cover Letter Writing

0.5 Units / 0.5 hours lecture.

Credit course for grade or Pass/No Pass.

Develop a winning portfolio to help obtain the job you desire.

May be repeated twice for insufficient grade.

BOT-74 The Job Interview

0.5 Units / 0.5 hours lecture.

Credit course for grade or Pass/No Pass.

Learn important techniques to develop a winning interview!

May be repeated twice for insufficient grade.

BOT-75 PowerPoint for Presentations

1.5 Units / 1.5 hours lecture.

Credit course for grade or Pass/No Pass.

Learning to present oral business presentations using a computer-designed presentation package.

May be taken for a maximum of 3 enrollments.

BOT-80 Beginning Word for Windows

0.5 Units / 0.5 hours lecture.

Credit course for grade or Pass/No Pass.

Designed for the office professional or other serious person computer user. Emphasizes preparation of accurately, formatted letters, memorandums, tabulated material, and short reports. Features include: character, paragraph and page formatting; headers and footers; grammar and thesaurus tools; columns, tables, printing documents and envelopes, and managing files.

May be taken for a maximum of 2 enrollments.

BOT-81 Intermediate Word for Windows*0.5 Units / 0.5 hours lecture.**Credit course for grade or Pass/No Pass.*

Designed for the office professional who desires to increase productivity by using advanced features and formats. Includes advanced formatting, footnotes and endnotes, columns, calculating tabular information forms, inserting graphics, macros, and mail merge.

*May be taken for a maximum of 2 enrollments.***BOT-82 Microsoft Outlook***0.5 Units / 0.5 hours lecture.**Credit course for grade or Pass/No Pass.*

This course will cover Microsoft Outlook's functions including: composing, sending and responding to e-mail messages, scheduling meetings, maintaining monthly calendars, managing contacts information, and coordinating the data with e-mail and scheduling functions.

*May be repeated twice for insufficient grade.***BOT-83 Microsoft Word: Mail Merging and Tabs***0.5 Units / 0.5 hours lecture.**Credit course for grade or Pass/No Pass.*

This course will show students how to use Microsoft Word mail merging and tab functions to create professional-looking documents.

*May be taken for a maximum of 2 enrollments.***BOT-84 Microsoft Word: Templates, Tables, and Styles***0.5 Units / 0.5 hours lecture.**Credit course for grade or Pass/No Pass.*

This course will show students how to use Microsoft Word templates, tables, and styles to create professional-looking documents.

*May be taken for a maximum of 2 enrollments.***BOT-85 Scanner Fundamentals***0.5 Units / 0.5 hours lecture.**Credit course for grade or Pass/No Pass.*

Use the basic functions of a scanner to import graphics and text into your documents. Emphasis will be on three ways to scan, determining the resolution of the graph, and image correction.

*May be repeated twice for insufficient grade.***BOT-86 Microsoft PowerPoint-Presentation Software***0.5 Units / 0.5 hours lecture.**Credit course for grade or Pass/No Pass.*

Developing dynamic presentations using PowerPoint presentation software. The focus is on creating a presentation, customizing design templates with slide masters, and producing presentations.

*May be repeated twice for insufficient grade.***BOT-87 Beginning Quicken***0.5 Units / 0.5 hours lecture.**Credit course for grade or Pass/No Pass.*

Provide an overview of Quicken for Windows. Emphasizes using Quicken to set up accounts and record transactions.

*May be taken for a maximum of 2 enrollments.***BOT-87 Beginning Quicken***0.5 Units / 0.5 hours lecture.**Credit course for grade or Pass/No Pass.*

Provide an overview of Quicken for Windows. Emphasizes using Quicken to set up accounts and record transactions.

*May be taken for a maximum of 2 enrollments.***BOT-89 Intermediate Quicken***0.5 Units / 0.5 hours lecture.**Credit course for grade or Pass/No Pass.*

Students will use Quicken to learn the operations for tracking day-to-day transactions, schedule future payments and deposits, analyze investments, record assets and liabilities, and balance a checkbook.

*May be taken for a maximum of 2 enrollments.***BOT-90.1 Legal Office Procedures***1.0 Units / 1.0 hours lecture. Advisory: Completion of BOT 100.1 and BOT 120. Credit course for grade or Pass/No Pass.*

Training in law office procedures with an emphasis on law office management and preparation of non-court documents.

*May be repeated twice for insufficient grade.***BOT-90.2 History of Law***0.5 Units / 0.5 hours lecture. Advisory: Completion of BOT 100.1 and BOT 120. Credit course for grade or Pass/No Pass.*

Overview of legal terminology, the history of the legal system and legal ethics.

*May be repeated twice for insufficient grade.***BOT-90.3 Landlord/Tenants Rights and Responsibilities***0.5 Units / 0.5 hours lecture. Advisory: Completion of BOT 90.1 and BOT 90.2 Credit course for grade or Pass/No Pass.*

Introduction to the rights and responsibilities of landlords and tenants in California.

*May be repeated twice for insufficient grade.***BOT-90.4 Basic Wills and Trusts***1.0 Units / 1.0 hours lecture. Advisory: Completion of BOT 90.1 and BOT 90.2 Credit course for grade or Pass/No Pass.*

This course will cover preparation in estate planning through a study of legal issues pertaining to the making and execution of wills and trusts.

*May be repeated twice for insufficient grade.***BOT-91.1 Constitutional Rights and Responsibilities***0.5 Units / 0.5 hours lecture. Advisory: Completion of BOT 90.1 and BOT 90.2 Credit course for grade or Pass/No Pass.*

Survey of federal Constitutional rights and responsibilities that safeguard our civic freedom.

*May be repeated twice for insufficient grade.***BOT-91.2 Juvenile Rights and Responsibilities***1.0 Units / 1.0 hours lecture. Advisory: Completion of BOT 90.1 and BOT 90.2 Credit course for grade or Pass/No Pass.*

Introduction to the rights and responsibilities of juveniles in California.

May be repeated twice for insufficient grade.

BOT-91.3 California Civil Complaints

1.0 Units / 1.0 hours lecture. Advisory: Completion of BOT 90.1 and BOT 90.2 Credit course for grade or Pass/No Pass. Introduction to California Civil Complaints. May be repeated twice for insufficient grade.

BOT-91.4 California Civil Discovery

1.0 Units / 1.0 hours lecture. Advisory: Completion of BOT 90.1 and BOT 90.2 Credit course for grade or Pass/No Pass. Introduction to California Pre-Trial Civil Discovery. May be repeated twice for insufficient grade.

BOT-100 Beginning Typing/Keyboarding

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory. Credit course for grade or Pass/No Pass. Typing/Keyboard orientation, machine parts, and correct techniques for straight copy, letters, manuscripts, tabulations, and forms. No previous typing/keyboarding experience. Course may not meet major requirements at transfer institutions. See your counselor for more information. May be repeated twice for insufficient grade.

BOT-100.1 Beginning Typing/Keyboarding

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory. Credit course for grade or Pass/No Pass. Typing/Keyboard orientation, machine parts, and correct techniques for operating the letter and number keys by touch. No previous typing/ keyboarding experience. Speed goal: 30 wpm. Course may not meet major requirements at transfer institutions. See your counselor for more information. May be repeated twice for insufficient grade.

BOT-100.2 Beginning Typing/Keyboarding

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory. Advisory: BOT 100.1 or minimum typing speed of 20 wpm Credit course for grade or Pass/No Pass. Basic formatting of letters, reports, outlines, and bibliographies, as well as, developing keyboard composing skills, speed and accuracy improvement. Speed goal: 35wpm. Course may not meet major requirements at transfer institutions. See your counselor for more information. May be repeated twice for insufficient grade.

BOT-100.3 Beginning Typing/Keyboarding

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory. Advisory: BOT 100.2 or minimum typing speed of 25 wpm Credit course for grade or Pass/No Pass. Formatting of memorandums, varied letter formats, reports, and employment documents including resumes, letters of application, and follow-up letters Speed goal: 40 wpm. Course may not meet major requirements at transfer institutions. See your counselor for more information. May be repeated twice for insufficient grade.

BOT-101 Intermediate Typing/Keyboarding

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory. Advisory: BOT 100.3 or minimum typing speed of 30 wpm Credit course for grade or Pass/No Pass. Reinforces skills acquired in beginning typing/keyboarding, identifies and handles individual typing/keyboarding deficiencies, and covers a comprehensive program of

vocational typing/boarding applications. Course may not meet major requirements at transfer institutions. See your counselor for more information. May be repeated twice for insufficient grade.

BOT-101.1 Intermediate Typing/Keyboarding

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory. Advisory: BOT 100.3 or minimum typing speed of 30 wpm Credit course for grade or Pass/No Pass. Reinforces skills acquired in beginning typing/keyboarding, identifies and handles individual typing deficiencies, and covers a comprehensive program of vocational typing applications. Speed goal: 45 wpm. Course may not meet major requirements at transfer institutions. See your counselor for more information. May be repeated twice for insufficient grade.

BOT-101.2 Intermediate Typing/Keyboarding

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory. Advisory: BOT 101.1 or minimum typing speed of 35 wpm Credit course for grade or Pass/No Pass. Formatting itineraries, minutes, financial statements, and two-page letters, as well as, increasing speed and accuracy. Speed goal: 50 wpm. Course may not meet major requirements at transfer institutions. See your counselor for more information. May be repeated twice for insufficient grade.

BOT-101.3 Intermediate Typing/Keyboarding

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory. Advisory: BOT 101.2 or minimum typing speed of 40 wpm Credit course for grade or Pass/No Pass. Applying formatting skills in a simulated office environment. Speed goals: 55 wpm. Course may not meet major requirements at transfer institutions. See your counselor for more information. May be repeated twice for insufficient grade.

BOT-102 Advanced Typing/Keyboarding

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory. Advisory: BOT 101.3 or minimum typing speed of 45 wpm Credit course for grade or Pass/No Pass. Further development of typing / keyboarding skills to meet placement requirements. Stress on speed and accuracy with more emphasis on production typing / keyboarding of letters, tables, reports, manuscripts, legal material, and realistic typing / keyboarding projects. Course may not meet major requirements at transfer institutions. See your counselor for more information. May be repeated twice for insufficient grade.

BOT-102.1 Advanced Typing/Keyboarding

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory. Advisory: BOT 101.3 or minimum typing speed of 45 wpm Credit course for grade or Pass/No Pass. Further development of typing skills to meet placement requirements. Stress on speed and accuracy with more emphasis on production, typing / keyboarding of letters, tables, reports, manuscripts, legal material, and realistic typing / keyboarding projects. Speed goal: 60 wpm. Course may not meet major requirements at transfer institutions. See your counselor for more information. May be repeated twice for insufficient grade.

BOT-102.2 Advanced Typing/Keyboarding

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory. Advisory: BOT 102.1 or minimum typing speed of 50 wpm Credit course for grade or Pass/No Pass.

Application of high-level formatting skills while completing integrated office projects in a variety of fields. Speed goal: 65 wpm. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

BOT-102.3 Advanced Typing/Keyboarding

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory. Advisory: BOT 102.2 or minimum typing speed of 55 wpm Credit course for grade or Pass/No Pass.

Application of high-level formatting skills while completing integrated office projects in a variety of fields. Speed goal: 70 wpm. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

BOT-104 Keyboarding

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory. Credit course for grade or Pass/No Pass.

Keyboarding skills that enable students to operate microcomputers or computer terminals by the touch system to input and retrieve information. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be taken for a maximum of 2 enrollments.

BOT-105 Keyboarding/Typing Skill Building

0.5 Units 1.5 hours laboratory. Advisory: BOT 100.1 or minimum typing speed of 20 wpm Credit course for grade or Pass/No Pass.

Intensive program for developing keyboarding speed and accuracy skills. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be taken for a maximum of 3 enrollments.

BOT-110 Business Calculators

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory. Credit course for grade or Pass/No Pass.

Operation and use of electronic calculators used by business and industry with skills developed to a level of employment proficiency. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

BOT-111 Business Calculator Simulations

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory. Credit course for grade or Pass/No Pass.

Business calculations applied to an office simulation using electronic ten-key desktop calculators. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

BOT-120 Microsoft Word, Beginning

1.5 Units / 1.0 hours lecture. 2.0 hours laboratory. Advisory: BOT 100.1 or minimum typing speed of 20 wpm Credit course for grade or Pass/No Pass.

This course will show you how to use the basic word processing functions of the current Microsoft Word program.

May be taken for a total of 4 enrollments in any combination.

BOT-121 Microsoft Word, Advanced

1.5 Units / 1.0 hours lecture. 2.0 hours laboratory. Credit course for grade or Pass/No Pass.

The course will show you how to use advanced word processing functions of the current Microsoft Word program.

May be taken for a total of 4 enrollments in any combination.

BOT-122 Word Processing Business Simulation

1.0 Units 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Application of the principles learned in previous word processing classes to a realistic office situation with emphasis on priority decision making.

May be repeated twice for insufficient grade.

BOT-140 Office Procedures

3.0 Units / 3.0 hours lecture. Advisory: BOT 100.1 or minimum typing speed of 20 wpm Credit course for grade or Pass/No Pass.

Clerical office procedures, decision making and supervision, time management, public relations, and office technology of the modern business environment. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

BOT-144 Records and Database Management

2.0 Units / 1.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Records system analysis and design. The application of alphabetic, numeric, subject, and geographic methods of manual database record systems. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

BOT-156 Medical Coding Internship Seminar

1.0 Units / 1.0 hours lecture. Corequisite: BOT-197B Medical Coding Internship. Prerequisite: BOT-53 Medical Coding-CPT-4 BOT-54 Medical Coding-ICD-9-CM

Credit course for grade or Pass/No Pass.

This course supports supervised field experience. Students will enhance interpersonal and professional communication and problem solving skills as they integrate and apply knowledge and skills developed in the medical coding classes.

May be repeated twice for insufficient grade.

BOT-170 Written Communication for Business

3.0 Units / 3.0 hours lecture. Advisory: BOT 100.1 or minimum typing speed of 20 wpm Prerequisite: ENG-12 Intermediate Reading and Writing or Qualification for ENG 80 through the assessment process. BOT-70 with a minimum grade of C

Credit course for grade or Pass/No Pass.

Effective written communications for the business environment, and the application of writing skills to business letters, memoranda, and brief reports.

(Mendocino College Area D2. Communication and Analytical Thinking)

May be repeated twice for insufficient grade.

BOT-196 BOT-Occupational Work Experience Education

8.0 Units Credit course for grade or Pass/No Pass.

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester.

May be taken for a total of 16 units in any combination.

BOT-197B Medical Coding Internship

8.0 Units Credit course for grade or Pass/No Pass. Corequisite: BOT-156 Medical Coding Internship Seminar Limitation on Enrollment: minimum typing speed of 20 wpm. Prerequisite: BOT-53 Medical Coding-CPT-4 and BOT-54 Medical Coding-ICD-9-CM Recommended Preparation: BOT-70 Business English and BOT-100.1 Beginning Typing/Keyboarding.

This course is a supervised internship required for the Medical Coding Certificate of Achievement. Internships are courses in which students demonstrate knowledge and skills learned in the classroom in a real work situation, while developing new job-specific knowledge and skills. Internships also help students better understand an occupation, and to gauge their interest and compatibility with a specific career. Students can earn up to 8 units per semester (for a total of 16 combined Work Experience units).

CHEMISTRY**CHM-50 Chemistry Resource Laboratory**

1.0 Units 3.0 hours laboratory.

Credit course taken for Pass/No Pass only.

An open laboratory / discussion course supporting students currently enrolled in any of the Chemistry courses at Mendocino College. Course offers additional time for developing competency in Chemistry topical area, allows for additional time to review materials presented in the lecture and laboratory, and gives an opportunity for students to discuss course topics to develop a deeper understanding of course material.

May be taken for a maximum of 4 enrollments.

CHM-200 Introduction to Chemistry

5.0 Units / 4.0 hours lecture. 3.0 hours laboratory.

Prerequisite: MTH 55 or high school Algebra I.

Credit course for grade or Pass/No Pass.

Basic chemical principles including atoms, chemical bonds, gases, chemical reactions, water, solutions, pH, inorganic elements, and chemical calculations. Course is intended for health sciences, general education, and as a prerequisite for CHM 250. (IGETC Area 5: Physical and Biological Sciences A: Physical Science with Lab) (CSU GE Area B: Physical and its Life FormsB1 - Physical Science)(Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

CHM-202 Introduction to Organic and Biochemistry

4.0 Units / 3.0 hours lecture. 3.0 hours laboratory.

Prerequisite: CHM 200. Credit course for grade or Pass/No Pass.

Introduction to chemical structures, bonding, chemical reactivity and mechanisms as it applies to organic and biochemistry (alkanes, alkyl halides, alcohols, alkenes, alkynes, carbonyl compounds, benzene chemistry carboxylic acids, amines, difunctional compounds, amino acids, peptides, proteins, lipids carbohydrates, and nucleic acids). (IGETC Area 5: Physical and Biological Sciences A: Physical Science with Lab) (CSU GE Area B: Physical and its Life FormsB1 - Physical Science) (Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

CHM-243 World of Chemistry

4.0 Units / 3.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Basic chemistry principles for non-science majors emphasizing the relationship between chemistry and the environment though historical foundations, present contributions and potential new directions. Not intended to satisfy the chemistry requirement for health sciences or other science majors. (IGETC Area 5: Physical and Biological Sciences A: Physical Science with Lab) (CSU GE Area B: Physical and its Life FormsB1 - Physical Science) (Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

CHM-250 General Chemistry I

5.0 Units / 4.0 hours lecture. 4.0 hours laboratory.

Prerequisite: CHM 200 or high school chemistry and MTH 56 or one year of high school Algebra II. Credit course for grade or Pass/No Pass.

This course will study general chemical principles including: measurements, matter, atomic structure, the periodic table, chemical bonding, energy, nomenclature, reactions, mass relationships, gases, and solutions.

This course is often for science, engineering, and pre-professional majors. (IGETC Area 5: Physical and Biological Sciences A: Physical Science with Lab) (CSU GE Area B: Physical and its Life FormsB1 - Physical Science) (Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

CHM-251 General Chemistry II

5.0 Units / 3.0 hours lecture. 6.0 hours laboratory.

Prerequisite: CHM 250. Credit course for grade or Pass/No Pass.

This course will study general chemical principles including: Solutions, Chemical Kinetics, Chemical Equilibrium, Acids and Bases, Thermodynamics, and Electrochemistry. This course is often a requirement for science, engineering, and pre-professional majors. (IGETC Area 5: Physical and Biological Sciences A: Physical Science with Lab) (CSU GE Area B: Physical and its Life FormsB1 - Physical Science)(Mendocino College Area A. Natural Sciences) May be repeated twice for insufficient grade.

CHM-255 Organic Chemistry I

5.0 Units / 3.0 hours lecture. 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

This is the first semester of a two-semester sequence. This organic chemistry course is for science majors primarily in chemistry, chemical engineering, biochemistry, biology, environmental toxicology, pre-medical, pre-dental, and pre-veterinary. The course will emphasize the mechanisms and reactions of the hydrocarbons, alcohols and ether compounds, as well as, the use of spectroscopy as it relates to the functional groups. This is an introduction to laboratory techniques of organic chemistry. Techniques include: separating, purification, synthesis, and isolation of organic compounds. CHM 255-256 is equivalent to CHE 128ABC-CHE 129ABC at UC Davis, and Chem 112A-112B at UC Berkeley. Transfer students should complete this sequence prior to their junior year. (IGETC Area 5: Physical and Biological Sciences A: Physical Science with Lab) (CSU GE Area B: Physical and its Life FormsB1 - Physical Science) (Mendocino College Area A. Natural Sciences) May be repeated twice for insufficient grade.

CHM-256 Organic Chemistry II

5.0 Units / 3.0 hours lecture. 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

This is the second semester of a two-semester sequence. This organic chemistry course is for science majors primarily in chemistry, chemical engineering, biochemistry, biology, environmental toxicology, pre-medical, pre-dental, and pre-veterinary. In both the lecture and lab, the course will emphasize reactions, preparation, and mechanisms for various functional groups including: aromatic compounds, aldehydes, ketones, carboxylic acids, phenols, thiols, and the chemistry of carbohydrates and lipids. CHM 255-256 are equivalent to CHE 128ABC-CHE 129ABC at UC Davis, and Chem 112A-112B at UC Berkeley. Transfer students should complete this sequence prior to their junior year. (IGETC Area 5: Physical and Biological Sciences A: Physical Science with Lab) (CSU GE Area B: Physical and its Life FormsB1 - Physical Science) (Mendocino College Area A. Natural Sciences) May be repeated twice for insufficient grade.

CHILD DEVELOPMENT**CDV-55 Foster Parent Training I**

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will meet the pre-service requirements in Lake and Mendocino Counties for those interested in becoming foster and/or adoptive parents. Topics include child protective services and the court system, working with children who have been traumatized, building positive interactions with birth parents, sharing information with social workers and parents, and helping children return home or move to another placement.

May be repeated twice for insufficient grade.

CDV-60 Family Child Care Training

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

Training for family child care providers in day care as a business; working with parents, health and safety and other related topics.

May be repeated twice for insufficient grade.

CDV-65 Child First Aid and Safety

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

Standard first aid practices, safety measures and information about communicable diseases required in preschool and child care settings. This course meets the 15 hour requirement in Title 22.

May be taken for a maximum of 2 enrollments.

CDV-70 Parent Participation

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Credit course taken for Pass/No Pass only.

For parents of children attending the Child Care Center to observe preschool children and their behavior.

Three meetings on child rearing practices and weekly participation in the center. May be repeated.

May be taken for a maximum of 4 enrollments.

CDV-75 Positive Parenting

1.0 Units / 1.0 hours lecture.

Credit course taken for Pass/No Pass only.

This course will teach simple practical solutions to common parenting problems while making parenting more enjoyable. Early childhood educators as well as parents will benefit from this introduction to the Raise and Shine approach to parenting education.

May be repeated twice for insufficient grade.

CDV-79 Relationships and Children's Behavior

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will explore the role of adult-children relationships in managing children's behavior. The course will describe what goes wrong in relationships and how to change them. This course is cross listed with PSY 80.

May be repeated twice for insufficient grade.

CDV-90 Introduction to Growth and Development of Children

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

The intellectual, social and emotional theories of development from birth through adolescence. (Mendocino College Area B2. Social & Behavioral Sciences)

May be repeated twice for insufficient grade.

CDV-95 Mentor Seminar

0.5 Units / 0.5 hours lecture.

Credit course taken for Pass/No Pass only.

A seminar for Early Childhood Mentors to explore issues related to their role as supervisors of beginning teachers. Seminar content will be individualized.

May be taken for a maximum of 4 enrollments.

CDV-100 Principles in Preschool Programs

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will explore programs for young children and the principles implemented in their design. Topics include child behavior and development, including principles for designing programs which work to guide children through their early years.

May be repeated twice for insufficient grade.

CDV-101 Practices and Curriculum in Preschool Programs

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will explore how to plan learning experiences and educational materials appropriate for young children. Topics will include various curricular strategies for supporting the development of preschool age children.

May be repeated twice for insufficient grade.

CDV-106 Children with Special Learning Needs

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Characteristics of educational approaches used with children handicapped with learning, physical, visual, hearing, speech, mental, or emotional disabilities; methods of integrating the exceptional child into a main-streamed educational program. For preschool and primary teachers, nurses, social workers, paraprofessionals, and parents.

Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

CDV-109 Child Health, Nutrition, and Safety

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Child health, safety and nutrition factors important to teachers, child care personnel and parents. Topics include: health promotion for children including nutrition, exercise, and coping skills; disease prevention strategies; common childhood diseases; and, general safety, and developmental problems as they relate to health.

May be repeated twice for insufficient grade.

CDV-111 Observation and Participation

4.0 Units / 1.0 hours lecture. 9.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Guidance techniques and skills in working with young children through observation and participation in the Child Care Center.

May be taken for a maximum of 2 enrollments.

CDV-112 Supervised Practicum-Lab II

4.0 Units / 1.0 hours lecture. 9.0 hours laboratory. Advisory:

CDV 111. Prerequisite: Two of: CDV 180, CDV 200 (or 90),

CDV 100, CDV 101. Credit course for grade or Pass/No Pass.

This course will provide supervised practical experience in an approved preschool or childcare program. Student will plan and implement activities with children. The seminar provides opportunities to discuss special topics and children's behaviors.

May be repeated twice for insufficient grade.

CDV-113 Classroom Experiences - Lab III

4.0 Units / 1.0 hours lecture. 9.0 hours laboratory.

Prerequisite: CDV 100 and CDV 101

Credit course for grade or Pass/No Pass.

This course will provide advanced participation in an early childhood setting. Learn to plan curriculum and gain skill in directing the daily program. The seminar provides an opportunity to reflect on children's behavior and appropriate teaching responses.

May be taken for a maximum of 2 enrollments.

CDV-118 Migrant Education Seminar I

1.5 Units / 1.5 hours lecture.

Credit course for grade or Pass/No Pass.

This course provides a seminar for students doing classroom placements with the California MiniCorps program.

Discussion of classroom related topics such as: strategies for English language learners, carrying out learning activities, and classroom management. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be taken for a maximum of 2 enrollments.

CDV-119 Migrant Education Seminar II

1.5 Units / 1.5 hours lecture.

Credit course for grade or Pass/No Pass.

This course provides a seminar for students doing classroom placements with the California MiniCorps program.

Discussion of classroom related topics such as: strategies for English language learners, carrying out learning activities, and classroom management. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be taken for a maximum of 2 enrollments.

CDV-120 Infants and Toddlers

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will examine principles and philosophy of care for children up to three years of age including: growth and development, health and nutritional needs, social- emotional needs, cognitive development, language development, development of a positive self-image, community resources and cultural and ethnic differences.

May be repeated twice for insufficient grade.

CDV-121 Infant/Toddler Curriculum

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will explore different curricular areas for Infant/toddler development including physical, emotional, social, and intellectual. Principles of child care, nutrition, health practices, and curriculum for children ages birth through three years

May be repeated twice for insufficient grade.

CDV-122 Inclusion of Infants and Toddlers with Special Needs

1.0 Units / 1.0 hours lecture. Credit course for grade or Pass/No Pass.

Overview of laws regulating services to infants and toddlers with special needs. Students will learn strategies to adapt childcare program environments and routines for infants and toddlers with special needs. Students will learn to use a standardized screening tool to identify young children at risk of developmental delay. Strategies for building partnerships with parents and Early Intervention Personnel will be explored.

May be repeated twice for insufficient grade.

CDV-125 Creative Activities

3.0 Units / 3.0 hours lecture. Credit course for grade or Pass/No Pass.

This course will introduce students to educational activities suitable for children in art, music, movement, literature, and drama. It is designed for teachers, aides, parents and people who provide care for children ages two through eight. Students will gain an enhanced understanding of the interrelationship between creative arts and the self. Students will engage in creative and subjective responses to a variety of aesthetic experiences. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

CDV-126 Music and Movement

1.0 Units / 1.0 hours lecture. Credit course for grade or Pass/No Pass.

Learn songs, rhymes, musical stories and creative movement activities for young children.

May be repeated twice for insufficient grade.

CDV-127 Language and Literacy for Young Children

2.0 Units / 2.0 hours lecture. Credit course for grade or Pass/No Pass.

This course will introduce students to the process of language development in young children including second language acquisition. It will include an examination of how to encourage early literacy.

May be repeated twice for insufficient grade.

CDV-128 Math and Science

1.0 Units / 1.0 hours lecture. Credit course for grade or Pass/No Pass.

Planning developmentally appropriate activities for children in math and science. For caregivers, parents and teachers of children aged 2-8. Based on recent research advocating active hands on learning.

May be repeated twice for insufficient grade.

CDV-130 Administration of Preschools/Child Care Centers

3.0 Units / 3.0 hours lecture. Credit course for grade or Pass/No Pass.

This course will be required to become a director in a private or public preschool. Gain a basic knowledge of budgeting, finances, hiring and evaluating staff, licensing requirements, business management and record keeping.

May be repeated twice for insufficient grade.

CDV-134 Advanced Administration of Preschools/Child Care Centers

3.0 Units / 3.0 hours lecture. Credit course for grade or Pass/No Pass.

This course will introduce techniques for effective leadership including team building, reflective supervision, advocacy and networking skills, and fundraising.

May be repeated twice for insufficient grade.

CDV-135 Supervision of Adults in a Child Development Program

3.0 Units / 3.0 hours lecture. Advisory: CDV 100 or CDV 101. Credit course for grade or Pass/No Pass.

Methods and principles of supervising auxiliary staff and trainees in early childhood programs. Explores the role of experienced teachers who function as mentors to new teachers and staff while addressing the needs of children, parents and other staff. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

CDV-140 Working With School Aged Children and Youth

3.0 Units / 3.0 hours lecture. Credit course for grade or Pass/No Pass.

This course will explore the development of school age children and youth, with a focus on behavior guidance, self esteem, and peer relationships.

May be repeated twice for insufficient grade.

CDV-151 Assessment and Observation of Young Children

2.0 Units / 2.0 hours lecture. Credit course for grade or Pass/No Pass.

This course will survey the methods for observing and assessing young children including the use of the Desired Results Developmental Profile.

May be repeated twice for insufficient grade.

CDV-152 Working with Parents

1.0 Units / 1.0 hours lecture. Credit course for grade or Pass/No Pass.

Philosophy of working with parents as partners in their child's care. Techniques for involving parents and handling difficult situations.

May be repeated twice for insufficient grade.

CDV-153 Behavior Support Strategies

1.0 Units / 1.0 hours lecture. Credit course for grade or Pass/No Pass.

Intervention strategies for children with difficult behavior in early childhood settings.

May be repeated twice for insufficient grade.

CDV-161 Active Learning and Play

1.0 Units / 1.0 hours lecture. Advisory: CDV 101 or CDV 125. Credit course for grade or Pass/No Pass.

An examination of the value of play and how to create an environment for active learning. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

CDV-162 Curriculum Planning

1.0 Units / 1.0 hours lecture. Advisory: CDV 101 or CDV 125. Credit course for grade or Pass/No Pass.

An analysis of the elements of curriculum planning, including ways to document children's learning. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

CDV-180 Child, Family and Community

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

The factors affecting child rearing and the problems of families in contemporary society, including social class and ethnic subcultures. (CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D10 - Sociology and Criminology) (Mendocino College Area B2. Social & Behavioral Sciences)

May be repeated twice for insufficient grade.

CDV-196 CDV-Occupational Work Experience Education

8.0 Units Credit course for grade or Pass/No Pass.

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester.

May be taken for a total of 16 units in any combination.

CDV-197 Child Development Internship

8.0 Units Credit course for grade or Pass/No Pass.

Recommended Preparation: CDV-180 Child, Family and Community or CDV-200 Psychology of Development: Infancy through Adolescence

This course is a supervised internship child development occupations. Internships are courses in which students demonstrate knowledge and skills learned in the classroom in a real work situation, while developing new job-specific knowledge and skills. Internships also help students better understand an occupation, and to gauge their interest and compatibility with a specific career. Students can earn up to 8 units per semester (for a total of 16 combined Work Experience units).

CDV-200 Psychology of Development: Infancy through Adolescence

3.0 Units / 3.0 hours lecture. Advisory: ENG 200

Credit course for grade or Pass/No Pass.

The physical, mental, social, and emotional aspects of psychological development of the child from birth through adolescence. (IGETC Area 4: Social and Behavioral Sciences I: Psychology)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D9 - Psychology) (CSU GE Area E: Lifelong Understanding and Self-Development.) (Mendocino College Area B2. Social & Behavioral Sciences)

May be repeated twice for insufficient grade.

CDV-201 Psychology of Development: Middle Childhood to Adulthood

3.0 Units / 3.0 hours lecture. Advisory: ENG 200 Credit course for grade or Pass/No Pass.

Psychological development from middle childhood through adulthood. Social and cognitive factors will be emphasized. (IGETC Area 4: Social and Behavioral Sciences I: Psychology) (CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D9 - Psychology) (Mendocino College Area B2. Social & Behavioral Sciences)

May be repeated twice for insufficient grade.

CDV-202 Multi-Cultural Perspective

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will explore the diversity of cultural perspectives in the United States. Topics include the philosophy, principles, and methods relating to the teaching of young children from different cultures and language communities in California.

May be repeated twice for insufficient grade.

CLOTHING**CLO-105 Beginning Clothing Construction**

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Fundamentals of constructing garments from commercial patterns; pattern and fabric selection for the individual. Professional techniques rather than "home sewing" are stressed. For students with limited sewing experience.

May be taken for a total of 4 enrollments in any combination.

CLO-106 Intermediate Clothing Construction

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory. Advisory:

CLO 105 or two years of high school experience

Credit course for grade or Pass/No Pass.

Construction of garments from natural and synthetic fibers with emphasis on novelty fabrics. Stress custom garment, construction, proper fitting and alternations, advanced construction skills.

May be taken for a total of 4 enrollments in any combination.

CLO-121 Pattern Drafting

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory. Advisory: MTH 55 Credit course for grade or Pass/No Pass. Drafting patterns from basic bodice, sleeve and skirt measurements. Create variations of collars, necklines, sleeves, bodices, skirts and pants. Use variations to modify commercial patterns for better fit and originality. May be taken for a maximum of 4 enrollments.

CLO-125 Tailoring

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory. Advisory: CLO 106 Credit course for grade or Pass/No Pass. Custom tailoring techniques in the construction of coats, suits and sport coats. Custom and simplified construction techniques will be used in the fashion industry. May be taken for a maximum of 4 enrollments.

CLO-196 CLO-Occupational Work Experience Education

8.0 Units Credit course for grade or Pass/No Pass. This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester. May be taken for a total of 16 units in any combination.

CLO-220 Textiles

3.0 Units / 3.0 hours lecture. Credit course for grade or Pass/No Pass. Basic weaves, yarns, fiber and finishes with reference to their selection for use in clothing and the home; new fibers and their uses; and care of fabrics. May be repeated twice for insufficient grade.

COLLEGE AND CAREER SUCCESS**CCS-10 Transition to College**

3.0 Units / 3.0 hours lecture. Corequisite: ENG-10 Credit course for grade or Pass/No Pass. This course will introduce new students to skills and concepts key to college success. The topics explored will make the transition to college more comfortable and meaningful. Students will learn about campus facilities and resources, academic skills and strategies, and common obstacles to success. This course is intended for students who place into English 10 through the assessment process or students who would like additional support adjusting to college life.

CCS-60 College Success

3.0 Units / 3.0 hours lecture. Credit course for grade or Pass/No Pass. This course will provide an introduction to college and skills for success for beginning students. Topics include: study skills, time management, goal setting, and decision making, college money management and dealing with stress; programs, educational opportunities, and services at Mendocino College. May be repeated twice for insufficient grade.

CCS-100 Career Planning Success

1.5 Units / 3.0 hours lecture. Advisory: Computer literacy Credit course for grade or Pass/No Pass. An introduction to the career planning process. Designed to help students find the best career options, based on their strengths, interests, and values. Two/three unit courses also include developing job interviewing and resume writing skills. May be repeated twice for insufficient grade.

CCS-102 Job Search Skills

1.5 Units / 1.5 hours lecture. Advisory: Computer literacy Credit course for grade or Pass/No Pass. This course will cover skills needed to land a job: researching the job market, networking, completing job applications, cover letters and resumes, and interviewing. May be repeated twice for insufficient grade.

CCS-103 Transfer Success

1.5 Units / 1.5 hours lecture. Advisory: Eligible for English 80 and computer literacy. Credit course taken for Pass/No Pass only. This course is an introduction to the college/university transfer process, which includes researching a college or university's admission requirements, student housing, financial aid and supportive services. Students will also prepare: a college application, admission and scholarship essays, and an educational plan. May be repeated twice for insufficient grade.

CCS-104 Job Retention Skills

1.5 Units / 1.5 hours lecture. Advisory: Computer literacy Credit course for grade or Pass/No Pass. This course will focus on skills for keeping a job and advancing, such as: communicating with your supervisor and fellow employees, developing a positive attitude and customer service skills. May be repeated twice for insufficient grade.

CCS-119 Orientation to College

1.5 Units / 1.5 hours lecture. Credit course for grade or Pass/No Pass. Designed to provide campus information and skills to facilitate the transition to college; familiarization with the college community, services, resource, regulations and policies; develop an awareness of student responsibilities and rights; understand college terms, degree and transferable requirements and how to use educational planning tools, such as the catalog and schedule. May be repeated twice for insufficient grade.

CCS-122 Effective Study Skills*1.0 Units / 1.0 hours lecture.**Credit course for grade or Pass/No Pass.*

Practical techniques to improve study skills: understanding the active learning process; organizing study materials, study place and study time; effective scheduling; note-taking techniques, reading notes and skimming skills; concentration and motivation; studying for exams and ways to reduce anxiety; writing a paper.

*May be repeated twice for insufficient grade.***CCS-123 Test Taking Success***1.0 Units / 1.0 hours lecture.**Credit course for grade or Pass/No Pass.*

This course will cover the nature and causes of test anxiety, provide tools for reducing test anxiety, and provide test taking and studying strategies to improve test results.

*May be taken for a maximum of 3 enrollments.***CCS-123.1 Test Taking Success - Part I***0.5 Units / 0.5 hours lecture.**Credit course for grade or Pass/No Pass.*

This course will cover the nature and causes of test anxiety and provide tools for reducing test anxiety.

*May be taken for a maximum of 3 enrollments.***CCS-123.2 Test Taking Success - Part 2***0.5 Units / 0.5 hours lecture.**Credit course for grade or Pass/No Pass.*

This course will provide test taking and studying strategies to improve test results.

*May be taken for a maximum of 3 enrollments.***CCS-124 Becoming A Successful Online Student***1.0 Units / 1.0 hours lecture. Advisory: English 80, computer literacy. Credit course for grade or Pass/No Pass.*

This course explores the theory and practice of successful online learning. The course familiarizes students with the course management system used for online courses at Mendocino College and many California Community Colleges (ETUDES-NG) and offers practical guidance and hands-on experience in a variety of approaches for increasing their online learning success.

*May be repeated twice for insufficient grade.***CCS-221 Becoming a Master Student***3.0 Units / 3.0 hours lecture. Recommended Preparation:**ENG-80 Academic Reading and Writing**Credit course for grade or Pass/No Pass.*

This course will provide an exploration of intellectual, psychological, social and physical factors that impact college learning, well-being and success. Students will learn critical college-level skills and strategies for motivation and stress management and build a community for academic and personal support.

*May be repeated twice for insufficient grade.***CCS-500 The Immigrant's Guide to Landing a Job***0.0 Units / 2.0 hours lecture. Non-credit Course*

This course will provide ESL students with an introduction to the workforce skills needed to find and obtain a job in the United States, such as locating information, networking, preparing for an interview; English language skills will also be further developed as a result of class activities.

*Course exempt from repeat provisions.***COMPUTER SCIENCE****CSC-19 Computers for the Complete Novice***0.5 Units / 0.5 hours lecture.**Credit course taken for Pass/No Pass only.*

An elementary computer course designed for the student with no previous computer exposure or experience.

*May be repeated twice for insufficient grade.***CSC-20 Beginning Computer Skills***1.5 Units / 1.3 hours lecture. 0.8 hours laboratory.**Credit course for grade or Pass/No Pass.*

This course will present basic computer use topics, including vocabulary and concepts such as documents, files, and applications. Students will learn tools and techniques such as the mouse, menus, selecting/ highlighting, dialog boxes and basic word processing.

*May be taken for a maximum of 3 enrollments.***CSC-23 Computer Software in the Workplace***2.0 Units / 2.0 hours lecture.**Credit course taken for Pass/No Pass only.*

Explanation, demonstration, and practice using a current software product. Also ideal for local businesses wishing to train their staff in a new software product.

*May be taken for a maximum of 4 enrollments.***CSC-26 Computer Skills for Advanced Beginners***1.5 Units / 1.2 hours lecture. 0.8 hours laboratory.**Credit course for grade or Pass/No Pass.*

This course will present an introduction to the computer and keyboard. Topics include basic computer terminology and skills including keyboarding, using the operating system, word processor and spreadsheet. Students will learn keyboarding, simple document processing, and simple spreadsheet operations and features.

*May be taken for a maximum of 4 enrollments.***CSC-50 Basic Computer Literacy and Keyboarding***3.0 Units / 2.5 hours lecture. 1.5 hours laboratory.**Credit course for grade or Pass/No Pass.*

An introduction to the computer and the keyboard. Topics include basic computer terminology and history, how to use a word processor, data base, spreadsheet, simple document formatting and keyboarding skills.

*May be repeated twice for insufficient grade.***CSC-51 Excel I***0.5 Units / 0.5 hours lecture.**Credit course for grade or Pass/No Pass.*

This course will cover basic concepts of using electronic spreadsheets. Students will learn how to create and save a spreadsheet, enter and edit data, create formulas, use built-in functions, format appearance, and print.

*May be repeated twice for insufficient grade.***CSC-52 Excel II***0.5 Units / 0.5 hours lecture.**Credit course for grade or Pass/No Pass.*

This course will extend the content covered in CSC 51, to include additional basics of using electronic spreadsheets. Students will investigate a broader set of built-in functions and formatting capabilities.

May be repeated twice for insufficient grade.

CSC-58 Web Page Production Demonstration

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will teach the basics of using a web page production software product. Learn how quick and easy it is to create and modify a website using off the shelf products. May be taken for a maximum of 2 enrollments.

CSC-70 Cisco Networking Academies I

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

This Cisco Networking Academies program is designed to teach students the skills needed to design, build, and maintain small- to medium-sized networks. This will provide the student with the opportunity to enter the workforce and/or further their education and training in the computer networking field.

May be repeated twice for insufficient grade.

CSC-71 Cisco Networking Academies II

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

This is the second course in the Cisco Networking Academies program which is designed to teach students the skills needed to design, build, and maintain small- to medium-sized networks. This will provide the student with the opportunity to enter the workforce and/or further their education and training in the computer networking field.

May be repeated twice for insufficient grade.

CSC-72 Cisco Networking Academies III

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

This is the third course in the Cisco Networking Academies program which is designed to teach students the skills needed to design, build, and maintain small- to medium-sized networks. This will provide the student with the opportunity to enter the workforce and/or further their education and training in the computer networking field.

May be repeated twice for insufficient grade.

CSC-73 Cisco Networking Academies IV

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

This is the fourth course in the Cisco Networking Academies program which is designed to teach students the skills needed to design, build, and maintain small- to medium-sized networks. This will provide the student with the opportunity to enter the workforce and/or further their education and training in the computer networking field.

May be repeated twice for insufficient grade.

CSC-74 IT Fundamentals I: Hardware (A+)

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

This course presents the fundamentals of supporting and trouble-shooting computer hardware, including motherboards, hard drives, I/O devices, memory, printers and multimedia devices. Hands-on lab activities reinforce lecture concepts. This course and CSC 75 prepare students for the A+ Certification Exam.

May be taken for a maximum of 2 enrollments.

CSC-75 IT Fundamentals II: Software (A+)

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory.

Prerequisite: CSC-74 IT Fundamentals I: Hardware (A+)

Credit course for grade or Pass/No Pass.

This course presents the fundamentals of supporting and troubleshooting computer operating systems. Installation, configuration and maintenance of different versions of Windows OS. Hands-on lab activities reinforce lecture concepts. This course and CSC 74 prepare students for the A+ Certification Exam.

May be taken for a maximum of 2 enrollments.

CSC-76 Security+ Preparation

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory.

Prerequisite: CSC-75 IT Fundamentals II: Software (A+)

Credit course for grade or Pass/No Pass.

This course prepares students to take the CompTIA Security+ certification exam. Topics include systems security, network infrastructure, access control, assessments and audits, cryptography, organizational security, and other topics as appropriate for the current Security+ exam.

May be taken for a maximum of 4 enrollments.

CSC-85 Digital Storytelling

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Students combine skills in creative writing (storytelling), photo manipulation (Photoshop), moviemaking (Adobe Premiere), with music and voice over to produce multimedia "stories" in a digital (computerized) format.

May be taken for a maximum of 3 enrollments.

CSC-105 Introduction to Unix I

1.5 Units / 1.3 hours lecture. 0.8 hours laboratory.

Credit course for grade or Pass/No Pass.

This course will present a survey of Unix/Linux operating systems and related subject matter. Topics include Unix/Linux architecture, commands, file system, processes, and shell programming. Lectures and laboratory exercises provide a moderate understanding of Unix/Linux architecture and commands. (Mendocino College Area D2. Communication & Analytical Thinking)

May be taken for a maximum of 2 enrollments.

CSC-106 Introduction to Unix II

1.5 Units / 1.3 hours lecture. 0.8 hours laboratory.

Prerequisite: CSC-105 Introduction to Unix I

Credit course for grade or Pass/No Pass.

This course will present a continued survey of Unix/Linux operating systems and related subject matter. Topics include Unix/Linux system administration and advanced shell scripting. (Mendocino College Area D2. Communication & Analytical Thinking)

May be taken for a maximum of 2 enrollments.

CSC-110 Computer Networks

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory. Advisory:

Computer literacy Credit course for grade or Pass/No Pass.

Introduction to networking components and systems. Networking standards, protocols, operating systems, media and hardware. Course includes hands-on lab activities.

May be taken for a maximum of 3 enrollments.

CSC-130 Web Design and Development

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory.

Recommended Preparation: CSC-105 Introduction to Unix I
Credit course for grade or Pass/No Pass.

This course will present technologies and best practices for the creation of web content, as well as discussion of the structure of the web. Tools and assignments will focus on design using current W3C standards for content and presentation. (Mendocino College Area D2. Communication & Analytical Thinking)

May be taken for a maximum of 3 enrollments.

CSC-134 Web Application Development

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory.

Prerequisite: CSC-130 Web Design and Development

Recommended Preparation: Some experience with computer programming, or any Mendocino College programming course: CSC 221, CSC 203, CSC 213

Credit course for grade or Pass/No Pass.

This course will explore web development, focusing on developing projects that integrate server- and client-side programming with the use of a solution stack such as LAMP. Students will develop scripts, databases, and interfaces to support web applications that generate and store dynamic content. This course will also include discussion and projects related to security and database integration. (Mendocino College Area D2. Communication & Analytical Thinking)

May be taken for a maximum of 2 enrollments.

CSC-137 Web Page Animation and Authoring

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory. *Advisory:*

CSC 130 and ART 181 *Credit course for grade or Pass/No Pass.*

Take web sites to the next level with streaming, vector-based animation and sound. Create highly interactive and responsive multimedia presentations using state-of-the-art animation technology and scripting languages.

May be taken for a maximum of 2 enrollments.

CSC-164 Electronic Spreadsheets

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory. *Advisory:*

Computer literacy *Credit course for grade or Pass/No Pass.*

Electronic spreadsheets and the data processing and business terminology associated with them. Construction of spreadsheets by hands-on practice.

May be taken for a total of 4 enrollments in any combination.

CSC-166 Desktop Database Software

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

This course will cover the study of concepts, terminology uses and applications of database software in homes and small businesses. Students will examine and learn to use software such as Microsoft Access to organize and store data and information. (Mendocino College Area D2. Communication & Analytical Thinking)

May be taken for a maximum of 3 enrollments.

CSC-168 Database Systems

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory.

Prerequisite: CSC-105 Introduction to Unix I *Recommended*

Preparation: CSC-221 Programming and Algorithms I

Credit course for grade or Pass/No Pass.

This course will introduce relational database management concepts using a modern database management system.

Topics will include schema design, database creation, data manipulation, report generation, queries using SQL, and data normalization.

CSC-170 Mobile Application Development

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory.

Prerequisite: CSC-221 Programming and Algorithms I

Credit course for grade or Pass/No Pass.

This course will cover the development of applications for the Android platform. Students will use tools and frameworks to build and analyze Android applications that incorporate various aspects of user interfaces, web services, animation, multimedia, and location awareness. (Mendocino College Area D2. Communication & Analytical Thinking)

CSC-196 CSC-Occupational Work Experience

8.0 Units *Credit course for grade or Pass/No Pass.*

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester.

May be taken for a total of 16 units in any combination.

CSC-197 Computer Science Internship

8.0 Units *Credit course for grade or Pass/No Pass.*

Recommended Preparation: CSC-220 Introduction to Computer Science or EAS-201 Geology or CSC-130 Web Design and Development or ART-281 Computer Graphics or CSC-73 Cisco Networking Academies IV

This course is a supervised internship in computer and information technology occupations. Internships are courses in which students demonstrate knowledge and skills learned in the classroom in a real work situation, while developing new job-specific knowledge and skills. Internships also help students better understand an occupation, and to gauge their interest and compatibility with a specific career. Students can earn up to 8 units per semester (for a total of 16 combined Work Experience units).

CSC-201 Computers and Computer Applications

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory. *Graded*

This course presents the computer as a problem-solving tool, with a focus on word processing, spreadsheet, database and presentation applications. Additional topics include an introduction to fundamental computer concepts such as operating systems, hardware, networking and graphics. (Mendocino College Area D2. Communication & Analytical Thinking)

May be taken for a maximum of 2 enrollments.

CSC-203 Programming in Visual Basic for Windows

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

This course will include computer programming from problem analysis to program debugging and the use of the Visual Basic programming language in the Windows environment to solve problems with a wide range of applications to many disciplines. (Mendocino College Area D2. Communication & Analytical Thinking)

May be taken for a maximum of 2 enrollments.

CSC-210 Computer Organization and Architecture

4.0 Units / 3.5 hours lecture. 1.5 hours laboratory.

Prerequisite: CSC-221 Programming and Algorithms I. Graded

This course will cover basic computer organization, with a focus on assembly language. Topics include computer hardware, machine language, data representation, binary manipulations, Boolean algebra, digital logic circuits, computer architecture and design, and how high-level language constructs correspond to sequences of machine-language instructions. Students will write and analyze a variety of assembly language program segments. The use of assemblers, linkers, and debugging tools will be explored. (Mendocino College Area D2. Communication & Analytical Thinking)

May be repeated twice for insufficient grade.

CSC-220 Introduction to Computer Science

4.0 Units / 3.5 hours lecture. 1.5 hours laboratory. *Graded*

This course will present an overview of computers and computer science. Lecture and hands-on assignments cover a wide range of topics, from bits and transistors to 3D games and the Internet. Other topics include data representation, computing components, low- and high-level programming languages, algorithm design, operating systems, information systems, simulation and graphics. Students will give short presentations on current events and near-future technology changes. This course is suitable for all majors and is a recommended first course for Computer Science majors, along with CSC 221. (Mendocino College Area D2. Communication & Analytical Thinking)

May be repeated twice for insufficient grade.

CSC-221 Programming and Algorithms I

4.0 Units / 3.0 hours lecture. 3.0 hours laboratory.

Recommended Preparation: Prior or concurrent enrollment in CSC 220. Graded

This course presents the fundamentals of an engineering approach to software development: Specification, design, implementation, testing, debugging, maintenance, and documentation of computer programs. Topics include algorithms, languages, software engineering, the software development life cycle, control structures, functions, file I/O, data abstraction, classes, and arrays. Students will design and implement numerous procedural and object-oriented programs in an appropriate and modern programming language. This course is intended for both computer science majors and for those seeking a general, formal introduction to computer programming. (Mendocino College Area D2. Communication & Analytical Thinking)

May be taken for a maximum of 2 enrollments.

CSC-222 Programming and Algorithms II

4.0 Units / 3.0 hours lecture. 3.0 hours laboratory.

Prerequisite: CSC-221 Programming and Algorithms I

Recommended Preparation: Prior or concurrent enrollment in MTH 210. Graded

This course will continue the study of object-oriented programming, data structures and algorithms. Students will study, design, code, test and use linked lists, trees, queues, stacks, hash tables, and other dynamic data structures. Topics also include recursion, searching and sorting, and the analysis of time and space efficiency of algorithms.

Programs are written in an appropriate and modern object-oriented language. (Mendocino College Area D2. Communication & Analytical Thinking)

May be repeated twice for insufficient grade.

CSC-500 Workplace Software Lab

0.0 Units 3.0 hours laboratory. *Non-credit Course*

Introduction to application software for computers. Lab activities will emphasize the computer as a tool in a variety of occupational environments. Applications software packages may include operating systems, word processing, spreadsheets, database management, programming environments, presentation and multimedia.

Course exempt from repeat provisions.

COOPERATIVE WORK EXPERIENCE**CED-50 Introduction to Work Experience**

3.0 Units *Credit course for grade or Pass/No Pass.*

Introduction to Cooperative Work Experience is a supervised, on-the-job learning experience for students who are new to employment and/or who are undecided about their career. The course helps students integrate classroom instruction with practical work experience. This course will assist students in acquiring desirable work habits, attitudes, and career awareness by achieving work-related learning objectives.

May be taken for a maximum of 4 enrollments.

CED-195 General Work Experience

6.0 Units *Credit course for grade or Pass/No Pass.*

This course will enable students to earn college credit for learning or improving skills or knowledge while working. Any type of work is suitable. Faculty and employers help students create meaningful educational experiences by developing specific learning objectives. There are no classroom meetings after the initial orientation. There are no pre-requisites or concurrent enrollment requirements. Units are degree applicable and transferable. Units are awarded based on the achievement of learning objectives; additionally, each unit of Occupational Work Experience requires a paid employee to document 75 hours (volunteers - 60 hours) over the course of the semester.

May be taken for a total of 6 units.

CULINARY ARTS MANAGEMENT

CAM-152 Food and Equipment Safety and Sanitation

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course prepares the student to prepare and store foods in a safe and sanitary manner, with attention to potentially hazardous foods. Topics covered include causes of foodborne illness and injury, how to minimize risk of foodborne illness using food safety controls, and government regulations. Facility design and maintenance and safe use of knives and commercial kitchen equipment will be discussed. Upon completion of this course, students will have the option to take a certification examination. *May be repeated twice for insufficient grade.*

CAM-160 Survey of Food Systems and the Culinary Arts

2.0 Units / 2.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will provide students with an overview of the food system, through discussion of the past, present and future industry, with a focus on the United States, and an introduction to the global food system. Students will assess careers related to this system, with a focus on food service operations.

CAM-161 Culinary Skills I

3.0 Units / 1.0 hours lecture. 6.0 hours laboratory.

Corequisite: CAM-152. Credit course for grade or Pass/No Pass.

This introductory class provides the foundation for developing the culinary knowledge and skills necessary to be successful in a food service kitchen. Best practice techniques of food preparation (proteins, egg and dairy, fruits and vegetables, grain and cereal foods, beverages) will be addressed. The course will include planning and preparing a meal.

CAM-162 Culinary Skills II

3.0 Units / 1.0 hours lecture. 6.0 hours laboratory.

Prerequisite: CAM-161 Credit course for grade or Pass/No Pass.

Students will apply skills learned in Culinary Skills I to more complex recipes using advanced preparation methods. Topics covered include flavor pairing, sauces, egg and fish dishes, garnishes, presentation and selected bakery products. Recipes from a wide variety of styles and cuisines will be incorporated and students will learn how to modify recipes into healthier alternatives.

CAM-163 Food Service Operations

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course covers food service management for all categories of operations. Topics include organizational structure, customer service, communication throughout the operation, menu planning and management, purchasing and inventory control, legal considerations, job descriptions and staffing, and food and labor cost analysis. Food Service math and computer applications will be integrated throughout the course.

CAM-164 Advanced Bakeshop

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Prerequisite: CAM-161 Culinary Skills I

Credit course for grade or Pass/No Pass.

This course is intended for students who are interested in learning advanced baking techniques, with a focus on breads and batters, including cakes. The class will have an experimental approach, with students testing recipe variations to learn ingredient functionality while developing creativity. Quality standards for a bake shop will be used to guide product evaluation. The history and culture of various bakery items will be studied.

CAM-165 Pastry and Desserts

1.0 Units 3.0 hours laboratory. Prerequisite or Corequisite:

CAM-152 Food and Equipment Safety and Sanitation or equivalent. Credit course for grade or Pass/No Pass.

This course focuses on the understanding and production of pastries and a wide variety of desserts. Types of pastries include pastry dough, pate a choux, laminated dough, savory and sweet pies and tarts, and cream puffs. Students will explore desserts from a variety of cultures and include custards, puddings, fruit desserts, fried desserts, specialty cookies, trifles, mousses, and tortes.

CAM-167 Local Foods: From Farm to Fork

2.0 Units / 1.5 hours lecture. 1.5 hours laboratory. Prerequisite

or Corequisite: CAM-152 Food and Equipment Safety and Sanitation. Credit course for grade or Pass/No Pass.

This course will introduce students to key topics related to local foods such as foraging, seasonal produce and the farm to chef movement. It will also draw from the knowledge of local farms.

May be repeated twice for insufficient grade.

CAM-168 Food Preservation

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Prerequisite or Corequisite: CAM-152 Food and Equipment Safety and Sanitation. Credit course for grade or Pass/No Pass.

This course will teach students how to safely preserve high quality foods by canning, drying, pickling, and freezing. Cheese making will be introduced. The manufacture of food products for sale, including regulations, will be discussed.

CAM-180 Modern Cuisine

3.0 Units / 1.0 hours lecture. 2.0 hours laboratory.

Prerequisite: CAM-161 Culinary Skills I

Credit course for grade or Pass/No Pass.

This course will explore rapidly changing techniques within the Culinary Arts. Students will learn the latest techniques such as spherification, cryoblanching, sous vide, vacuum compression and hydrocolloid use.

CAM-196 CAM-Occupational Work Experience Education

8.0 Units Credit course for grade or Pass/No Pass.

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester.

May be taken for a total of 16 units in any combination.

CAM-197A Culinary Arts Practicum

8.0 Units / 3.0 - 8.0 hours lecture. Credit course for grade or Pass/No Pass. Corequisite: CAM-162 Culinary Skills II Prerequisite: CAM-161 Culinary Skills I. Graded

This course provides Culinary Arts Management certificate students the opportunity to apply knowledge, skills and attitudes learned in the classroom in an actual work setting.

EARTH SCIENCE**EAS-50 Earth Sciences Resource Laboratory**

1.0 Units 3.0 hours laboratory. Corequisite: Any course in Earth Sciences (EAS) or cross-listed courses in Geology (GEL), Geography (GEO), Physical Science (PSC) and Natural Resources (NRS). Credit course taken for Pass/No Pass only.

An open laboratory/discussion course supporting students currently enrolled in any of the Earth Science courses at Mendocino College. Course offers additional time for developing competency in Earth Science topical areas, allows for additional time to review materials presented in the lecture and laboratory, and gives an opportunity for students to discuss course topics to develop a deeper understanding of course material.

May be taken for a maximum of 4 enrollments.

EAS-200 Environmental Science

3.0 Units / 3.0 hours lecture.

Advisory: ENG 80 or qualification for ENG 200 through the assessment process. Credit course for grade or Pass/No Pass.

Environmental Science is a field that brings aspects of biology, physics and chemistry together with geology and geography to understand the earth and its interrelated systems. The main emphasis of the course is a focus on sustainable use of Earth's resources and the reduction of solid waste and air and water pollution. The focus on both physical and biological principles is necessary to illustrate the interdisciplinary nature of dealing with the solutions to the complex environmental problems. (IGETC Area 5: Physical and Biological Sciences A: Physical Science without Lab)(CSU GE Area B: Physical and its Life Forms B1 - Physical Science)(CSU GE Area B: Physical and its Life Forms B2 - Life Science) (Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

EAS-201 Geology

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course introduces modern geologic principles and uses those as a framework for understanding the processes involved in the crystallizing of minerals, the formation and deformation of rocks, the creation of geologic resources, and the history of the ever-changing surface of the Earth. (IGETC Area 5: Physical and Biological Sciences A: Physical Science without Lab)(CSU GE Area B: Physical and its Life FormsB1 - Physical Science)(Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

EAS-202 Geology Laboratory

1.0 Units 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Within the framework offered by modern geologic principles, the history of a changing, dynamic Earth unfolds as told by the rocks and minerals that make up the Earth's outer layer. This laboratory course gives students a chance for hands-on study of the key geologic principles. Topics include rock and mineral sample identification, geologic and topographic map analysis, and field investigations. (IGETC Area 5: Physical and Biological Sciences A: Physical Science with Lab) (CSU GE Area B: Physical and its Life FormsB3 - Laboratory Sciences) *May be repeated twice for insufficient grade.*

EAS-203 Earth History

3.0 Units / 3.0 hours lecture. Recommended Preparation: GEL 201 and ENG 80 or qualification for ENG 200 through assessment process. Credit course for grade or Pass/No Pass.

This course will introduce students to modern geologic principles and use those as a framework for understanding the processes involved in shaping the earth through time, including the creation of the fossil record and the formation and deformation of rocks. (IGETC Area 5: Physical and Biological Sciences A: Physical Science without Lab)(CSU GE Area B: Physical and its Life FormsB1 - Physical Science)(Mendocino College Area A. Natural Sciences)

EAS-204 Earth History Laboratory

1.0 Units 3.0 hours laboratory. Corequisite: EAS 203 or prior completion of EAS 203 or GEL 203.

Credit course for grade or Pass/No Pass.

This course will introduce the world of fossils and rocks and what they tell us about the history of the Earth. Using modern geologic principles, the Earth and its ancient history can be understood for a better appreciation of the solid Earth and the world around you. Required field trips may be scheduled. (IGETC Area 5: Physical and Biological Sciences C: Physical Science, Lab only)(CSU GE Area B: Physical and its Life FormsB3 - Laboratory Sciences) (Mendocino College Area A. Natural Sciences)

EAS-206 Physical Geography

4.0 Units / 3.0 hours lecture. 3.0 hours laboratory. Advisory: ENG 80 or qualification for ENG 200 through the assessment process. Credit course for grade or Pass/No Pass.

Physical geography is a focused study of the surface of the Earth and its landforms. This course offers a concise study of the natural environment, including topics in weather, landform study, and the water cycle. Emphasis is on the interrelated aspects of natural systems within the atmosphere, lithosphere and hydrosphere, and on the characterization of the environment through map interpretation. (IGETC Area 5: Physical and Biological Sciences A: Physical Science with Lab)(CSU GE Area B: Physical and its Life Forms B1 - Physical Science)(Mendocino College Area A. Natural Sciences)
May be repeated twice for insufficient grade.

EAS-208 Environmental Geology

4.0 Units / 3.0 hours lecture. 3.0 hours laboratory. Advisory: ENG 80 or qualification for ENG 200 through the assessment process. Credit course for grade or Pass/No Pass.

Introduction to human interaction with the Earth, with a specific focus on scientifically characterizing geologic processes at the Earth's surface and how humans are affected by, and have in some cases modified those processes. This course introduces the basic science and math concepts we use to understand important topics in geologic hazards including volcanoes, landslides, earthquakes, coastal processes, stream processes and flooding. In addition, scientific principles are applied to important problems related to groundwater, energy resource management and land use that have faced every civilization over time, but are becoming much more critical to life on this planet as human population and resource use increase. (IGETC Area 5: Physical and Biological Sciences A: Physical Science with Lab)(CSU GE Area B: Physical and its Life Forms B1 - Physical Science)
(Mendocino College Area A. Natural Sciences)
May be repeated twice for insufficient grade.

EAS-210 Geology of California

4.0 Units / 3.0 hours lecture. 3.0 hours laboratory. Advisory: ENG 80 or qualification for ENG 200 through the assessment process. Credit course for grade or Pass/No Pass.

This course focuses on the theory of plate tectonics and earthquake seismology in order to explore the geologic history of California. The varied landscapes and rocks of California are viewed within the plate tectonic model, and the geologic provinces that are associated with various aspects of plate tectonic activity are presented to illustrate the evolution of California through geologic time. (IGETC Area 5: Physical and Biological Sciences A: Physical Science with Lab)(CSU GE Area B: Physical and its Life Forms B1 - Physical Science)(Mendocino College Area A. Natural Sciences)
May be repeated twice for insufficient grade.

EAS-211 Weather and Climate

3.0 Units / 3.0 hours lecture. Advisory: ENG 80 or qualification for ENG 200 through the assessment process. Credit course for grade or Pass/No Pass.

This course introduces the key aspects involved in understanding weather patterns and our changing climate. By studying atmospheric layering and function, the Earth-Sun relationship, and the air mass modification and air circulation patterns within the troposphere, meteorological

phenomenon are classified and described with common examples. Components critical for climate characterization are explored in order to understand global climate change. (IGETC Area 5: Physical and Biological Sciences A: Physical Science)(CSU GE Area B: Physical and its Life Forms B1 - Physical Science)(Mendocino College Area A. Natural Sciences)
May be repeated twice for insufficient grade.

EAS-212 Introduction to Geographic Information Systems

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course introduces basic scientific principles as they relate to working with data that have important spatial orientation and organization. Geometric and geographic concepts and theories are used to develop scientific methods for proper communication of the data and the solution of problems that have spatial relationships. Course covers basic concepts in mapping and orientation, the development of map scales and comparison of different coordinate systems, and data error analysis. (Mendocino College Area A. Natural Sciences)
May be repeated twice for insufficient grade.

EAS-222 Applied GIS

3.0 Units / 2.0 hours lecture. 3.0 hours laboratory.

Advisory: CSC 50, CSC 201 or equivalent competency; EAS 212, GEO 212, or equivalent background; and either coursework or job experience related to earth science applications.

Credit course for grade or Pass/No Pass.

This course focuses on using a modern Geographic Information System (GIS) for organizing and presenting spatial data. Students will learn to work with spatially-related data such as those dealing with natural hazards investigation, environmental resource management, agriculture, urban planning, infrastructure, site assessment or land-use planning. In addition to being useful for applying GIS concepts in a variety of disciplines, the course will prepare students for further study in spatial analysis at the university level. (Mendocino College Area A. Natural Sciences)
May be repeated twice for insufficient grade.

ECONOMICS**ECO-200 Principles of Macroeconomics**

3.0 Units / 3.0 hours lecture. Prerequisite: MTH 56 or one year of high school Algebra II. Credit course for grade or Pass/No Pass.

This course covers economic analysis of the theory of income determination; national income accounting, business cycles, monetary and fiscal policy, the national debt, the banking system of the United States, and economic growth and development. Students will learn to use macroeconomic principles to analyze the problems of poverty, and income distribution. (IGETC Area 4: Social and Behavioral Sciences B: Economics)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D2 - Economics)(Mendocino College Area B2. Social & Behavioral Sciences)
May be repeated twice for insufficient grade.

ECO-201 Principles of Microeconomics

3.0 Units / 3.0 hours lecture.

Prerequisite: MTH 56 or one year of high school Algebra II.

Credit course for grade or Pass/No Pass.

This class covers economic analysis of the theory of prices, including supply and demand, marginal utility, cost and revenue concepts, market structure, and pricing the factors of production. Students learn to use economic principles to analyze the economic challenges facing the individual and business organization. (IGETC Area 4: Social and Behavioral Sciences B: Economics)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D2 - Economics) (Mendocino College Area B2. Social & Behavioral Sciences)
May be repeated twice for insufficient grade.

EDUCATION**EDU-110 Tutoring Methods**

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Effective tutoring techniques including planning the tutoring sessions; effective communication skills, as well as reading, writing and study assistance; techniques for working with disabled and culturally different students.
May be taken for a maximum of 2 enrollments.

EDU-196 EDU-Occupational Work Experience

8.0 Units Credit course for grade or Pass/No Pass.

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester.
May be taken for a total of 16 units in any combination.

EDU-200 Introduction to the Teaching Profession

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will provide a historical and sociological analysis of the education system and careers in teaching. The principles of effective instructional models will be explored, with emphasis on: student-centered and culturally-relevant teaching methods; research of resources for curriculum and instruction; and observation of teaching practices in local schools.
May be repeated twice for insufficient grade.

EDU-500 Supervised Tutoring

0.0 Units 2.0 hours laboratory. Limitation on Enrollment:

Students must be enrolled in the course for which they receive tutoring. Prerequisite: Students must be enrolled in the course for which they receive tutoring. Non-credit Course

An open enrollment lab which supports students' academic success through assistance by trained student tutors.

Course exempt from repeat provisions.

ENGINEERING**EGR-110 Introduction to Computer Aided Design/Drafting (CAD)**

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Advisory: CSC 201 or computer literacy

Credit course for grade or Pass/No Pass.

Computer Aided Design/Drafting (CAD) and the general design process using a CAD program. Projects will cover architectural, technical, mechanical, and presentation-style drawings.

May be repeated twice for insufficient grade.

EGR-196 EGR-Occupational Work Experience Education

8.0 Units Credit course for grade or Pass/No Pass.

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester.
May be taken for a total of 16 units in any combination.

EGR-201 Engineering Graphics and Design

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Basic principles of engineering graphics including: orthographic projection, descriptive geometry, and geometric tolerancing are introduced with an emphasis on solutions to mechanical and civil engineering problems in three dimensional space. AutoCAD coverage emphasizes 3D solid modeling, but includes 2D commands and working drawings in a project and oral presentation format. Engineering group design processes are introduced and applied using design contests.
May be repeated twice for insufficient grade.

EGR-202 Statics

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

A vectorial treatment of the principles of statics with application to engineering problems and an emphasis on common engineering computational tools. Students are required to have a graphing calculator.
May be repeated twice for insufficient grade.

ENGLISH**ENG-10 Basic Reading and Writing**

5.0 Units / 5.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will introduce students to reading, writing, and language skills in preparation for college classes and workplace settings.

May be repeated twice for insufficient grade.

ENG-12 Intermediate Reading and Writing

5.0 Units / 5.0 hours lecture.

Credit course for grade or Pass/No Pass.

Reading to learn from narrative and expository text and development of basic composition skills. Application of effective strategies for active learning through reading, writing and studying about a major problem or issue.

May be repeated twice for insufficient grade.

ENG-41 English Refresher

0.5 Units 3.0 hours laboratory.

Credit course taken for Pass/No Pass only.

Review basic rules of grammar, punctuation and spelling. Workbooks and instruction in a laboratory setting will allow students to progress individually. This course is good for those wishing to refresh their skills as well as those who need more remedial work to move into college level classes.

May be taken for a maximum of 4 enrollments.

ENG-60 Reading and Writing Laboratory

1.0 Units 1.5 - 3.0 hours laboratory.

Credit course taken for Pass/No Pass only.

This course will provide support for students completing reading and writing assignments from any class. Students will have the opportunity to work on their assignments, get help as needed from an English instructor, and be directed toward other campus resources for reading and writing support.

May be taken for a maximum of 4 enrollments.

ENG-70 Reading Laboratory

1.0 Units 3.0 hours laboratory. Advisory: ENG 12 or qualification for ENG 70 through the assessment process

Credit course taken for Pass/No Pass only.

Supplementary reading instruction and directed practice. Provides support for student reading and study assignments in other college courses. Students will apply effective reading and learning strategies for completing their assignments and preparing for exams in all subject areas.

May be taken for a maximum of 4 enrollments.

ENG-80 Academic Reading and Writing

4.0 Units / 4.0 hours lecture.

Advisory: Concurrent enrollment in ENG 60 and 70

Prerequisite: ENG 12 or qualification for ENG 80 through the assessment process. Credit course for grade or Pass/No Pass.

Reading to improve writing and reading at the college level. Use of narrative and expository readings to develop comprehensive and response strategies, and to serve as models for written expression.

May be repeated twice for insufficient grade.

ENG-160 Transfer-Level Reading and Writing Lab

1.0 Units 1.5 - 3.0 hours laboratory. Recommended

Preparation: Students should be co-enrolled in a transfer level course with university level reading and/or writing assignments.

Credit course taken for Pass/No Pass only.

This course will provide support for students completing reading and writing assignments from university level courses. Particular attention will be paid to assignments requiring documented research, argumentative writing, and other assignments requiring advanced writing and critical thinking skills. Students will have the opportunity to work on their assignments, get help as needed from an English instructor, and be directed toward other campus resources for reading and writing support.

May be taken for a maximum of 4 enrollments.

ENG-170 Introduction to Playwriting

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course is designed for both beginning and experienced writers to explore the art of playwriting in a supportive, inquisitive environment. Through readings, writing exercises, and continual revision of our works-in-progress, we will explore how plays evolve from fledgling ideas to stage-ready scripts.

May be taken for a maximum of 4 enrollments.

ENG-200 Reading and Composition

3.0 Units / 3.0 hours lecture. Advisory: Concurrent enrollment in ENG 60 and 70. Prerequisite: BOT-170 or ENG 80 or qualification for ENG 200 through the assessment process.

Credit course for grade or Pass/No Pass.

This course will fulfill the requirements of the first semester of freshman composition at the university level. All sections are both writing and reading intensive. Topics covered include thesis development and support, writing essays in various rhetorical modes, close reading, and completion of a thorough, properly cited research paper.

May be repeated twice for insufficient grade.

(IGETC Area 1: English Communication A: English Composition)(CSU GE Area A: Communication in the English Language and Critical Thinking A2 – Written Communication) (Mendocino College Area D1. English Composition)

ENG-201 Critical Thinking through Literature

4.0 Units / 4.0 hours lecture. Prerequisite: ENG 200.

Credit course for grade or Pass/No Pass.

This course will develop critical thinking, reading and writing skills beyond the level achieved in English 200. It emphasizes logical reasoning, analysis, and strategies of argumentation through the exploration of literature. Students completing this course will be able to understand and utilize important concepts employed in literary analysis as well as the rhetoric used in the study of formal logic.

(IGETC Area 1: English Communication B: Critical Thinking-English Composition)(IGETC Area 3: Arts and Humanities B: Humanities)(CSU GE Area A: Communication in the English Language and Critical Thinking A3 - Critical Thinking)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities) (Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

ENG-205 Critical Thinking

3.0 Units / 3.0 hours lecture. Prerequisite: ENG 200.

Credit course for grade or Pass/No Pass.

Basic forms of critical evaluation and reasoning, with instruction in the techniques of writing a sequence of argumentative essays; identification of the parts of arguments; identification and analysis of issues and assumptions; distinction of inductive and deductive methods; formal and informal fallacies. *(IGETC Area 1: English Communication B: Critical Thinking-English Composition)(CSU GE Area A: Communication in the English Language and Critical Thinking A3 - Critical Thinking) (Mendocino College Area D2. Communication & Analytical Thinking)*

May be repeated twice for insufficient grade.

ENG-210 Creative Writing

3.0 Units / 3.0 hours lecture. *Advisory: ENG 200 Prerequisite: ENG 80 or qualification for ENG 200 through the assessment process. Credit course for grade or Pass/No Pass.*

This course will help students develop their writing in a creative, supportive atmosphere. Emphasis on various genres may change from semester to semester; consult with instructor for more information. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities)(Mendocino College Area C. Humanities) *May be taken for a maximum of 4 enrollments.*

ENG-225 Introduction to Shakespeare

3.0 Units / 3.0 hours lecture. *Prerequisite: ENG 200. Credit course for grade or Pass/No Pass.*

Representative works of Shakespeare, including tragedies, comedies, histories, and sonnets. Development of a critical awareness of the various critical approaches to the Shakespearean texts. Critical analysis of content, form, and style in assigned texts. (IGETC Area 3: Arts and Humanities B: Humanities)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities) (Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

ENG-245 American Literature I

3.0 Units / 3.0 hours lecture. *Prerequisite: ENG 200. Credit course for grade or Pass/No Pass.*

Introduces and deepens appreciation of diverse literatures of North America from Colonial period to the Civil War. (IGETC Area 3: Arts and Humanities B: Humanities)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities)(Mendocino College Area C. Humanities) *May be repeated twice for insufficient grade.*

ENG-246 American Literature II

3.0 Units / 3.0 hours lecture. *Prerequisite: ENG 200. Credit course for grade or Pass/No Pass.*

Introduces and deepens appreciation of the diverse literatures of North America from post-Civil War days to the present. (IGETC Area 3: Arts and Humanities B: Humanities)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities)(Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

ENG-250 World Literature

3.0 Units / 3.0 hours lecture. *Prerequisite: ENG 200. Credit course for grade or Pass/No Pass.*

This course will explore the ways in which different cultures use literature to treat similar themes and problems. Students analyze literary expressions of the issues, values, and ideas common to major world cultures. (IGETC Area 3: Arts and Humanities B: Humanities)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities) (Mendocino College Area C. Humanities) *May be repeated twice for insufficient grade.*

ENG-265 Introduction to California Literature

3.0 Units / 3.0 hours lecture. *Prerequisite: ENG 200. Credit course for grade or Pass/No Pass.*

This course will explore works of California writers, both men and women, who represent significant literary achievement as well as the ethnic, cultural, and geographic diversity of the state. It meets the cross-cultural studies

requirement. (IGETC Area 3: Arts and Humanities B: Humanities)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities) (Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

ENG-270 Children's Literature

3.0 Units / 3.0 hours lecture. *Prerequisite: ENG-200 Credit course for grade or Pass/No Pass.*

This course will explore classic to contemporary children's literature from all over the world. Students will closely examine these works to better understand the social, cultural, and historical roles of children's literature from early folktales to modern day works. (IGETC Area 3: Arts and Humanities B: Humanities)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities)(Mendocino College Area C. Humanities) *May be repeated with different topic for a maximum of 2 enrollments.*

ENG-560 Basic Reading and Writing Lab

0.0 Units 1.0 - 3.0 hours laboratory. *Non-credit Course*

This course will provide basic reading and writing skills support for students completing assignments from any class. Students will have the opportunity to work on their assignments, get help as needed from an English instructor, and be directed toward other campus resources for reading and writing support. This noncredit class is available on a drop-in basis throughout the semester. See the course schedule for locations/times available. *Course exempt from repeat provisions.*

ENGLISH AS A SECOND LANGUAGE**ESL-3 English as a Second Language: Oral Communication Skills**

3.0 Units / 2.0 - 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will be a high-beginning to intermediate oral communication course designed to improve listening and speaking skills needed for successful interaction in workplace, academic and social environments.

May be repeated twice for insufficient grade.

ESL-5 English as a Second Language: Laboratory

1.0 Units 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

A laboratory course which offers support for English as a Second Language (ESL) reading, writing, and oral language through supplementary instruction and supervised practice. *May be repeated twice for insufficient grade.*

ESL-7A English as a Second Language: Beginning A

5.0 Units / 5.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will promote the development of beginning level grammar skills in the context of authentic language production including reading, writing, listening and speaking. Students will expand vocabulary and oral proficiency and develop competency in sentence level writing leading into paragraph construction. This course along with one semester of ESL 7B will cover the grammar topics necessary to complete Beginning level of ESL.

May be repeated twice for insufficient grade.

ESL-7B English as a Second Language- Beginning B
5.0 Units / 5.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will promote the development of beginning grammar skills in the context of authentic language production including reading, writing, listening and speaking. Students will expand vocabulary and oral proficiency and develop competency in sentence writing leading into paragraph construction. This course along with one semester of ESL 7A will cover the grammar topics necessary to complete beginning level of ESL.

May be repeated twice for insufficient grade.

ESL-9B English as a Second Language-Intermediate B

5.0 Units / 5.0 hours lecture. Prerequisite: Completion of ESL 7A and ESL 7B, or qualification through assessment process.

Credit course for grade or Pass/No Pass.

This course will promote the development of skills in writing, reading and speaking that will prepare them for college-level work in English. Students will continue to develop competency in sentence organization, paragraph writing and the development of longer pieces of writing. Students will improve their confidence in speaking English in academic and other settings. This course along with ESL 9A will cover the grammar topics necessary to complete the Intermediate level of ESL.

May be repeated twice for insufficient grade.

ESL-9A English as a Second Language-Intermediate A

5.0 Units / 5.0 hours lecture. Prerequisite: Completion of ESL 7A and ESL 7B, or qualification through assessment process.

Credit course for grade or Pass/No Pass.

This course will promote the development of skills in writing, reading and speaking that will help prepare students for college-level work in English. Students will continue to develop competency in sentence organization, paragraph writing, and the development of longer pieces of writing. Students will improve their confidence in speaking English in academic and other settings. This course along with English 9B will cover the grammar topics necessary to complete the intermediate level of ESL.

May be repeated twice for insufficient grade.

ESL-11A English as a Second Language- Advanced A

5.0 Units / 5.0 hours lecture. Prerequisite: Completion of ESL 9A and ESL 9B, or qualification through assessment process.

Credit course for grade or Pass/No Pass.

This course will promote the development of communicative competence in advanced grammar topics in the context of a variety of writing forms, reading comprehension and speaking, which are necessary for college work in English. Students will improve vocabulary and the ability to use English in classroom and other situations. This course along with ESL 11B will cover the grammar topics necessary to complete the advanced level of ESL.

May be repeated twice for insufficient grade.

ESL-11B English as a Second Language- Advanced B

5.0 Units / 5.0 hours lecture. Prerequisite: Completion of ESL 9A and ESL 9B, or qualification through assessment process.

Credit course for grade or Pass/No Pass.

This course will promote the development of communicative competence in advanced grammar topics in the context of a variety of writing forms, reading comprehension and speaking, which are necessary for college work in English. Students will

improve vocabulary and the ability to use English in classroom and other situations. This course along with ESL 11A will cover the grammar topics necessary to complete the Advanced level of ESL.

May be repeated twice for insufficient grade.

ESL-500 English as a Second Language: Preparatory Level

0.0 Units / 2.0 hours lecture. 3.0 hours laboratory.

Non-credit Course

Develop your reading, writing, speaking, and listening skills in preparation for college ESL classes. Gain confidence and practice in doing academic assignments.

Course exempt from repeat provisions.

ESL-501 English as a Second Language: Lab Preparatory Level

0.0 Units 1.5 - 3.0 hours laboratory. Non-credit Course

A laboratory course that provides for independent study and support for reading and study across the curriculum.

The length of enrollment is the time spent in the lab.

Course exempt from repeat provisions.

ESL-502 English as a Second Language Laboratory: Preparatory Level

0.0 Units 1.5 - 3.0 hours laboratory. Non-credit Course

A preparatory level laboratory course which offers support for ENG 500 students in reading, writing, and oral language through supplementary instruction and supervised practice.

Course exempt from repeat provisions.

ESL-503 English as a Second Language: Oral Communication Skills

0.0 Units / 0.5 - 3.0 hours lecture. Non-credit Course

This course will promote the development of intermediate oral communication skills. This course is designed to improve listening and speaking skills needed for successful interaction in workplace, academic and social environments.

Course exempt from repeat provisions.

ESL-507 English as a Second Language: Beginning

0.0 Units / 2.0 hours lecture. 3.0 hours laboratory.

Non-credit Course

This course will promote the development of beginning grammar skills in the context of authentic language production including reading, writing, listening and speaking. Students will expand vocabulary and oral proficiency and develop competency in sentence writing leading into paragraph construction. ESL 507 will cover the topics necessary to complete beginning level ESL.

Course exempt from repeat provisions.

ESL-509 English as a Second Language: Intermediate

0.0 Units / 2.0 hours lecture. 3.0 hours laboratory.

Non-credit Course

This course will develop skills in reading, writing and speaking which will help to prepare students for college-level work in English. Students will continue to develop competency in sentence organization, paragraph writing and the development of longer pieces of writing. Students will improve their confidence in speaking English in academic and other settings. This course will cover the grammar topics necessary to complete the Intermediate level of ESL.

Course exempt from repeat provisions.

ESL-511 English as a Second Language: Advanced

0.0 Units / 2.0 hours lecture. 3.0 hours laboratory.

Non-credit Course

This course will develop communicative competence in advanced grammar topics in the context of a variety of writing forms, reading comprehension and speaking, which are necessary for college work in English. Students will improve vocabulary and the ability to use English in the classroom and in other situations. ESL 511 will cover the topics necessary to complete advanced level ESL.

Course exempt from repeat provisions.

FIRE SCIENCE**FSC-50 Fire Instructor Training IA**

2.0 Units / 2.5 hours lecture. Advisory: ENG 80

Credit course for grade or Pass/No Pass.

Teaching techniques used in vocational education to select, develop, organize and utilize instructional materials appropriate for teaching manipulative lessons to firefighters who want to become fire training officers or certified fire officers.

May be repeated twice for insufficient grade.

FSC-51 Fire Instructor Training IB

2.0 Units / 2.5 hours lecture.

Credit course for grade or Pass/No Pass.

Continuation of teaching techniques used in vocational education to select, develop, organize, and utilize instructional materials appropriate for teaching technical lessons.

May be repeated twice for insufficient grade.

FSC-52 Fire Prevention IA/Fire Inspector Practices

2.0 Units / 2.5 hours lecture. Advisory: ENG 80

Credit course for grade or Pass/No Pass.

Technical overview of fire prevention codes and ordinances, inspection practices, and key hazards. Discussion includes flammable and combustible liquids and gases, explosives, fireworks, extinguishing systems, and others.

May be repeated twice for insufficient grade.

FSC-53 Fire Prevention IB/Code Enforcement

2.0 Units / 2.5 hours lecture. Advisory: FSC 52

Credit course for grade or Pass/No Pass.

Codes, ordinances, and statutes that pertain to fire prevention practices in California. Topics of discussion include building construction and occupancy, evacuation procedures, inspection reports, and processing plans.

May be repeated twice for insufficient grade.

FSC-54 Fire Management I

2.0 Units / 2.5 hours lecture.

Credit course for grade or Pass/No Pass.

Overview of basic Fire Science supervisory and managerial skills, decision-making, delegation, motivation, communication, record keeping, team building, disciplining and resource management.

May be repeated twice for insufficient grade.

FSC-55 Fire Command IA

2.0 Units / 2.5 hours lecture.

Credit course for grade or Pass/No Pass.

Designed to develop fireground command skills of all

company officers. Provides information and experience in command and control techniques used at the scene of an emergency. Emphasizes decision-making and the act of commanding.

May be repeated twice for insufficient grade.

FSC-56 Fire Command IB

2.0 Units / 2.5 hours lecture.

Credit course for grade or Pass/No Pass.

Designed to apply the principles contained in Fire Command IA to the problems associated with hazardous materials incidents and other specialized situations.

May be repeated twice for insufficient grade.

FSC-57 Strike Team Leader

1.5 Units / 2.0 hours lecture.

Credit course for grade or Pass/No Pass.

Designed to help fire fighters develop the skills required for the position of Strike Team Leader and to meet the training requirements outlined in the Wildland Fire Qualification Subsystem Guide and the Position Task Book developed for the position of Strike Team Leader Wildland Fire Incident.

May be repeated twice for insufficient grade.

FSC-58 Division/Group Supervisor

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

Designed to provide students with the skills and knowledge required to perform the tasks of a Division or Group Supervisor on a wildland fire incident.

May be repeated twice for insufficient grade.

FSC-59 Fire Investigation I

2.0 Units / 2.5 hours lecture.

Credit course for grade or Pass/No Pass.

Identify how fire behavior and building construction affects the ability to determine cause and point of origin; methods of investigating incendiary and accidental fires, and collecting, preserving and documenting evidence.

May be repeated twice for insufficient grade.

FSC-60 Public Officer

2.0 Units / 2.5 hours lecture.

Credit course for grade or Pass/No Pass.

Overview of the roles and responsibilities of a Fire Service Public Law Enforcement Officer.

May be repeated twice for insufficient grade.

FSC-61 Incident Command System 400

2.0 Units / 2.5 hours lecture.

Credit course for grade or Pass/No Pass.

Advanced instruction in Incident Command System structure and operations.

May be repeated twice for insufficient grade.

FSC-62 Basic Wildland Firefighting

2.0 Units / 2.5 hours lecture.

Credit course for grade or Pass/No Pass.

This course offers basic, entry-level wildland firefighting training for individuals who are seeking a career with state, federal and local fire departments.

May be repeated twice for insufficient grade.

FSC-63 Fire Fighter IA

4.0 Units / 4.0 hours lecture. 1.0 hours laboratory. Advisory: ENG 80 Credit course for grade or Pass/No Pass.
Provides students with skills and knowledge necessary to perform essential fire fighting tasks, based on standards set by the California State Fire Marshall. Successful completion of this course, along with FSC 62, FSC 64, and HLH 135 will qualify students for certification and entry-level employment as a professional Fire Fighter I.
May be repeated twice for insufficient grade.

FSC-64 Fire Fighter IB

9.0 Units / 7.7 hours lecture. 5.0 hours laboratory. Credit course for grade or Pass/No Pass.
Provides students with skills and knowledge necessary to perform essential fire fighting tasks, based on standards set by the California State Fire Marshall. Successful completion of this course, along with FSC 62, FSC 63, and HLH 135 will qualify students for certification and entry-level employment as a professional Fire Fighter I.
May be repeated twice for insufficient grade.

FSC-65 Incident Command System (ICS) 300

1.5 Units / 1.7 hours lecture. Prerequisite: FSC 64 OR California State Fire Marshall certified ICS 200 course. Credit course for grade or Pass/No Pass.
Incident Command System (ICS) 300 meets standards developed by the National Wildfire Coordinating Group (NWCG) to coordinate programs and activities of wildfire management agencies participating in major wildland fires. The course represents modules 7 through 11 of the Incident Command System National Training Curriculum, and includes ICS organization and staffing, organizing for incidents, incident resource management, air operations, and incident planning.
May be repeated twice for insufficient grade.

FSC-111 Fire Protection Organization

3.0 Units / 3.0 hours lecture. Credit course for grade or Pass/No Pass.
This course covers fire service and fire protection; career opportunities in fire protection and related fields; history of fire protection; fire loss analysis; public, quasi-public, and private fire protection services; specific fire protection services; fire chemistry and physics. This is a required course for an Associate Degree in Fire Science.
May be repeated twice for insufficient grade.

FSC-112 Fire Behavior & Combustion

3.0 Units / 3.0 hours lecture. Credit course for grade or Pass/No Pass.
This course covers the theory and fundamentals of how and why fires start, spread, and are controlled. An in-depth study of fire chemistry, fire characteristics of materials, extinguishing and fire control techniques. This is a required course for an Associate Degree in Fire Science.
May be repeated twice for insufficient grade.

FSC-113 Fire Protection Equipment & Systems

3.0 Units / 3.0 hours lecture. Credit course for grade or Pass/No Pass.
This course covers the function and operation of portable fire extinguishing equipment; protection systems for special hazards; sprinkler systems, fire detection, and alarm systems. This is a required course for an Associate Degree

in Fire Science.
May be repeated twice for insufficient grade.

FSC-114 Building Construction for Fire Safety

3.0 Units / 3.0 hours lecture. Credit course for grade or Pass/No Pass.
This course is the 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, and studies in relationship to past fires in residential, commercial, and industrial occupancies. This is a required course for an Associate Degree in Fire Science.
May be repeated twice for insufficient grade.

FSC-115 Hazardous Materials Response for Public Safety

3.0 Units / 3.0 hours lecture. Credit course for grade or Pass/No Pass.
This course will provide a comprehensive study of Hazardous Materials and emergency response to Haz Mat incidents. Topics will include basic Haz Mat chemistry, regulation, toxicology, tactics and strategy of mitigation, decontamination, and scene management. This is a required course for an Associate Degree in Fire Science.
May be repeated twice for insufficient grade.

FSC-196 FSC-Occupational Work Experience Education

8.0 Units Credit course for grade or Pass/No Pass.
This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester.
May be taken for a total of 16 units in any combination.

FORESTRY

FOR-196 Occupational Work Experience Education

8.0 Units Credit course for grade or Pass/No Pass.
This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is "discipline-specific" in that students' job and learning objectives relate to the Work Experience course. Student can earn up to 8 units per semester (for a total of 16). There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester.
May be taken for a total of 16 units in any combination.

FRENCH

FRN-100 Conversational French: Level I

2.0 Units / 2.0 hours lecture.

Credit course for grade or Pass/No Pass.

A basic, practical conversational approach to learning a language. Emphasis is on vocabulary, elementary structures, and French culture. Course may not meet major requirements at transfer institutions. See your counselor for more information. (Mendocino College Area C. Humanities)

May be taken for a total of 8 units in any combination.

FRN-101 Conversational French: Level II

2.0 Units / 2.0 hours lecture. Advisory: FRN 100

Credit course for grade or Pass/No Pass.

A continuation of French 100. For anyone desiring a basic, practical conversational approach to learning a language. Emphasis is on specialized vocabulary, with a continuation of the study of grammar skills and French culture. Course may not meet major requirements at transfer institutions. See your counselor for more information. (Mendocino College Area C. Humanities)

May be taken for a total of 8 units in any combination.

FRN-200 Elementary French: Level I

4.0 Units / 5.0 hours lecture.

Credit course for grade or Pass/No Pass.

Beginning instruction in understanding, speaking, reading and writing French. Development of pronunciation, vocabulary, and conversational skills within the context of the exploration of cultures, histories, and peoples of the French-speaking world. (IGETC Area 6: Language other than English.) (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities) (Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

FRN-201 Elementary French: Level II

4.0 Units / 5.0 hours lecture.

Credit course for grade or Pass/No Pass.

Continued instruction in understanding, speaking, reading, and writing French. Development of pronunciation, vocabulary, and conversational skills within the context of the exploration of cultures, histories, and peoples of the French-speaking world.

May be repeated twice for insufficient grade.

GEOGRAPHY

GEO-111 Field Geography of California

2.0 Units / 1.5 hours lecture. 1.5 hours laboratory. Advisory: GEO 200, 201. Credit course for grade or Pass/No Pass.

A field class designed to introduce students to the many facets of geography through field trips to interesting and important sites in California. Field trips will be either single or multiple days (overnights existing with camping

conditions). Course functions as a field lab for the existing geography curriculum as it provides an opportunity to see and investigate areas that demonstrate principles of physical, cultural and California geography.

May be taken for a maximum of 4 enrollments.

GEO-201 Cultural Geography

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Cultural pattern of the earth and perception of the environment is stressed as a key to understanding regional differences. Field trips to local cultural areas are assigned. This course is recommended for those interested in elementary teaching, ecology, the social sciences, or travel related vacations as well as the general education student. (IGETC Area 4: Social and Behavioral Sciences E: Geography) (CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D5 - Geography) (Mendocino College Area B2. Social & Behavioral Sciences)

May be repeated twice for insufficient grade.

GEO-202 World Regional Geography

3.0 Units / 3.0 hours lecture. Advisory: ENG 80 or qualification for ENG 200 through the assessment process

Credit course for grade or Pass/No Pass.

This course will explore the global patterns of the human habitat. The student will examine natural processes, such as geology, meteorology, and geographic location, and their influences on patterns of population, land use, history, religion/ideology, human well-being, and environmental concerns. The student will gain an appreciation of the diversity of world regional cultures and the interaction of people and their environment. (IGETC Area 4: Social and Behavioral Sciences E: Geography) (CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D5 - Geography) (Mendocino College Area B2. Social & Behavioral Sciences)

May be repeated twice for insufficient grade.

GEO-206 Physical Geography

4.0 Units / 3.0 hours lecture. 3.0 hours laboratory. Advisory: English 80 or qualification for ENG 200 through assessment process. Credit course for grade or Pass/No Pass.

Physical geography is a focused study of the surface of the earth and its landforms. This course offers a concise study of the natural environment, including topics in weather, landform study, and the water cycle. Emphasis is on the interrelated aspects of natural systems within the atmosphere, lithosphere and hydrosphere, and on the characterization of the environment through map interpretation. (IGETC Area 5: Physical and Biological Sciences A: Physical Science with Lab) (CSU GE Area B: Physical and its Life Forms B1 - Physical Science) (Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

GEO-212 Introduction to Geographic Information Systems

3.0 Units / 3.0 hours lecture. Advisory: English 80 or qualification for ENG 200 through the assessment process. Credit course for grade or Pass/No Pass.

This course introduces basic scientific principles as they relate to working with data that have important spatial orientation and organization. Geometric and geographic concepts and theories are used to develop scientific methods for proper communication of the data and the solution of problems that have spatial relationships. Course covers basic concepts in mapping and orientation, the development of map scales and comparison of different coordinate systems, and data error analysis. (Mendocino College Area A. Natural Sciences)
May be repeated twice for insufficient grade.

GEO-222 Applied GIS

3.0 Units / 2.0 hours lecture. 3.0 hours laboratory. Advisory: CSC 50, CSC 201, or equivalent computer competency; EAS 212, GEO 212, or equivalent background; and either coursework or job experience related to earth science applications. Credit course for grade or Pass/No Pass.

This course focuses on using a modern Geographic Information System (GIS) for organizing and presenting spatial data. Students will learn to work with spatially-related data such as those dealing with natural hazards investigation, environmental resource management, agriculture, urban planning, infrastructure, site assessment or land-use planning. In addition to being useful for applying GIS concepts in a variety of disciplines, the course will prepare students for further study in spatial analysis at the university level.
(Mendocino College Area A. Natural Sciences)
May be repeated twice for insufficient grade.

GEOLOGY**GEL-69 Fundamentals of Geology for Real Estate**

1.0 Units / 1.0 hours lecture.
Credit course for grade or Pass/No Pass.

Knowledge of the earth beneath our feet and how it can affect our property and us is critical to making informed decisions on where to buy, build, develop, and remodel. This course introduces real estate professionals and home owners to the geology of Lake and Mendocino Counties and provides information on specific geologic hazards, applicable regulations, and directs the student to further sources of information.

May be taken for a maximum of 3 enrollments.

GEL-100 Earthquake Country

2.0 Units / 2.0 hours lecture.
Credit course for grade or Pass/No Pass.

This course is designed to increase your knowledge of earthquakes in order to better prepare you for related effects due to movement along the nearby San Andreas and Maacama faults. You will become better informed about the "how's and whys" of earthquakes, as well as the steps to take before and after an earthquake strikes. Field trips will be scheduled.

May be repeated twice for insufficient grade.

GEL-201 Geology

3.0 Units / 3.0 hours lecture. Advisory: English 80 or qualification for ENG 200 through assessment process, and GEL 202 or EAS 202. Credit course for grade or Pass/No Pass.

This course introduces modern geologic principles and uses those as a framework for understanding the processes involved in the crystallizing of minerals, the formation and deformation of rocks, the creation of geologic resources, and the history of the ever-changing surface of the Earth. (IGETC Area 5: Physical and Biological Sciences A: Physical Science without Lab)(CSU GE Area B: Physical and its Life FormsB1 - Physical Science) (Mendocino College Area A. Natural Sciences)
May be repeated twice for insufficient grade.

GEL-202 Geology Laboratory

1.0 Units 3.0 hours laboratory.
Credit course for grade or Pass/No Pass.

Within the framework offered by modern geologic principles, the history of a changing, dynamic Earth unfolds as told by the rocks and minerals that make up the Earth's outer layer. This laboratory course gives students a chance for hands-on study of the key geologic principles. Topics include rock and mineral sample identification, geologic and topographic map analysis, and field investigations. (IGETC Area 5: Physical and Biological Sciences A: Physical Science with Lab)(CSU GE Area B: Physical and its Life FormsB3 - Laboratory Sciences)
May be repeated twice for insufficient grade.

GEL-208 Environmental Geology

4.0 Units / 3.0 hours lecture. 3.0 hours laboratory. Advisory: English 80 or qualification for ENG 200 through the assessment process. Credit course for grade or Pass/No Pass.

Introduction to human interaction with the Earth, with a specific focus on scientifically characterizing geologic processes at the Earth's surface and how humans are affected by, and have in some cases modified those processes. This course introduces the basic science and math concepts we use to understand important topics in geologic hazards including volcanoes, landslides, earthquakes, coastal processes, stream processes and flooding. In addition, scientific principles are applied to important problems related to groundwater, energy resource management and land use that have faced every civilization over time, but are becoming much more critical to life on this planet as human population and resource use increase. (IGETC Area 5: Physical and Biological Sciences A: Physical Science with Lab) (CSU GE Area B: Physical and its Life FormsB1 - Physical Science) (Mendocino College Area A. Natural Sciences)
May be repeated twice for insufficient grade.

GEL-210 Geology of California

4.0 Units / 3.0 hours lecture. 3.0 hours laboratory. Advisory: ENG 80, or qualification for ENG 200 through the assessment process. Credit course for grade or Pass/No Pass.

This course focuses on the theory of plate tectonics and earthquake seismology in order to explore the geologic history of California. The varied landscapes and rocks of California are viewed within the plate tectonic model, and the geologic provinces that are associated with various aspects of plate tectonic activity are presented to illustrate the evolution of California through geologic time. (IGETC Area 5: Physical and Biological Sciences A: Physical Science with Lab)(CSU GE Area B: Physical and its Life FormsB1 - Physical Science)(Mendocino College Area A. Natural Sciences)
May be repeated twice for insufficient grade.

HEALTH

HLH-50 Community CPR and First Aid

*0.5 Units / 6.0 hours lecture. 6.0 hours laboratory.
Credit course for grade or Pass/No Pass.*

This course provides instruction on the knowledge and skills of providing Adult, Child, and Infant cardiopulmonary resuscitation (CPR) and basic first aid as the first link in the Emergency Medical Services (EMS) system. Methods of instruction will coordinate lecture with hands-on skill demonstration and practice of CPR and first aid techniques. Satisfactory completion of the course will entitle the student to certifications in Community CPR (valid for 1 year) and Basic First Aid (valid for 3 years). *May be taken for a maximum of 4 enrollments.*

HLH-50.1 Community CPR

*0.2 Units / 0.2 hours lecture.
Credit course for grade or Pass/No Pass.*

This course provides instruction on the knowledge and skills of providing Adult, Child, and Infant cardiopulmonary resuscitation (CPR) as the first link in the Emergency Medical Services (EMS) system. Methods of instruction will coordinate lecture with hands-on skill demonstration and practice of CPR techniques. Satisfactory completion of the course will entitle the student to certification in Community CPR (valid for 1 year).

Course exempt from repeat provisions.

HLH-50.2 Basic First Aid

*0.2 Units / 0.2 hours lecture.
Credit course for grade or Pass/No Pass.*

This course provides instruction on the knowledge and skills of providing basic first aid as the first link in the Emergency Medical Services (EMS) system. Methods of instruction will coordinate lecture with hands-on skill demonstration and practice of first aid techniques. Satisfactory completion of the course will entitle the student to certification in Basic First Aid (valid for 3 years). *Course exempt from repeat provisions.*

HLH-51 Nursing Assistant

*5.5 Units / 3.0 hours lecture. 8.0 hours laboratory.
Credit course for grade or Pass/No Pass.*

Integration of basic nursing concepts and skills the nursing assistant must master in order to give safe and competent patient care, with emphasis on the nursing assistant role as a member of a health care team. Includes: communication and interpersonal skills, principles of asepsis and infection control, safety and emergency procedures, promoting patient independence, patient rights, basic nursing skills, personal care skills, mental health and social service needs, care of the cognitively impaired, basic restorative services. This course is approved by the State Department of Health Services and prepares students to apply for the state competency examination for the Nurse Assistant Certification. State Department of Health and Human Services background check determining student has not been convicted of crimes pursuant to Penal Code Sections 220, 243.4, 261, 264.1, 273a, 288, 289 and 368; and health examination by licensed physician which includes a determination that the student is free from infectious diseases.

May be repeated twice for insufficient grade.

HLH-52 Home Health Aide

*2.0 Units / 1.5 hours lecture. 1.5 hours laboratory.
Prerequisite: HLH 51 or Nursing Assistant Certification.
Credit course for grade or Pass/No Pass.*

This course is designed to further the skills of the Nursing Assistant. The course focuses on the home health aide responsibilities, e.g., personal and rehabilitation nursing care in the home; skills of maintaining a safe home environment; meal planning and preparation; emotional care of the homebound; and home emergency procedures. This course is approved by the State Department of Health Services and prepares students to apply for the state competency examination for the Home Health Aide Certification. State Department of Health and Human Services background check determining student has not been convicted of crimes pursuant to Penal Code Sections 220, 243.4, 261, 264.1, 273a, 288, 289 and 368. and health examination by licensed physician which includes a determination that the student is free from infectious diseases.

May be repeated twice for insufficient grade.

HLH-53 Acute Care Nursing Assistant

*1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.
Prerequisite: HLH 51; State Department of Health and Human Services background check determining student has not been convicted of crimes pursuant to Penal Code Sections 220, 243.4, 261, 264.1, 273a, 288, 289, and 368; and health examination by licensed physician which includes a determination that the student is free from infectious diseases.
Credit course for grade or Pass/No Pass.*

This course serves to enhance the existing skills of the Certified Nursing Assistant (CNA) so that the student will be prepared to assist physicians, physician extenders, and nurses in various departments of acute care hospitals, within the scope of practice of the CNA. This course provides education and training needed to attend to the physical, psychological and social needs of diverse medical/surgical patients, as well as in working with equipment and patient support devices used in acute care situations. Additionally, this course prepared the student to: understand the CNA relationship to other medical providers in acute care hospitals; communicate effectively with acute care patients; understand medical orders; document accurately in medical charts; assist in the admission and discharge of acute care patients; to understand the grieving process; and to understand the basic principles of effective pain management. *May be repeated twice for insufficient grade.*

HLH-54 Phlebotomy/Laboratory Practices

1.5 Units / 1.0 hours lecture. 2.0 hours laboratory. Prerequisite: HLH 51 OR 135 or certification as a Nursing Assistant or certification as an Emergency Medical Technician or license as a Vocational Nurse. Credit course for grade or Pass/No Pass.

Prepares students in body fluid specimen collection and handling, including venous and capillary blood, and urine. Prepares students in basic office procedures for the paraprofessional health care technician. Upon successful completion of the course, students who are or become Certified Nursing Assistants or Home Health Aides will be prepared to assist physicians, physician extenders, and nurses in various clinical settings, including acute care hospitals, medical offices and clinics, and home settings. A health examination is required for this course by a licensed physician which includes a determination that the student is free from infectious diseases.

May be repeated twice for insufficient grade.

HLH-55 Applied Health Education

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Applied aspects of health education focusing on the acquisition of skills that will enable the individual to analyze needs using various measuring procedures and make appropriate decision that will benefit their health and the health of others. Topics include blood pressure, body composition, fitness, nutrition, interpersonal relationships, and utilization of the health care delivery system.

May be repeated twice for insufficient grade.

HLH-56 EMT-I Refresher

1.5 Units / 1.3 hours lecture. 0.5 hours laboratory.

Prerequisite: HLH 135 or current EMT-I certification and current CPR card. Credit course for grade or Pass/No Pass.

Emergency Medical Technician I refresher training, pursuant to Title 22, California Administrative Code. Includes review of EMT-I scope of practice including use of Automated External Defibrillator (AED). Supplemental Advanced Life Support information regarding IV therapy and advanced airway management will be provided as information only.

Course exempt from repeat provisions.

HLH-60 Emergency Medical Technician-Paramedic I (Didactic)

9.0 Units / 8.0 hours lecture. 4.0 hours laboratory.

Advisory: ENG 80 or qualification for ENG 200 through the assessment process. MTH 55 or qualification for MTH 56 through the assessment process. Prerequisite: 1) Minimum age of 18; 2) Possess a high school diploma or GED equivalent; 3) Provide a copy of current CPR for Health Care Provider certification card, issued by a course taught according to the standards of the American Heart Association or a current Professional Responder certification card issued by the American Red Cross; 4) Possess a current EMT-IA or EMT-INA, or an EMT-II certificate or have possessed one within the last 12 months; 5) complete a criminal background check; 6) provide proof of immunization to MMR and the HEP B series; 7) provide proof of a cleared TB (Tuberculosis) within the past 12 months; 8) provide proof of a minimum of 1000 hours work experience or six-months full-time work experience (paid or volunteer) on a 911 ambulance or as a certified military medic.

Credit course for grade or Pass/No Pass.

This course is the first of a five-semester series designed to meet the California State Health and Safety Code Training requirements for licensure as a Paramedic. The course covers the application of the principles of anatomy, physiology, pathophysiology, clinical symptoms and diagnosis pertaining to prehospital emergency medical care.

May be repeated twice for insufficient grade.

HLH-61 Emergency Medical Technician-Paramedic II (Didactic)

9.0 Units / 8.0 hours lecture. 4.0 hours laboratory.

Credit course for grade or Pass/No Pass.

The second of a five-semester series designed to meet the California State Health and Safety Code Training requirements for licensure as a Paramedic. Students will be able to apply the principles of anatomy, physiology, pathophysiology, clinical symptoms and diagnosis as they pertain to prehospital emergency medical care.

May be repeated twice for insufficient grade.

HLH-62 Emergency Medical Technician-Paramedic (Clinical)

4.0 Units 25.0 hours laboratory.

Credit course for grade or Pass/No Pass.

The third course in a five-course series designed to prepare students for State Certification as an EMT-Paramedic (EMT-P). Designed to provide the student with supervised clinical experience, which will require the successful application of didactic and skill knowledge bases.

May be repeated twice for insufficient grade.

HLH-63 Emergency Medical Technician-Paramedic Field Internship I

5.0 Units 15.0 hours laboratory.

Credit course taken for Pass/No Pass only.

The fourth course in a five-course series necessary to complete the Paramedic program, and designed to prepare students for State Certification as an EMT-Paramedic (EMT-P). Designed to provide the students with closely supervised field internship experience requiring the successful application of didactic, skill, and clinical knowledge bases.

May be repeated twice for insufficient grade.

HLH-64 Emergency Medical Technician-Paramedic Field Internship II

5.0 Units 15.0 hours laboratory. Prerequisite: HLH-62

Emergency Medical Technician-Paramedic (Clinical)

Credit course taken for Pass/No Pass only.

This course is the second of two field internship courses necessary to complete the Paramedic program, and designed to prepare students for the National Registry examination and State Certification as an EMT-Paramedic (EMT-P). The course allows students to develop greater autonomy by applying skills and clinical knowledge under the supervision of a preceptor.

May be repeated twice for insufficient grade.

HLH-65 EMT-Paramedic National Registry Examination Preparation

0.5 Units / 0.3 hours lecture. 0.7 hours laboratory.

Credit course taken for Pass/No Pass only.

Prepares students who are enrolled in or who have recently completed Paramedic Program coursework for both skill and knowledge aspects of the National Registry for EMT-Paramedic licensure examination for the State of California.

May be repeated twice for insufficient grade.

HLH-66 EMT-Paramedic Skills Lab

0.5 Units 1.5 hours laboratory.

Advisory: Concurrent enrollment in HLH 61 or HLH 62.

Credit course taken for Pass/No Pass only.

A laboratory providing EMT-Paramedic students with opportunities to develop further competence in the application of skills within the scope of CCR Title 22, Article 3, Section 100160.

May be taken for a maximum of 4 enrollments.

HLH-67 International Trauma Life Support (ITLS)

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

International Trauma Life Support is a course in advanced paramedic-level assessment and treatment of traumatic emergencies.

Course exempt from repeat provisions.

HLH-68 Pediatric Advanced Life Support (PALS)

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

Pediatric Advanced Life Support provides the student with advanced-level skills and knowledge in assessing and treating pediatric patients.

May be repeated twice for insufficient grade.

HLH-69 Wilderness Emergency Medicine for Emergency Health Workers

2.0 Units / 2.0 hours lecture. Prerequisite: HLH 135 or possession of current Emergency Medical Technician I or II or Paramedic license; or possession of Registered Nurse, Physician's Assistant, Nurse Practitioner or Medical Doctor license. Credit course for grade or Pass/No Pass.

Enhance existing knowledge of emergency medicine with information regarding emergency response in wilderness settings. This course is for information only and does not prepare students for, or provide certification in Wilderness Emergency Medicine.

May be taken for a maximum of 4 enrollments.

HLH-103 Women's Health

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

An overview course that addresses women's health from a biological, psychological, and sociological perspective. Topics include: Women as Health Consumers; Reproductive Health; Self-Image and Health; Women and Nutrition, etc. Appropriate for the general public, as well as health care and human service providers. (CSU GE Area E: Lifelong Understanding and Self-Development.)

May be repeated twice for insufficient grade.

HLH-110 Child Health, Nutrition and Safety

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Child health, safety, and nutrition factors important to teachers, child care personnel, and parents. Topics include: health promotion for children including nutrition, exercise, and coping skills; disease prevention strategies; common childhood diseases, general safety, and developmental problems, as they relate to health.

May be repeated twice for insufficient grade.

HLH-114 Foods and Nutrition

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

The field of foods and nutrition and their relationship to good health. This course will also establish a foundation in nutritional science and provide students interested in medicine or biochemistry with the knowledge and skill for further studies. (CSU GE Area E: Lifelong Understanding and Self-Development.)

May be repeated twice for insufficient grade.

HLH-115 Therapeutic Nutrition

3.0 Units / 3.0 hours lecture. Advisory: HLH 114

Credit course for grade or Pass/No Pass.

A survey of current research and the practical application of the principles of therapeutic nutrition to the hospitalized patient. Emphasis is placed on the role of nutrition in the prevention of illness and disease.

May be repeated twice for insufficient grade.

HLH-135 Emergency Medical Technician I

7.0 Units / 6.0 hours lecture. 3.0 hours laboratory. Prerequisite: 1) Complete a criminal background check; 2) provide proof of immunization to MMR and the HEP B series; 3) provide proof of a cleared TB (Tuberculosis) within the past 12 months; 4) Provide a copy of current CPR for Health Care Provider certification card, issued by a course taught according to the standards of the American Heart Association or a current Professional Responder certification card, issued by American Red Cross. Credit course for grade or Pass/No Pass.

This is a basic course to prepare students to take the qualifying examination for EMT-I certification pursuant to Title 22, Section 10011, 10035 and 10037, of the California Administrative Code. The course includes basic assessment and treatment of life threatening injuries, extrication of the injured, and basic ambulance procedures.

May be repeated twice for insufficient grade.

HLH-170 Pharmacology for Nursing

2.0 Units / 2.0 hours lecture. Advisory: Basic pharmacology course. Credit course for grade or Pass/No Pass.

This course will provide nurses with a basic understanding of the mechanism of action, appropriate methods of administration, major indications, toxicities and side effects of the following pharmacologic groups: autonomic and cardiovascular drugs, chemotherapeutic drugs used in the treatment of infectious diseases, central nervous system drugs and agents that influence endocrine and metabolic functions. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

HLH-173 I.V. Therapy and Blood Withdrawal

2.0 Units / 2.5 hours lecture. 0.5 hours laboratory.

Prerequisite: LVN License, or EMT II Certification

Credit course for grade or Pass/No Pass.

Trains the Licensed Vocational Nurse (LVN), or Emergency Medical Technician II (EMT-II) in the clinical techniques and therapeutic considerations of parenteral fluid therapy and blood withdrawal. This course will include: an overview of the history of I.V. therapy/ blood withdrawal; the current medical-legal considerations of LVN's and EMT II's and, the techniques of venipuncture and the equipment used in current therapy. This course is constructed to comply with the LVN Board regulations for certification the area of I.V. Therapy/Blood Withdrawal. This course is not acceptable for Registered Nurses for Continuing Education credits. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

HLH-176 Basic Cardiac Dysrhythmia Recognition

1.5 Units / 1.5 hours lecture.

Prerequisite: RN or LVN license or EMT II certification or documentation of equivalent experience and current CPR card. Credit course for grade or Pass/No Pass.

Designed for the practicing health care provider to review and refine their ability to recognize both normal and abnormal cardiac electrocardiogram (ECG) tracings and to identify the appropriate treatment response to the rhythm. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

HLH-179 Basic Coronary Care

3.0 Units / 3.0 hours lecture.

Prerequisite: Health 176, and RN or LVN license or EMT II certification. Credit course for grade or Pass/No Pass.

Designed for any health or allied health professional to become proficient in arrhythmia recognition, treatment modalities for the identified arrhythmias, including electrical intervention and drug therapy, myocardial infarction, and coronary artery disease. Twelve lead EKG's will be introduced. Throughout the course cardiac anatomy and physiology will be stressed. This course would also be helpful in preparation for Advanced Cardiac Life Support. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

HLH-182 Advanced Cardiac Life Support

1.0 Units / 1.0 hours lecture. Prerequisite: Current CPR Card. Credit course for grade or Pass/No Pass.

Advanced Cardiac Life Support (ACLS) is an advanced compact training/ testing course for medical, nursing and paramedic personnel who are actively engaged daily in ACLS as defined by the American Heart Association. An ACLS completion card will be issued upon successful completion of the cognitive and performance tests according to the American Health Association standards. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be taken for a maximum of 4 enrollments.

HLH-183 Advanced Cardiac Life Support-Update

0.5 Units / 0.5 hours lecture. Prerequisite: Advanced Cardiac Life Support Completion card and current CPR card.

Credit course for grade or Pass/No Pass.

Advanced Cardiac Life Support-Update is an advanced compact training/ testing course for medical, nursing, and paramedic personnel, who are actively engaged daily in ACLS as defined by the American Heart Association, and who have previously received an ACLS completion card. An ACLS completion card will be issued upon successful completion of the cognitive and performance tests according to the American Health Association standards. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be taken for a maximum of 4 enrollments.

HLH-185 Pre-Hospital Care Nursing

3.0 Units / 3.0 hours lecture. 1.0 hours laboratory.

Prerequisite: RN License and Basic Coronary Care Experience or current ACLS certification. Credit course for grade or Pass/No Pass.

Upgrade of communication, assessment and organization skills for nurses who work in critical care areas (ER, ICU, CCU) of acute care hospitals. Familiarization with the protocols and procedures of the pre-hospital care teams enabling nurses to perform and direct advanced life support in the pre-hospital setting as well as a mobile intensive care setting.

May be repeated twice for insufficient grade.

HLH-196 HLH-Occupational Work Experience Education

8.0 Units Credit course for grade or Pass/No Pass.

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester.

May be taken for a total of 16 units in any combination.

HLH-200 Health Education

3.0 Units / 3.0 hours lecture. Advisory: ENG 80

Credit course for grade or Pass/No Pass.

The study of lifelong human health that explores the relationships between the psychological, sociological, biological, legal, and moral/ ethical dimensions leading to optimal health and wellness. Topics include nutrition, physical fitness, substance abuse, reproductive health, infectious and non-infectious diseases; aging, dying and death; injury prevention; environmental, and consumer health. (CSU GE Area E: Lifelong Understanding and Self-Development.)

May be repeated twice for insufficient grade.

HLH-202 First Aid, Emergency Care, and Cardiopulmonary Resuscitation

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Successful completion will qualify students for American Red Cross certification in Emergency Response. This certification includes both cardiopulmonary resuscitation and First Responder (First Aid). (CSU GE Area E: Lifelong Understanding and Self-Development.)

May be taken for a maximum of 4 enrollments.

HLH-213 Lifeguard Training

2.5 Units / 1.8 hours lecture. 2.2 hours laboratory.

Credit course for grade or Pass/No Pass.

American Red Cross certified program to provide entry-level lifeguard candidates with the knowledge and skills to prevent, recognize, and respond to emergencies and to provide care for injuries and sudden illnesses until advanced medical personnel arrive and take over. Students will be required to pass an assessment of their swimming skills in order to receive Lifeguarding certification. This course meets all California state law requirements for lifeguard certification. (CSU GE Area E: Lifelong Understanding and Self-Development.)

Course exempt from repeat provisions.

HISTORY

HST-101 San Francisco History

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

History of San Francisco divided into four major historical eras: first inhabitants, Gold Rush, Victorian Era, and twentieth century. San Francisco with an emphasis on California history and the role that San Francisco played in its development. Site visitation required.

May be repeated twice for insufficient grade.

HST-200 History of Western Civilization I

3.0 Units / 3.0 hours lecture. Advisory: ENG 200

Credit course for grade or Pass/No Pass.

The Middle East, North Africa, and Europe from 10,000 B.C. to 1648 A.D. Includes a survey of ancient civilizations, medieval Europe and the rise of nation states. Various aspects of Western Civilization will be examined, among them are political institutions, religious beliefs, economic institutions, culture, and society. (IGETC Area 3: Arts and Humanities B: Humanities)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D6 - History)(Mendocino College Area B2. Social & Behavioral Sciences)

May be repeated twice for insufficient grade.

HST-201 History of Western Civilization II

3.0 Units / 3.0 hours lecture. Advisory: ENG 200

Credit course for grade or Pass/No Pass.

Europe and the New World from 1648 A.D. to the present. Includes a survey of the development of modern nations, the industrial revolution, the French revolution, the urban revolution and the social upheavals of the 19th and 20th centuries. (IGETC Area 3: Arts and Humanities B: Humanities)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D6 - History)(Mendocino College Area B2. Social & Behavioral Sciences)

May be repeated twice for insufficient grade.

HST-202 The United States to 1877

3.0 Units / 3.0 hours lecture. Advisory: ENG 200

Credit course for grade or Pass/No Pass.

This course will introduce the student to major political, social, and cultural developments of the US from the pre-colonial era through Reconstruction. This course includes the perspectives and contributions of diverse groups of Americans. (IGETC Area 3: Arts and Humanities B: Humanities)(IGETC Area 4: Social and Behavioral Sciences F: History)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D6 - History)(Mendocino College Area B1. American Institutions)

May be repeated twice for insufficient grade.

HST-203 The United States Since 1865

3.0 Units / 3.0 hours lecture. Advisory: ENG 200

Credit course for grade or Pass/No Pass.

This course will introduce the student to major political, social and cultural developments of the US from the Reconstruction era through the present day. This course includes the perspectives and contributions of diverse groups of Americans. (IGETC Area 3: Arts and Humanities B: Humanities)(IGETC Area 4: Social and Behavioral Sciences F: History)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D6 - History)(Mendocino College Area B1. American Institutions)

May be repeated twice for insufficient grade.

HST-205 World History to 1500

3.0 Units / 3.0 hours lecture. Advisory: English 200

Credit course for grade or Pass/No Pass.

This course will introduce students to the early, classical and medieval civilizations that have most influenced the modern world. Topics will include the development of European, American and African civilizations; the Eastern traditions of India, China, and Japan; and the worlds of Judaism, Christianity and Islam. Students will gain an understanding of how the connections between East and West have shaped the world today. (IGETC Area 3: Arts and Humanities B: Humanities)(IGETC Area 4: Social and Behavioral Sciences F: History)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D6 - History)(Mendocino College Area B2. Social & Behavioral Sciences)

May be repeated twice for insufficient grade.

HST-206 World History Since 1500

3.0 Units / 3.0 hours lecture. Advisory: English 200

Credit course for grade or Pass/No Pass.

This course will introduce students to modern and contemporary history from 1500 to the present. Topics to be covered include the impact of Western expansion on the Americas, Africa and Asia; the reaction of non-western people to Western expansion; the growth of nationalism; the industrial revolution; and the World Wars of the 20th century. Students will gain an understanding of the interconnectedness of historical events. (IGETC Area 3: Arts and Humanities B: Humanities)(IGETC Area 4: Social and Behavioral Sciences F: History)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D6 - History)(Mendocino College Area B2. Social & Behavioral Sciences)

May be repeated twice for insufficient grade.

HISTORY

HST-207 Mexican American History

3.0 Units / 3.0 hours lecture. Advisory: English 200

Credit course for grade or Pass/No Pass.

This course will examine the development of diverse Mexican American communities throughout the US. Topics will include how Mexican American men and women have struggled for economic, political, and social equality in their local communities, as well on the national scene. Students can expect to learn about the aftermath of the Mexican American war, ongoing immigration and its effect on receiving communities; changing gender roles; tension between assimilation and maintenance of an ethnic identity; and the development of civil rights organizations. Special emphasis will be given to the history of labor and its impact on the development of the Mexican American community. (IGETC Area 3: Arts and Humanities B: Humanities)(IGETC Area 4: Social and Behavioral Sciences F: History)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D6 - History)(Mendocino College Area B. Social Sciences) (Mendocino College Area B1. American Institutions) (Mendocino College Area B2. Social & Behavioral Sciences) May be repeated twice for insufficient grade.

HST-208 Women in American History

3.0 Units / 3.0 hours lecture. Advisory: English 200

Credit course for grade or Pass/No Pass.

This course will introduce the student to major political, social and cultural developments of US history from the perspective of American women. Topics will include the roles and status of women of different races and classes from colonial times through the current day. Special attention will be given to women's political struggles for equality. (IGETC Area 3: Arts and Humanities B: Humanities)(IGETC Area 4: Social and Behavioral Sciences F: History)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D6 - History)(Mendocino College Area B. Social Sciences) (Mendocino College Area B1. American Institutions) (Mendocino College Area B2. Social & Behavioral Sciences) May be repeated twice for insufficient grade.

HST-220 Mexican History

3.0 Units / 3.0 hours lecture. Advisory: ENG 200

Credit course for grade or Pass/No Pass.

This course will survey the history of Mexico from the pre-Columbian period through the present day. It will include political, social, and cultural history and will combine lecture with class discussion. (IGETC Area 3: Arts and Humanities B: Humanities)(IGETC Area 4: Social and Behavioral Sciences F: History)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities) (CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D6 - History) (Mendocino College Area B2. Social & Behavioral Sciences) May be repeated twice for insufficient grade.

HST-221 California History

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

California history from the days of Spanish discovery to modern times, including Indian tribes and early discoveries. Course may not meet major requirements at transfer institutions. See your counselor for more information. (IGETC Area 3: Arts and Humanities B: Humanities)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D6 - History)(Mendocino College Area B2. Social & Behavioral Sciences) May be repeated twice for insufficient grade.

HST-222 Native American History

3.0 Units / 3.0 hours lecture. Advisory: ENG 80 or placement in ENG 200 through the assessment process.

Credit course for grade or Pass/No Pass.

This course will examine Native American history from pre-Columbian times through the present using tribal histories to illustrate broad historical dynamics and the interplay between politics, law, culture, philosophies, and religions of First Nation people and those of foreigners. (IGETC Area 3: Arts and Humanities B: Humanities)(IGETC Area 4: Social and Behavioral Sciences F: History) (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities) (CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D6 - History) (Mendocino College Area C. Humanities) May be repeated twice for insufficient grade.

HST-223 History of Lake and Mendocino Counties

3.0 Units / 3.0 hours lecture.

Recommended Preparation: ENG 80 or placement into ENG 200 Credit course for grade or Pass/No Pass.

This course will present a study of the history of Lake and Mendocino Counties from the Native American period to the present day. The area has three distinct regions: the coast, mountain valleys, and lake environments. The class will explore regional differences and their effect on settlement and the local economies. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities) (CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D6 - History) (IGETC Area 3: Arts and Humanities B: Humanities) (IGETC Area 4: Social and Behavioral Sciences F: History) May be repeated twice for insufficient grade.

HST-250 Contemporary America: The People and the Issues

3.0 Units / 3.0 hours lecture. Advisory: ENG 80 or qualification for ENG 200 through the assessment process.

Credit course for grade or Pass/No Pass.

This course will investigate how critical issues of US history have shaped Contemporary America. Topics to be studied include rugged individualism, America's history as a world power, the labor movement, citizen participation and civil rights. Each topic is presented in its historical context. (IGETC Area 3: Arts and Humanities B: Humanities)(IGETC Area 4: Social and Behavioral Sciences F: History)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities) (CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D6 - History)(Mendocino College Area B1. American Institutions) (Mendocino College Area B2. Social & Behavioral Sciences) May be repeated twice for insufficient grade.

HUMAN SERVICES

HUS-50 Basic Caregiving Roles and Responsibilities

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

An introduction to the role and responsibilities of a personal care provider, with an emphasis placed on the laws, regulations, policies, and ethics that non-professional care givers need to know in order to provide basic, direct care to adults in a safe and effective manner. Prepares students for such jobs as In-Home Support Services Worker.

May be taken for a maximum of 2 enrollments.

HUS-51 Basic Caregiver Theory

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

An introduction to the theory related to providing personal care services. The course focuses on basic anatomy, physiology, pharmacology, and the aging process. The course is designed to help non-professional caregivers provide basic, direct care to adults in a safe and effective manner. Prepares students for such jobs as In-Home Support Services Worker.

May be taken for a maximum of 2 enrollments.

HUS-52 Basic Caregiving Skills

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

An introduction to personal care services, with an emphasis placed on the skills non-professional caregivers need to provide basic, direct care to adults in a safe and effective manner. Prepares students for such jobs as In-Home Support Services Worker.

May be taken for a maximum of 2 enrollments.

HUS-101 Introduction to the Helping Profession

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

An introduction to Health and Human Service occupations. Prepares the student to work in such occupations as: Community Health Worker; Social Service Aid; Community Health Representative; Mental Health Aid; Vocational Assistant; Outreach Worker; etc. Useful for those who wish to continue their studies in social work, counseling, therapy and other health and human service professions.

May be repeated twice for insufficient grade.

HUS-103 Field Placement and Practicum Seminar

1.5 Units / 1.5 hours lecture. *Corequisite: HUS-197A*

Human Service Worker Practicum HUS-154 Fundamentals of Interviewing and Counseling or AOD-154 Fundamentals of Interviewing and Counseling Prerequisite: HUS-101 Introduction to the Helping Profession and HUS-152 Basic Skills for Human Service Workers or AOD-152 Basic Skills for Human Service Workers and HUS-156 Case Management and Documentation or AOD-156 Case Management and Documentation Credit course for grade or Pass/No Pass.

Classroom instruction supporting supervised field experience. Students will enhance interpersonal and professional communication and problem solving skills as they integrate and apply knowledge and skills developed in the Human Service Worker Program.

May be repeated twice for insufficient grade.

HUS-105 Field Placement and Practicum Seminar II

1.5 Units / 1.5 hours lecture. *Credit course for grade or*

Pass/No Pass. Corequisite: HUS-197B Human Service Paraprofessional Practicum Prerequisite: HUS-103 Field Placement and Practicum Seminar.

This course is a continuation of classroom instruction supporting supervised field experience. Students will further enhance interpersonal and professional communication and problem solving skills as they integrate and apply knowledge and skills developed in the Human Services Paraprofessional program.

HUS-152 Basic Skills for Human Service Workers

3.0 Units / 3.0 hours lecture. *Advisory: SPE 210, ENG 80, or qualification for ENG 200 through the assessment process.*

Credit course for grade or Pass/No Pass.

Basic counseling knowledge and skills necessary for effective helping relationships in human service settings. Also useful for parents, teachers, tutors, medical personnel, correctional personnel, etc. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

HUS-154 Fundamentals of Interviewing and Counseling

3.0 Units / 3.0 hours lecture. *Advisory: AOD 152 or HUS 152. Credit course for grade or Pass/No Pass.*

Provides an understanding of a non-authoritarian approach to motivating individuals to overcome ambivalence towards treatment, and engage in a recovery-oriented lifestyle. This course reviews the conceptual and research background from which motivational enhancement therapy was derived, and provides a practical introduction to the approach at a level appropriate for entry-level counselors. (Mendocino College Area D2. Communication & Analytical Thinking)

May be repeated twice for insufficient grade.

HUS-155 Group Leadership and Group Process

3.0 Units / 3.0 hours lecture. *Advisory: AOD 152 or HUS 152 Credit course for grade or Pass/No Pass.*

Dynamics of group interaction as a means of changing behavior, and the individual's firsthand experience as the group examines itself under supervision. The factors involved are problems of communication, effective emotional responses, and personal growth. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

HUS-156 Case Management and Documentation

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

An overview of the aspects of case management and documentation used by human service agencies. Intake interviewing, assessment, evaluation and orientation procedures, referral and follow-up, various methods of planning for treatment, relapse prevention, and aftercare activities will bring services, agencies, resources, or people together within a planned framework of action toward the achievement of established goals. Emphasis is placed on the skills of observation and recording, and both written and oral communication. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

HUMAN SERVICES

HUS-157 Dual Disorders and Mental Health Issues

2.0 Units / 2.0 hours lecture.

Credit course for grade or Pass/No Pass.

Therapeutic approaches to the problems of mental illness and chemical dependency. This course examines the way in which the mental health systems, substance abuse treatment programs, and self-help groups work together to address the needs of clients with mental illness. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

HUS-159 Intervention Theory and Techniques

1.5 Units / 1.0 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

This course is an introduction to the theory, purpose, and application of the intervention process for motivating participation in counseling. The course will address psychological defenses and barriers to treatment, such as the denial mechanism, and will emphasize the experiential application of this particular skill.

May be repeated twice for insufficient grade.

HUS-160 Law, Ethics and Human Services

3.0 Units / 3.0 hours lecture. Advisory: ENG 80 or qualification for ENG 200 through the assessment process.

Credit course for grade or Pass/No Pass.

An introduction to professional ethics, as well as a brief overview of the civil/criminal justice system with particular reference to the knowledge needed by counselor trainees and other human service workers who provide direct services to clients.

May be repeated twice for insufficient grade.

HUS-161 Introduction to Family Counseling Approaches

3.0 Units / 3.0 hours lecture. Advisory: ENG 80 or qualification of ENG 200 through the assessment process and HUS 154 (or AOD 154). Credit course for grade or Pass/No Pass.

Methods of assisting families with a variety of psychosocial issues. Analysis of the ideas and dynamics of those relationships and the development of practical strategies to counsel these individuals. The approach will be experiential, and students will participate in exercises that will lead to the development of counseling skills.

May be repeated twice for insufficient grade.

HUS-162 Community Prevention Theory and Practice

3.0 Units / 3.0 hours lecture. Advisory: ENG 80, or qualification for ENG 200 through the assessment process. Credit course for grade or Pass/No Pass.

An exploration of theories and practices related to the prevention of harmful behaviors and the promotion of healthy assets. Risk and resiliency factors, science-based prevention strategies and model programs will be explored. The fundamentals of grant writing as a means of funding prevention programs will also be covered.

May be repeated twice for insufficient grade.

HUS-163 Professional Competency and Growth

2.0 Units / 2.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course examines aspects of professional growth and competence, the risk of burn-out in helping professions, and the maintenance of a healthy relationship to work. Early warning signs and techniques for avoiding stress, co-dependency patterns in the work environment, and avoiding burn-out will be emphasized. Strategies for personal and professional growth will be examined through self-examination in a group process.

May be repeated twice for insufficient grade.

HUS-170 Introduction to Social Work

3.0 Units / 3.0 hours lecture. Recommended Preparation:

ENG-80. Credit course for grade or Pass/No Pass.

This course provides an overview of the profession of Social Work and the roles and responsibilities of the Social Worker. Course content addresses theoretical perspectives for social workers; social justice and social welfare policy; and social work concepts and practices as applied to diverse settings and groups, including: family and children; mental health; healthcare; schools; older adults; people with disabilities, the criminal justice system, etc.

HUS-196 HUS-Occupational Work Experience Education

8.0 Units Credit course for grade or Pass/No Pass.

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester.

May be taken for a total of 16 units in any combination.

HUS-197B Human Service Paraprofessional Practicum

8.0 Units / 2.0 - 8.0 hours lecture.

Corequisite: HUS-103 Field Placement and Practicum Seminar or HUS-105 Field Placement and Practicum Seminar II

Credit course for grade or Pass/No Pass.

This course is a required field placement practicum for the HUS-Paraprofessional AS degree program. It provides students the opportunity to apply knowledge, skills and attitudes learned in the classroom in an actual human services workplace.

HUS-197A Human Service Worker Practicum

8.0 Units / 2.0 - 8.0 hours lecture. Credit course for grade or Pass/No Pass. Corequisite: HUS-103 Field Placement and Practicum Seminar and HUS-154 Fundamentals of Interviewing and Counseling or AOD-154 Fundamentals of Interviewing and Counseling Prerequisite: HUS-101 Introduction to the Helping Profession and HUS-152 Basic Skills for Human Service Workers or AOD-152 Basic Skills for Human Service Workers and HUS-156 Case Management and Documentation or AOD-156 Case Management and Documentation Graded

This course provides students in the Human Service Worker Certificate program the opportunity to apply knowledge, skills and attitudes learned in the classroom in a real human services workplace, while developing new job-specific knowledge and skills. This course will help students better understand human services as an occupation, and to gauge their interest and compatibility with a human services career.

HUMANITIES**HUM-200 Humanities Through the Arts**

3.0 Units / 3.0 hours lecture. Advisory: ENG 200 Credit course for grade or Pass/No Pass.

This course will survey the human condition as seen through various forms of artistic expression, focusing on their inter-relatedness and interdependence to the world and the individual. Students will learn how to question art; they will look at art with a more critical eye, striving to learn more about themselves, others and humanity. (IGETC Area 3: Arts and Humanities B: Humanities) (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities)(Mendocino College Area C. Humanities)

May be repeated with different topic for a maximum of 4 enrollments.

JOURNALISM**JRN-180 Writing for Publication**

3.0 Units / 3.0 hours lecture. Advisory: ENG 200 Credit course for grade or Pass/No Pass.

This course provides for the development of marketable writing through identification and analysis of market demands. Students learn to use writer's guidelines; to create contact queries to newspaper, magazine, and book-length publishers; to develop non-fiction and fiction story ideas and prepare book-length manuscripts; to understand copyright law and the ethics of publishing; and to edit for general and specific markets. Writing market emphasis may vary each semester. (Mendocino College Area C. Humanities) May be taken for a maximum of 3 enrollments.

JRN-196 JRN-Occupational Work Experience Education

8.0 Units Credit course for grade or Pass/No Pass.

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that

student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester. May be taken for a total of 16 units in any combination.

JRN-200 Mass Media and Society

3.0 Units / 3.0 hours lecture. Advisory: ENG 200 Credit course for grade or Pass/No Pass.

Introduction to the history, functions, organization, rights, and responsibilities of the media to aid the student in becoming a more intelligent consumer of books, newspapers, magazines, radio, music, television, film, advertising, public relations, and new technologies. Analysis of the media's relationship with the individual and society, as well as the interrelationships among various media. Course may not meet major requirements at transfer institutions. See your counselor for more information. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities)(Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

JRN-201 Writing for the Mass Media

3.0 Units / 3.0 hours lecture. Prerequisite: ENG 80 or qualification for ENG 200 through the assessment process. Credit course for grade or Pass/No Pass.

Basic principles and practices of newspaper journalism, with emphasis on skills of news gathering and article writing. Practice on different types of articles (news, features, editorials, etc.), with emphasis on writing clearly and accurately for general reader. Secondary consideration of writing for magazines and electronic media.

May be repeated twice for insufficient grade.

LEARNING SKILLS**LRS-2 Adapted Computer Access for Students with Disabilities**

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory. Credit course taken for Pass/No Pass only.

Students with verified disabilities will receive individualized instruction in the use of adapted computer technology and special peripherals specifically designed to provide access to computer equipment that is otherwise inaccessible. Skills developed through instruction and use of this technology will assist students to fully participate in educational and career options in which computers play an integral part. May be taken for a maximum of 4 enrollments.

LRS-10 Reading Strategies for Students with Learning Disabilities

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Credit course taken for Pass/No Pass only.

Individualized and/or small group instruction for students with documented learning disabilities to improve their skills in the following areas: reading accuracy, vocabulary, comprehension, phonics, and decoding. Students will work to develop strategies for coping with academic challenges. Special instructional techniques are used to help students with learning disabilities.

May be taken for a maximum of 4 enrollments.

LRS-11 Writing Strategies for Students with Learning Disabilities

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Credit course taken for Pass/No Pass only.

Individual and/or small group instruction to assist students with documented learning disabilities to improve their writing and spelling skills. Each student is individually assessed and a Student Educational Contract (SEC) is developed and agreed upon by both student and instructor. Students will learn adaptive skills through instruction in grammar, correct sentence structure, word order, usage and spelling. Students learn to use a word processor along with spelling and grammar checkers to complete their written assignments.

May be taken for a maximum of 4 enrollments.

LRS-12 Math Strategies for Students with Learning Disabilities

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Credit course taken for Pass/No Pass only.

Individualized and/or small group instruction for students with documented learning disabilities to improve adaptive skills in the following areas: basic arithmetic computational skills and word problems, basic and intermediate computational skills and word problems in algebra, and higher level mathematical concept development. This class will assist learning disabled students to transition from concrete to conceptual math.

May be taken for a maximum of 4 enrollments.

LRS-14 Mainstream Strategies for Students w/ Learning Disabilities

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Credit course taken for Pass/No Pass only.

Individualized and/or small group instruction designed for students with documented learning disabilities to improve skills in reading comprehension, oral communication, or written expression. Students will practice appropriate adaptive learning and study techniques designed to maximize learning potential and increase success in academic and occupational courses.

May be taken for a maximum of 4 enrollments.

LRS-500 Academics for Adult Learners with Disabilities

0.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Non-credit Course

Learning has no limits. Improving basic education and literacy skills can be the key to long-term self-sufficiency. Become more successful in college coursework or in the job market by increasing skills in reading, writing, mathematics, and communication. This course combines

lecture and small group instruction with self-paced practice to encourage adult learners to reach their educational and employment goals. This course is designed for adult learners with disabilities.

Course exempt from repeat provisions.

LRS-501 Theatre and Movement for Adult Learners with Disabilities

0.0 Units / 0.5 hours lecture. 2.5 hours laboratory.

Non-credit Course

Develop dramatic and expressive skills using voice and movement as tools for effective communication. Through the use of improvisation, pantomime, role-playing, dance, relaxation exercises, and expressive movement, students will develop greater self-confidence and self-esteem. This course is designed for adult learners with disabilities.

Course exempt from repeat provisions.

LRS-502 Art for Adult Learners with Disabilities

0.0 Units 2.0 hours laboratory. Non-credit Course

Enjoy art through experimentation and exploration. Create individualized projects using clay, chalk, collage, water color, oil pastels, pen, pencil, and objects found in nature. Learn about different materials, gain experience by exploring, and enjoy the process of creating unique art. This course is designed for adult learners with disabilities.

Course exempt from repeat provisions.

LRS-503 Music Enrichment for Adults with Disabilities

0.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Non-credit Course

Incorporate music through interactive learning in a supportive environment. Basic theory and skills will be presented at all levels of music development.

Course exempt from repeat provisions.

LIBRARY

LIB-200 Information and Research Competency

1.0 Units / 0.5 - 1.0 hours lecture. Advisory: English 80 or qualification for ENG 200 through the assessment process.

Credit course for grade or Pass/No Pass.

This course will teach students to develop a process for dealing with the numerous information sources that barrage us in the 21st century so that information needs are met by learning to use print and electronic indexes, electronic databases, and the numerous resources inside the walls of libraries as well as over the Internet. This introductory course will teach the skills necessary to find, evaluate, use, and synthesize information for information needs within a college environment or the world of work.

May be repeated twice for insufficient grade.

MATHEMATICS

MTH-10.1 Whole Numbers

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Credit course taken for Pass/No Pass only.

Computation using whole numbers. Addition, subtraction, multiplication, and division of whole numbers. Multiplication tables through twelve. Solving simple word problems involving whole numbers.

May be repeated twice for insufficient grade.

MTH-10.2 Fractions

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Credit course taken for Pass/No Pass only.

Basic skills of calculation using fractions. Emphasis on development of competency in addition, subtraction, multiplication, and division of fractions. Applications involving fractions.

May be repeated twice for insufficient grade.

MTH-10.3 Decimals

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Credit course taken for Pass/No Pass only.

Basic skills of calculation using decimals. Emphasis on development of competency in addition, subtraction, multiplication, and division of decimals. Applications involving decimals.

May be repeated twice for insufficient grade.

MTH-10.4 Percentages

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Credit course taken for Pass/No Pass only.

Basic skills of calculation using ratio, proportion, and percent. Solving applications.

May be repeated twice for insufficient grade.

MTH-11 Basic Mathematics

3.0 Units / 3.0 hours lecture. *Credit course for grade or Pass/No Pass.*

This course will be a study of the fundamental concepts and processes of basic arithmetic with whole numbers, fractions and decimals, including the fundamentals of percents; converting between fractions, decimals, and percents; unit conversion; and applications.

May be repeated twice for insufficient grade.

MTH-40 Mathematics Laboratory

1.0 Units 3.0 hours laboratory.

Credit course taken for Pass/No Pass only.

A full semester laboratory offering students the opportunity to develop additional competence in mathematics through supplemental instruction and supervised practice, either while enrolled in, or in preparation for any mathematics class. Assistance is provided for all mathematics classes from arithmetic through advanced calculus.

May be taken for a maximum of 4 enrollments.

MTH-40.1 Mathematics Laboratory-Part I

0.5 Units 1.5 hours laboratory.

Credit course taken for Pass/No Pass only.

Opportunity to develop additional competence in mathematics through supplemental instruction and supervised practice, either while enrolled in, or in

preparation for any mathematics class. Assistance is provided for all mathematics classes from arithmetic through advanced calculus.

May be taken for a maximum of 4 enrollments.

MTH-40.2 Mathematics Laboratory-Part II

0.5 Units 1.5 hours laboratory.

Credit course taken for Pass/No Pass only.

Opportunity to develop additional competence in mathematics through supplemental instruction and supervised practice, either while enrolled in, or in preparation for any mathematics class. Assistance is provided for all mathematics classes from arithmetic through advanced calculus.

May be taken for a maximum of 4 enrollments.

MTH-44 Mathematical Applications

3.0 Units / 3.0 hours lecture. *Prerequisite: MTH 11 or qualification for MTH 44 through the assessment process.*

Credit course for grade or Pass/No Pass.

This course will cover the topics of percents, US/Metric units of measurement, Geometry, and the arithmetic of signed numbers, as well as basic introductions to Statistics and Algebra. Students will: learn how to convert between fractions, decimals and percents; explore formulas for area and perimeter of geometric shapes; analyze statistical graphs and measurements; and solve basic algebraic equations. Application problems will be presented and solved in each of the main topic areas with an emphasis that prepares students for Elementary Algebra.

May be repeated twice for insufficient grade.

MTH-45 Prealgebra

4.0 Units / 4.0 hours lecture. *Prerequisite: MTH-11 Basic Mathematics or qualification for MTH 45 through the assessment process. Credit course for grade or Pass/No Pass.*

This course will be a review of arithmetic involving whole numbers, fractions, decimals, and signed numbers; and a study of basic algebra concepts and techniques, such as variables, distributive property, combining like terms, and solving equations. Students will also solve problems involving ratios, proportions, percents and geometry.

May be repeated twice for insufficient grade.

MTH-55 Elementary Algebra

5.0 Units / 5.0 hours lecture. *Prerequisite: MTH 44 or MTH 45 or qualification for MTH 55 through the assessment process or one-year of high school Algebra I or a higher-level math class, taken within three years of enrollment.*

Credit course for grade or Pass/No Pass.

This course will cover the topics of operations with real numbers, solution techniques of single-variable linear equations and inequalities, graphing linear equations in two variables, solving systems of linear equations, simplifying and combining polynomials, calculating roots and radicals, and solving quadratic equations. Students will: learn to solve applied problems using linear equations, use slope to graph two-variable linear equations, solve applied problems using two variables, and solve quadratic equations by factoring and using the Quadratic Formula.

May be repeated twice for insufficient grade.

MTH-55.1 Elementary Algebra-Part I

3.0 Units / 3.0 hours lecture. Prerequisite: MTH 44 or MTH 45 or qualification for MTH 55 through the assessment process or one-year of high school Algebra I or a higher-level math class, taken within three years of enrollment.

Credit course for grade or Pass/No Pass.

This course will cover the first half of a standard course in elementary algebra. The course is designed for individuals desiring a slower paced math course. Topics covered include operations with real numbers, solution techniques of single-variable linear equations and inequalities, graphing linear equations in two variables and solving systems of linear equations. Students will: learn to solve applied problems using linear equations, use slope to graph two-variable linear equations, and solve applied problems using two variables.

May be repeated twice for insufficient grade.

MTH-55.2 Elementary Algebra-Part II

3.0 Units / 3.0 hours lecture. Prerequisite: MTH 55.1 or qualification for MTH 55.2 through the assessment process. Credit course for grade or Pass/No Pass.

This course will cover the second half of a standard course in elementary algebra. The course is designed for individuals desiring a slower paced math course. Topics covered including simplifying and combining polynomials, calculating roots and radicals, and solving quadratic equations. Students will: learn to combine and simplify polynomial expressions and solve quadratic equations by factoring and using the Quadratic Formula.

May be repeated twice for insufficient grade.

MTH-56 Intermediate Algebra

5.0 Units / 5.0 hours lecture. Prerequisite: MTH 55 or qualification for MTH 56 through the assessment process or one-year of high school Algebra 2 or a higher-level math class, taken within three years of enrollment.

Credit course for grade or Pass/No Pass.

This course will cover fundamental properties and operations of the set of real and complex numbers; linear and quadratic equations and inequalities; polynomials; factoring polynomials; rational expressions; exponents and roots; relations, functions and inverse functions; the Cartesian Coordinate System and linear functions; conic sections; systems of equations and inequalities; matrices, determinants, and Cramer's Rule; exponential and logarithmic functions; sequences and series; and the Binomial Theorem. (Mendocino College Area D2. Communication & Analytical Thinking)

May be repeated twice for insufficient grade.

MTH-56.1 Intermediate Algebra-Part I

3.0 Units / 3.0 hours lecture. Prerequisite: MTH 55 or qualification for MTH 56.1 through the assessment process or one-year of high school Algebra 2 or a higher-level math class, taken within three years of enrollment.

Credit course for grade or Pass/No Pass.

This course will cover fundamental properties and operations of the set of real and complex numbers; linear and quadratic equations and linear inequalities; polynomials; factoring polynomials; rational expressions; exponents and roots.

May be repeated twice for insufficient grade.

MTH-56.2 Intermediate Algebra-Part II

3.0 Units / 3.0 hours lecture. Prerequisite: MTH 56.1 or qualification for MTH 56.2 through the assessment process. Credit course for grade or Pass/No Pass.

This course will cover quadratic equations and inequalities; relations, functions and inverse functions; the Cartesian Coordinate System and linear functions; conic sections; systems of equations and inequalities; matrices, determinants, and Cramer's Rule; exponential and logarithmic functions; sequences and series; and the Binomial Theorem.

May be repeated twice for insufficient grade.

MTH-77 Geometry

3.0 Units / 3.0 hours lecture. Prerequisite: MTH-55 Elementary Algebra or MTH-55.2 Elementary Algebra-Part II or completion of high school/college prep Algebra 1, or high school/college prep Algebra 2 or higher level math class taken within the past 2 years with a grade of C or better. Graded Students will study geometric concepts, deductive proofs, and logical arguments, and develop skills to solve problems and construct proofs. The topics include lines, angles, circles, triangles, parallelism, similarity, congruency, areas, volumes, and logic.

MTH-121 Trigonometry

4.0 Units / 4.0 hours lecture. Prerequisite: MTH 56 or qualification for MTH 121 through the assessment process. Credit course for grade or Pass/No Pass.

This course will explore the mathematical uses and implications of triangles with its focus on the six trigonometric functions, the inverse trigonometric functions, and their graphs. Students will learn to solve triangles, apply trigonometry to physical phenomena, and work with the trigonometric functions in an algebraic setting. Topics will also include De Moivre's Theorem and applications with vectors. A graphing calculator will be required for the course. (CSU GE Area B: Physical and its Life FormsB4 - Mathematics/Quantitative Thinking) (Mendocino College Area D2. Communication & Analytical Thinking)

May be repeated twice for insufficient grade.

MTH-200 Precalculus Mathematics

5.0 Units / 5.0 hours lecture. Prerequisite: MTH 121 or qualification for MTH 200 through the assessment process. Credit course for grade or Pass/No Pass.

The real and complex number systems. Relations, functions and their graphs. Equations, inequalities, polynomials, lines and conics. Study of linear, quadratic, and higher degree polynomial functions. Rational, algebraic, exponential, logarithmic, and trigonometric functions. Mathematical induction, the Binomial Theorem, polar coordinates, sequences and series. A graphing calculator will be required for the course. (IGETC Area 2: Mathematical Concepts and Quantitative Reasoning A: Mathematic) (CSU GE Area B: Physical and its Life FormsB4 - Mathematics/Quantitative Thinking) (Mendocino College Area D2. Communication & Analytical Thinking)

May be repeated twice for insufficient grade.

MTH-210 Calculus and Analytic Geometry I

5.0 Units / 5.0 hours lecture. *Prerequisite:* MTH 200 or qualification for MTH 210 through the assessment process. *Credit course for grade or Pass/No Pass.*

This course explores the basic concepts of analytic geometry, limits, derivatives, and the definite integral. The topics covered will include limits, derivatives of algebraic and transcendental functions, graphing and optimization. A graphing calculator will be required for the course.

(IGETC Area 2: Mathematical Concepts and Quantitative Reasoning A: Mathematic)(CSU GE Area B: Physical and its Life FormsB4 - Mathematics/Quantitative Thinking) (Mendocino College Area D2. Communication & Analytical Thinking)

May be repeated twice for insufficient grade.

MTH-211 Calculus and Analytic Geometry II

5.0 Units / 5.0 hours lecture. *Prerequisite:* MTH 210. *Credit course for grade or Pass/No Pass.*

This course is a continuation of MTH 210. Topics covered will include integrals of transcendental functions, techniques of integration, improper integrals, parametric equations, polar coordinates, and infinite series.

Applications covered will include areas between functions, volumes of revolution, work, centers of mass, hydrostatic force, arc length, surface area and approximations of functions using Taylor series. A graphing calculator will be required for the course. (IGETC Area 2: Mathematical Concepts and Quantitative Reasoning A: Mathematic)(CSU GE Area B: Physical and its Life FormsB4 - Mathematics/Quantitative Thinking)(Mendocino College Area D2. Communication & Analytical Thinking)

May be repeated twice for insufficient grade.

MTH-212 Calculus and Analytic Geometry III

5.0 Units / 5.0 hours lecture. *Prerequisite:* MTH 211. *Credit course for grade or Pass/No Pass.*

Continuation of Math 211 with elements of polar functions; vectors and vector functions in two and three dimensions; surfaces in space; partial differentiation; multiple integration; Green's and Stoke's Theorems. (IGETC Area 2: Mathematical Concepts and Quantitative Reasoning A: Mathematic)(CSU GE Area B: Physical and its Life FormsB4 - Mathematics/Quantitative Thinking) (Mendocino College Area D2. Communication & Analytical Thinking)

May be repeated twice for insufficient grade.

MTH-214 Linear Algebra

4.0 Units / 4.0 hours lecture. *Prerequisite:* MTH 211. *Credit course for grade or Pass/No Pass.*

Topics include the theory of matrices, solutions of systems of linear equations, determinants, eigenvalues, eigenvectors, vector spaces, linear transformations, and applications.

Math 214 is primarily for majors in mathematics, engineering, and computer science. Course provides students with useful tools for MTH 215. Use of graphing calculators will be essential for the course. (IGETC Area 2: Mathematical Concepts and Quantitative Reasoning A: Mathematic)(CSU GE Area B: Physical and its Life FormsB4 - Mathematics/Quantitative Thinking) (Mendocino College Area D2. Communication & Analytical Thinking)

May be repeated twice for insufficient grade.

MTH-215 Differential Equations

3.0 Units / 3.0 hours lecture. *Prerequisite:* MTH 212 and MTH 214. *Credit course for grade or Pass/No Pass.*

Covers the theory and applications of the solutions of ordinary differential equations. Students will be introduced to various topics useful in solving first- and second-order differential equations including power series, Laplace transforms, matrices, eigenvalues and eigenvectors, and numerical methods. Math 215 is primarily for majors in mathematics and engineering. Use of graphing calculators will be essential for the course. (IGETC Area 2: Mathematical Concepts and Quantitative Reasoning A: Mathematic)(CSU GE Area B: Physical and its Life FormsB4 - Mathematics/Quantitative Thinking) (Mendocino College Area D2. Communication & Analytical Thinking)

May be repeated twice for insufficient grade.

MTH-220 Statistics

4.0 Units / 4.0 hours lecture. *Prerequisite:* MTH 56 or qualification for MTH 220 through the assessment process or one-year of high school Algebra II or a higher-level math class, with a C or better, taken within three years of enrollment. *Credit course for grade or Pass/No Pass.*

This course will cover methods of descriptive and inferential statistics, including measures of central tendency, measures of dispersion, elementary probability theory, probability distributions, confidence intervals, hypothesis testing, linear and multiple regression, correlation, multinomial experiments, contingency tables, and analysis of variance. Statistical software, methods of data collection and a wide variety of applications taken from science, business, social science, and many diverse fields will be used to illustrate the theory. (IGETC Area 2: Mathematical Concepts and Quantitative Reasoning A: Mathematic)(CSU GE Area B: Physical and its Life FormsB4 - Mathematics/Quantitative Thinking) (Mendocino College Area D2. Communication & Analytical Thinking)

May be repeated twice for insufficient grade.

MTH-230 Calculus for Business and Economics

3.0 Units / 3.0 hours lecture. *Prerequisite:* MTH 56 or qualification for MTH 230 through the assessment process. *Credit course for grade or Pass/No Pass.*

Concepts of function and limit; applied calculus emphasizing techniques of differentiation and integration for business applications; partial derivatives. (IGETC Area 2: Mathematical Concepts and Quantitative Reasoning A: Mathematic)(CSU GE Area B: Physical and its Life FormsB4 - Mathematics/Quantitative Thinking) (Mendocino College Area D2. Communication & Analytical Thinking)

May be repeated twice for insufficient grade.

MTH-240 Discrete Mathematics

4.0 Units / 4.0 hours lecture. *Prerequisite:* MTH-200 Precalculus Mathematics or MTH-210 Calculus and Analytic Geometry I or MTH-211 Calculus and Analytic Geometry II or MTH-212 Calculus and Analytic Geometry III or MTH-214 Linear Algebra or MTH-215 Differential Equations or a score of 3 or better on the College Board AP Calculus AB exam or qualification for MTH 240 through the assessment process. *Graded*

This course includes formal logic, Boolean logic, and logic circuits, mathematical induction, introduction to number theory, set theory, principles of combinatorics, functions, relations, recursion, algorithm efficiency, and graph theory. (IGETC Area 2: Mathematical Concepts and Quantitative Reasoning A: Mathematic) (CSU GE Area B: Physical and its Life FormsB4 - Mathematics/Quantitative Thinking)

MUSIC

MUS-55 Performance Techniques for Studio Recording

1.0 Units 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Introduction to group performance in a recording session. May be taken for a maximum of 4 enrollments.

MUS-110 Recording Studio Techniques I

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

A study of the recording studio design and environment. Emphasis on console function, microphone selection and use, signal processing, and multi-track recording. Students will experience hands-on recording of studio sessions and concerts. Includes an emphasis on the development of an appreciation for the integrity of both emotional and intellectual responses to recordings completed of music from Western and non-Western cultures. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

MUS-111 Recording Studio Techniques II

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

An in-depth study of audio recording systems, components, and philosophies. Emphasis on the daily workings of a recording studio with experience in microphone placement, the mixing console, synchronization, SMPTE time code, and analog, digital, and hard disk recording. Students will experience hands-on recording of studio sessions and concerts. Includes an emphasis on the development of an appreciation for the integrity of both emotional and intellectual responses to recordings completed of music from Western and non-Western cultures. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

MUS-112 Recording Techniques III

3.0 Units / 3.0 hours lecture. Corequisite: MUS-117

Recording Laboratory III Prerequisite: MUS-111 Recording Studio Techniques II and MUS-116 Recording Laboratory II. Graded

Recording Techniques III covers advanced technologies in digital and analog recording, mixing, and editing. The role of the producer is explored including recording, mixing arranging, analyzing projects, session planning, communication, budgeting, business aspects, technical considerations, and music markets.

MUS-113 Recording Techniques IV

3.0 Units / 3.0 hours lecture. Corequisite: MUS-118

Recording Laboratory IV Prerequisite: MUS-112 Recording Techniques III and MUS-117 Recording Laboratory III. Graded

Recording Techniques IV covers the advanced practice of procedures and techniques in recording and manipulating audio. The course includes an in-depth study of digital audio editing, advanced recording and engineering techniques including advanced automation; mixing, product manufacturing, professionalism in the workplace

including the role of the tracking engineer, mixing engineer and mastering engineer. Session strategies including budgeting, technical considerations, business aspects and marketing will be analyzed and discussed. The course will cover multi-media audio including audio production for film.

MUS-115 Recording Studio Laboratory

1.0 Units 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Practical applications of recording techniques including the recording of rehearsals, performances, and class projects. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be taken for a maximum of 4 enrollments.

MUS-116 Recording Laboratory II

0.0 Units 3.0 hours laboratory. Corequisite: MUS-111

Recording Studio Techniques II Prerequisite: MUS-110 Recording Studio Techniques I and MUS-115 Recording Studio Laboratory. Graded

Music 116, Recording Laboratory II, focuses on practical applications of audio recording systems, components and philosophies. Students will experience hands-on recording of studio sessions, ensemble rehearsals, and live performances. This course emphasizes study in the daily workings of a recording studio.

MUS-117 Recording Laboratory III

1.0 Units 3.0 hours laboratory. Corequisite: MUS-112

Recording Techniques III Prerequisite: MUS-111 Recording Studio Techniques II and MUS-116 Recording Laboratory II. Graded

This course is a comprehensive study in digital audio recording with Digidesign Pro Tools. Topics include digital audio theory, theory of analog and digital recording, signal flow, microphones, mixers, monitors, and hands-on introduction to the Pro Tools system.

MUS-118 Recording Laboratory IV

0.0 Units 3.0 hours laboratory. Corequisite: MUS-113

Recording Techniques IV Prerequisite: MUS-112 Recording Techniques III and MUS-117 Recording Laboratory III. Graded

Recording Laboratory IV covers the practical application of digital and analog recording equipment and processes. In addition to recording, editing, and mixing, mastering techniques will be covered.

MUS-170 Electronic Music (MIDI)

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory.

Advisory: MUS 201. Credit course for grade or Pass/No Pass.

Basic principles and practices of MIDI equipped synthesizers. Includes MIDI data recording using sequencing software, score generation from sequences, and computer assisted performance.

May be repeated twice for insufficient grade.

MUS-171 Electronic Music II (MIDI)

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory.

Advisory: MUS 170. Credit course for grade or Pass/No Pass.

Techniques of electronic music composition. Electronic music notation schemes. Individual projects culminating in composition and performance. Continuation of Music 170. *May be repeated twice for insufficient grade.*

MUS-196 MUS-Occupational Work Experience Education

8.0 Units Credit course for grade or Pass/No Pass.

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester.

May be taken for a total of 16 units in any combination.

MUS-200 Fundamentals of Music

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Traditional musical notation, key signatures, scales, intervals and chords. Includes an emphasis on the development of an appreciation for the integrity of both emotional and intellectual responses to music of Western and non-Western cultures. (IGETC Area 3: Arts and Humanities A: Arts)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

MUS-201A Music Theory/Musicianship I

5.0 Units / 5.0 hours lecture. Advisory: Music 200 or equivalent skill is strongly recommended.

Credit course for grade or Pass/No Pass.

This course is a study of diatonic harmony through part writing and ear train/sight singing exercises. It includes scales, keys, intervals, triads, diatonic harmonies, principles of voice leading, part writing, rhythms, ear training, sight singing and dictation. It includes composition and analysis. Music 200 or equivalent skill is strongly recommended. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

MUS-201B Music Theory/Musicianship II

5.0 Units / 5.0 hours lecture. Advisory: MUS 201A.

Credit course for grade or Pass/No Pass.

Further study of harmony and analysis. Included are the dominant seventh and supertonic seventh chords, non-harmonic tones, modulation, extended chords, altered chords, keyboard harmony, and contemporary applications. Continued development of ear training skills through rhythmic and melodic dictation and sight singing. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

MUS-202A Music Theory/Musicianship III

5.0 Units / 5.0 hours lecture. Advisory: MUS 201B.

Credit course for grade or Pass/No Pass.

Review of the dominant seventh chord. Further study of diatonic harmony including nondominant seventh chords, secondary seventh and borrowed chords, and modulation

to closely related keys. Continued development of ear training skills through rhythmic and melodic dictation and sight singing. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)

(Mendocino College Area C. Humanities)

May be taken for a total of 8 units.

MUS-202B Music Theory/Musicianship IV

5.0 Units / 5.0 hours lecture. Advisory: MUS 202A.

Credit course for grade or Pass/No Pass.

Review modulation and figured bass. Study of diatonic and chromatic harmony including augmented sixth chords, altered dominants and diminished seventh chords, chromatic third-relation harmony, modulation to foreign keys, and 9th, 11th, & 13th chords. Continued development of ear training skills through rhythmic and melodic dictation and sight singing. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)

(Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

MUS-203 Music History and Literature I

3.0 Units / 3.0 hours lecture. Advisory: ENG 200

Credit course for grade or Pass/No Pass.

Study of the history of music in Western Civilizations including the Middle Ages, Renaissance, and Baroque style periods of music. Analysis of established musical forms. Includes an emphasis on the development of an appreciation for the integrity of both emotional and intellectual responses to music of Western cultures. (IGETC Area 3: Arts and Humanities A: Arts)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities)

(Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

MUS-204 Music History and Literature II

3.0 Units / 3.0 hours lecture. Advisory: ENG 200

Credit course for grade or Pass/No Pass.

Study of the history of music in Western Civilizations including the Classical, Romantic, Early 20th and New Music style periods of music. Analysis of established musical forms. Includes an emphasis on the development of an appreciation for the integrity of both emotional and intellectual responses to music of Western cultures. (IGETC Area 3: Arts and Humanities A: Arts)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

MUS-207 Introduction to Music Appreciation

3.0 Units / 3.0 hours lecture. Advisory: ENG 200

Credit course for grade or Pass/No Pass.

Ancient Greek to contemporary musical literature; examples from all periods. Analysis of established musical forms. Study of Middle Ages and Renaissance; Baroque, Classic, Romantic and Contemporary periods and styles of music. Includes an emphasis on the development of an appreciation for the integrity of both emotional and intellectual responses to music of Western and non-Western cultures. (IGETC Area 3: Arts and Humanities A: Arts)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

MUS-208 Music in World Culture

3.0 Units / 3.0 hours lecture. Advisory: ENG 200

Credit course for grade or Pass/No Pass.

Music of Polynesia, Africa, Asia, and the Americas through lecture, listening, film, and music-making, looking at musical instruments; the role of music in culture; musical elements of rhythm, melody, texture, and form; and 20th century music which incorporates styles of many cultures. (IGETC Area 3: Arts and Humanities A: Arts)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

MUS-209 History of Rock and Jazz Styles

3.0 Units / 3.0 hours lecture. Advisory: ENG 200

Credit course for grade or Pass/No Pass.

Elements of jazz and rock with attention to stylistic differences throughout their history. The evolution and influence of the music of jazz and rock in relation to modern day culture. (IGETC Area 3: Arts and Humanities A: Arts)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

MUS-210 Piano: Beginning I

2.0 Units / 1.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

An introduction to playing piano, interpreting musical notation and using the basic elements of music. Course objectives include ability to read, analyze and perform beginning level piano literature. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be taken for a total of 12 units in any combination.

MUS-211 Piano: Beginning II

2.0 Units / 1.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Continued piano instruction at the beginning level. An electronic keyboard system will be used to learn how to read music and perform in ensemble. Students will study music of different styles, eras, and cultures. Recommended for students preparing to teach in the elementary music majors, and interested students. Student placement to be determined by the instructor.

May be taken for a total of 12 units in any combination.

MUS-212 Piano: Intermediate I

2.0 Units / 1.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Instruction in piano at the intermediate level utilizing a Yamaha Clavinova Lab. Includes reading music, ensemble experience and repertoire development. Students will study music of different styles, eras, and cultures. Student placement to be determined by the instructor. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be taken for a total of 12 units in any combination.

MUS-213 Piano: Intermediate II

2.0 Units / 1.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Continued instruction in piano at the intermediate level utilizing a Yamaha Clavinova Lab. Includes a review of reading music, large ensemble experience and technical development. Students will study music of different styles, eras, and cultures.

May be taken for a total of 12 units in any combination.

MUS-214 Piano: Advanced I

2.0 Units / 1.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Instruction in piano at the advanced level utilizing a Yamaha Clavinova Lab. Includes reading music, large ensemble experience and technical development. Students will study music of different styles, eras, and cultures. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be taken for a total of 12 units in any combination.

MUS-215 Piano: Advanced II

2.0 Units / 1.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Continued instruction in piano at the advanced level utilizing a Yamaha Clavinova Lab. Students will experience performance in ensemble, as accompanist, and as soloist. Students will read music as well as learn to improvise, compose, and fake a lead-sheet chart.

May be taken for a total of 12 units in any combination.

MUS-220 Opera Theatre-Performance

3.0 Units 9.0 hours laboratory. Prerequisite: Student must demonstrate vocal and acting technique at an intermediate level.

Credit course for grade or Pass/No Pass.

Staging, performing, and study of respective roles of an opera or operatic scene. Study, memorize and perform. The opera or operatic scene will be fully staged, with costume and setting, and will be performed for the public. The culmination will be the performance. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be taken for a maximum of 4 enrollments.

MUS-222 Guitar: Beginning I

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Class instruction in the techniques of guitar performance. Note reading, chord construction and accompaniment patterns will be learned enabling students to play music written for guitar. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be taken for a total of 4 units in any combination.

MUS-223 Guitar: Beginning II

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Advisory: MUS 222. Credit course for grade or Pass/No Pass.

A continuation of Music 222. Class instruction in the techniques of guitar performance. Note reading, chord construction and accompaniment patterns will be learned enabling students to play music written for guitar. Course may not meet major requirements at transfer institutions. See your counselor for more information.

May be taken for a total of 4 units in any combination.

MUS-224 Guitar: Beginning III

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.
Advisory: MUS 223 Credit course for grade or Pass/No Pass.
 A continuation of Music 223. Class instruction in the techniques of guitar performance. Note reading, chord construction and accompaniment patterns will be learned enabling students to play music written for guitar. Course may not meet major requirements at transfer institutions. See your counselor for more information.
May be taken for a total of 4 units in any combination.

MUS-225 Guitar: Beginning IV

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.
Advisory: MUS 224. Credit course for grade or Pass/No Pass.
 A continuation of Music 224. Class instruction in the techniques of guitar performance. Note reading, chord construction and accompaniment patterns will be learned enabling students to play music written for guitar. Course may not meet major requirements at transfer institutions. See your counselor for more information.
May be taken for a total of 4 units in any combination.

MUS-230 Beginning Voice

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.
Credit course for grade or Pass/No Pass.
 The art of singing with emphasis on the vocal mechanism and its care and use in solo and ensemble settings.
 (Mendocino College Area C. Humanities)
May be taken for a total of 4 enrollments in any combination.

MUS-231 Intermediate Voice

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.
Credit course for grade or Pass/No Pass.
 Vocal technique. Interpretation of popular and classical repertoire, including foreign language repertoire. Applications of performance practices with possibility of public performances.
May be taken for a total of 4 enrollments in any combination.

MUS-232 Singers' Repertoire

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.
Credit course for grade or Pass/No Pass.
 Interpretation of classical and popular vocal repertoire. A four-semester cycle will include English, Italian, French, and German art songs; Italian, French, English, and German opera arias; songs from the musical theatre; and jazz and popular songs. Includes public performance.
 (Mendocino College Area C. Humanities)
May be taken for a maximum of 4 enrollments.

MUS-240 Beginning Woodwind Instruments

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.
Credit course for grade or Pass/No Pass.
 Beginning performance methods and fundamental techniques of playing the Flute, Oboe, Clarinet, and Saxophone.
May be taken for a maximum of 4 enrollments.

MUS-241 Beginning Brass Instruments

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.
Credit course for grade or Pass/No Pass.
 Beginning performance methods and fundamental techniques of playing the Trumpet, French Horn, Trombone, Baritone, or Tuba.
May be taken for a maximum of 4 enrollments.

MUS-242 Beginning Percussion Instruments

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.
Credit course for grade or Pass/No Pass.
 Beginning performance methods and fundamental techniques of playing the snare drum, timpani, marimba, or vibraphone.
May be taken for a maximum of 4 enrollments.

MUS-243 Beginning String Instruments

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.
Credit course for grade or Pass/No Pass.
 Beginning performance methods and fundamental techniques of playing the violin, viola, cello, or bass.
May be taken for a maximum of 4 enrollments.

MUS-252 Woodwind Chamber Ensemble

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.
Credit course for grade or Pass/No Pass.
 Includes the study and performance of chamber works written for various woodwind instrument combinations. The repertoire selected will represent all style periods and will include literature with instrumentation ranging from the standard woodwind quintet to saxophone quartet. Includes an emphasis on the development of an appreciation for the integrity of both emotional and intellectual responses to music of Western and non-Western cultures. Student must audition and demonstrate ability to play music at sight. Attendance at scheduled rehearsals and performances is required. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)
May be taken for a maximum of 4 enrollments.

MUS-256 Jazz Band

2.0 Units 6.0 hours laboratory.
Credit course for grade or Pass/No Pass.
 Study and performance of Big Band Jazz literature. Investigation of the fundamental techniques associated with jazz performance. Includes an emphasis on the development of an appreciation for the integrity of both emotional and intellectual responses to music of Western and non-Western cultures. Attendance at scheduled rehearsals, sectionals and performances is required. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)
May be taken for a maximum of 4 enrollments.

MUS-260 Brass Choir

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.
Credit course for grade or Pass/No Pass.
 Study and performance of chamber works written for various brass instrument combinations. The repertoire selected will represent all style periods and will include literature with instrumentation ranging from quartet to double brass choir. Includes an emphasis on the development of an appreciation for the integrity of both emotional and intellectual responses to music of Western and non-Western cultures. Student must audition and demonstrate ability to play a brass instrument. Attendance at scheduled rehearsals and performances is required. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)
May be taken for a maximum of 4 enrollments.

MUSIC

MUS-264 Jazz Improvisation

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Development of basic improvisational jazz performance skills through listening, analyzing and playing the scales, chords, and forms found in jazz. Extends the opportunity to develop creativity in composition and performance of the musical literature of jazz. Student must demonstrate an ability to read and perform printed music with developed instrumental techniques. Attendance at scheduled rehearsals and performances is required.

May be taken for a maximum of 4 enrollments.

MUS-272 Symphonic Band

1.0 Units 3.0 hours laboratory. Advisory: Ability to play a band instrument. Credit course for grade or Pass/No Pass.

This course will include the study and performance of selected large-scale band literature. The emphasis will be repertoire scored for an ensemble with multiple part duplication. It will include the development of an appreciation for the integrity of both emotional and intellectual responses to music of Western and non-Western cultures. Attendance at scheduled rehearsals and performances is required. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be taken for a maximum of 4 enrollments.

MUS-274 Beginning Orchestra

2.0 Units 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

This course will include the study and performance of selected beginning orchestral literature. An emphasis will be placed on repertoire scored for an orchestra with multiple part duplication. There will be an emphasis on the development of an appreciation for the integrity of both emotional and intellectual responses to music of Western and non-Western cultures. The student must demonstrate an ability to read printed music at sight at the beginning level on an orchestral instrument. The student will be required to attend scheduled rehearsals and performances.

(Mendocino College Area C. Humanities)

May be taken for a maximum of 4 enrollments.

MUS-276 Symphony Orchestra

2.0 Units 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Study and performance of selected large scale orchestral literature. Emphasis will be placed on repertoire scored for an ensemble with multiple part duplication. Includes an emphasis on the development of an appreciation for the integrity of both emotional and intellectual responses to music of Western and non-Western cultures. Student must demonstrate an ability to read printed music at sight on an orchestral instrument. Attendance at scheduled rehearsal and performances is required (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater) (Mendocino College Area C. Humanities)

May be taken for a maximum of 4 enrollments.

MUS-278 Chamber Orchestra

2.0 Units 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Study and performance of selected small-scale orchestral literature. Emphasis will be placed on repertoire scored for an ensemble with multiple part duplication. Includes an emphasis on the development of an appreciation for the integrity of both emotional and intellectual responses to the assigned musical literature. Student must demonstrate an ability to read printed music at sight on an orchestral instrument. Attendance at scheduled rehearsals and performances is required. (Mendocino College Area C. Humanities)

May be taken for a maximum of 4 enrollments.

MUS-280 Masterworks Choral

1.0 Units 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

This course will include the study and performance of selected large-scale choral literature. The emphasis will be repertoire scored for an ensemble with multiple soprano, alto, tenor and bass part duplication. It will include the development of an appreciation for the integrity of both emotional and intellectual responses to music of Western and non-Western cultures. Attendance at scheduled rehearsals and performances is required. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater) (Mendocino College Area C. Humanities)

May be taken for a maximum of 4 enrollments.

MUS-281 Concert Choir I

1.0 Units 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

This course will include the performance of choral literature with and without orchestral accompaniment. It is designed for the music major and students interested in singing great four-part choral music at the introductory level. The student will be required to attend scheduled rehearsals and performances. There will be an emphasis on the development of an appreciation for the integrity of both emotional and intellectual responses to music of Western and non-Western cultures. (Mendocino College Area C. Humanities)

May be taken for a maximum of 4 enrollments.

MUS-285 Vocal Jazz Ensemble

2.0 Units 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

The study of interpretation of vocal jazz styles. Emphasis on improvisation, solo, and ensemble technique. Includes an emphasis on the development of an appreciation for the integrity of both emotional and intellectual responses to music of western and non-western cultures. Attendance at scheduled rehearsals and performances is required. Student must demonstrate ability to sing printed music with developed vocal technique. (Mendocino College Area C. Humanities)

May be taken for a maximum of 4 enrollments.

NATURAL RESOURCES

NRS-33 Introduction to Field Ecology

2.0 Units 6.0 hours laboratory.

Credit course taken for Pass/No Pass only.

This course will introduce students in the use of acceptable sampling and observation techniques in the field. The ecosystem studied will vary from course to course and from the ecological systems of local areas to that of international sites. Participants should come away from this course with a greater understanding and appreciation for the environment.

May be taken for a maximum of 3 enrollments.

NRS-100 Field Ecology

2.0 Units 6.0 hours laboratory. *Prerequisite or Corequisite:* BIO 200; BIO 242; CHM 200; CHM 243; GEL 201; GEL 210; GEO 206; or NRS 200. *Credit course for grade or Pass/No Pass.*

An introduction to general field ecology on selected ecosystems. The course will observe and study variations of terrestrial and/or aquatic or marine ecosystems. Each course offering will vary with respect to location, type of ecosystem, and length of study. (Mendocino College Area A. Natural Sciences)

May be taken for a maximum of 4 enrollments.

NRS-115 The Coastal Redwoods

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

A travel based course through the world famous redwood forests found only in California and the southwest corner of Oregon. The course begins with an introduction to the natural and cultural history of the redwoods. The student then travels by rail to view firsthand the trees John Muir described as "noblest of the noble." The final portion of the course is a field trip covering 135 miles through Mendocino County.

May be repeated twice for insufficient grade.

NRS-196 NRS-Occupational Work Experience Education

8.0 Units *Credit course for grade or Pass/No Pass.*

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester.

May be taken for a total of 16 units in any combination.

NRS-200 Environmental Science

3.0 Units / 3.0 hours lecture. *Advisory:* ENG 80 or qualification for ENG 200 through the assessment process.

Credit course for grade or Pass/No Pass.

Environmental Science is a field that brings aspects of biology, physics and chemistry together with geology and geography to understand the earth and its interrelated systems. The main emphasis of the course is a focus on sustainable use of Earth's resources and the reduction of solid waste and air and water pollution. The focus on both physical and biological principles is necessary to illustrate the interdisciplinary nature of dealing with the solutions to the complex environmental problems. (IGETC Area 5: Physical and Biological Sciences A: Physical Science without Lab)(CSU GE Area B: Physical and its Life FormsB1 - Physical Science)(CSU GE Area B: Physical and its Life FormsB2 - Life Science)(Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

NURSING

NUR-50 LVN-RN Transition

1.0 Units / 1.0 hours lecture.

Prerequisite: Active California Vocational Nurse license.

Credit course for grade or Pass/No Pass.

A series of case study discussions that will provide the concepts necessary to facilitate transition of the LVN to the changing role of the Registered Nurse. Emphasis will be placed upon the Registered Nurse as a decision-making member of the health team, and of the responsibilities to be assumed by the RN.

May be repeated twice for insufficient grade.

NUR-52 Nursing Technical Lab

1.0 Units 3.0 hours laboratory.

Credit course taken for Pass/No Pass only.

This course is an open supervised laboratory for nursing students currently enrolled in the Mendocino College RN program. This lab aids in the development of nursing technical skills, care planning, and remediation of clinical skills as identified as being in need of remediation. A minimum of one-half unit each semester must be taken by the LVN-RN Bridge student to satisfy graduation requirements. Any student enrolled in corequisite course may take up to 1 unit each semester depending on their individual learning needs.

May be taken for a maximum of 4 enrollments.

NUR-102 Nursing Concepts and Skills I

10.0 Units / 5.0 hours lecture. 15.0 hours laboratory.

Corequisite: Concurrent enrollment in or prior completion of NUR 105. *Prerequisite:* Formal Admission to the RN Program (Contact Nursing Director).

Credit course for grade or Pass/No Pass.

An introduction to nursing concepts and skills. Students are introduced to the application of critical thinking and the nursing process needed to provide basic care to clients in a variety of community, long term and acute care settings. Emphasis is on promoting optimum health across the health-illness continuum. Clinical experiences provide opportunity to practice selected skills and include campus laboratory as well as community hospital and out-patient settings.

May be repeated twice for insufficient grade.

NURSING

NUR-105 Pharmacology I

1.0 Units / 1.0 hours lecture. Advisory: MTH 55

Credit course for grade or Pass/No Pass.

An introduction to the concepts of pharmacology and theory of medication administration for the Registered Nurse. It offers the first semester RN student information required to administer medications safely within the health care setting. Content includes drug calculations, rights of drug administration, routes of medication administration, drug classification systems, basic pharmacokinetics, and patient teaching associated with drug administration.

May be repeated twice for insufficient grade.

NUR-112 Nursing Concepts and Skills II

10.0 Units / 5.0 hours lecture. 15.0 hours laboratory.

Prerequisite: NUR 102, or current LVN license and approval of Director of Nursing Program

Credit course for grade or Pass/No Pass.

In this second course in the nursing sequence, students apply critical thinking and the nursing process to medical/surgical clients and to members of the childbearing and childrearing family. The focus is on common alterations of health and on promoting optimum health across the lifespan (prenatal to geriatric). Patient teaching is emphasized. Clinical experiences include on-campus lab as well as a wide variety of community health care settings.

May be repeated twice for insufficient grade.

NUR-115 Pharmacology II

1.0 Units / 1.0 hours lecture. Prerequisite: NUR 105 or

current LVN license and consent of Nursing Program Director

Credit course for grade or Pass/No Pass.

A continuation of the basics of pharmacology for the Registered Nurse. Content includes pharmacological considerations for the pediatric and obstetrical client, pediatric dosage calculations, use of local anesthetics, neuromuscular blocking agents, respiratory drugs, and endocrine system drugs.

May be repeated twice for insufficient grade.

NUR-116 Introduction to Nursing Seminar

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

An introduction to oral presentation of care planning and nursing journal presentations for second semester RN students. Nursing students will utilize care planning information to develop clear, articulate, organized case studies which will be delivered to their peers. Development of effective oral communication and patient teaching will be emphasized. An introduction to nursing research is included.

May be repeated twice for insufficient grade.

NUR-121 Leadership and Management I

1.0 Units / 1.0 hours lecture. Advisory: SPE 200 or SPE 210

Credit course for grade or Pass/No Pass.

An introduction to the philosophy and conceptual framework of the program; in addition, the roles of the registered nurse as care provider and teacher. Focus on competencies expected of the graduate ADN, critical thinking skills, patient education, ethical dilemmas, and current issues in nursing. Community service learning projects will be incorporated into developing the role of a professional nurse.

May be repeated twice for insufficient grade.

NUR-122 Complex Medical/Surgical Nursing I

8.0 Units / 4.0 hours lecture. 12.0 hours laboratory.

Credit course for grade or Pass/No Pass.

The nursing of clients with acute and chronic illness is addressed in both inpatient and outpatient/community settings. Students study common chronic and geriatric illnesses, adaption to, and acute episodes of these illnesses in the acute hospital setting. Physical assessment of the client, normal development and physiology, nutrition, pharmacology, sexuality, cultural factors, and prevention and early detection measures appropriate to the various nursing problems are discussed. Nursing process is utilized throughout the course in an effort to assist clients to achieve an optimum level of wellness. An introduction to psychological issues which may impact clients is discussed. Directed clinical experiences in hospitals and community health agencies is required.

May be repeated twice for insufficient grade.

NUR-125 Pharmacology III

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

A continuation of the concepts of pharmacotherapy for the Registered Nursing student. Content includes pharmacological considerations for the patient with anxiety, insomnia, seizure disorder, hypertension, dysrhythmias, heart failure, degenerative diseases of the nervous system, and degenerative bone and joint disorders.

May be repeated twice for insufficient grade.

NUR-126 Nursing Seminar I

2.0 Units / 2.0 hours lecture.

Credit course for grade or Pass/No Pass.

Integration of nursing knowledge and theory with concurrent experiences in gerontology, geriatrics, chronic illness, acute illness, outpatient mental health, and community/home nursing. Students will clarify roles and expectations in the rehabilitation/supportive health care team and in the community setting. Includes practice in interpretation of research based nursing journal articles and in patient presentations.

May be repeated twice for insufficient grade.

NUR-131 Leadership & Management II

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

Leadership components and management functions will be applied to varying groups of clients and families within a variety of health care systems. Content includes presentation of management theories, and the Registered Nurse's role in planning, organizing, staffing, and directing care. Professional and social issues in leadership and management will also be discussed.

May be repeated twice for insufficient grade.

NUR-132 Complex Medical/Surgical Nursing II

8.0 Units / 4.0 hours lecture. 12.0 hours laboratory.

Corequisite: NUR 135. *Prerequisite:* Completion of NUR 122
Credit course for grade or Pass/No Pass.

Nursing theory of clients with high-risk, complex, critical care health problems and/or mental health issues. Students will study the nursing process related to care of patients with multi-system disorders, unstable medical conditions, critical health care disorders and mental health diagnoses. An emphasis is on pathophysiology, complex nursing process issues, and professional roles. Supervised clinical experience in health and community settings is included.
May be repeated twice for insufficient grade.

NUR-135 Pharmacology IV

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

A continuation of the concepts of pharmacotherapy for the Registered Nursing student. Content includes pharmacological considerations for the patient with coagulation disorders, lipid disorders, shock, mood disorders, psychosis, immunological disorders, viral infections, angina, myocardial conditions, and neoplastic conditions.

May be repeated twice for insufficient grade.

NUR-136 Nursing Seminar II

2.0 Units / 2.0 hours lecture. *Prerequisite:* NUR 136

Credit course for grade or Pass/No Pass.

Integration of nursing knowledge and theory with concurrent clinical experiences in mental health, management, and acute medical surgical nursing. Students will clarify roles and expectations in the rehabilitation/supportive health care team and in the community setting. Course may not meet major requirements at transfer institutions. See your counselor for more information.
May be repeated twice for insufficient grade.

PHILOSOPHY**PHL-210 Ethics**

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Study of selected philosophical texts and theories of ethics with emphasis on the critical evaluation and appreciation to contemporary issues. Includes both Western and non-Western perspectives. Representative texts drawn from natural law, virtue, divine command, utilitarian and eastern religious traditions. (IGETC Area 3: Arts and Humanities B: Humanities)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities)(Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

PHL-220 Introduction to Philosophy

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Problems of philosophy as expressed through representative texts in the history of philosophy. Problems are drawn from the theory of knowledge, metaphysics, ethics and religion are emphasized. Development of skills of

critical reading, interpretation, evaluation and analysis of philosophical texts. Includes both Western and non-Western traditions. (IGETC Area 3: Arts and Humanities B: Humanities)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities)(Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

PHL-230 Religions of the World

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

An investigation of the major tenets, practices and cultural expressions of the major Western and non-Western religions of the world. Emphasis on the relationship between individual belief and practice, and appreciation of the diversity of religious belief in relation to one's own. Designed to meet the cross-cultural studies requirement. (IGETC Area 3: Arts and Humanities B: Humanities)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities)(Mendocino College Area C. Humanities)
May be repeated twice for insufficient grade.

PHYSICAL EDUCATION - INTERCOLLEGIATE**PEI-200 Intercollegiate Baseball**

2.0 Units 10.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Skill fundamentals, game strategies, rules, regulations and conditioning appropriate to baseball for the purpose of participation in all scheduled events. Competing in intercollegiate athletics may be limited to those who possess the necessary physical skills. The passing of a medical examination is necessary for participation. All intercollegiate sports entail practice at the designated time and place; and meet for a minimum of ten hours per week.
May be taken for a maximum of 4 enrollments.

PEI-201 Intercollegiate Success

2.0 Units / 2.0 hours lecture.

Credit course for grade or Pass/No Pass.

Information, programs, skills, and services designed to support and promote student-athlete success in college. Topics include initial and continuous eligibility rules, terminology, schedules, degrees and transfer limitations and requirements appropriate for community college student athletes. Course may not meet major requirements at transfer institutions. See your counselor for more information.
May be repeated twice for insufficient grade.

PEI-204 Intercollegiate Basketball-Men

2.0 Units 10.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Skill fundamentals, game strategies, rules, regulations, and conditioning appropriate to basketball for the purpose of participation in all scheduled events. Competing in intercollegiate athletics may be limited to those who possess the necessary physical skills. The passing of a medical examination is necessary for participation. All intercollegiate sports entail practice at the designated time and place; and meet for a minimum of ten hours per week.
May be taken for a maximum of 4 enrollments.

PEI-208 Intercollegiate Basketball-Women

2.0 Units 10.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Skill fundamentals, game strategies, rules, regulations and conditioning appropriate to basketball for the purpose of participation in all scheduled events. Competing in intercollegiate athletics may be limited to those who possess the necessary physical skills. The passing of a medical examination is necessary for participation. All intercollegiate sports entail practice at the designated time and place; and meet for a minimum of ten hours per week. *May be taken for a maximum of 4 enrollments.*

PEI-212 Intercollegiate Football

3.0 Units 12.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Skill fundamentals, game strategies, rules, regulations, and conditioning appropriate to football for the purpose of participation in all scheduled events. Competing in intercollegiate athletics may be limited to those who possess the necessary physical skills. The passing of a medical examination is necessary for participation. All intercollegiate sports entail practice at the designated time and place; and meet for a minimum of ten hours per week. *May be taken for a maximum of 4 enrollments.*

PEI-220 Intercollegiate Softball

2.0 Units 10.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Skill fundamentals, game strategies, rules, regulations, and conditioning appropriate to softball for the purpose of participation in all scheduled events. Competing in intercollegiate athletics may be limited to those who possess the necessary physical skills. The passing of a medical examination is necessary for participation. All intercollegiate sports entail practice at the designated time and place; and meet for a minimum of ten hours per week. *May be taken for a maximum of 4 enrollments.*

PEI-226 Intercollegiate Soccer-Women

2.0 Units 10.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Skill fundamentals, game strategies, rules, regulations, and conditioning appropriate to soccer for the purpose of participation in all scheduled events. Competing in intercollegiate athletics may be limited to those who possess the necessary physical skills. The passing of a medical examination is necessary for participation. All intercollegiate sports entail practice at the designated time and place; and meet for a minimum of ten hours per week. *May be taken for a maximum of 4 enrollments.*

PEI-240 Intercollegiate Volleyball

2.0 Units 10.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Skill fundamentals, game strategies, rules, regulations and conditioning appropriate to volleyball for the purpose of participation in all scheduled events. Competing in intercollegiate athletics may be limited to those who possess the necessary physical skills. The passing of a medical examination is necessary for participation. All intercollegiate sports entail practice at the designated time and place; and meet for a minimum of ten hours per week. *May be taken for a maximum of 4 enrollments.*

PHYSICAL EDUCATION - GENERAL

PEG-30 Team Basketball

0.5 Units 1.5 hours laboratory.

Credit course taken for Pass/No Pass only.

Competition Team Basketball in league play. Advanced offensive and defensive strategies and techniques demonstrated in game situations. Credit/No Credit only. *May be taken for a maximum of 4 enrollments.*

PEG-31 Team Volleyball

1.0 Units 3.0 hours laboratory.

Credit course taken for Pass/No Pass only.

Competition Team Volleyball in league play. Offensive and defensive strategies and techniques demonstrated in game situations. Credit/No Credit only. *May be taken for a maximum of 4 enrollments.*

PEG-35 Intramural Sports

1.0 Units 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Fundamentals, rules, strategies necessary to play team sports in an intramural tournament setting. Teaching proper techniques and skills through drills and games to enable the student to progress to a higher skill level. *May be taken for a maximum of 4 enrollments.*

PEG-50 Adaptive Physical Fitness

1.0 Units 3.0 hours laboratory. Prerequisite: Verification for eligibility of Disabled Students Programs and Services.

Credit course for grade or Pass/No Pass.

Basic fundamentals of Physical Fitness including cardiovascular endurance, muscular strength and endurance, and flexibility. The proper techniques and skills to enable the student to progress to a higher fitness level are developed in individual and/or small group settings. *May be taken for a maximum of 4 enrollments.*

PEG-55 Adaptive Resistance Training

1.0 Units 3.0 hours laboratory. Prerequisite: Verification for eligibility of Disabled Students Programs and Services.

Credit course for grade or Pass/No Pass.

Basic fundamentals of resistance training, specifically muscular fitness (strength and endurance). The proper techniques and skills to enable the student to progress to a higher level of muscular fitness developed in individual and/or small group settings. *May be taken for a maximum of 4 enrollments.*

PEG-80 Individual Exercise Lab

2.0 Units 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

General physical conditioning through participation in an individualized exercise program. Emphasis is placed on activities that contribute to lifelong wellness. *May be taken for a maximum of 4 enrollments.*

PEG-201 Sport Related Fitness Activities

1.0 Units 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Basic skills, rules, and safety measures involved in a variety of physical activities will be delivered to the student. The activities will include but are not limited to: volleyball, softball, basketball, and soccer. The activities will be introduced in a non-competitive manner to express the fitness values as well as lifelong enjoyment.

May be taken for a maximum of 4 enrollments.

PEG-208 Basketball

1.0 Units 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Fundamentals, rules, strategies necessary to play basketball. Teaching proper techniques and skills through drills and games to enable the student to progress to a higher skill level.

May be taken for a maximum of 4 enrollments.

PEG-210 Fundamentals of the Pass Defense (Football)

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Learn the techniques and strategies necessary to be successful with today's modern football passing defense.

May be taken for a maximum of 2 enrollments.

PEG-211 Fundamentals of the Pass Offense (Football)

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Learn the techniques and strategies necessary to produce a successful modern football passing offense.

May be taken for a maximum of 2 enrollments.

PEG-212 Softball

1.0 Units 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Fundamental skills and techniques of softball. Includes a study of the rules and strategies of the game.

May be taken for a maximum of 4 enrollments.

PEG-216 Weight Training

2.0 Units 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

General muscular endurance and strength components of physical fitness are enhanced and investigated through active participation in resistance exercise program.

May be taken for a maximum of 4 enrollments.

PEG-217 Circuit Weight Training

1.0 Units 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Physical conditioning to provide muscular endurance and strength components of physical fitness through active participation in an organized weight lifting regime.

May be taken for a maximum of 4 enrollments.

PEG-218 Power Weight Lifting

1.0 Units 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

An introductory program for building power, strength and size in all muscle groups. Proper lifting techniques and individual program designs are stressed.

May be taken for a maximum of 4 enrollments.

PEG-276 Volleyball-Beginning

1.0 Units 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Basic fundamentals, rules and strategies necessary to play volleyball. Teaching the proper techniques and skills to enable the student to progress to a higher skill level.

May be taken for a total of 4 units in any combination.

PEG-277 Volleyball-Intermediate

1.0 Units 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Refinement of the fundamentals, rules and strategies necessary to play volleyball. Teaching the proper techniques and skills to enable the student to progress to a higher skill level.

May be taken for a total of 4 units in any combination.

PEG-280 Physical Fitness

2.0 Units Credit course for grade or Pass/No Pass.

General physical fitness through an understanding and participation in a personal exercise program contributing toward total health. Emphasis is placed on individual activities that contribute to lifelong wellness and fitness.

May be taken for a maximum of 4 enrollments.

PEG-282 Conditioning for Intercollegiate Football

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Development of the physical conditioning, teamwork and mental skills necessary to play intercollegiate football. Emphasis will be placed on the techniques of football.

May be taken for a maximum of 4 enrollments.

PEG-283 Conditioning for Intercollegiate Sports

2.0 Units 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Specific physical fitness related to intercollegiate athletic participation in advanced exercise program contributing to the advancement of athletic performance. Emphasis is placed on individual and group activities that contribute to specific sport advancement.

May be taken for a maximum of 4 enrollments.

PHYSICAL EDUCATION - MAJOR

PEM-109 Fitness Instructor Training

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course is an in depth investigation into the skills and techniques necessary to design, implement and oversee exercise prescription and programs for individuals at various levels of fitness.

May be repeated twice for insufficient grade.

PEM-200 Introduction to Kinesiology

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

An introductory course to the history, philosophy, and scientific foundations of Kinesiology, including physical education, exercise science, and sport. The course will also include and overview of careers, fields of study and requirements in Kinesiology and allied disciplines. Issues, challenges, and current/future trends will also be addressed.

May be repeated twice for insufficient grade.

PEM-203 Concepts of Fitness

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Basic physiological concepts associated with wellness and exercise and the practical application of principles associated with the development and maintenance of lifelong fitness.

May be repeated twice for insufficient grade.

PEM-213 Lifeguard Training

2.5 Units / 1.8 hours lecture. 2.2 hours laboratory.

Credit course for grade or Pass/No Pass.

American Red Cross certified program to provide entry-level lifeguard candidates with the knowledge and skills to prevent, recognize, and respond to emergencies and to provide care for injuries and sudden illnesses until advanced medical personnel arrive and take over. Students will be required to pass an assessment of their swimming skills in order to receive Lifeguarding certification. This course meets all California state law requirements for lifeguard certification. (CSU GE Area E: Lifelong Understanding and Self-Development.)

Course exempt from repeat provisions.

PEM-214 Introduction to Sport Related Injuries

3.0 Units / 3.0 hours lecture. Advisory: ENG 80, or qualification for ENG 200 through the assessment process.

Credit course for grade or Pass/No Pass.

Introductory theories and principles associated with the prevention and care of sport related injuries. Topics include first aid, treatment and prevention of sport related injuries including therapeutic techniques, rehabilitation modalities, taping and nutrition, as well as an overview of institutions. See your counselor for more information.

May be repeated twice for insufficient grade.

PEM-220 Theory and Analysis of Football

2.0 Units / 2.0 hours lecture.

Credit course for grade or Pass/No Pass.

Techniques, strategies and rationale involved in intercollegiate football.

May be taken for a maximum of 3 enrollments.

PEM-230 Theory and Analysis of Basketball

2.0 Units / 2.0 hours lecture.

Credit course for grade or Pass/No Pass.

Strategies, rationale and skill fundamentals involved in intercollegiate basketball.

May be taken for a maximum of 3 enrollments.

PEM-240 Theory and Analysis of Baseball

2.0 Units / 2.0 hours lecture.

Credit course for grade or Pass/No Pass.

Strategies, rationale and skill fundamentals involved in intercollegiate baseball.

May be taken for a maximum of 3 enrollments.

PEM-250 Theory and Analysis of Volleyball

2.0 Units / 2.0 hours lecture.

Credit course for grade or Pass/No Pass.

Strategies, rationale and skill fundamentals involved in intercollegiate volleyball.

May be taken for a maximum of 3 enrollments.

PEM-255 Theory and Analysis of Soccer

2.0 Units / 2.0 hours lecture.

Credit course for grade or Pass/No Pass.

Strategies, rationale, and skill fundamentals involved in intercollegiate soccer.

May be taken for a maximum of 3 enrollments.

PEM-260 Theory and Analysis of Softball

2.0 Units / 2.0 hours lecture.

Credit course for grade or Pass/No Pass.

Strategies and skill fundamentals involved in intercollegiate softball. May be taken for a maximum of 3 enrollments.

PHYSICS

PHY-50 Physics Resource Laboratory

1.0 Units 3.0 hours laboratory. Corequisite: PHY-210 or PHY-211 or PHY-214 or PHY-215 or PHY-200.

Credit course taken for Pass/No Pass only.

Resource lab is an open laboratory / discussion course supporting students currently enrolled in any of the Physics courses at Mendocino College. The course offers additional time for developing competency in Physics topical areas, allows for additional time to review materials presented in the lecture and laboratory, and gives an opportunity for students to discuss course topics to develop a deeper understanding of course material.

PHY-202 Introductory Physics

4.0 Units / 3.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Newtonian and Einsteinian physics without the use of mathematics. Philosophy of the physical sciences will be introduced. Topics of study include motion, momentum, energy, relativity, light, electricity and magnetism, atomic and nuclear physics. (IGETC Area 5: Physical and Biological Sciences A: Physical Science with Lab)(CSU GE Area B: Physical and its Life Forms B1 - Physical Science)(Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

PHY-210 General Physics I

4.0 Units / 3.0 hours lecture. 3.0 hours laboratory.

Prerequisite: MTH 121. Credit course for grade or Pass/No Pass.

Non-calculus-based introduction to classical physics. Topics include vectors, kinematics and dynamics, Newton's Laws, work and energy, momentum, conservation principles, static equilibrium, vibrations and waves, fluids, sound, and thermodynamics. Assumes knowledge of basic algebra and trigonometry. Recommended for students majoring in the life sciences and similar courses. (IGETC Area 5: Physical and Biological Sciences A: Physical Science with Lab)(CSU GE Area B: Physical and its Life Forms B1 - Physical Science)(Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

PHY-211 General Physics II

4.0 Units / 3.0 hours lecture. 3.0 hours laboratory.

Prerequisite: MTH 121 and PHY 210 or PHY 214.

Credit course for grade or Pass/No Pass.

Continuation of Physics 210. Non-calculus based introduction to classical physics. Topics include electric charge, field and potential, DC and AC circuits, magnetism, electromagnetic waves, light, optics, and modern physics. Assumes knowledge of basic algebra and trigonometry. Recommended for students majoring in the life sciences and similar courses. (IGETC Area 5: Physical and Biological Sciences A: Physical Science with Lab)(CSU GE Area B: Physical and its Life Forms B1 - Physical Science) (Mendocino College Area A. Natural Sciences)
May be repeated twice for insufficient grade.

PHY-214 Principles of Physics I

4.0 Units / 3.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Calculus based introduction to the general principles and analytical methods used in physics. Topics include vectors, kinematics, force and motion, Newton's laws, conservation laws, rotation, oscillation, fluids, and thermodynamics. Recommended for physical science and engineering majors. (IGETC Area 5: Physical and Biological Sciences A: Physical Science with Lab)(CSU GE Area B: Physical and its Life Forms B1 - Physical Science)(Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

PHY-215 Principles of Physics II

4.0 Units / 3.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Continuation of Physics 214. Calculus-based introduction to the general principles and analytical methods used in physics. Topics include electric forces and fields, current and resistance, electric potential, capacitance and dielectrics, AC and DC circuits, magnetism, electromagnetic induction, waves and optics. Recommended for physical science and engineering majors. (IGETC Area 5: Physical and Biological Sciences A: Physical Science with Lab)(CSU GE Area B: Physical and its Life Forms B1 - Physical Science) (Mendocino College Area A. Natural Sciences)

May be repeated twice for insufficient grade.

PHY-220 Physics for Scientists and Engineers I

4.0 Units / 3.0 hours lecture. 3.0 hours laboratory.

Prerequisite: MTH-210 Calculus and Analytic Geometry I

Recommended Preparation: PHY-210 General Physics I
Physics 210 and/or high school physics strongly recommended.
Graded

This course is the first semester in a three-semester calculus-based physics sequence for scientists and engineers. This introduction to elementary mechanics includes the topics: vectors, Newton's laws, work and energy, rigid body rotation and angular momentum, conservation laws, and oscillations.

PHY-221 Physics for Scientists and Engineers II

4.0 Units / 3.0 hours lecture. 3.0 hours laboratory.

Prerequisite: PHY-220 Physics for Scientists and Engineers I and MTH-211 Calculus and Analytic Geometry II. Graded

This course is the second semester in a three-semester calculus-based physics sequence for scientists and engineers. This introduction to electricity and magnetism includes the topics: electric charges and force, the electric field, the electric potential, electric current and resistance, the magnetic field and electromagnetic induction, DC and AC circuits, electromagnetic waves, and special relativity.

PHY-222 Physics for Scientists and Engineers III

4.0 Units / 3.0 hours lecture. 3.0 hours laboratory.

Prerequisite: PHY-220 Physics for Scientists and Engineers I and MTH-211 Calculus and Analytic Geometry II. Graded

This course is the third semester in a three-semester calculus-based physics sequence for scientists and engineers. This introduction to thermodynamics and waves includes the topics: heat and temperature, ideal gas laws, the first and second laws of thermodynamics, kinetic theory, heat engines and refrigerators, traveling and standing waves, interference, wave optics, geometrical optics, optical instruments, and selected topics in modern physics.

(Proposed General Education Mendocino College GE)

(Proposed General Education CSU GE)(Proposed General Education IGETC)

POLITICAL SCIENCE**POL-80 Student Participation in College Governance**

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

Practical leadership for students who currently hold or expect to hold office positions in either student government or one or more of the various clubs or organizations at Mendocino College. Includes committee representation and participation.

May be taken for a maximum of 4 enrollments.

POL-105 Elections and Voting Behavior

3.0 Units / 3.0 hours lecture. Advisory: ENG 80 or placement into ENG 200 through assessment process

Credit course for grade or Pass/No Pass.

This course will provide an overview of the theory and practice of American elections. It will focus on electoral structures and institutions; changes in process and outcomes over time; political culture, socialization and opinion holding; and the determinants of vote choice.

Major current elections and voting trends are also discussed. (CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D8 - Political Science, Government, and Legal Institutions)(Mendocino College Area B2. Social & Behavioral Sciences)

May be repeated twice for insufficient grade.

POL-197 Political Science Internship

8.0 Units. Limitation on Enrollment: Requires Instructor consent. Student must meet criteria for internship work site. Recommended Preparation: POL-200 American Government and Politics or POL-201 Comparative Politics or POL-202 Ideas and Institutions or POL-203 International Relations or POL-204 California Government and Politics
Credit course for grade or Pass/No Pass.

This course is a supervised internship in national, state, local or related political organizations or government agencies. Internships are courses in which students demonstrate knowledge and skills learned in the classroom in a real work situation, while developing new job-specific knowledge and skills. Internships also help students better understand an occupation, and to gauge their interest and compatibility with a specific career. Students can earn up to 8 units per semester (for a total of 16 combined Work Experience units).

POL-200 American Government and Politics

3.0 Units / 3.0 hours lecture. Advisory: ENG 80 or placement into ENG 200 through the assessment process. Credit course for grade or Pass/No Pass.

Historical and contemporary development of U.S. political institutions at the national, state and local level. Meets the state requirement in American Institutions and Government for transfer students. (IGETC Area 4: Social and Behavioral Sciences H: Political Science, Government & Legal Institutions)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D8 - Political Science, Government, and Legal Institutions)(Mendocino College Area B1. American Institutions)
May be repeated twice for insufficient grade.

POL-201 Comparative Politics

3.0 Units / 3.0 hours lecture. Advisory: ENG 200
Credit course for grade or Pass/No Pass.

This course compares and analyzes the political institutions, the political culture and the contemporary political issues of selected countries.

(IGETC Area 4: Social and Behavioral Sciences H: Political Science, Government & Legal Institutions)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior)
(Mendocino College Area B. Social Sciences)
May be repeated twice for insufficient grade.

POL-202 Ideas and Institutions

3.0 Units / 3.0 hours lecture. Recommended Preparation: ENG 80 or placement into ENG 200 through the assessment process. Credit course for grade or Pass/No Pass.

This course will introduce students to fundamental belief systems, institutions, and processes that shape modern politics. A broad introduction to political science, the course provides both a theoretical framework and a practical overview of modern political structures and interactions.

(IGETC Area 4: Social and Behavioral Sciences H: Political Science, Government & Legal Institutions)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior)
(Mendocino College Area B. Social Sciences)
May be repeated twice for insufficient grade.

POL-203 International Relations

3.0 Units / 3.0 hours lecture. Advisory: ENG 80 or placement into ENG 200 through assessment process
Credit course for grade or Pass/No Pass.

This course will provide an introductory survey of world politics involving a historical and theoretical analysis of the relations among states and international organizations. It will also explore contemporary problems and issues in global politics, including international institutions and global order; diplomacy and bargaining; war, conflict, terrorism, and weapons of mass destruction; international trade, finance and the global economy; international economic development; the global environment; and human rights. (IGETC Area 4: Social and Behavioral Sciences H: Political Science, Government & Legal Institutions)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D8 - Political Science, Government, and Legal Institutions)(Mendocino College Area B2. Social & Behavioral Sciences)
May be repeated twice for insufficient grade.

POL-204 California Government and Politics

3.0 Units / 3.0 hours lecture. Advisory: ENG 80 or placement into ENG 200 through the assessment process
Credit course for grade or Pass/No Pass.

This course will provide an overview and analysis of the role of state and local governments, with special emphasis directed to the history and development of these institutions; the state and local political systems; the political environment; party, interest groups, citizens and media inputs; and current problems and changing functions affecting local governments. (IGETC Area 4: Social and Behavioral Sciences H: Political Science, Government & Legal Institutions)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D8 - Political Science, Government, and Legal Institutions)
(Mendocino College Area B1. American Institutions)
(Mendocino College Area B2. Social & Behavioral Sciences)
May be repeated twice for insufficient grade.

POL-205 Native Americans and Federal Indian Policy

3.0 Units / 3.0 hours lecture.
Credit course for grade or Pass/No Pass.

This course will examine Federal Indian policy from the Washington administration to today, including major government offices and programs that affect the Native American community. It will also examine the role of Native American people in the political system and political institutions; Native American political structures and functions; and the relationship between tribes and states. (IGETC Area 4: Social and Behavioral Sciences H: Political Science, Government & Legal Institutions) (IGETC Area 4: Social and Behavioral Sciences C: Ethnic Studies) (CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D3 - Ethnic Studies) (CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D8 - Political Science, Government, and Legal Institutions) (Mendocino College Area B. Social Sciences)(Mendocino College Area B1. American Institutions)
(Mendocino College Area B2. Social & Behavioral Sciences)

PSYCHOLOGY

PSY-80 Relationships and Children's Behavior

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will explore the role of relationships in managing children's behavior. The course will describe what goes wrong in relationships and how to change them. This course is cross listed with CDV 79.

May be repeated twice for insufficient grade.

PSY-85 Flashing Back: Post-Traumatic Stress Disorder

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

An exploration of the psychological condition known as post-traumatic stress disorder (PTSD). PTSD is an intense emotional reaction to a profoundly distressing event or experience such as combat, domestic violence, rape, natural disasters, or terrorist attacks. Symptoms include disturbing flashbacks, impulsivity, depression, hypervigilance, increased startle reflex, and nightmares.

May be repeated twice for insufficient grade.

PSY-90 The Psychology of Stress and Coping

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course offers an overview of human stress response and would be of interest to the general population, human services providers (psychotherapists, nurses and social workers) and psychology students. It supplements required psychology, nursing and social work courses. The class identifies typical causes of stress in contemporary society and throughout history. It offers a range of positive and negative responses to stress, both physical and psychological. Students will learn to distinguish between stress response and anxiety, and will learn a spectrum of remedies from around the world for illnesses thought to be caused by or worsened by stress.

May be repeated twice for insufficient grade.

PSY-175 Introduction to Health Psychology

3.0 Units / 3.0 hours lecture. Advisory: ENG 80 or qualification for ENG 200 through college assessment process

Credit course for grade or Pass/No Pass.

This course will explore the influences of psychological factors in the prevention of illness, the treatment of illness, recovery from illness, the maintenance of good health, and the effectiveness of the health care system. Psychology is playing an ever-increasing role in health behaviors, illnesses, injuries, and in medical settings. Students will learn to analyze and integrate a multidisciplinary approach to health, illness, and health care by applying a biopsychosocial perspective to topics such as stress and illness; health-related lifestyle behaviors; the psychology of pain management; the use and abuse of the health care system; psychological factors in health care settings; and psychological issues in chronic and terminal illnesses.

(CSU GE Area E: Lifelong Understanding and Self-Development.) May be taken for a maximum of 2 enrollments.

PSY-181 The Psychology of Loss and Death

3.0 Units / 3.0 hours lecture. Advisory: ENG 80

Credit course for grade or Pass/No Pass.

We all face loss, we all experience grief, and death is a part of all our lives. So, what could be a more useful and relevant psychology course than one examining the research and theories surrounding these universal life events? This course is an enlightening and uplifting exploration of the psychology of losses of all kinds, the complex and difficult process of grieving, and the strategies people can use to cope with the prospect of one's own death or the death of a loved one. This course is provider approved for 45 hours of continuing education credit for nurses, substance abuse counselors and MFCCs. *(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D9 - Psychology)(Mendocino College Area B2. Social & Behavioral Sciences)*

May be repeated twice for insufficient grade.

PSY-190 Introduction to Counseling

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

An introduction and survey of the counseling profession will be provided. Various counseling methods and techniques will be addressed in terms of the psychological theories employed (including psychodynamic, cognitive-behavioral, existential-humanistic, and relational approaches). This class is recommended for anyone considering a career in the helping profession (e.g., psychologists, nurses, mental health professions). Course may not meet major requirements at transfer institutions. See your counselor for more information. *(Mendocino College Area B2. Social & Behavioral Sciences)*

May be repeated twice for insufficient grade.

PSY-205 Introductory Psychology

3.0 Units / 3.0 hours lecture. Advisory: ENG 80 or qualification for ENG 200 through the assessment process.

Credit course for grade or Pass/No Pass.

This course will provide an introduction to the field of psychology, defined as the scientific study of all human behaviors, including observable actions, emotions, and thinking processes. The approach of the course offers students a foundation for applying the principles of psychology to daily life, understanding the self and others, enhancing interpersonal relationships, and preparing for further study in psychology. Topics include the psychology-biology connection, learning, memory, mental processes, emotions, motivation, human development, mental illness, psychotherapy, human interaction, and methods used in psychological research. *(IGETC Area 4: Social and Behavioral Sciences I: Psychology)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D9 - Psychology)(CSU GE Area E: Lifelong Understanding and Self-Development.) (Mendocino College Area B2. Social & Behavioral Sciences)*

May be repeated twice for insufficient grade.

PSY-206 Human Sexuality

3.0 Units / 3.0 hours lecture. Advisory: ENG 200

Credit course for grade or Pass/No Pass.

This course will explore current research on sexual anatomy; physical and psychological sexual health; love and intimacy; human sexual response; sexual behaviors; sexually transmitted infections; sexual aggression and abuse; sexual orientation; sexual dysfunctions and treatments; unconventional sexual practices; pornography; prostitution; and life-long sexual development. (IGETC Area 4: Social and Behavioral Sciences I: Psychology)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D9 - Psychology)(CSU GE Area E: Lifelong Understanding and Self-Development.)(Mendocino College Area B2. Social & Behavioral Sciences)
May be repeated twice for insufficient grade.

PSY-212 Personality Theories

3.0 Units / 3.0 hours lecture. Advisory: ENG 80 or qualification for ENG 200 through the assessment process.

Credit course for grade or Pass/No Pass.

Major contemporary approaches to personality development and the application of these theories to everyday life. (IGETC Area 4: Social and Behavioral Sciences I: Psychology)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D9 - Psychology)(Mendocino College Area B2. Social & Behavioral Sciences)
May be repeated twice for insufficient grade.

PSY-215 Psychology of Personal Growth

3.0 Units / 3.0 hours lecture. Advisory: ENG 200

Credit course for grade or Pass/No Pass.

Dynamics of personality development, including personal growth and social interaction. Some of the topics covered include: self-image and self-esteem, assertiveness, recognizing and regulating emotions, interpersonal relationships, work and fulfilling potential. (IGETC Area 4: Social and Behavioral Sciences I: Psychology)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D9 - Psychology)(Mendocino College Area B2. Social & Behavioral Sciences)
May be repeated twice for insufficient grade.

PSY-216 Social Psychology

3.0 Units / 3.0 hours lecture. Advisory: ENG 200; PSY 205

Credit course for grade or Pass/No Pass.

An analysis of the interaction between the person and society. Includes study of attitude formation and change, social institutions, conformity, and human aggression. (IGETC Area 4: Social and Behavioral Sciences I: Psychology)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D9 - Psychology)(Mendocino College Area B2. Social & Behavioral Sciences)
May be repeated twice for insufficient grade.

PSY-218 Abnormal Psychology

3.0 Units / 3.0 hours lecture. Advisory: ENG 200; PSY 205

Credit course for grade or Pass/No Pass.

An introduction to the branch of psychology that studies and treats mental illness and psychological disorders. Areas of study include the diagnosis, treatment, and the social, environmental, and biological factors involved in psychopathology. Specific topics include: stress; anxiety disorders; psychosomatic illness; personality disorders; substance abuse disorders; sexual disorders; depression;

bipolar illness; schizophrenia; eating disorders; childhood disorders; treatment; prevention; and mental illness in society. (IGETC Area 4: Social and Behavioral Sciences I: Psychology)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D9 - Psychology)(Mendocino College Area B2. Social & Behavioral Sciences)
May be repeated twice for insufficient grade.

PSY-220 Psychology of Gender

3.0 Units / 3.0 hours lecture. Advisory: ENG 80

Credit course for grade or Pass/No Pass.

Psychological and social implications of being male and female through the life cycle. The influence of contemporary social and technological changes and their impact upon sex roles will be examined as well as implications of role changes for society and the individual. Includes relationship between sex roles and education, work, intimacy, parenting and analysis of stereotyping in various media. (IGETC Area 4: Social and Behavioral Sciences I: Psychology)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D9 - Psychology)(Mendocino College Area B2. Social & Behavioral Sciences)
May be repeated twice for insufficient grade.

PSY-250 Research Methods for the Social Sciences

3.0 Units / 3.0 hours lecture. Advisory: MTH 220

Credit course for grade or Pass/No Pass.

An introduction to scientific research methods in the social sciences. Topics will include research ethics, research and experimental design, searching and synthesizing relevant literature, collecting and analyzing data, interpreting results, becoming familiar with American Psychological Association (APA) writing format, and critical analysis of scientific findings. (IGETC Area 4: Social and Behavioral Sciences I: Psychology)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D9 - Psychology)(Mendocino College Area B2. Social & Behavioral Sciences)
May be repeated twice for insufficient grade.

PSY-255 Introduction to Psychobiology

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Introduction to the physiological basis of behavior, with an emphasis on the nervous and endocrine systems and their relationship to human behavior. Topics include: sensation, perception, emotion, motivation, thinking, learning, memory, language development, and psychological disorders. (IGETC Area 5: Physical and Biological Sciences B: Biological Science without a Lab)(CSU GE Area B: Physical and its Life Forms B2 - Life Science)(Mendocino College Area A. Natural Sciences)
May be repeated twice for insufficient grade.

REAL ESTATE

RLS-60 Real Estate Principles

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Principles, concepts, and laws pertaining to the field of real estate. It is a prerequisite to and prepares the student for taking the real estate salesperson's license examination and applies toward the educational requirements for a broker's license.

May be repeated twice for insufficient grade.

RLS-61 Real Estate Practices

3.0 Units / 3.0 hours lecture. Advisory: RLS 60

Credit course for grade or Pass/No Pass.

Practical knowledge needed by persons engaged in the real estate business, relating to salesmanship, procedures, forms, and contracts. Fulfills State licensing requirements.

May be repeated twice for insufficient grade.

RLS-62 Real Estate Appraisal

3.0 Units / 3.0 hours lecture. Advisory: RLS 60 or real estate license. *Credit course for grade or Pass/No Pass.*

Basic methods and techniques used in appraising real property; fundamental principles and techniques of valuation, types of appraisal reports, appraisal trade associations; and code of ethics as it relates to residential property. Fulfills state license requirements.

May be repeated twice for insufficient grade.

RLS-63 Real Estate Finance

3.0 Units / 3.0 hours lecture. Advisory: RLS 60

Credit course for grade or Pass/No Pass.

Regulations and procedures for financing real estate; types of lenders, loans, financing instruments; and the processes of qualifying buyer and property. Fulfills State license requirements for brokers and salespersons.

May be repeated twice for insufficient grade.

RLS-64 Legal Aspects of Real Estate

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Are you considering purchasing or selling a home? If so, what are your legal rights/responsibilities? Learn about California real property law: titles, community property, liens, sales contracts and how ownership is acquired and transferred. Fulfills State license and educational requirements for brokers and salespersons.

May be repeated twice for insufficient grade.

RLS-65 Fundamentals of Home Inspections

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

Thinking about buying or selling a home? Learn to recognize visual signs or indications of defects in a structure, including the property itself. Such trouble spots include, drainage, foundations, roofs, electrical, plumbing and much more!

May be repeated twice for insufficient grade.

RLS-67 Real Estate Economics

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Economic factors affecting real estate; urban development; renewal, and regulation of land uses; business fluctuations and real estate cycles; mortgage market; commercial, industrial, and residential income properties and trends.

Fulfills State license and educational requirements for brokers and salespersons.

May be repeated twice for insufficient grade.

RLS-69 Fundamentals of Geology for Real Estate

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

Knowledge of the earth beneath our feet and how it can affect our property and us is critical to making informed decisions on where to buy, build, develop, and remodel. This course introduces real estate professionals and home owners to the geology of Lake and Mendocino Counties and provides information on specific geologic hazards, applicable regulations, and directs the student to further sources of information.

May be taken for a maximum of 3 enrollments.

RLS-70 Property Management

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Includes the principles and practices of managing income properties. Covers nature and types of property management, leases and contracts, collections, rent schedules, tenant selection and supervision, budgets, and purchasing. Fulfills State license and educational requirements for brokers and salespersons.

May be repeated twice for insufficient grade.

RLS-72 Real Estate Investments

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Thinking about investing in real estate? Real estate market activities fluctuate as a function of supply and demand. Learn how investing in real estate can be profitable and/or be utilized as a tax shelter. Examine the various types of investment properties, such as residential, commercial and industrial.

May be repeated twice for insufficient grade.

RLS-73 Real Estate Financial Calculations

0.5 Units / 0.5 hours lecture.

Credit course for grade or Pass/No Pass.

Thinking about buying a home? Wondering how much of a down payment you will need? Or do you just want to enhance your skills to be more effective in the real estate field? Learn to utilize the Calculated Industries Real Estate Calculator to compute real estate financial calculations found in a typical real estate transaction. Calculators will be provided for student use, no purchase of calculator is necessary.

May be repeated twice for insufficient grade.

RLS-74 Real Estate Licensing Preparation

1.0 Units / 1.0 hours lecture.

Credit course for grade or Pass/No Pass.

Designed to prepare the student to pass the State Real Estate Salesperson's or Brokers Examinations through a concentrated review of the principles of real estate. Emphasis on topics typically covered in the state examinations, such as property ownership, encumbrances, real estate agency, real estate law, contracts, finance, appraisal and real estate mathematics. Additionally, the course will focus on test taking techniques and current content of the state examinations. This is a must for those considering taking the State of California Salesperson's or Brokers examinations.

May be repeated twice for insufficient grade.

RLS-196 RLS-Occupational Work Experience Education

8.0 Units Credit course for grade or Pass/No Pass.

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester.

May be taken for a total of 16 units in any combination.

SOCIOLOGY

SOC-105 Corrections in America

3.0 Units / 3.0 hours lecture. Advisory: ENG 80 or placement into ENG 200 through assessment process.

Credit course for grade or Pass/No Pass.

This course will use sociological perspectives to explore issues related to jail and prison systems for juveniles and adults, probation and parole, and alternative sentencing. The societal importance of these issues and topics is evident in light of the fact that the United States holds a greater percentage of its people in correctional facilities than any other country in the world, and expends an increasing amount of public resources upon corrections in America. (CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D10 - Sociology and Criminology) (Mendocino College Area B2. Social & Behavioral Sciences) *May be repeated twice for insufficient grade.*

SOC-200 Introduction to Sociology

3.0 Units / 3.0 hours lecture. Recommended Preparation: ENG-80 or placement into ENG 200 through the assessment process. Credit course for grade or Pass/No Pass.

This course will introduce students to the discipline of sociology including major theories, concepts, and methods and students will be able to use these tools to study culture, social institutions, social change, population, social processes and collective behavior. (IGETC Area 4:

Social and Behavioral Sciences J: Sociology & Criminology) (CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D10 - Sociology and Criminology) (Mendocino College Area B2. Social & Behavioral Sciences) May be repeated twice for insufficient grade.

SOC-201 Social Problems

3.0 Units / 3.0 hours lecture. Recommended Preparation: ENG-80 or placement into ENG 200 through the assessment process. Credit course for grade or Pass/No Pass.

This course will use sociology to study social problems with an emphasis on systemic problems, such as poverty, racism, and sexism, in social institutions, such as the family, social services, criminal justice and the environment. Successful students should be able to evaluate the social construction of social problems and recommend ways to alleviate those problems. (IGETC Area 4: Social and Behavioral Sciences J: Sociology & Criminology) (CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D10 - Sociology and Criminology) (Mendocino College Area B2. Social & Behavioral Sciences) *May be repeated twice for insufficient grade.*

SOC-202 Racial and Ethnic Relations

3.0 Units / 3.0 hours lecture. Recommended preparation: ENG 80 or placement into ENG 200 through the assessment process.

Credit course for grade or Pass/No Pass.

This course will analyze historical experiences and relations among various racial, religious, national, and gender groups as they interact with racism, ethnocentrism and class in the U.S. and the world. Successful students will be able to analyze racial and ethnic relations using sociological theories, literature, and current events. Recommended prep: ENG 80 or placement into ENG 200 through assessment process. (IGETC Area 4: Social and Behavioral Sciences J: Sociology & Criminology) (CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D10 - Sociology and Criminology) (Mendocino College Area B2. Social & Behavioral Sciences) *May be repeated twice for insufficient grade.*

SOC-210 Marriage and Family Relations

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will provide a systematic study of the family as a social institution. The biological, psychological and sociological factors that impact family relationships are considered, including mate selection, courtship, human sexuality, marital adjustment, parenthood, and economic and social policies. Successful students will be able to apply major sociological concepts and perspectives related to family life. (IGETC Area 4: Social and Behavioral Sciences J: Sociology & Criminology) (CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D10 - Sociology and Criminology) (CSU GE Area E: Lifelong Understanding and Self-Development.) (Mendocino College Area B2. Social & Behavioral Sciences) *May be repeated twice for insufficient grade.*

SOC-222 Native American History

3.0 Units / 3.0 hours lecture. Advisory: Eligible for English 80. Credit course for grade or Pass/No Pass.

This course will examine Native American History from pre-Columbian times through the present using tribal histories to illustrate broad historical dynamics and the interplay between politics, law, culture, philosophies, and religions of First Nation peoples and those of foreigners. (IGETC Area 3: Arts and Humanities B: Humanities)(IGETC Area 4: Social and Behavioral Sciences J: Sociology & Criminology) (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D10 - Sociology and Criminology)(Mendocino College Area C. Humanities) May be repeated twice for insufficient grade.

SOC-235 Mexican American Culture

3.0 Units / 3.0 hours lecture. Advisory: ENG 80 or qualification for ENG 200 through the assessment process. Credit course for grade or Pass/No Pass.

This course will study the rich cultural heritage of Mexicans and Mexican Southwest. Topics will include political, social, economical and cultural perspectives, as well as recent movements and developments. (IGETC Area 3: Arts and Humanities B: Humanities)(IGETC Area 4: Social and Behavioral Sciences J: Sociology & Criminology)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities)(CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D10 - Sociology and Criminology)(Mendocino College Area B2. Social & Behavioral Sciences) May be repeated twice for insufficient grade.

SOC-241 Pacific Coast Indian Cultures

3.0 Units / 3.0 hours lecture. Recommended Preparation: ENG-80 or qualifications for ENG 200 through the assessment process Credit course for grade or Pass/No Pass.

This course will introduce students to the cultural, historical, political, environmental, and educational perspectives of Native American life in California. Students will gain understanding of the material and non-material cultures of Native Americans, the relationship between California tribes and the environment and geography of California, and the contemporary problems facing California Indians. (IGETC Area 4: Social and Behavioral Sciences J: Sociology & Criminology)(Mendocino College Area B2. Social & Behavioral Sciences) May be repeated twice for insufficient grade.

SPANISH**SPN-20 Spanish in the Workplace**

2.0 Units / 2.0 hours lecture.

Credit course taken for Pass/No Pass only.

This basic Spanish course is designed to enable the medical, law enforcement, corrections or emergency services professional to effectively and successfully handle on-the-job encounters with non-English speaking Hispanics. "Spanish in the Workplace" is a general designation and is customized for specific professional groups. Students will learn specific vocabulary, statements, questions and commands needed to communicate with the Spanish-speaking public in a specified line of work. Each course includes cultural awareness development.

May be taken for a maximum of 4 enrollments.

SPN-100 Conversational Spanish: Level I

2.0 Units / 2.0 hours lecture.

Credit course for grade or Pass/No Pass.

Beginning development of verbal skills by means of vocabulary acquisition. Structural practice and guided conversation. A practical conversational approach to learning a language. Course may not meet major requirements at transfer institutions. See your counselor for more information. (Mendocino College Area C. Humanities)

May be taken for a total of 8 units in any combination.

SPN-101 Conversational Spanish: Level II

2.0 Units / 2.0 hours lecture. Advisory: SPN 100

Credit course for grade or Pass/No Pass.

This second semester course continues the development of practical language skills with the emphasis on speaking and listening. Course may not meet major requirements at transfer institutions. See your counselor for more information. (Mendocino College Area C. Humanities)

May be taken for a total of 8 units in any combination.

SPN-102 Conversational Spanish: Level III

2.0 Units / 2.0 hours lecture. Advisory: SPN 101

Credit course for grade or Pass/No Pass.

This third semester course is designed for those who have taken two semesters of beginning college Spanish or one to two years of high school Spanish with the emphasis on verbal skills. Mastery of the language is greatly enhanced through vocabulary and practical usage. (Mendocino College Area C. Humanities)

May be taken for a total of 8 units in any combination.

SPN-103 Conversational Spanish: Level IV

2.0 Units / 2.0 hours lecture.

Credit course for grade or Pass/No Pass.

This fourth semester intermediate level course focuses on further vocabulary building and the refinement of communication skills toward greater precision and variety of expression. (Mendocino College Area C. Humanities)

May be taken for a total of 8 units in any combination.

SPN-104 Advanced Spanish Conversation

2.0 Units / 2.0 hours lecture. Advisory: SPN 103 or 203

Credit course for grade or Pass/No Pass.

Conversational study and practice in specific vocabulary areas will enable students to maintain and enhance language skills. Investigation of cultural practices will be carried out within the context of cultural contrast and similarities. (Mendocino College Area C. Humanities)
May be taken for a maximum of 4 enrollments.

SPN-105 Advanced Spanish Conversation Through World Cultures

2.0 Units / 2.0 hours lecture. Advisory: SPN 103 or 202

Credit course for grade or Pass/No Pass.

Through multi-media investigation of aspects of culture among the world's 20 Spanish-speaking countries, students will develop conversational strategies, build vocabulary, solidify grammar understanding, and increase fluency. The cultural topics presented will reflect life practices and customs, important celebrations, artistic manifestations, and interpersonal relations. (Mendocino College Area C. Humanities)

May be taken for a maximum of 4 enrollments.

SPN-196 SPN-Occupational Work Experience Education

8.0 Units Credit course for grade or Pass/No Pass.

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester.

May be taken for a maximum of 4 enrollments.

SPN-197 Spanish Interpreter Internship

8.0 Units / 1.0 - 8.0 hours lecture. Limitation on Enrollment:

Requires Instructor consent. Student must meet criteria for internship work site. Recommended Preparation: SPN-104 Advanced Spanish Conversation or SPN-203 Intermediate Spanish: Level IV or SPN-211 Spanish for Spanish Speakers: Level II or SPN-210 Spanish for Spanish Speakers: Level I
Credit course for grade or Pass/No Pass.

This course is a supervised internship as a Spanish interpreter, in which students demonstrate knowledge and skills learned in the classroom in a real work situation, while developing new job-specific knowledge and skills. Internships also help students better understand an occupation, and to gauge their interest and compatibility with a specific career. Students can earn up to 8 units per semester (for a total of 16 combined Work Experience units).

May be taken for a total of 16 units in any combination.

SPN-200 Elementary Spanish: Level I

5.0 Units / 5.0 hours lecture.

Credit course for grade or Pass/No Pass.

Beginning instruction in understanding, speaking, reading, and writing Spanish. Development of pronunciation, vocabulary and conversational skills within the context of the exploration of cultures, histories and peoples of the Spanish-speaking world. (IGETC Area 6: Language other than English.)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities) (Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

SPN-201 Elementary Spanish: Level II

5.0 Units / 5.0 hours lecture. Prerequisite: SPN 200 or two years of high school Spanish.

Credit course for grade or Pass/No Pass.

Continued instruction in understanding, speaking, reading and writing Spanish. Development of pronunciation, vocabulary and conversational skills within the context of the exploration of cultures, histories and peoples of the Spanish-speaking world. (IGETC Area 6: Language other than English.)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities) (Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

SPN-202 Intermediate Spanish: LEVEL III

5.0 Units / 5.0 hours lecture. Prerequisite: SPN 201 or three years of high school Spanish.

Credit course for grade or Pass/No Pass.

Intermediate instruction in understanding, speaking, reading and writing Spanish. Development of pronunciation, vocabulary and conversational skills within the context of the exploration of cultures, histories and peoples of the Spanish-speaking world. (IGETC Area 3: Arts and Humanities B: Humanities)(IGETC Area 6: Language other than English.)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities) (Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

SPN-203 Intermediate Spanish: Level IV

5.0 Units / 5.0 hours lecture. Prerequisite: SPN 202 or four years of high school Spanish.

Credit course for grade or Pass/No Pass.

Development and refinement of linguistic skills (reading, writing, understanding, speaking) and cultural sensitivity through exploration of literature, history, and cultural topics. (IGETC Area 3: Arts and Humanities B: Humanities)(IGETC Area 6: Language other than English.)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities) (Mendocino College Area C. Humanities)

May be repeated twice for insufficient grade.

SPN-210 Spanish for Spanish Speakers: Level I

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Development of oral and written Spanish for the Spanish speaker within a cultural context. A course designed to cultivate and strengthen the native speaker's existing knowledge of Spanish language, Hispanic history and culture. The study of language and literature will be approached from the perspective of a first language, not a foreign language. Class discussions, selected readings, oral presentation, and written assignments will be emphasized. (IGETC Area 6: Language other than English.) (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities) (Mendocino College Area C. Humanities) May be taken for a maximum of 2 enrollments.

SPN-211 Spanish for Spanish Speakers: Level II

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Second semester of a two-semester sequence; designed for the needs of native, near-native or comfortable speakers of the Spanish language. The focus differs from the approach used in foreign language instruction. Previous linguistic experiences are utilized in the study of language, literature and culture. (IGETC Area 3: Arts and Humanities B: Humanities) (IGETC Area 6: Language other than English.) (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C2 - Humanities) (Mendocino College Area C. Humanities) May be taken for a maximum of 2 enrollments.

SPEECH**SPE-200 Introduction to Public Speaking**

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Essentials of effective oral communication, stressing speech organization, idea content and delivery techniques. Students expected to give several speeches to the class to improve public speaking skills. (IGETC Area 1: English Communication C: Oral Communication) (CSU GE Area A: Communication in the English Language and Critical Thinking A1 - Oral Communication) (Mendocino College Area D2. Communication & Analytical Thinking) May be repeated twice for insufficient grade.

SPE-210 Interpersonal Communication

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Identification of communication theories and the factors and techniques which improve or hinder effective interpersonal communication between individuals. (IGETC Area 1: English Communication C: Oral Communication) (CSU GE Area A: Communication in the English Language and Critical Thinking A1 - Oral Communication) (Mendocino College Area D2. Communication & Analytical Thinking) May be repeated twice for insufficient grade.

SPE-211 Intercultural Communication

3.0 Units / 3.0 hours lecture. Advisory: ENG 200

Credit course for grade or Pass/No Pass.

Current intercultural communication theory, research, and applicable skills for successful interaction in culturally diverse workplaces and communities. Comparison of the communication of the following groups within the larger context of American culture: African, Asian, Chicano/Latino, European, Indigenous Peoples of the Americas and Middle Eastern. Emphasis on the interaction between members of different cultures. The course will also examine how issues of sexual orientation, age, gender, religion and disability structure the communication of all people. (IGETC Area 4: Social and Behavioral Sciences G: Interdisciplinary, Social & Behavioral Sciences) (CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical D7 - Interdisciplinary Social and Behavioral Science) (Mendocino College Area B2. Social & Behavioral Sciences)

May be repeated twice for insufficient grade.

SUSTAINABLE TECHNOLOGY**SST-162 Safety Standards for Construction**

1.5 Units / 1.0 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

This course introduces students to important construction job site and workplace safety considerations, practices, and trade-related safety procedures. This course includes lecture and hands-on lab.

May be taken for a maximum of 2 enrollments.

SST-164 Understanding Blueprints, Diagrams and Schematics

3.0 Units / 3.0 hours lecture. Recommended Preparation:

MTH-44 or MTH 45 or placement into MTH 55.

Credit course for grade or Pass/No Pass.

This course teaches the analysis and interpretation of blueprints, diagrams and schematics as generally used in construction, electrical, plumbing, HVAC, fabrication and related fields. Students are introduced to the importance and various uses of prints, diagrams and schematics, proper handling of documents on the job, common symbols, methods of interpretation, and checking for accuracy and completeness. This course includes review and application of basic math concepts needed for interpretation and extrapolation.

May be repeated twice for insufficient grade.

SST-172 Introduction to CleanTech

3.0 Units / 3.0 hours lecture. Recommended Preparation: SST-200 Sustainability Overview

Credit course for grade or Pass/No Pass.

Clean Technology has recently emerged as the leading descriptor for a diverse range of products, services, and processes that harness renewable materials and energy sources, dramatically reduce the use of natural resources, and cut or eliminate emissions and wastes. This course offers an introductory survey of the technologies, trends, and opportunities that define this emerging field.

May be repeated twice for insufficient grade.

SST-180 Construction Fundamentals and Green Building

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory. Prerequisite or Corequisite: MTH-44 Mathematical Applications or placement into MTH 55. Recommended Preparation: SST-162 Safety Standards for Construction SST-164 Understanding Blueprints, Diagrams and Schematics ENG-80 Academic Reading and Writing Credit course for grade or Pass/No Pass.

This course introduces students to the fundamentals of residential construction and remodeling. Students learn the basic concepts and skills needed to prepare for entry-level employment in the construction industry. This course includes instruction and practice in the application of basic math skills for construction and the safe use of construction power tools. Students are introduced to green building concepts, techniques, and materials as they relate to new code requirements and employment opportunities. *May be taken for a maximum of 2 enrollments.*

SST-182 Residential Remodel and Repair

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory. Recommended Preparation: SST-162 Safety Standards for Construction SST-164 Understanding Blueprints, Diagrams and Schematics SST-180 Construction Fundamentals and Green Building MTH-44 Mathematical Applications Credit course for grade or Pass/No Pass.

In this course students acquire knowledge of the techniques, materials, technology, and tools necessary to maintain, remodel, repair, or renovate existing residential buildings. Green processes and materials are highlighted. Students gain hands-on experience with common maintenance, repair, and remodel tasks and learn about business opportunities and customer service strategies. *May be taken for a maximum of 2 enrollments.*

SST-184 Building to Code and Beyond

3.0 Units / 2.0 hours lecture. 3.0 hours laboratory. Recommended Preparation: SST-162 Safety Standards for Construction SST-164 Understanding Blueprints, Diagrams and Schematics SST-180 Construction Fundamentals and Green Building Credit course for grade or Pass/No Pass.

This course introduces students to regulatory codes as they relate to the construction trades. Students are introduced to the process of obtaining building permits, planning a construction project, and completing a project to code specifications. Students assess the CalGreen building code and explore the integration of green building principles with building code standards. Students practice hands-on implementation of code guidelines and assessment of buildings for non-compliance. *May be taken for a maximum of 2 enrollments.*

SST-186 Introduction to Residential Electrical Systems

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory. Recommended Preparation: SST-162 Safety Standards for Construction SST-164 Understanding Blueprints, Diagrams and Schematics ENG-80 Academic Reading and Writing MTH-44 Mathematical Applications or placement into MTH 55 Credit course for grade or Pass/No Pass.

This course introduces students to the fundamentals of electricity as applied in residential construction and renovation. Students are introduced to the general principles of electricity, job site considerations, and

safety practices. Proper use of tools and materials will be demonstrated and applied in a lab setting. This course includes an introduction to the National Electric Code (NEC), content on energy efficiency, and prepares students for employment and certification options. *May be taken for a maximum of 2 enrollments.*

SST-189 Introduction to Plumbing

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory. Recommended Preparation: SST-162 Safety Standards for Construction SST-164 Understanding Blueprints, Diagrams and Schematics MTH-44 Mathematical Applications or placement into MTH 55 Credit course for grade or Pass/No Pass.

This course introduces students to the basic concepts, vocabulary, tools, materials, and practices of residential plumbing. Students learn about various plumbing systems, focusing on pipe, fittings, fixtures, layout, water heating, and concepts related to energy and resource efficient plumbing. This course includes an introduction to the Uniform Plumbing Code and hands-on practice in design, layout, installation, troubleshooting, and repair. *May be taken for a maximum of 2 enrollments.*

SST-190 Introduction to Photovoltaics (Solar)

3.0 Units / 2.0 hours lecture. 3.0 hours laboratory. Recommended Preparation: SST-162 Safety Standards for Construction SST-164 Understanding Blueprints, Diagrams and Schematics SST-186 Introduction to Residential Electrical Systems MTH-44 Mathematical Applications or placement in MTH 55 Credit course for grade or Pass/No Pass.

This course introduces students to the fundamentals of photovoltaic (solar) technology and the process of residential PV system design and installation. This course includes instruction and practice in site evaluation, basic financial analysis, and code compliant PV system design and installation. Students learn basic concepts and skills needed to work with potential clients and prepare for entry-level employment in the solar PV industry. *May be taken for a maximum of 2 enrollments.*

SST-192 Residential Solar Thermal (Hot Water)

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory. Recommended Preparation: SST-162 Safety Standards for Construction SST-164 Understanding Blueprints, Diagrams and Schematics SST-189 Introduction to Plumbing MTH-44 Mathematical Applications or placement into MTH 55 Credit course for grade or Pass/No Pass.

This course introduces students to the technology, applications, design, and installation of residential solar thermal (hot water) systems. This course includes instruction and practice in site evaluation, basic financial analysis, and code compliant system design and installation. Students learn about different types of solar thermal applications such as passive solar water heaters, drain-back systems, antifreeze systems, photovoltaic powered systems, pool heating systems, and radiant space heating systems. Students participate in site evaluation, simulated client interaction, and the design and installation of a demonstration system. *May be taken for a maximum of 2 enrollments.*

SST-193 Building Science and Home Performance

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Recommended Preparation: SST-162 Safety Standards for Construction SST-164 Understanding Blueprints, Diagrams and Schematics SST-180 Construction Fundamentals and Green Building MTH-44 Mathematical Applications or placement into MTH 55

Credit course for grade or Pass/No Pass.

This course introduces students to the elements of residential design and construction that relate to energy efficiency, heating and cooling, air quality, and ventilation. Students learn how building performance is determined, gain hands-on experience using testing and monitoring equipment to assess a structure, and learn how to perform common efficiency upgrades. This course includes an introduction to the Home Rating System (HERS) and an overview of career and certification options.

SST-194 Efficient Heating and Cooling

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Recommended Preparation: SST-162 Safety Standards for Construction SST-164 Understanding Blueprints, Diagrams and Schematics SST-193 Building Science and Home Performance MTH-44 Mathematical Applications or placement into MTH 55

Credit course for grade or Pass/No Pass.

This course integrates energy efficiency and building performance principles with entry level HVAC knowledge and skill advancement. Students use an understanding of efficiency and performance principles to guide in the proper sizing, system design, and installation of typical residential heating and cooling technology. Students learn how to determine proper heat load and cooling load calculations using typical manual J methods, how to install, run ducts, wire, and program typical HVAC equipment. This course includes an overview of HVAC career opportunities and certification options.

May be taken for a maximum of 3 enrollments.

SST-195 Introduction to HVAC Maintenance & Repair

3.0 Units / 1.5 hours lecture. 4.5 hours laboratory.

Recommended Preparation: SST-162 Safety Standards for Construction SST-164 Understanding Blueprints, Diagrams and Schematics SST-193 Building Science and Home Performance SST-194 Efficient Heating and Cooling MTH-44 Mathematical Applications or placement into MTH 55

Credit course for grade or Pass/No Pass.
This course introduces students to HVAC maintenance, service, and repair. Students are given an overview of common heaters and air conditioners and gain hands-on experience in practicing preventive maintenance, troubleshooting, and repair. This course includes an overview of service technician training and certification opportunities and instruction on in-home customer service.

May be taken for a maximum of 3 enrollments.

SST-196 SST Occupational Work Experience Education

8.0 Units / 1.0 - 8.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester.

May be taken for a total of 16 units in any combination.

SST-200 Sustainability Overview

3.0 Units / 3.0 hours lecture. *Recommended Preparation:*

ENG-80 Academic Reading and Writing

Credit course for grade or Pass/No Pass.

This course introduces students to the concepts and principles that define 'Sustainability' in current political, scientific and economic discourse. Through examination of the current state of the world students develop sustainability literacy in relation to environmental, social, and economic systems. Students are introduced to current and evolving responses to sustainability challenges and learn to assess potential viability and impact of these responses. An emphasis is placed on preparing students to take an active role in addressing sustainability challenges personally and professionally. Student projects help students integrate sustainability strategies into their own lives. (*Proposed General Education IGETC*)

May be taken for a maximum of 2 enrollments.

THEATRE ARTS**THE-60 Audition Techniques**

1.0 Units 3.0 hours laboratory. *Advisory:* ENG 200 and THE 210. *Credit course for grade or Pass/No Pass.*

A laboratory class designed to help students prepare for professional, community and academic theatre auditions. This class is recommended especially for students planning to transfer to professional acting conservatories. Each student develops a repertoire of classical and contemporary comic and serious audition pieces. Practice in cold readings is also provided. Introduction to career preparation topics such as resumes, union agents, and employment opportunities.

May be taken for a maximum of 4 enrollments.

THEATRE ARTS

THE-105 Community-Based Ensemble

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Students develop an original ensemble theatre production based on an established theme. Material may be drawn from personal stories, community-based interviews, or historical research. Focus is on the development of ensemble performance skills, techniques for creating original performance material, and the role of theatre as community story telling. Learn to utilize theatre to reflect upon political, social, and cultural dynamics of a particular community; listen across cultural divides; and/or to give voice to personal stories. Topics include the history, principles, and theatrical techniques of community-based and ensemble theatre. [This course gives public voice to topics and viewpoints not generally addressed openly.] May be taken for a maximum of 4 enrollments.

THE-118 Introduction to Directing

3.0 Units / 3.0 hours lecture. Advisory: THE 202, THE 210 and THE 211. Credit course for grade or Pass/No Pass.

Introduction to fundamental principles of directing. Study and practice in the directorial process including research, script analysis, conceptualization, casting and rehearsal techniques. Concurrent enrollment in a laboratory production course (THE 220, THE 221, THE 225 or THE 226) is required.

May be taken for a maximum of 4 enrollments.

THE-119 Introduction to Costume Design

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

An introduction to fundamental theory and practice of costume design for theatre. Topics include: script analysis, period research, conceptualization, rendering and effective collaboration. Students complete individual design projects in addition to assignments supporting the department's current productions.

May be taken for a maximum of 4 enrollments.

THE-120 Children's Theatre Performance

3.0 Units 9.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Participation in a children's theatre production as a member of the cast and/or crew. Application of theatrical skills in material designed for children and youth. Emphasis on the specific challenges of presenting plays and/or musicals for young audiences. Variable credit determined by the hours involved in rehearsal and performance. Actors may be required to audition for roles.

May be taken for a maximum of 4 enrollments.

THE-130 Hip Hop Dance: Beginning

1.0 Units 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

An introduction to the basic movements of Hip Hop dance with an emphasis on conditioning, simple rhythmic identification and basic technique. (CSU GE Area E: Lifelong Understanding and Self-Development.)(Mendocino College Area C. Humanities)

May be taken for a total of 4 enrollments in any combination.

THE-131 Hip Hop Dance: Intermediate

1.0 Units 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Development of more advanced level Hip Hop dance technique with an emphasis on form, stylization and performance. (CSU GE Area E: Lifelong Understanding and Self-Development.)(Mendocino College Area C. Humanities) May be taken for a total of 4 enrollments in any combination.

THE-140 Middle Eastern Dance: Beginning

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

A variety of Middle Eastern dance techniques that will increase body awareness, strength, flexibility, control and coordination through movement isolations, combinations, improvisation, and styling. The history of Middle Eastern dance will also be covered.

May be taken for a maximum of 4 enrollments.

THE-170 Introduction to Playwriting

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

This course is designed for both beginning and experienced writers to explore the art of playwriting in a supportive, inquisitive environment. Through readings, writing exercises, and continual revision of our works-in-progress, we will explore how plays evolve from fledgling ideas to stage-ready scripts.

May be taken for a maximum of 4 enrollments.

THE-196 THE-Occupational Work Experience Education

8.0 Units Credit course for grade or Pass/No Pass.

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester.

May be taken for a total of 16 units in any combination.

THE-200 Introduction to Theatre

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

An introduction to the principles and purposes of drama. Western theatre surveyed from its origins in ancient Greece through the Medieval, Renaissance, Modern and Contemporary periods. Non-Western theatrical styles are also examined, as are emerging multi-cultural and cross-cultural theatrical directions. Investigation of the creative contributions made playwrights, actors, directors, designers, stage managers, and technicians enhance the student's appreciation of theatre. Lectures, films, theatre attendance, assigned reading, and practical "hands-on" projects acquaint students with some of the joys and challenges of creative work in the theatre. (IGETC Area 3: Arts and Humanities A: Arts)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)
May be repeated twice for insufficient grade.

THE-201 Introduction to Film

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

History and background of film and cinematic arts in an international framework. Appreciation of the purposes and principles of film as art and the contributions made by actors, directors, and technicians in the film industry. Understand the interrelationship of the medium as a critical tool for the individuals aesthetic and intellectual analysis. (IGETC Area 3: Arts and Humanities A: Arts)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)
May be repeated twice for insufficient grade.

THE-202 Introduction to Dramatic Literature

3.0 Units / 3.0 hours lecture. Advisory: ENG 200

Credit course for grade or Pass/No Pass.

This class is an introduction to theatre as a literary genre. Students read and discuss a variety of significant dramatic texts, with an emphasis on modern American plays. Some European and non-Western dramatic texts from various historical periods may also be included. Students develop the ability to critically analyze play scripts, exploring such topics as theme, character, dramatic structure and historical context. Careful attention is given to plays as literature intended to be performed, and the analytical and conceptual viewpoints of the actor, director and designer are considered. (IGETC Area 3: Arts and Humanities A: Arts)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)
May be repeated twice for insufficient grade.

THE-206 Dance in World Cultures

3.0 Units / 3.0 hours lecture. Advisory: ENG 200 Credit course for grade or Pass/No Pass.

Dance of Africa, Asia, Europe, the Soviet Union, the Middle East and the Americas through lecture and film. Exploration of the power of dance; what it is, why it is done, who performs it, how it interacts with customs within specific cultural groups. (IGETC Area 3: Arts and

Humanities A: Arts)(CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)
May be repeated twice for insufficient grade.

THE-207 Feldenkrais: Awareness Through Movement

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

This course will provide awareness training for performing artists and non-performers using Moshe Feldenkrais's Awareness Through Movement (ATM) lessons. Each lesson is a series of gentle and slow movement sequences that students are led through verbally. They affect changes in breathing, posture, balance, flexibility, range of motion, shifts in self image, reduction of pain, and increased vitality. For all levels.

THE-209 Acting Improvisation

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

This class functions as an improv ensemble, creating improvised theatre that is spontaneous, energetic and engaging. Fundamental acting techniques such as commitment, spontaneity and concentration are addressed through exercises and performance. Most importantly, the course strives to create an environment of creative risk taking in which each student's full imagination may flourish. No previous theatre experience or preparation required.

May be taken for a maximum of 4 enrollments.

THE-210 Beginning Acting

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory. Advisory: ENG 200. Credit course for grade or Pass/No Pass.

An introduction to fundamental acting techniques and terminology. While the class is challenging and useful for students with varying levels of experience, no prior work in theatre is required. Through exercises, scene work, and improvisation, students develop their ability to "live truthfully under imaginary circumstances." The course focuses on Stanislavsky's technique of realistic action (objectives) for characterization and script analysis. Emphasis on fundamental acting skills, such as: relaxation, concentration, listening and spontaneity. The course culminates in a public performance of student scenes. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be taken for a maximum of 2 enrollments.

THE-211 Intermediate Acting: Scene Study

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory. Advisory: ENG 200. Credit course for grade or Pass/No Pass.

Continued development of fundamental acting techniques and terminology, with an increased emphasis on physicalization, ensemble techniques and personalization of given circumstances. The course culminates in a public performance of a group project.

May be taken for a maximum of 2 enrollments.

THEATRE ARTS

THE-212 The Actor's Voice

1.0 Units 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Techniques for effective vocal production for the stage. Utilizing the techniques of Kristin Linklater, students develop the basic skills of relaxation, breath, resonance and articulation. Ongoing physical and vocal exercises are combined with practical applications through rehearsal and performance of dramatic material.

May be taken for a maximum of 4 enrollments.

THE-213 Acting Styles

3.0 Units / 2.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

Exploration of the special demands of non-realistic and poetic drama. Students rehearse and perform a variety of contemporary and classical scenes, including the works of Shakespeare, Moliere and the Greek tragedian. Special topics such as improvisation, vocal production, physicalization, commedia del arte, stage combat, and audition techniques may also be included as they relate to the material being studied. (Mendocino College Area C. Humanities)

May be taken for a maximum of 4 enrollments.

THE-215 Stagecraft

3.0 Units / 2.0 hours lecture. 4.0 hours laboratory. Advisory: MTH 55. Credit course for grade or Pass/No Pass.

Technical aspects of scenic production including set construction, painting, rigging and shifting, basic lighting, properties construction, and stage management. Participation in major productions.

May be repeated twice for insufficient grade.

THE-216 Stage Lighting

3.0 Units / 2.0 hours lecture. 4.0 hours laboratory. Advisory: MTH 55. Credit course for grade or Pass/No Pass.

Basic concepts of stage lighting, including planning, rigging and operation of lighting systems; optics, equipment, electricity and color; basic lighting design.

May be repeated twice for insufficient grade.

THE-217 Costume Construction

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

An introduction to the crafts of building and coordinating theatrical costumes. Techniques of basic pattern drafting, cutting and fitting are applied through practical work on the theatre department's current production. Basic elements of costume design, including period style, color choices, and characterization are discussed as they relate to the play under construction.

May be taken for a maximum of 4 enrollments.

THE-220 Acting-Performance

3.0 Units 9.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Participation in a college production as a performing member of the cast. Variable credit determined by the hours involved in rehearsal and performance. All actors are required to audition for roles. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be taken for a maximum of 4 enrollments.

THE-221 Acting-Repertory Performance

3.0 Units 9.0 hours laboratory.

Credit course for grade or Pass/No Pass.

An opportunity for intermediate and advanced students to investigate sophisticated ensemble and performance techniques as well as to develop advanced approaches to script analysis and characterization. Offered concurrently with THE 220. Variable credit determined by the hours involved in rehearsal and performance. A successful audition is required.

May be taken for a maximum of 4 enrollments.

THE-222 Capoeira Dance

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

This class will introduce students to the game of Capoeira, an Afro-Brazilian dance. It will include history, etiquette, music, and the fluid athletic movement of this martial art dance.

THE-223 Salsa Rueda

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

This course will introduce students to Cuban style Salsa, which is danced in a circle. The leader calls different moves and the group simultaneously changes steps based on these calls. This class is for dancers of all levels with or without Salsa experience. No partner is necessary.

THE-225 Production-Performance

2.0 Units 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Participation in a college production as a member of the technical crew or production staff. Involvement in one or more of the following areas during the development of the play: scenery building and painting, stage lighting, make-up, costuming, stage management, publicity, and house management. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater) (Mendocino College Area C. Humanities)

May be taken for a maximum of 4 enrollments.

THE-226 Production-Repertory Performance

2.0 Units 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

An opportunity for intermediate and advanced students to participate at a leadership level as members of the technical staff and / or design team of a college production. A successful interview is required prior to assignment of staff positions.

May be taken for a maximum of 4 enrollments.

THE-228 Conditioning for Dance: Pilates Mat I

1.0 Units 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Physical and mental conditioning for dances and non-dancers utilizing beginning and advanced beginning Pilates mat technique. Emphasizes exercises for improved movement memory, body alignment, strength, flexibility, control, coordination and breathing. Educates the body to help prevent new injuries and rehabilitate old injuries.

May be taken for a maximum of 4 enrollments.

THE-229 Conditioning for Dance: Pilates Mat II

1.0 Units 3.0 hours laboratory. Advisory: THE 228.

Credit course for grade or Pass/No Pass.

Physical and mental conditioning for dancers and non-dancers utilizing intermediate and advanced Pilates mat technique. Emphasizes exercises for improved movement memory, body alignment, strength, flexibility, control, coordination, and breathing. Educates the body to help prevent new injuries, and rehabilitate old injuries.

May be taken for a maximum of 4 enrollments.

THE-230 Contemporary Dance: Beginning

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

This course will provide the beginning student with training in a variety of contemporary dance techniques that will increase body awareness, strength, flexibility, control and coordination through movement combinations and improvisation as well as the history of contemporary dance as it relates to these topics. Students will also development an appreciation of all forms of contemporary dance, both in Western and non-Western cultures, concentrating on personal responses, both emotional and intellectual, to various contemporary dance styles, specific dances and performers of contemporary dance. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be taken for a total of 4 enrollments in any combination.

THE-231 Contemporary Dance: Intermediate

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory. Advisory: THE 230. Credit course for grade or Pass/No Pass.

This course provides training in intermediate level skills in contemporary dance technique; increased insights into the creative process and further development of the body as an instrument of communication; introduction to dance composition and dance criticism.

May be taken for a total of 4 enrollments in any combination.

THE-234 Tap Dance: Beginning

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Experience in the tap dance idiom. Rhythm, coordination and personal expression. The history of tap dance; African roots and its American evolution. Development of an appreciation of all forms of tap dance, concentrating on personal responses, both emotional and intellectual, to various tap styles, specific dances and performers of tap dance. (Mendocino College Area C. Humanities)

May be taken for a maximum of 4 enrollments.

THE-237 Tap Styles and Performance

1.0 Units 3.0 hours laboratory. Advisory: THE 234.

Credit course for grade or Pass/No Pass.

Intermediate level tap dance technique with an emphasis on style and performance. Students will learn technique and step patterns of greater complexity, concentrating on speed, time steps and turning combinations.

May be taken for a maximum of 4 enrollments.

THE-238 Jazz Dance: Beginning

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

General history of jazz dance and the development of proficiency in a variety of jazz dance techniques designed to increase body awareness, strength, flexibility, control and coordination through movement patterns and combinations. Development of an appreciation of all forms of jazz dance both in Western and non-Western cultures, concentrating on personal responses, both emotional and intellectual, to various jazz dance styles, specific dances and performers of jazz dance. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be taken for a total of 4 enrollments in any combination.

THE-239 Jazz Dance: Intermediate

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Advisory: THE 238 Credit course for grade or Pass/No Pass.

Intermediate skills in jazz dance technique to increase body awareness, strength, flexibility, control and coordination; advanced movement patterns, and combinations, and an introduction to dance composition and dance criticism.

May be taken for a total of 4 enrollments in any combination.

THE-242 Ballet: Beginning

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Fundamentals of classical ballet technique; basic positions, body placement, barre' exercises, simple steps and combinations essential to the development of the ballet dancer with an overview of the history of ballet. Development of an appreciation of all forms of ballet, both in Western and non-Western cultures, concentrating on personal response, both emotional and intellectual, to various ballet styles, dances, and performers of ballet. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities)

May be taken for a total of 4 enrollments in any combination.

THE-243 Ballet: Intermediate

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Advisory: THE 242. Credit course for grade or Pass/No Pass.

Development of intermediate level skills and techniques within the discipline of classical ballet. Continued emphasis on body position and placement as well as adagio phrases and step combinations. Introduction to dance composition and dance criticism.

May be taken for a total of 4 enrollments in any combination.

THE-244 Mexican Folkloric Dance: Beginning

2.0 Units 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

This beginning course introduces students to folk dances from various regions in Mexico. Learn various expressive dances covering basic Mexican folk dance technique, movement sequences, body alignment, and choreography. (CSU GE Area E: Lifelong Understanding and Self-Development.)(Mendocino College Area C. Humanities)

May be taken for a total of 4 enrollments in any combination.

THE-245 Mexican Folkloric Dance: Intermediate Technique & Performance

2.0 Units 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

This class is designed to provide students with the technical skills to perform Ballet Folklorico. Students learn intermediate level dance techniques and various dances representing a variety of regions from Mexico, as well as body alignment, choreography and costuming techniques. (CSU GE Area E: Lifelong Understanding and Self-Development.)(Mendocino College Area C. Humanities) May be taken for a total of 4 enrollments in any combination.

THE-247 Social Dance Forms: Beginning

1.0 Units 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

This beginning class introduces students to a variety of social dance forms. Students will learn vocabulary and movements for such elementary level partner dances as the waltz, fox-trot, swing, cha cha, tango, jitterbug and salsa. Historical perspectives of these dance forms will be discussed. (CSU GE Area E: Lifelong Understanding and Self-Development.)(Mendocino College Area C. Humanities) May be taken for a maximum of 4 enrollments.

THE-250 Choreography

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Advisory: THE 230 Credit course for grade or Pass/No Pass.

Theory and practice in the basic elements of dance composition and an analysis of movement in terms of design, dynamics, rhythm, theme and style in relation to solo and group composition. Develop an appreciation of many forms of dance, concentrating on personal responses, both emotional and intellectual, to various dance idioms and styles, specific dances and performers of dance. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities) May be taken for a maximum of 4 enrollments.

THE-252 Musicality for Dancers

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

The quality of musical response is fully examined in this course for dancers. From the elemental structures of rhythm, accentuation, melodic phrasing and tonality the course will build a "technique for the ear." Each dancer will experience dance variations exemplifying musical qualities and be involved in an ongoing analysis of form, content and expression. The technique of dance will be shown as a synthesis of musical ideas.

May be repeated twice for insufficient grade.

THE-260 Dance Performance

3.0 Units 9.0 hours laboratory. Advisory: THE 230, THE 231, THE 238, THE 239. Credit course for grade or Pass/No Pass.

Theory and practice of performing in a dance production. Participation in dancing, choreographing, and/or performing technical theatre work. Develop an appreciation of many forms of dance, concentrating on personal responses, both emotional and intellectual, to various dance idioms and styles, specific dances and performers of dance. (CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages C1 - Arts, Dance, Music, Theater)(Mendocino College Area C. Humanities) May be taken for a maximum of 4 enrollments.

THE-262 Dance for Musical Theatre

3.0 Units 9.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Designed for the actor/dancer/singer. "Dance for Musical Theatre" examines a specific style of dance relevant to a musical theatre production. Students will learn choreographed dances, some of which may be performed with singing. The focus will be a final musical theatre performance. May be taken for a maximum of 4 enrollments.

THE-265 Dance Repertory: Apprentice

3.0 Units 9.0 hours laboratory.

Credit course for grade or Pass/No Pass.

An opportunity for the beginning performer to participate in a limited way, in a dance performance produced by the Mendocino College Repertory Dance Company. May be taken for a maximum of 4 enrollments.

THE-266 Dance Repertory

3.0 Units 9.0 hours laboratory. Advisory: THE 250 and THE 260. Retention based on successful audition.

Credit course for grade or Pass/No Pass.

An opportunity for a performing group of dancers to choreograph and perform dances in a dance production, and to learn the associated technical elements related to production. May be taken for a maximum of 4 enrollments.

THE-268 Dance Rehearsal

2.0 Units 6.0 hours laboratory.

Credit course for grade or Pass/No Pass.

This course provides an opportunity for students to develop a variety of rehearsal skills in preparation for dance presentations.

May be taken for a maximum of 4 enrollments.

THE-270 Afro-Cuban Dance

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

This course will blend traditional Cuban musical and dance expression with strong African influences. Movement for this class ranges from slow and subtle to dynamic, and is tailored to each dancer's comfort level. Learn dances with hip hop and salsa flavor while improving coordination, rhythm, strength and technique. For men and women of all levels.

THE-274 Brazilian Dance and Drum

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

This course will provide an all-encompassing dance and drum experience, giving students the chance to learn the music, rhythms and dance of Brazil. Each student will spend a segment of the class learning Brazilian rhythms on drums and other percussion instruments. The other portion of class will give students an opportunity to learn the dances that correspond to the music. For students of all levels.

THE-280 Dances of India: Bhangra

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory.

Credit course for grade or Pass/No Pass.

This course will explore the movement techniques, culture, music, history and evolution of Bhangra, a festive and energetic dance of the Punjabi warrior tribes of Northern India. An exuberant full body workout that allows both men and women to increase endurance, strength and flexibility while experiencing this centuries old dance form.

WELDING**WLD-20 Welding Principles and Practices I**

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Introduction to welding and oxy-fuel welding and cutting utilizing individualized instruction and personal project construction.

May be taken for a total of 4 enrollments in any combination.

WLD-21 Welding Principles and Practices II

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Advisory: WLD 20 Credit course for grade or Pass/No Pass.

A continuation of arc welding and oxy-fuel welding and cutting utilizing individualized instruction and personal project construction.

May be taken for a total of 4 enrollments in any combination.

WLD-61 Shielded Metal Arc Welding I (SMAW)

3.0 Units / 2.0 hours lecture. 4.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Development of the manual skills necessary to perform arc and oxyacetylene welding and cutting in the flat, horizontal, vertical, and overhead positions. Included is the study of the technical aspects of the processes, equipment, and material used.

May be taken for a maximum of 2 enrollments.

WLD-62 Shielded Metal Arc Welding II (SMAW)

3.0 Units / 2.0 hours lecture. 4.0 hours laboratory.

Advisory: WLD 61 Credit course for grade or Pass/No Pass.

Development of manual skills necessary to perform arc welding in flat, horizontal, vertical and overhead positions, using both E6010 and E7018 electrodes. Included is the study of technical aspects of the process, equipment and materials used.

May be taken for a maximum of 2 enrollments.

WLD-65 Gas Tungsten Arc Welding (TIG I)

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Technical understanding of Gas Tungsten Arc Welding (TIG) fundamentals, arc characteristics, and welding safety. Develop the manual skills necessary to make high quality gas tungsten arc welds in all positions on mild steel, stainless steel, and aluminum.

May be taken for a maximum of 2 enrollments.

WLD-66 Gas Tungsten Arc Welding (TIG II)

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Advisory: WLD 65 Credit course for grade or Pass/No Pass.

Advanced theory and skills on Gas Tungsten Arc Welding (TIG). Training in all positions of mild steel, stainless steel, aluminum and other exotic metals of flat and pipe materials.

May be taken for a maximum of 2 enrollments.

WLD-70 Gas Metal Arc Welding Basic (MIG I)

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Technical understanding of Gas Metal Arc Welding (MIG) fundamentals, arc characteristics and welding safety. Develop the manual skills necessary to make high quality gas metal arc welds in all positions on mild steel.

May be taken for a maximum of 2 enrollments.

WLD-71 Gas Metal Arc Welding Advanced (MIG II)

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

Technical understanding of Gas Metal Arc Welding (MIG) fundamentals, using spray and short circuiting mode. Develop the manual skills necessary to make high quality gas metal arc welds in all positions on aluminum.

May be taken for a maximum of 2 enrollments.

WLD-72 Flux Cored Arc Welding (MIG III)

1.0 Units / 0.5 hours lecture. 1.5 hours laboratory. *Advisory:*

WLD 70 and 71 Credit course for grade or Pass/No Pass.

Technical understanding of Flux Cored Arc Welding fundamentals. Development of the manual skills necessary to make high quality flux cored arc welds in all positions.

May be taken for a maximum of 2 enrollments.

WLD-75 Blueprint Reading for Welders

3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass.

Interpretation of welding symbols, fabrication, drawings, including bill of materials, specifications and notes, piping schematics, structural shapes, and detailed subassemblies.

May be repeated twice for insufficient grade.

WLD-196 WLD-Occupational Work Experience Education

8.0 Units Credit course for grade or Pass/No Pass.

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is discipline-specific in that student's job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees 60 hours) during the semester.

May be taken for a total of 16 units in any combination.

WOOD

WOD-40 Woodworking Skills

2.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Credit course for grade or Pass/No Pass.

An introduction to wood and the wood related industry. Topics of shop safety, power and hand tool operation, joinery, gluing, finishing and material selection as they relate to individually chosen projects.

May be taken for a maximum of 4 enrollments.

WOD-500 Woodworking Skills

0.0 Units / 1.0 hours lecture. 3.0 hours laboratory.

Non-credit Course

An introduction to wood and the wood related industry. Topics of shop safety, power and hand tool operation, joinery, gluing, finishing and material selection as they relate to individually chosen projects.

Course exempt from repeat provisions.



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Policies, Rules & Regulations

Student Rights

1. To have the opportunity to achieve one's maximum potential through access to higher education.
2. To have the freedom to exercise all of the rights of citizenship through free inquiry, expression, and association.
3. To have the right of privacy and confidentiality.
4. To have the right of representation on committees recommending policy and procedure to the Superintendent/President on matters pertaining to, but not limited to, academic standards, student services and curriculum.
5. To have the right to receive quality education, including:
 - a. the right to competent instruction in courses and programs offered by the college;
 - b. the right to assistance in overcoming educational, cultural, emotional, economic, and/or physical handicaps or disadvantages which may hinder the educational process;
 - c. the right to receive from each instructor, in writing, on a timely and regular basis, a clear description of each course, outlining the material to be covered, course requirements, including both academic and performance standards and expectations, attendance policies, and methods and standards of grading.
6. To have the right to fair and equal treatment, including, but not limited to, instruction, evaluation, and special services by instructors, staff, students, administrators and trustees.
7. To have the right to procedural due process in disciplinary proceedings and student grievance proceedings.

ACADEMIC RECORDS

- A. Students shall have the right to have their academic records treated in a confidential and responsible manner as required by the Family Educational Rights and Privacy Act of 1974 and outlined in Mendocino-Lake district policy which stipulated that any release of student educational records be made with the student's written consent, except where specified.
- B. Students have a right to inspect and review the contents of their educational records and to request copies of these records. Student wishing to gain access to his/her educational records will submit a written request to the Director of Admissions and Records requesting the right to inspect and review his/her educational records.

DUE PROCESS

District policy and procedures regarding due process may be obtained from the Office of Student Services.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

Mendocino College observes the provisions of the Federal Family Educational Rights and Privacy Act, as amended in 1974, as follows:

1. Educational Records of students are not released to any individual or agency without the written consent of the student. Parents may have access to educational records if the student is



a dependent under Internal Revenue Service regulations or the requesting parent has signed the special admission form.

2. The Records Officer of the College is the Director of Admissions and Records.
3. Education Records are maintained in the Office of Admissions and Records and include the application for admission, the transcript, add-drop cards, general petitions for permission to carry overloads and the like, petitions for graduation, official evaluations of student progress towards a degree, certification of general education requirements, DD-214 (Veteran discharge document), high school transcript, other college transcripts, petitions for credit for military experience with the supporting documents, validations documents for grade changes, and high school advanced placement form.
4. Students have a right to review such material to determine its accuracy. Official requests for such review should be made, in writing, to the Office of Admissions and Records at least three full working days in advance.
5. Students have a right to challenge the accuracy of such records. However, the grade assigned by a faculty member cannot be changed by this process unless an error is evident. Students desiring to request or challenge a grade should submit an Academic Review Petition, obtainable from the Office of Admissions and Records.
6. College officials and teachers have access under the law to the Education Records of Students.
7. A Record of Access is maintained on each student's Educational Records. The Record of Access is available for inspection by the student.
8. Directory information may be released to individuals or groups, including the following: the high school of graduation, other colleges, newspapers, official agencies of federal, state or local government, or teachers, administrators and staff of Mendocino College having a legitimate interest in the student. Directory information includes only student's name, date and place of birth, major field of study, participation in activities and sports, weight and height of athletic team members, dates of

attendance, degrees and awards, and the most recent school attended. Any student may, by completing a Prior Consent in Admissions and Records, notify that office not to release any or all of the directory information without prior consent.

STUDENT GRIEVANCES

Student complaints which deal with State regulation, Titles VI and VII of the Civil Rights Act, Title IX of the Educational Amendment of 1972, or Section 504 of the Rehabilitation Act of 1973 shall be handled by the college's Director of Human Resources.

Student grievances involving the interpretation, application, or alleged violation of the College's rules, regulations, policies, and procedures shall be addressed in accordance with the College's Student Grievance and Due Process Policy and Procedures (Board Policy 534 and Administrative Procedure 534.1). For further information, contact the Dean of Student Support, Outreach and Retention, Room 1000 MacMillan Hall or at 468-3105.

Student Grievance And Due Process Policy - BP534

The Mendocino-Lake Community College District has developed procedures by which students may obtain a hearing of their grievance (s) involving the interpretation, application, or alleged violation of College rules, regulations, policies, and procedures. Students are responsible for complying with all College regulations and for complying course requirements established by the instructor of each course in which they are enrolled. The College shall ensure that the student, in cases of admission, probation, suspension, or dismissal is afforded due process as stated in the written procedures of the College.

Student Grievance And Due Process Procedures (AP 534.1)

A. Grievance

1. Definition. A grievance is a complaint by a student involving the interpretation, application, or alleged violation of College policies and procedures. A grievance action may be initiated by a student against another student, an instructor, an administrator, or a member of the classified staff.
2. Grounds for Grievances. The following are grounds for grievances:
 - a. Interpretation, application, or violation of College rules, regulations, policies, and procedures.
 - b. Arbitrary administrative action.
 - c. Arbitrary or capricious decision in the academic evaluation of a student's performance.

B. Informal Stage

Before filing a formal written grievance, the student shall attempt to resolve the matter by means of an informal conference individually and in sequence with the following:

Step 1: Initial Level—Meet and confer with the person with whom you have a grievance within ten (10) working days of the incident.

Step 2: Director/Coordinator/Dean Level—If the grievance is not resolved in Step 1, you may then take the matter to the appropriate

department or program

Director/Coordinator or Dean, if there is no chairman, within 10 working days.

Step 3: Dean of Instruction or Dean of Student Services Level—If the problem is not resolved at Step 2, you may appeal to the appropriate Dean within ten (10) working days. The Dean will render a decision in writing within ten (10) working days.

C. Formal Stage

If the student feels the matter has not been resolved by the informal conferences in Steps 1-3, the student may submit a signed written grievance within three (3) working days after Step 3 to the Vice President of Education and Student Services specifying the time, place and the specific college procedures that have been violated, a summary of the facts, and the requested action to be taken.

The Vice President of Education and Student Services may render a final decision or refer academically related grievances to the Academic Review Committee and non-academic grievances to the Student Appeals Committee. The respective committee will conduct a formal hearing within ten (10) days (except where the student specifically agrees in writing to a longer period). No committee member who was involved in any prior step should participate in the final committee deliberations. The committee will render a final decision and send it to the Vice President of Education and Student Services who will inform the grievant.

SEXUAL HARASSMENT POLICY

The District has a board approved sexual harassment policy available in the President's office, the Ukiah library, the Office of Student Services and online at www.mendocino.edu.

Sexual Harassment Procedures (AP 307.1)

Sexual harassment, a form of sex discrimination, is defined and prohibited by both State and Federal law and is a violation of the district's non-discrimination policy. Sexual harassment is prohibited in the workplace and in all programs and activities of the district between supervisors and employees; employees; employees and non-employees; employees and students; students; and non-students and students.

Definition: California Education Code, Section 212.5, defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual

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regarding the benefits and services, honors, programs, or activities available at or through the educational institution.

Examples: For clarification, specific examples of sexual harassment include, but are not limited to:

1. Unsolicited written, verbal, physical, and/or visual contacts with sexual overtones such as suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects, pictures, or cartoons.
2. Continuing to express sexual interest after being informed that the interest is unwelcome.
3. Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of an employee or the educational opportunities, grades, and/or learning environment of a student including promises or threats of reprisal following a rebuff of harassing behavior.
 - a. Within the work environment, examples of this type of sexual harassment would include implying or actually withholding support or an appointment, promotion, transfer, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed.
 - b. Within the educational environment, examples of this type of sexual harassment would include implying or actually withholding grades earned or deserved, course admission, or performance evaluation; or the limitation of student benefits or services (e.g. scholarships, financial aid, or a work study job.)
4. The deliberate or careless creation of an atmosphere of sexual harassment or intimidation, or a hostile or offensive work or educational environment.
5. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluation, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.

UNLAWFUL DISCRIMINATION

In compliance with State and Federal law, unlawful discrimination is prohibited in all education and employment practices of the Mendocino-Lake Community College District. Unlawful discrimination is defined as discrimination on the basis of race, color, religion, sex (including sexual harassment), marital status, national origin, age, physical or mental disability, sexual orientation, or Vietnam Veteran status. It also includes any act of retaliation against an individual filing a discrimination complaint, participating in the investigation of a complaint, or serving as a witness to a complaint.

This policy pertains to College programs and services, including but not limited to academic admission, financial aid, educational services, athletics, and in all matters related to employment.

In compliance with the Vocational Education Act of 1963, as amended by Title II of the Educational Amendments of 1976, the College is committed to overcoming sex discrimination and sex stereotyping in vocational programs. Also, limited English proficiency may not be a barrier to participating in any College

class or program.

Complaints of unlawful discrimination or related questions may be directed to Karen Chaty, Director of Personnel Services, Mac-Millan Hall, Room 1050, (707) 468-3065.

CONOCIMIENTO DEL IDIOMA INGLÉS:

Según las leyes federales tocante a los derechos civiles, toda oportunidad educativa será ofrecida sin ningún aspecto concerniente a raza, color, origen nacional, sexo o incapacidad.

De acuerdo con estas mismas leyes, la falta del idioma Inglés no será un obstáculo para poder matricularse en el colegio.

El colegio tiene personal bilingüe para servirle durante las horas de negocio.

Student Responsibilities

This statement of rights and responsibilities is designed to clarify those rights which the student may expect to enjoy, and the obligations which admission to the College places upon the student. The submission of an application for admission to Mendocino College represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules and regulations of the community college, the State of California, and the Federal Government. In turn, College approval of that application represents the extension of a privilege to join the College community and to remain a part of it so long as the student meets required academic and behavior standards.

Students are guaranteed the privileges of exercising their rights without fear or prejudice. Such rights include the following:

STUDENT RESPONSIBILITIES

1. To be knowledgeable of and comply with the directives, regulations, and laws established by the Board of Governors, the Board of Trustees, the College Administration and the Associated Students of Mendocino College.
2. To respect the rights of individuals and groups to independent action as long as the exercise of these rights does not interfere with the parallel rights of others, including the avoidance of any action or actions which may interfere with the educational processes of the College.
3. To be knowledgeable of and comply with the directives, regulations and laws of duly constituted civil authorities.

ACADEMIC HONESTY GUIDELINES

Students are required to adhere to the College's Academic Honesty Guidelines 533.2. Students are expected to avoid any type of dishonesty including, but not limited to the following:

1. Plagiarism (copying someone else's sentences or phrases, using another author's ideas without acknowledgment of the source, re-writing a research paper that incorporates significant material from a paper written by another person, submitting a research paper borrowed from another student or commercial use)
2. Cheating
3. Fabrication

4. Duplication of assignments
5. Aiding in dishonesty

When an instructor is confronted with evidence of academic dishonesty, s/he will take appropriate action against the student. This action may include: reassignment of the research paper, exam, or project; assignment of a failing grade for the paper, exam or project, or a failing grade for the course; or recommendation to the Superintendent/President for dismissal from the course.

Specific information on academic honesty may be obtained in the Academic Honesty Guidelines 533.2 available from the Office of the Student Services.

ALCOHOL & DRUG USE POLICY

Mendocino College is a drug/alcohol-free campus.

We ask you to actively support the creation of a drug and alcohol-free learning environment by knowing and making others aware of college policies and the substantial health and legal consequences of abuse.

District Policy #511: It is the policy of the Board of Trustees to prohibit possession, consumption, selling, giving or delivering, of alcoholic beverages in any form by any person on the College grounds, or at official college activities, or the coming on the grounds or to official activities of any person who is disruptive due to the influence of alcohol. Possible arrest and campus discipline up to and including expulsion may result for those persons violating this policy. The same policy prohibits the possession, consumption, selling, giving, or delivering of illegal drugs including the use on campus or at campus events of marijuana for “medicinal” purposes. The use of narcotics, hallucinogenic drugs or alcohol is also prohibited, per California Education Code 87011 and 88022. Such controlled substances include cocaine, marijuana, LSD, heroin, methadone, mescaline, peyote, and methaqualone, among others.

For more detailed information and a listing of assistance programs contact the Dean of Student Support, Outreach and Retention, Room 1000, MacMillan Hall or at 468-3105.

ANIMALS ON CAMPUS

The college does not permit animals on campus except as provided for in Policy 318. At no time should dogs be left in vehicles. Animals will be controlled by the local Animal Control Department. Questions on college and municipal regulations in this area should be directed to the Campus Security Office. Copies of the Animals on Campus policy are available online at www.mendocino.edu.

COLLEGE RECORDS

It is the responsibility of each student to:

1. Inform Admissions and Records of changes in personal data.
2. Withdraw officially from the college or drop classes when he or she stops attending and to observe established deadlines.
3. Submit legal, not fraudulent, documents.
4. Repay any money received or owed as a result of the submission of fraudulent documentation or any other reason.

STUDENT CONDUCT

Each student is considered a responsible adult and it is assumed that each will maintain standards of conduct appropriate to membership in the college community. Emphasis at Mendocino College is placed on standards of student conduct rather than on limits or restrictions of students.

Student Conduct Guidelines Procedures (AP 533.1)

I. STANDARDS OF CONDUCT

Students may be disciplined only for “good cause.” This conduct may be directed toward any College personnel, student, or other persons while on campus property, at a campus activity, or resulting from their campus relationship. “Good cause” includes, but is not limited to the following:

- A. Students are expected to avoid any type of dishonesty, including, but not limited to, cheating, plagiarism, or other academic dishonesty; forgery, fabrication, furnishing false information to the College; alteration or misuse of College documents or records; aiding in dishonesty; misrepresentation of themselves or organizations to be a campus agent.
Detailed explanations of academic honesty and consequences of academic dishonesty are addressed in Academic Honesty Guidelines. (Regulation 533.2)
- B. Disturbance of the peace, which includes, but is not limited to, obstruction or disruption of teaching or other College activities or property; assault, sexual assault or harassment, battery, or any threat of force or violence; physical or verbal abuse, intimidation, harassment, coercion; and/or any other conduct which threatens or endangers the health and safety of any person.
- C. Theft, attempted or threatened theft, or damage to, or threat of damage to, property.
- D. Unauthorized entry to, or use of, College facilities, supplies, or equipment.
- E. Violation of College policies and regulations or law; or failure to comply with the directions of a College official (including faculty) acting in the performance of their duties.
- F. Use, possession, sale, or distribution of a “controlled substance,” as that term is defined by Health and Safety Code Section 11007, while on College premises or at any College sponsored activity; or disruptive presence on College premises or at a College sponsored activity while under the influence of a controlled substance. This includes “medicinal” marijuana. The Compassionate Use Act does not allow a person to medicate themselves with marijuana in violation of the restrictions contained in College policy.
- G. Disorderly conduct, including, but not limited to, alcoholic intoxication, or lewd, indecent, or obscene conduct.
- H. Use, possession or distribution of alcohol on campus, except as provided by College policy.
- I. Unlawful possession or use of firearms, explosives, other weapons or dangerous chemicals on College premises or at College sponsored activities.
- J. Smoking or use of tobacco products on College premises where smoking and use of tobacco products is prohibited by regulation of the Board of Trustees of the College.
- K. Theft or other abuse of phones, electronic devices or computer time, including but not limited to:

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1. Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
2. Unauthorized transfer of a file.
3. Unauthorized use of another individual's identification and password.
4. Unauthorized use of electronic devices in the classroom, including but not limited to, head phones, cellular phones, and pagers.
5. Use of computing facilities to interfere with the work of another student, faculty member or Mendocino College official.
6. Use of computing facilities to send obscene or abusive messages.
7. Use of computing facilities to interfere with normal operation of Mendocino College computing systems.

II. FORMS OF DISCIPLINE

Students committing violations of Student Conduct Guidelines are subject to any of the following forms of discipline — warning, censure, suspension from class by an instructor, disciplinary probation, loss of privileges and exclusion from activities, suspension, expulsion, exclusion from areas of campus or from official College functions, interim suspension, restitution, monetary fines, community service, holds on registration or requests for transcripts, diplomas or other student records, or other appropriate sanctions.

Any suspension must be reported to the Board of Trustees (Ed Code Section 76031).

Expulsion

The sanction of expulsion is authorized when other means of correction fail to bring about proper conduct or when the continuing presence of the student causes a threat to the physical safety of the student or others (Section 76030). Expulsion from the College for a definite period of time (usually 3 years or more) may also include loss of all College privileges, including College employment and the privilege of entering any portion of the College's premises except by written authorization from the Office of the President. Readmission after 3 years is contingent upon the student's application to, and approval of, the President.

No fees shall be refunded to students who are suspended or expelled.

Interim Suspension

An accused student may be suspended and prohibited from campus on an interim basis, pending disciplinary review, when there is reasonable cause to believe that immediate suspension is required to protect lives or property or to assure the maintenance of order.

The student shall be given prompt notice of the charges and opportunity for a hearing on the immediate suspension within 10 days. During the suspension, the student shall not, without prior written approval, enter the campus other than to attend the hearing. Violation of the conditions of the im-

mediate suspension will be grounds for expulsion.

Removal from Class

Instructors have the right to immediately remove a student from class for disruptive behavior or other violation of the Student Conduct Code, and if necessary, for the next class meeting. Instructors should immediately discuss the case with the Dean of Student Services to determine whether to prohibit the student from the second class session and/or whether to initiate additional disciplinary process. The Dean will consult with the Dean of Instruction and notify the student in writing of when and under what conditions the student may return to class. If the student is under 18 years of age, a parent conference must be held with the student, the Dean of Student Services, and possibly the faculty member to discuss the conduct and removal as soon as possible.

Campus Emergency

The President may declare a state of campus emergency and implement any necessary procedures.

Withdrawal for Psychiatric Reasons or Contagious Disease

Conditions of physical or mental disability, filthy or vicious habits, or contagious or infectious disease (Section 76020) may lead to the involuntary withdrawal of students by the Dean of Students (in consultation with the Lead Counselor or Medical doctors) from Mendocino College or to other restrictions of student status when such disorder demonstrates that he or she a) poses a threat to self or others, or b) is unable to function within MC policies and regulations. Withdrawal in any specific case will be undertaken with extreme care, and only when no other available alternative is more appropriate — specifically, campus conduct and discipline regulations, State psychiatric commitment procedures, etc.

III. PROCEDURAL DUE PROCESS

A. **CHARGES.** Violation of College policies may be initiated against a student by another student, college personnel, or a non-college person. A complaint must be in writing, signed and presented to the Office of the Dean of Students, which will investigate and take appropriate action. The Office of the Dean of Students may also initiate disciplinary action on behalf of the College.

B. **NOTICE OF CONFERENCE.** A student charged with misconduct shall be given written notice to meet with the Dean of Students or other administrative officer designated by the President of the College. The student charged with a violation will be sent appropriate notice by regular mail at their official address listed in the Admissions and Records Office. If the student is a minor, a copy of the notice shall be delivered to the student's parent or guardian if they can be identified and located. This notice shall include the following information:

1. A written explanation of the incident and charges which have been made (i.e., the specific conduct involved and the specific regulations alleged to be violated);
2. A summary of the facts that have been determined to date. This includes the opportunity for the student to inspect all documents relevant to the case, including police reports, which are in the possession of the Dean at the time of the meeting;

3. A copy of the disciplinary procedures;
4. The time and place of the conference;
5. Whether it involves the necessity for interim suspension and withdrawal of consent to remain on campus.

C. DEAN'S CONFERENCE. At the conference with the Dean of Students or designated administrative officer, the student shall hear the evidence against him/her and provide rebuttal evidence.

The Dean of Students/administrative officer shall render a decision in writing to the student (and parent/guardian of a minor) indicating one of the following:

1. dismissal of the charges,
2. discipline less than suspension (with a written appeal to the Academic Vice President for final decision),
3. suspension or expulsion (with an appeal to the Student Appeals Committee) or direct referral without Dean's decision to the Student Appeals Committee

SUSPENSION OR EXPULSION

If the Dean of Students/administrative officer recommends suspension or expulsion, he/she shall notify the student in writing of the student's right to a hearing before the Student Appeals Committee. The student must, in writing, request a hearing with the Student Appeals Committee.

D. STUDENT APPEALS COMMITTEE

1. COMPOSITION.

The Student Appeals Committee shall be composed of two (2) faculty and one administrator appointed by the Vice President of Academic Affairs and the Academic Senate; and one student (and an alternate) appointed by the Associated Students of Mendocino College. The administrator appointee shall serve as chair of the committee.

2. STUDENT APPEALS COMMITTEE PROCEDURES

Dean's Summary: It shall be the responsibility of the Office of the Dean of Students to submit to the Student Appeals Committee the Dean's Summary, which includes charges, and any written statements or evidence and disciplinary recommendations.

Timing: A hearing of the Student Appeals Committee shall be convened no earlier than twenty-four (24) hours and no later than seven (7) days following the filing of a request for hearing by the student in the Office of the Dean of Students. Order of Proceeding: The Dean's Notice letter shall be read aloud to the student unless he/she waives such reading. If the student admits the acts, he/she may make a statement concerning any mitigating circumstances and the Dean may respond and make a statement concerning any aggravating circumstances. Unless the Student Appeals Committee request additional information, no other evidence shall be taken and the hearing shall end.

In other cases, the hearing shall proceed with the Dean and/or his/her advisor presenting his/her case followed by the student and/or his/her advisor. Each

shall have the opportunity to question witnesses, know the content and authorship of any written statements, and be given a chance to rebut. The Chairperson of the Committee shall conduct the hearing and make all rulings as to the conduct of the hearing and admissibility of evidence. An orderly hearing shall be maintained and abusive or disruptive people shall be ejected or excluded. Irrelevant and repetitious evidence may be excluded as determined by the Chairperson.

The hearing shall not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs. The Committee shall consider only the evidence received at the hearing and its findings should be based on a preponderance of the evidence.

The student shall not be required to give self-incriminating evidence at the hearing and no inference shall be drawn from his/her silence. The Dean shall request students and employees to present evidence when appropriate.

Advisors: The student and Dean may each be accompanied by an advisor of his/her choice, who may act on his/her behalf. If the student desires that this advisor be an attorney, then at least ten (10) working days' notice before the hearing must be given by the student in writing to the Dean.

Closed Hearings: Hearings shall be closed to everyone except the Student Appeals Committee; the student charged and one advisor; the Dean; the Dean's advisor; and witnesses, if any, only while they are presenting their evidence.

Confidentiality: The disciplinary hearing and any results must be kept confidential by all parties. Limited disclosure of disciplinary recommendations may be made between campuses as allowed by law. No disciplinary action other than "Disciplinary Expulsion", will normally appear on the student's academic transcript except in unusual circumstances deemed appropriate by the Committee.

The results of any disciplinary action by the College may be disclosed to an alleged victim of any crime of violence. "Crime of violence" is defined by State law to mean an offense in which there is the use, attempted use, or threatened use of physical force against a person or the property of another, or any other offense that is a felony and that by its nature involves a substantial risk that physical force against a person or the property of another and be used in the course of committing the offense. It is the alleged victim's obligation to keep the results of the disciplinary action or appeal confidential. (Penal Code Section 261-264.1, 286-289.)

Constitutionality: The Committee shall not receive nor consider arguments concerning the constitutionality or legal validity of campus regulations or statewide policy.

COLLEGE POLICIES, RULES AND REGULATIONS

Absence of the Student Charged: If the student charged does not appear (personally or through his/her advisor) without satisfactory explanation for his/her absence having been made at his/her earliest opportunity, or should he/she leave or be rejected or excluded from the hearing before its conclusion, or adjournment, the hearing shall proceed without him/her, and the Committee shall render a decision based on the available evidence and make its report just as though the student charged had been present throughout the hearing.

Record of Hearing: A tape recording of the hearing shall be kept for one year.

Student Appeals Committee Decision: Following presentation of evidence, the Committee shall privately consider the evidence with all other persons excluded, and shall prepare a written recommendation for the President. The recommendation shall contain:

1. A summary of the facts as found by the Committee, and a determination that the student did or did not commit the acts charged.
2. Which of the specific causes for discipline was violated by the conduct.
3. Findings on evidence, if any, in mitigation or aggravation with respect to discipline.
4. The type of discipline.
5. Such further information as the Committee may consider appropriate.

A minority report may be submitted if appropriate.

E. PRESIDENT'S DECISION

The President reviews the recommendation of the Student Appeals Committee and accepts, rejects or modifies the recommendation. The President shall inform the student within five working days of the outcome and the decision is final in case of suspension.

F. EXPULSION/BOARD OF TRUSTEES

If the President's decision is expulsion, the student may appeal to the Board of Trustees, in writing, specifying one of the following grounds and including supporting evidence:

1. The decision lacks substantial basis in fact to support the findings.
2. There is incongruity between the proposed sanction and findings.
3. There is substantial unfairness in the proceedings which has deprived the student of a fair and impartial process.
4. There is newly discovered important evidence, that despite due diligence on the part of the student, was not known at the time of the Student Appeals Committee hearing. The Board of Trustees will review the written appeal and may uphold the President's recommendation to expel the student or impose any other disciplinary sanction.

Parking

Parking is available at the Ukiah campus only between the hours of 7 a.m. and 10 p.m. daily. At the Willits and Lake Centers limited campus parking and on-street parking are available.

Students and college employees are expected to observe all campus regulations and the California Vehicle Code. Cars must be parked in designated spaces in the parking lots. Cars parked illegally will be cited and/or towed away at the owner's expense.

Some parking spaces have been set aside for handicapped persons and are restricted from all other use.

Smoking and Use of Tobacco Products

In recognition of maintaining a clean and healthful environment, and to reduce fire hazard, smoking and the use of tobacco products will be prohibited on all District property except as listed in the Board Policy 305. Tobacco products mean any tobacco cigarette, cigar, pipe tobacco, smokeless tobacco, snuff or any other form of tobacco which may be utilized for smoking, chewing, inhalation, or other manner of ingestion. Copies of the Smoking Policy may be obtained in the Office of Student Services, or online at www.mendocino.edu.

Mendocino College 2012-2013 Catalog



Faculty & Staff

FULL-TIME FACULTY

Roger Ahders

Mathematics
A.S. Santa Rosa Junior College
B.A. Sonoma State University
M.S. Oregon State University

Robert Alto

Speech/Humanities
B.A. Brigham Young University
M.A. Brigham Young University
M.A. University of San Francisco
M.R. Ed. Brigham Young University

Leslie Banta

Mathematics
A.A. Mendocino College
B.A. Sonoma State University
M.S. Dominican College

Timothy Beck

Physics and Astronomy
B.A. Lawrence University
M.S. University of California - Santa Cruz
Ph.D. University of California - Santa Cruz

Jeffrey Bergamini

Computer Science
B.S. Cal Poly - San Luis Obispo
M.S. Cal Poly - San Luis Obispo

Suzette Blundell

Biological Sciences
B.S. University of Illinois
M.S. University of Illinois

Doug Boswell

Automotive Technology
B.A. California State University - Los Angeles

Douglas Browe

Ceramics
B.A. New College of California
M.A. California State University - Sacramento

Steve Cardimona

Earth Science
B.S. University of Wisconsin
Ph.D. University of Texas

Jaime Cechin

English
A.A. Golden West College
B.A. University of California, Berkeley
M.A. California State University, Long Beach

Kurt Combs

Counselor/Articulation Officer
B.A. California State University - Sacramento
M.A. Sonoma State University

Steve Crossman

Counselor
B.S. California Polytechnic State University
M.A. California Polytechnic State University
M.A. University of California - San Francisco

Nora Danning

Nursing
A.S. Long Beach City College
B.S.N. - California State University - Long Beach

Candien Dickinson

Counselor/Director, Transfer & Career Center
A.A. College of the Siskiyous
B.A. Humboldt State University
M.A. Humboldt State University

Rachel Donham

Biology
A.A. Shasta College
B.S. University of California, Davis
Ph.D. University of California, Davis

Reid Edelman

Theatre Arts
B.A. Stanford University
Ed.M. Harvard University

Jason Edington

Mathematics
A.A. Saddleback
B.A. California State University - Fullerton
M.A. California State University — Fullerton

Julie Finnegan

Business/Accounting
B.A. Saint Mary's College
M.A. University of Bocconi, Italy

Marcus Frederickson

Chemistry
B.S. University of California - Santa Cruz
Ph.D. University of California - Santa Cruz

Barbara French

Instructor/Director of Nursing
B.A. California State University - Stanislaus
M.S. California State University - Stanislaus
M.S.N. Sonoma State University
Ph.D. Saybrook Graduate School

Jody Gehrman

English Composition/Critical Thinking
B.A. University of California - Santa Cruz
M.A. West Washington University
M.P.W. University of Southern California

Paula Gray

Art
B.F.A. Chouinard Art School
M.A. University of California - Los Angeles

Rodney Grisanti

Music
B.A. University of Memphis
M.A. University of Michigan
D.M.A. University of Michigan

Lynn Haggitt

Reading
B.A. Sonoma State University
M.A. Sonoma State University

Gregory Hicks

Health/Physical Education
B.S. San Jose State University
M.A. San Jose State University
Ph.D. University of New Mexico

Steve Hixenbaugh

Business
B.A. University of California - Berkeley
M.S. San Francisco State University

Roger Hock

Psychology
B.A. U.S. International University
M.S. California State University - San Diego
Ph.D. University of California - San Diego

Rhea Hollis

DSPS Counselor
B.A. University of California - Davis
M.S. Credential Humboldt State University
M.A. Sonoma State University

Catherine Indermill

Health/Psychology
B.A. California State University - Long Beach
M.A. University of San Francisco
M.S. Texas A & M University

Aeron Ives

Mathematics
A.S. Mendocino College
B.S. Sonoma State
M.A. University of California - Los Angeles

Daniel Jenkins

Instructor/Director, Cooperative Work Experience
B.A. New College of California
M.A. California State University - Dominguez Hills

John Koetzner

Librarian
B.A. California State University Dominguez
M.A. Sonoma State University
M.L.S. San Jose State University

Fran Laughton

Nursing
B.S.U. California State University Dominguez
M.S.N. Sonoma State University

Conan McKay

Child Development
B.A. Whittier College
M.A. California State University - Bakersfield

Alicia Mendoza

CAMP Counselor
A.A. Mendocino College
B.A. University of California - Los Angeles
M.A. / P.P.S. - Sonoma State University

Rebecca Montes

History/Political Science
B.A. Santa Clara University
M.A. University of Texas, Austin
Ph.D. University of Texas, Austin

Nicholas Petti

Culinary Arts
Certificate in Culinary Arts - California Culinary Academy - San Francisco
Chef/Owner - 18 years experience

Leslie Pfutzenreuter

Music/Theatre Arts
B.S. South Dakota State University
M.M. University of Northern Colorado

Debra Polak

Reading/English
B.A. University of California - Berkeley
M.A. University of California - Berkeley

Bart Rawlinson

English
B.A. San Francisco State University
M.F.A. San Francisco State University

Eric Stadnik

Business Office Technology
B.A. New College of California
M.S. National University

Jean Stirling

Counselor
A.A. Woodland Hills
B.S. Cal Poly - San Luis Obispo
M.A. Cal Poly - San Luis Obispo
M.A. Mills College

Vivian Varela

Sociology / Distance Education
B.A. California State University - Chico
M.S. California State University - Hayward
M.A. California State University - Bakersfield

Sarah Walsh

English as a Second Language
B.A. UC Santa Cruz
M.A. New York University

Phillip Warf

Political Science
B.A. University of Memphis
M.A. University of South Carolina

Alan West

Biological Sciences
B.S. Humboldt State University
M.A. California State University - Fullerton

Leslie Saxon West

Dance/Health
B.A. Antioch University
M.A. Sonoma State University

Tascha Whetzel

Disabled Student Programs and Services
Learning Disabilities Specialist
B.S. University of California - Davis
M.S. California State University - Sacramento

Deborah White

Mathematics
B.A. Swarthmore College
M.S. Stanford University

Karen Wilson

Nursing
B.S. California State University —San Diego
M.S.N. Sonoma State University

Jim Xerogeanes

Instructor/Director Agriculture/Natural Resources
B.S. Humboldt State University

PART-TIME FACULTY

(at least six semesters at Mendocino College)

David Adam – Geology
Cynthia Adams – Child Development
Heidi Ahders – Math
Lila Albuquerque – English as a Second Language
Coleen Alexander – Business Office Technology
Elsie Alire – Business
Bernadette Alverio – Dance
David Anderson – Philosophy
Susan Anderson – Counselor
Debra Arrington – Health
Jeff Bailey – Business
Jennifer Banks – Health
Robert Bartow – Welding
Lucy Bayer – English
Ed Beale – Computer Science
Rosemary Beck – Chemistry
Tret Bishop – Computer Science
Cheryl Blake – Child Development
Joyce Boghosian – EMT
Lorraine Brady-Arthur – Art
Floyd Brandt – Mathematics
Frank Broadhead – Physical Education
Ginger Bushway – Business Office Technology
Nancy Buzzell – Child Development
Jenna Byrne – Theatre Arts - Dance
Tammy Cartwright – Business
Jeff Champion – Music
Janel Chapman – Business Office Technology
Kelvin Chapman – Physical Education
Jabez Churchill – Spanish
Jeanne Collins – American Sign Language
Herb Colt – Mathematics
Susan Cordell – English
Jessica Crofoot – CCS
Virginia DeVries – English
Kathy Dingman-Katz – Theater
Debra Doering – Spanish
Lorraine Easter – Mathematics
Debra Ehrhart – Speech
Helen Falandes – Human Services
Linda Farris – English
David Flaim – Biology
Aaron Ford – Physical Education
Bruce Foster – Physical Education
Joe Fry – Philosophy
Gail Gibson – Health
Karen Gilmore – English as a Second Language
Mike Glenn – Mathematics
Bessie Glossenger – Child Development
Ignacio Gonzalez – Real Estate

Matt Gordon – Physical Education
Robert Griffith – Computer Science
Channing Grigsby – English
Susan Gross – Art
Linda Guebert – English as a Second Language
Rodney Guyer – Ceramics
Norma Hanson – English as a Second Language
Sissa Harris – Sociology
Steve Hellman – English
Merie Holl – Counselor
Peter Holland – Business
Schuyler Hoyt – Agriculture
Dina Hutton – English
Jeremy Jernigan – Music
Cassandra Johnson – Child Development
Debbie Johnson – Computer Science
Clifford Johnson – Music
Christopher Jones – Philosophy
Mike Jones – Welding
Richard Jones – History
Robert Jordan – Spanish
Larry Kauffman – Math
Thomas Kelley – Math
Suzanne Kidwell – Computer Science
Rose Killian – Clothing
Kathleen Kirkpatrick – Art
Pauls Krasts – English
Eric Larsen – Mathematics
Stephen Lipke – Art
Elizabeth MacDougall – Music
Ann Maglinte – Art
Mike Mari – Physical Education
Mary McMillan – Psychology
Sandra Metzler – Theatre Arts - Dance
Collin Miller – Physical Education
Michelle Molina – English as a Second Language
Maria Monti – Theatre Arts - Dance
Heidi Morgan – Psychology
Martha Myklebust – Child Development
Linda Nagel – Child Development
Robert Nishiyama – Administration of Justice
Billy Offill – Physical Education
Lois O'Rourke – Computer Science
Noel O'Neill – Philosophy
Susan Orozco – Business Office Technology
Marc Otten – Physical Education
Kristy Paine – Administration of Justice
John Pegan – Administration of Justice
Neil Pettersen – PE/Health
Nancy Phillips – Business Office Technology

Tom Phillips – Mathematics
Douglas Prather – Anthropology
Christine Price – Alcohol & Other Drugs
Lillian Rice – Nursing
Naomi Rhodes – Physical Education
Marsh Rose – Psychology
Robert Rumfelt – Health
Margaret Sanchez – Computer Science
Victoria Schmidt – Psychology
Ed Schuman – English
William Siegel – Music
Thomas Simms – Business
Marilyn Simpson – Music
Marius Smith – Mathematics
Lynda Southwick – French
William Southwick – Spanish
Antoinette Sousa – Librarian
Sandra Spencer – Librarian
George Spinaz – Librarian
Jody Steliga – Physical Education
Carolyn Stewart – English
Ricardo Stocker – Psychology
Janis Stubbs – Child Development
Riba Taylor – English
Nancy Teeling – Art
Patricia Thygesen – Child Development
KJ Todd – Art
Tim Todd – Computer Science
Norine Tweedie – Business Office Technology
Cynda Valle – Art
Brian Varkevisser – Chemistry
Juvenal Vasquez – Theatre Arts
Yolanda Vazquez – Computer Science
Kathryn Veno – Anthropology
Kathleen Wagschal – Psychology
Pete Wagschal – Computer Science
Glenn Walker – Biology
Valerie Warda – English
Barbara Ware – ESL
Bill Webster – Health
Elizabeth Weiss – Work Experience
Ken Wells – Health
Andrea Whipple – English
Verna Wicks-DeMartino – Music
Pat Wilson – Political Science
Eliza Wingate – Library
Wilson Wong – Mathematics
Norman Yates – Fire Science
Min Zhang – Mathematics
Frank Zotter – Business/Real Estate

CLASSIFIED EMPLOYEES

Erik Alfkin

Programmer/Senior Analyst, Computing Services

Betty Antoni

Human Resources Technician, Human Resources

Kris Bartolomei

Human Resources Specialist, Human Resources

Jackie Blacklock

Child Development Specialist

Kevin Burtress

Computer Lab Technician, Computer Science

David Bushway

Instructional Technician Specialist
A.S. Mendocino College

Ginger Bushway

Nursing Program Support Specialist
B.A. from Eastern Illinois University

Gregory Byard

Instructional Assistant, Ceramics
B.S. University of Southern Indiana
M.F.A. Edinboro University of Pennsylvania

Tammy Cartwright

Accounting Specialist, Fiscal Services
A.A. Mendocino College
A.S. Mendocino College
B.A. Sonoma State University
M.A.Ed. University of Phoenix

Karen Cavanaugh

Financial Aid Coordinator
A.S. Mendocino College

Anna Daugherty

Athletic Program Specialist

Janet Daugherty

Learning Center Assistant

Homero Delgado

Custodian, Maintenance and Operations

Salvador Delgado

Painter/Utility Worker, Maintenance and Operations

David Drysdale

Groundskeeper
A.S. West Valley College, Saratoga

Geraldine Dutton

Financial Aid Specialist

Lana Eberhard

Foundation Support Specialist
Scholarship Coordinator
Applied Graphics Certificate, SRJC

Toni Fort

Administrative Assistant II
B.A. University of Wisconsin
M.A. University of Phoenix

George Foutch

Maintenance Technician, Maintenance and Operations

Stephen Frick

Computer Support Technician II, Computing Services

Celina Fuentes

Custodian, Maintenance and Operations

Darletta Fulwider

Administrative Assistant I, Counseling
B.A. Sonoma State University

Lisa Galletti

Accounting Specialist, Human Resources

Patricia Gulyas

Accounting Specialist, Fiscal Services

Josephine Gutierrez

Financial Aid Technician, Financial Aid/EOPS

Lynne Hartlip

Child Development Specialist, Child Development Center

Nancy Heth

EOPS/CARE Specialist

Naoto Horiguchi

Athletic Trainer, Athletic Department

Mary Houghton

Administrative Assistant II, Career & Technical Education

Leslie Humphrey

Programmer/Analyst, Sr., Computing Services
A.A. Santa Rosa Junior College

Karen Todd

Library Assistant, Library

Morgan Knight

Child Development Specialist

Mary Lamb

Instruction Schedule Technician, Instruction

Larry Lang

Theatre Production Technician, Theatre

Tola Levison

CalWORKS Specialist

John Loucks

Telecommunications Technician, Computing Services

Eileen Lucas

Center Assistant, Lake Center
A.A. SRJC
Child Development Certificate, SRJC

Lisa Lunde

Career & Transfer Center Specialist

Kim Lyly

Agriculture Technician, Agriculture

Julieta Marks

Custodian, Maintenance and Operations

Andrea Moniz

Administrative Assistant I, Disability Resource Center

Joan McDowell

Laboratory Technician, Chemistry
B.S. Cal Poly, San Luis Obispo

Kevin Morrill

Maintenance Technician, Maintenance and Operations

Christine Mullis

Graphic Designer, Public Relations & Marketing
A.A. Skyline College
Web Graphic Design Career Certificate, SRJC

Dalene Nickelson

Administrative Assistant I, Maintenance and Operations
A.S. Mendocino College
A.A. Mendocino College

Barbara Nobles

Admissions and Records Specialist II
A.A. Mendocino College

Charles Nolan

Custodian, Maintenance and Operations

Lois O'Rourke

Computer Support Technician II, Computing Services
B.A. Humboldt State University

Susan Orozco

Instructional Asst - LD/ACT

Cindey Parker

Accounting Technician, Fiscal Services

Hope Patterson

Library Specialist, Library
A.S. Mendocino College

CLASSIFIED EMPLOYEES*- continued -***Kimberly Pinson**

Center Assistant, Willits Center

Carolyn Pryor

Facilities Technician, Facilities Planning

Jana Rauch

Office Services Assistant, Duplicating

Mark Rauch

Maintenance Technician, Maintenance and Operations

Christine Risch

Security/Utility Worker I, Maintenance and Operations

Silvia Rodriquez

Custodian, Maintenance and Operations

Elfego RuizCustodian, Maintenance and Operations
Certificate of Study, School of Visual Arts, New York City**Marilyn Saderlund**

Custodian, Maintenance & Operations

Anastasia Simpson-Logg

Admissions and Records Technician, Admissions and Records

Marsha Sisneros

Financial Aid Technician, Financial Aid/EOPS

Johnny Smith

Groundskeeper, Maintenance and Operations

Denice Solgat

Center Assistant, Lake Center

Martha Soto

Administrative Assistant I, Financial Aid

Tim ToddComputer Lab Technician, Computer Science
B.S. George Fox University**Leticia Trejo**

Admissions and Records Specialist I

Juvenal Vasquez

Special Populations Outreach Specialist, Financial Aid/EOPS

Dean VickersLaboratory Technician, Biology
B.A. & M.A. Humboldt State University**Cathleen Welling**Food Service Worker
B.S. Animal Science, Cal Poly, SLO
A.A., Child Development, SRJC**Ninna West**

Accounting Specialist, Fiscal Services

Stan Willburn

Groundskeeper, Maintenance and Operations

Cyndi WoskowAdministrative Assistant II, Instruction Office
B.S. California State Polytechnic University - Pomona

Telephone Numbers

Admissions & Records	468-3101	Distance Education	467-1024
Art Gallery	468-3207 or 468-3063	Maintenance and Operations	468-3076
Audio Visual	468-3055	Financial Aid/EOPS	468-3110
ASMC-Student Activities	468-3094	Foundation	468-3012
Assessment Testing	468-3046	CAMP	462-3984
Athletics		Instruction Office	468-3002
Athletic Office	468-3036	Instructional Programs/Full-Time Faculty	
Team Sports-Baseball	468-3142	Administration of Justice	468-3002
Team Sports-Basketball	468-3028/3166	Agriculture (Jim Xerogeanes)	468-3182
Team Sports-Football.....	468-3141	Alcohol & Other Drugs Studies (Dan Jenkins)	468-3020
Team Sports-Soccer.....	468-3006	Art/Ceramics (Doug Browe)	467-1003
Team Sports-Softball	468-3130	Art/Painting (Paula Gray)	468-3022
Team Sports-Volleyball	468-3163	Astronomy (Tim Beck)	468-3125
Athletic Trainer	468-3037	Automotive Technology (Doug Boswell)	468-3086
Bookstore	468-3058	Biological Sciences (Alan West)	468-3124
Business Office		Biological Sciences (Rachel Donham)	468-3169
Accounts Payable	468-3061	Biological Sciences (Sue Blundell).....	468-3144
Accounts Receivable	468-3060	Business (Steve Hixenbaugh).....	468-3220
Administrative Services	468-3068	Business/Economics (Julie Finnegan).....	468-3134
Human Resources	468-3062	Business Office Technology (Eric Stadnik).....	468-3021
Payroll	468-3066	Chemistry (Marcus Frederickson)	468-3127
Career Center-Student Employment	468-3044	Child Development/Family Relations (Conan McKay)	468-3029
Child Development Center	468-3089	Computer Science (Jeffrey Bergamini)	468-3126
Community Extension Events	468-3063	Culinary Arts (Nicholas Petti).....	467-1052
Contract Education	468-3014	Dance/Health (Leslie Saxon West)	468-3079
Counseling	468-3048	Engineering (Tim Beck)	468-3125
Disabled Student Services	468-3031 or 3032	English (Jaime Cechin).....	468-3140
TDD	468-3179	English (Debra Polak)	468-3137

continued on next page ...

Telephone Numbers - continued

English (Lynn Haggitt)	468-3123	Native American Outreach	468-3223
English (Jody Gehrman)	468-3150	Part-Time Faculty Message Phone	468-3453
English as a Second Language (Sarah Walsh).....	467-1043	Re-Entry Center	468-3181
Foreign Language.....	468-3002	Scholarships	468-3105
Human Services (Dan Jenkins)	468-3020	Security.....	468-3155
Health (Greg Hicks)	468-3133	Student Services	468-3229
Health/Psychology (Catherine Indermill)	468-3001	Superintendent/President	468-3071
History (Rebecca Montes)	467-1021	Transfer Center	468-3045
Learning Disabled Program (Tascha Whetzel)	468-3151	Veterans Services	468-3101
Mathematics (Roger Ahders)	468-3136	Work Experience	468-3047
Mathematics (Leslie Banta)	467-1053	Lake Center	
Mathematics (Jason Edington)	467-1004	1005 Parallel Drive, Lakeport	263-4944 or 468-3084
Mathematics (Aeron Ives).....	468-3228	Willits Center	
Mathematics (Deborah White)	468-3129	11 Marin Street, Willits	459-6224 or 468-3082
Music/Instrumental (Rodney Grisanti).....	468-3026	Fax Numbers	
Music/Vocal (Les Pfutzenreuter)	468-3018	Admissions & Records	468-3430
Natural Resources (Steve Cardimona).....	468-3219	Bookstore	468-3161
Nursing Program (Barbara French)	468-3111	Business Office	468-3350
Political Science (Phil Warf)	468-3030	CDV/Ukiah	468-3363
Physics (Tim Beck)	468-3125	Financial Aid.....	468-3197
Psychology (Roger Hock)	468-3135	Instruction Office	463-6529
Social Sciences (Vivian Varela)	467-1024	Lake Center	263-1908
Speech/Humanities(Robert Alto)	468-3038	President's Office	468-3074
Theatre Arts (Reid Edelman)	468-3172	Ukiah Campus	468-3120
Learning Center-Tutorial Services	468-3046	Willits Center	459-6225
Library	468-3053		
MESA.....	468-3023		

UKIAH CAMPUS MAP



Mendocino College

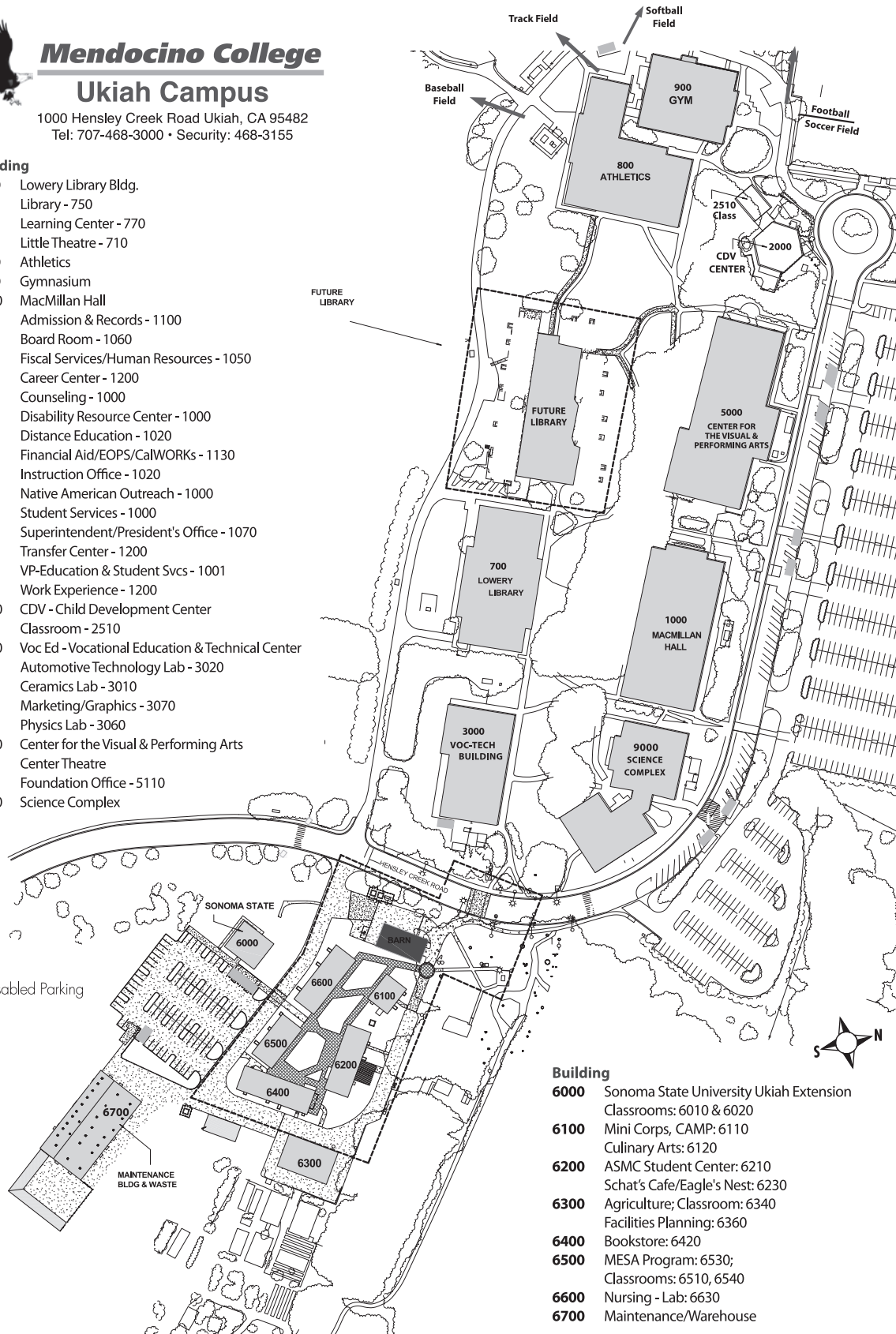
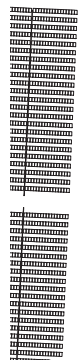
Ukiah Campus

1000 Hensley Creek Road Ukiah, CA 95482
Tel: 707-468-3000 • Security: 468-3155

Building

- 700 Lowery Library Bldg.
Library - 750
Learning Center - 770
Little Theatre - 710
- 800 Athletics
- 900 Gymnasium
- 1000 MacMillan Hall
Admission & Records - 1100
Board Room - 1060
Fiscal Services/Human Resources - 1050
Career Center - 1200
Counseling - 1000
Disability Resource Center - 1000
Distance Education - 1020
Financial Aid/EOPS/CalWORKs - 1130
Instruction Office - 1020
Native American Outreach - 1000
Student Services - 1000
Superintendent/President's Office - 1070
Transfer Center - 1200
VP-Education & Student Svcs - 1001
Work Experience - 1200
- 2000 CDV - Child Development Center
Classroom - 2510
- 3000 Voc Ed - Vocational Education & Technical Center
Automotive Technology Lab - 3020
Ceramics Lab - 3010
Marketing/Graphics - 3070
Physics Lab - 3060
- 5000 Center for the Visual & Performing Arts
Center Theatre
Foundation Office - 5110
- 9000 Science Complex

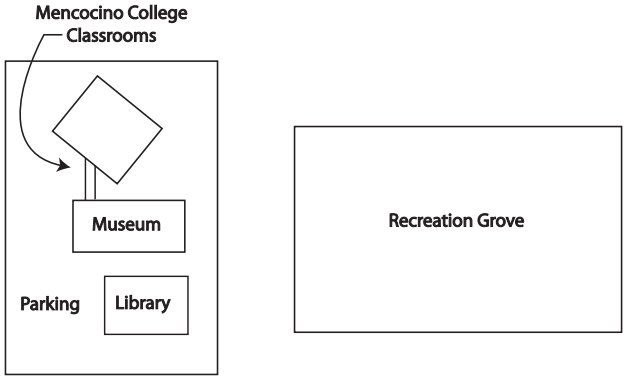
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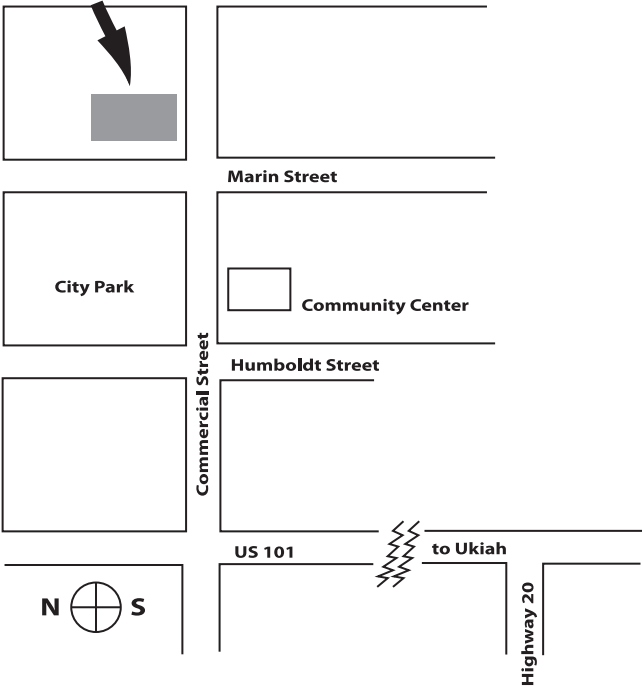
Building

- 6000** Sonoma State University Ukiah Extension
Classrooms: 6010 & 6020
- 6100** Mini Corps, CAMP: 6110
Culinary Arts: 6120
- 6200** ASMC Student Center: 6210
Schat's Cafe/Eagle's Nest: 6230
- 6300** Agriculture; Classroom: 6340
Facilities Planning: 6360
- 6400** Bookstore: 6420
- 6500** MESA Program: 6530;
Classrooms: 6510, 6540
- 6600** Nursing - Lab: 6630
- 6700** Maintenance/Warehouse

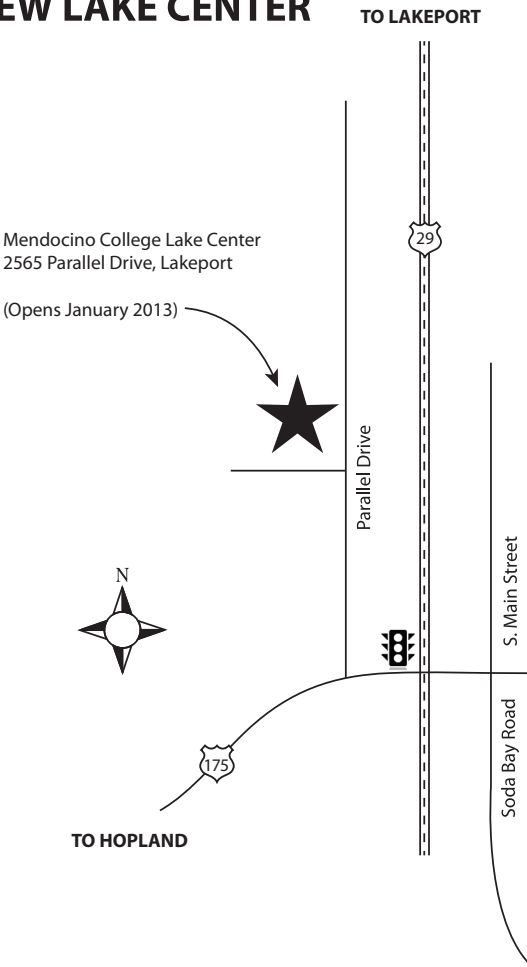
Willits Center



Mendocino College Willits Center 11 Marin Street, Willits



MAP TO THE NEW LAKE CENTER



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