



# **MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

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## **General Catalog 2013 - 2014**

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### **Ukiah Campus**

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

### **Lake Center**

2565 Parallel Drive  
Lakeport, CA 95453  
(707) 263-4944

### **North County Center**

372 E. Commerical Street  
Willits, CA 95490  
(707) 459-6224



## WELCOME • BIENVENIDOS

### MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

Here at Mendocino College—Ukiah Campus, Lake County Center, North County Center—we are fortunate to have caring staff, faculty, and managers who value students and understand the importance of providing high quality educational opportunities for all the residents of our community!

Whether you are interested in transferring to a four year University, completing an associate's degree program, earning a certificate, engaging in career technical training, or strengthening your skill in Math or English, here at Mendocino College you will find outstanding teaching that inspires learning.

Mendocino College—a place dedicated above all else to student success—is your best choice for an exceptional education, engaging student life, top-notch athletics, and rewarding cultural experiences.

Our “student centered” approach offers proven student services including financial aid, tutoring and counseling along with complimentary academic support and guidance. At Mendocino College, we eagerly welcome all students and strongly encourage first-generation students, traditionally underrepresented students, and students from diverse backgrounds to enroll in classes.

In the classroom and beyond, you will discover student success through a wealth of programs and services designed to meet your interests and prepare you for a highly rewarding and meaningful future.

Whether this will be your first semester in college or another step toward achieving your educational goals, I wish you all the best!

Sincerely,

**J. ARTURO REYES**  
SUPERINTENDENT/PRESIDENT  
707.468.3071 • Cell: 707.330.6646  
areyes@mendocino.edu

Aquí en el Colegio Comunitario Mendocino—Campus Ukiah, Centro del Condado de Lake, Centro educativo del norte del condado—tenemos la suerte de contar con personal atento, profesorado y administradores que valoran los estudiantes y comprenden la importancia de ofrecer oportunidades educativas de alta calidad para todos los residentes de nuestra comunidad!

Si usted está interesado/a en transferir a una universidad de cuatro años, completar un programa de grado asociado, obtener un certificado, participar en una formación de profesionales técnicos, o fortalecer su habilidad en Matemáticas o Inglés, aquí en Mendocino College encontrará una enseñanza inigualable que inspira al aprendizaje.

Mendocino College, un lugar dedicado sobre todo al éxito de los estudiantes, es la mejor opción para una educación superior, una atrayente vida estudiantil, deportes de primer nivel y gratificantes experiencias culturales. Nuestro enfoque “centrado en el estudiante” ofrece exitosos servicios al alumno que incluyen ayuda financiera, tutoría y orientación junto con el apoyo de cortesía académica y dirección.

En Mendocino College damos con entusiasmo la bienvenida a todos los estudiantes y animamos a los estudiantes de primera generación, a los estudiantes tradicionalmente menos representados, y a los estudiantes de diversos orígenes para inscribirse en las clases.

En el aula y fuera de ella, usted descubrirá el éxito del estudiante a través de una gran variedad de programas y servicios diseñados para satisfacer sus intereses y prepararse para un futuro muy gratificante y significativo.

Ya sea este su primer semestre en la universidad o un paso más hacia el logro de sus metas educativas, les deseo todo lo mejor!

Atentamente,

**J. ARTURO REYES**  
RECTOR/PRESIDENTE  
707.468.3071 • Cell: 707.330.6646  
areyes@mendocino.edu



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# 2013-2014 Academic Calendar

## Summer 2013

<b>JUN 10</b>	Summer Session begins
<b>JUL 4</b>	Independence Day holiday
<b>AUG 1</b>	Summer Semester ends

## Fall 2013

<b>AUG 16</b>	Inservice Day (No classes)
<b>AUG 19</b>	Semester begins
<b>AUG 26</b>	Instructor permission required to add semester length classes
<b>AUG 30</b>	Add and Refund deadline for semester length classes. Petition to add required after this date.
<b>SEP 2</b>	Labor Day holiday
<b>NOV 11</b>	Veteran's Day holiday
<b>NOV 18</b>	Priority registration begins for Spring 2014.
<b>NOV 27</b>	Deadline to apply for Fall graduation
<b>NOV 28-29</b>	Thanksgiving holiday
<b>DEC 13</b>	Semester ends
<b>DEC 16-31</b>	Winter Break

## Spring 2014

<b>JAN 1</b>	New Year holiday
<b>JAN 17</b>	Inservice Day (No Classes)
<b>JAN 20</b>	Martin Luther King Jr. Day holiday
<b>JAN 21</b>	Semester begins
<b>JAN 27</b>	Instructor permission required to add semester length classes
<b>JAN 31</b>	Add or Refund deadline for semester length classes. Petition to add required after this date.
<b>FEB 14</b>	Lincoln's Day holiday observed
<b>FEB 17</b>	Washington's Day holiday observed
<b>APR 14-18</b>	Spring Break
<b>APR 18</b>	Deadline to apply for Spring graduation
<b>APR 21</b>	Priority registration begins for Summer & Fall 2014
<b>MAY 23</b>	Semester ends
<b>MAY 23</b>	Commencement

## Summer 2014

<b>JUN 9</b>	Summer Session begins
<b>JUL 3</b>	Independence Day holiday observed
<b>JUL 31</b>	Summer Semester ends

### FULL SEMESTER LENGTH CLASS DEADLINES

	Fall	Spring
REFUND	Aug 30	Jan 31
ADD	Aug 30	Jan 31
DROP w/o W	Sept 2	Feb 2
PASS/NO PASS	Sept 20	Feb 21
DROP w/W	Nov 15	Apr 25

### 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](http://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

**Edward Haynes**  
Ukiah  
Term 2009-2013

**Joel Clark**  
Ukiah  
Term 2011-2015

**Kevin Leal**  
Student Trustee  
Term 2013-2014

**Joan M. Eriksen**  
Ukiah  
Term 2011-2015

**John Tomkins**  
Lucerne  
Term 2009-2013

**Dave Geck**  
Kelseyville  
Term 2011-2015

**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](http://www.mendocino.edu).



# Mendocino College 2013-2014 Catalog



## General Information

## General Information

This year, Mendocino College celebrates 40 years of excellence in education. From the years at the fairground as “Trailer Tech” to the acquisition of land for a permanent home to the recent construction of the Library/Learning Center at the Ukiah Campus, as well as the completion of the Lake Center and North County Center, Mendocino College has consistently focused on student success, ensuring that our rural community is well-served.

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, and Ukiah and Willits Unified School Districts. The founding administrative team was brought to full strength in April 1973, following which 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.

In 1985, the College purchased 127 acres north of Ukiah and began building the present main campus. The original buildings included the Lowery Library Building, MacMillan Hall, and the Vocational/Technical Building. Over the years, the college has added the Horticulture Center, the Child Development Center, the Physical Education/Athletics complex, a Center for Visual and Performing Arts, and the Science complex.

In November 2006, the College passed its first-ever bond initiative with a 63% positive approval rating. The bond measure has generated 70 million and has enabled the College to finish its Facilities Master Plan. As a result, a new Library/Learning Resource Center has been constructed on the main Ukiah campus, along with a nursing complex, a culinary arts complex and a maintenance warehouse. Also of equal importance to the District, two permanent centers, the Lake Center and the North County Center have both been completed.

The North County and Lake Centers provide administrative services and classrooms for outlying areas. Additional services offered in these locations include counseling, financial aid, and EOPS. Library and audio-visual services are offered through the main campus and online, through District technology. Additional instructional facilities are used for special programs in the outlying areas and local high school facilities are used in the evening, including programs at Anderson Valley, Potter Valley, Upper Lake, Clearlake, Kelseyville, Round Valley and the 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, botany, and geology.
2. The Lake County Observatory/Planetarium is available to the District for classes in astronomy.

Sonoma State University and Mendocino College have 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 on the Ukiah campus.

At last count, more than 100,000 students have enrolled in classes at the college in the past 40 years. Mendocino College’s average enrollment at about 6,000 students a year, including the Ukiah campus, the

Lake Center, the North County Center and distance education. This allows the institution to offer individual attention to students in the classroom and on campus. Increasingly, the District's student population relies on some type of financial aid (about 60%); this student population is also evenly distributed across all age groups.

2012 was the first year that Mendocino College reached the 25% mark in terms of serving Hispanic students. The College is actively working to sustain this percentage and obtain the designation of Hispanic Serving Institution in 2013.

In 2004, the College developed a highly successful nursing program, and continues to develop high-demand Career and Technical Education degrees and certificates. Most recently, the college has developed a Sustainable Technologies program, which has been well-received by students and the community. Additionally, the College has developed 13 degrees for transfer and intends to develop four more for a total of 17 AA-T / AS-T degrees. The College is proud to be able to offer this breadth of degrees and certificates to the small, rural community in which it is situated.

### **Academic Freedom**

Academic Freedom is a right enjoyed and valued by all members of the Mendocino College community. The Mendocino College Board of Trustees recognizes that Mendocino College exists for the common good, which depends upon the free search for truth and its free exposition. In support of this recognition, the Board has developed Policy 411, which affirms that academic freedom in research is fundamental to the advancement of truth, and that academic freedom in the teaching aspect is fundamental for the protection of the rights of the instructor and the student for freedom of teaching and learning.

### **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, the Veterans' Administration for veteran benefits and the 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.

### **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

## GENERAL INFORMATION

Students maintain catalog rights through continuous enrollment at Mendocino College. Continuous enrollment is defined as enrollment in at least one credit 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 510.

### **Completion and Transfer Rates**

Federal Student Right-to-Know regulations require publication of college completion and transfer rate data.

- The new Student Success Scorecard indicates a statewide completion rate of 49%. For more information please visit [mendocino.edu](http://mendocino.edu) and click on the Student Success Scorecard button on the home page.
- The statewide transfer percentage for all California community colleges based on the most recent cohort of Fall 2006 is 25.445%.\*

*\*Transfer rates are incomplete since transfer students who also complete degrees and certificates 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 the Office of the Vice-President of Education and Student Services at 707-468-3068.



# Notes

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## MISSION STATEMENT

### MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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#### MISSION

Mendocino College partners with a dynamic community of diverse students to help them achieve their educational goals. Informed by research, reflection and dialogue, the College offers programs in Basic Skills, Transfer Preparation and Career Technical Education as well as Workforce Improvement. The College demonstrates its commitment to student success through high-quality and innovative instruction, providing individual attention to student needs in an inclusive and accessible learning environment. Mendocino College embraces its role as an intellectual, economic and cultural anchor for the region.

#### 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 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.

**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.



# CODE OF ETHICS

## MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

### INSTITUTIONAL STUDENT LEARNING OUTCOMES

Institutional Student Learning Outcomes (ISLOs) are the measureable knowledge, skills, abilities, and/or competencies that students have at the completion of a degree program\* at Mendocino College.

1. Students will be able to apply critical thinking and information competency skills to reach well-supported factual or judgmental conclusions which are effectively communicated in written and oral English.
2. Students will be able to apply the scientific method, principles and concepts in order to test scientific hypotheses and theories.
3. Students will be able to explain and apply mathematical concepts to solve problems through quantitative reasoning.
4. Students will be able to express themselves subjectively as well as objectively when engaging with the creative arts and humanities in various cultural contexts.
5. Students will be able to apply methods of social scientific inquiry to analyze key current and historical social, political, economic and individual issues in a variety of cultural contexts.
6. Students will possess the means for their lifelong development by applying critical thinking, scientific inquiry and quantitative reasoning skills; and by their ability to express themselves subjectively as well as objectively when engaging with the creative arts and humanities.

*\*Institutional student learning outcomes for students earning Certificates of Achievement are defined by the specific Program-level Student Learning Outcomes (PSLOs)*

### INSTITUTIONAL CODE OF ETHICS

The code of ethics seeks to articulate commonly held values that are central to the culture of the College community. All board members, employees and students at Mendocino College agree to act in the following ethical ways:

- **Integrity:** Act with honesty and integrity, avoid actual or apparent conflicts of interest between personal and professional relationships, respect differences of opinion and make best efforts to resolve those differences in an ethical and professional manner.
- **Civility:** Act in a courteous and respectful manner, refraining from unprofessional behavior when interacting and communicating with others.
- **Individual Responsibility:** Act in good faith; act responsibly; and exercise due care, competence, and diligence, without misrepresenting material facts.
- **Confidentiality:** Respect the confidentiality of information acquired in the course of one's work, except when authorized or otherwise legally obligated to disclose. Confidential information acquired in the course of one's work shall not be used for personal advantage.
- **Accountability:** Comply with current rules and regulations of federal, state and local governments, and other appropriate private and public regulatory agencies.
- **Knowledge:** Share knowledge and maintain skills important and relevant to the needs of those we serve.
- **Accuracy:** Provide information that is accurate, complete, objective, relevant, timely, and understandable.
- **Professionalism:** Proactively promote professional standards of conduct as a responsible partner among peers, in the work environment, and in the community.
- **Sustainability:** Achieve responsible use of and control over all assets and resources employed or entrusted.

Acting ethically and demonstrating a commitment to the College Mission creates a student-centered environment for teaching and learning, which emphasizes a respect for the institution and for the values of education and learning.

**Violation of District Code of Ethics:** In such cases, any employee who violates the District Code of Ethics may be subject to disciplinary action by the District as described in other District policies and collective bargaining agreements.

AP 302.1

# Becoming a Mendocino College Student

## 1. 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](http://www.mendocino.edu).

## 2. Orientation

All first-time students must participate in the orientation program prior to assessment. 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, contact the Counseling Office in Ukiah at (707)468-3048; at the Lake Center at (707)263-4944; or at the North County Center at (707)459-6224.

## 3. Assessment

Students entering Mendocino College should take placement tests in order to determine the appropriate classes in which to enroll. Placement tests in reading, writing, and math are given in the Learning Center in Ukiah and at the Lake and North County Centers. There is no charge for this service. The tests are administered via computer and help is available for students who need assistance with using computers. Practice tests are available at [www.testprepview.com](http://www.testprepview.com), which provides sample Accuplacer Test questions. Students must bring photo identification, their social security number, a #2 pencil and a pen. For more information call (707)468-3046. Placement tests are available by appointment at the North County Center (707)459-6224, or at the Lake Center (707)263-4944.

## 4. Counseling/Advising

**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 at the Lake and North County Centers. Counselors are available by appointment and on a drop-in basis. Please call the Counseling Office for more information - in Ukiah (707)468-3048; Lake Center (707)263-4944; North County Center (707) 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 counseling/advising, students will have sufficient information to register in classes. Registration is available online or in person at Admissions and Records in Ukiah, the North County Center, and the Lake Center. Students can access online registration on the college homepage, [www.mendocino.edu](http://www.mendocino.edu) by selecting the WebAdvisor link and following log-in instructions.

**Paying Fees:** All fees are due at time of enrollment. Students finding it difficult to pay enrollment fees should consult with Financial Aid, 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, credit or debit card.

**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.

# Mendocino College 2013-2014 Catalog



## Student Services

# 1. ADMISSIONS AND RECORDS

Admissions and Records provides students with 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.

## A. ADMISSIONS

### Eligibility for Admission

Admission to Mendocino College is open to all high school graduates. The College 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.

### 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 sections 68023, 68040, and 68044. 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
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.

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.

**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 or has not demonstrated the intent to remain a permanent California resident. Such students are required to pay non-resident tuition in addition to enrollment fees.

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 Dean of Student Services or designee.

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

- California high school attendee (or high school equivalent) for a minimum of three years, earning 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.
- Member of the Armed Forces of the United States domiciled or stationed in California on active duty and their dependents.
- Member of the Armed Forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged.

## **B. REGISTRATION**

The registration process includes two parts: 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:** 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.

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

**New High School Graduates:** Students should send high school transcripts, 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.

### **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.

## **C. FEES AND 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 \$190 per semester unit beginning Fall 2013. 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](http://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 students are California residents, they may be eligible for a BOGW if they meet any of these criteria:

- they have already qualified for financial aid, such as a Pell Grant or Cal Grant; **or**
- they or their families are receiving TANF (Temporary Assistance to Needy Families), SSI (Supplemental Security Income), or General Assistance/General Relief; **or**
- they 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 students become eligible for the BOGW after they pay enrollment fees they will be reimbursed, and any additional units will be covered by the BOGW. Once a student has qualified for a BOGW, his/her enrollment fees will be paid for the rest of the academic year (Summer, Fall and Spring) whether he/she is taking one class or a full-time load. For more information, contact the Financial Aid Office at (707) 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 the student's address of record. For more information, contact the Financial Aid Office at (707) 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 the Financial Aid office at (707) 468-3110.

### **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 at (707) 468-3101.

### **Refunds**

Refunds are processed throughout the semester. Payments made by cash or check will be refunded by check and 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 in Ukiah, Lake or North County Centers.
- Full-term classes must be dropped within the first two (2) weeks of the semester to qualify for a refund.

## STUDENT SERVICES

- 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.

### **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.

## **2. 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 (*BP 533/AP 533.1*) 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 by calling 468-3048, or contact the Athletic Director or specific coach at 468-3165 for further instruction.

### **3. Bookstore**

The bookstore is located in the Lowery Student Center on the Ukiah campus, and has branch operations at both the Lake and North County Centers.

The Mendocino College Bookstore in Ukiah is open extended hours during the first week of the Fall and Spring terms. For those hours or the Summer term hours, please contact the bookstore at (707) 467-9127.

Operating hours for the Ukiah Campus bookstore are:

<b>Monday-Thursday</b>	<b>8:30 am – 5:00 pm</b>
<b>Friday</b>	<b>9:00 am – 12:00 pm</b>

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

Textbooks may be purchased at the Lake and North County Centers at the start of the semester or online 24/7 at [www.mendocinobookstore.com](http://www.mendocinobookstore.com). Please check the website for specific Lake and North County Center 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.

### **4. Campus Tours**

Tours of the main campus are part of the orientation program but can be scheduled on an individual basis as well. Please call the Career and Transfer Center for more information at (707) 468-3044.

### **5. Career and Transfer Center**

The Career and Transfer Center, located in Room 1200 at the Ukiah Campus, contains information on careers and job placement services. The Career and Transfer Center staff assists students who plan to transfer to four-year colleges and universities by providing catalogs, computer information about specific programs and eligibility requirements, cost 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. Materials and counselors are also provided to the Lake and North County Centers students.

Students may also receive assistance 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. In addition, students may access computer programs and the Internet for career exploration, job search, college and scholarship searches. The Career and Transfer Center receives numerous job orders from employers in the community. Students looking for part-time or full-time employment are encouraged

## STUDENT SERVICES

to come to the Career and Transfer Center to search through the resources, where a variety of local jobs are listed and referrals for part-time or full-time jobs and internships can be made. 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 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.

Each semester, workshops and seminars are held on topics ranging from “How to Choose a Major” to “Resume Writing.” 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.

## 6. Child Care

Students and their children can enjoy a quality toddler and preschool program at Mendocino College while attending classes or work. The Child Development Center offers a program of planned, age appropriate activities facilitated by a caring, professional staff.

The facility on the college campus is licensed for 57 children from 18 months through 5 years. Half-day or full-day programs are offered, but not on a drop-in basis. The Child Development Center is open every day the college is in session from 7:45am to 5:15pm, 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 a child, an application for admission must be submitted. All enrollment forms must be completed prior to a 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 applications must be received before the semester starts.

## 7. Clubs and Organizations

Clubs are an important part of the total Student Services program. Clubs and organizations exist for interested students and offer several benefits which include increasing the chance of obtaining scholarships, learning and practicing additional skills to include on a resume’, and becoming more connected with the college while making new friends. Registered clubs are also allowed to post information on campus and use campus facilities. The Associated Students of Mendocino College (ASMC) Office houses a complete listing. New clubs are easy to form, and students are encouraged to stop by the Associated Students of Mendocino College (ASMC) Office (Room 782 in the Lowery Student Center) or the Office of the Dean of Student Services for assistance.

### **ASSOCIATED STUDENTS OF MENDOCINO COLLEGE (ASMC)**

Associated Students of Mendocino College (ASMC) is the student government of the college and is a vital link in communication between students, administrators, and faculty. All registered students are members of the Associated Students of Mendocino College. ASMC members are collectively called the “Student Senate”. The Senate members are elected by students to serve the general student body for a one-year term. Student members have a voice by making recommendations, both by working on campus-wide committees and by serving in regional, state, and national student government organizations. ASMC also organizes events and activities and helps raise monies for scholarships. Last, the ASMC advocates for Mendocino College students and lobbies on behalf of all California Community Colleges at the state and national level.

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. Drop in during an ASMC meeting and check us out – every Tuesday from 12:30 – 1:30pm, call (707) 467-1019, or email [ask.asmc@gmail.com](mailto:ask.asmc@gmail.com) for more information.

## 8. 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 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](http://www.mendocino.edu/CWEE)) or call the CWEE office in Ukiah 468-3047 or email [djenkins@mendocino.edu](mailto:djenkins@mendocino.edu).

## 9. 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, visit us online at [www.mendocino.edu](http://www.mendocino.edu).

## 10. Counseling

Counselors at Mendocino College assist students in choosing and pursuing career and educational goals. Students who are unsure of what path to take can first meet with counselors who will provide some basic options and general requirements that apply to all college certificate or degree programs. If students wish to transfer to a four-year school, counselors can help choose a transfer destination and explain which courses are needed to prepare for transfer. Counselors also connect students with District services. In addition to the services provided on Page 14, specific services provided include the following:

**Early Alert Program:** Counselors support the instructional staff by encouraging confidential referrals of students. Students who respond will be offered help with issues that may be 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.

The counselors are located in MacMillian Hall, Room 1000 in Ukiah, as well as in the Lake and North County Center main offices.

## 11. 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.

The Disability Resource Center 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 or by telephone (707) 468-3031 (voice) or (707) 468-3179 (TTY).

## 12. 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 various forms of media delivery systems. These systems include online (internet) technology and travel courses. Further information may be obtained from the Distance Education Coordinator at 467-1024.

## 13. Emergency Information

Emergency procedures are 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:

<b>Ukiah</b>	<b>468-3155</b>
<b>Lake Center</b>	<b>263-4944</b>
<b>North County Center</b>	<b>459-6224</b>

If there is an immediate danger, call 911.

## 14. Financial Aid

The Financial Aid Office offers free financial aid assistance with Grants, Work Study, Loans, and BOG Waivers. Information is available on the Mendocino College Portal or Website or at the Financial Aid Office, MacMillan Hall, Room 1130, Ukiah Campus, 468-3110. Financial Aid information is also available at the North County and Lake Centers.

### 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 total LIFETIME limit of 6 full-time years (600%) for Pell grant eligibility (at all

colleges attended). Another major change is the 150% program limit on new loan borrowers effective with the 2013-2014 Financial Aid Year. 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 including Federal, State, local, private and institutional sources. Most financial aid eligibility is based on information received from a Free Application for Federal Student Aid (FAFSA). **STUDENTS ARE ENCOURAGED TO APPLY EARLY!**

## **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 1130 en Ukiah o acudir a los Centros de Mendocino College ubicados en North County 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.

## **A. FINANCIAL AID PROGRAMS**

### **Board of Governors Fee Waiver (BOGW)**

This fee waiver is available to California residents or AB-540 students who have at least \$1,104 of unmet need as defined by the Federal Government. Every California resident should complete a FAFSA, because many more students qualify than might be expected. AB-540 students should complete the DREAM Application.

PLEASE NOTE: the eligibility for a fee waiver is changing. Beginning in 2014-2015, a student can lose their fee waiver eligibility if they do not achieve the level of "Good Standing" in academic standing two (2) terms in a row. Watch for changes on the student portal or the college website.

### **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 must complete a Free Application for Federal Student Aid (FAFSA). Complete the FAFSA early each year. PLEASE NOTE: Recent high school graduates or students who are new to Mendocino College and who plan to enroll for the first time in a summer session must complete the FAFSA for two (2) different years to maximize their awards. Students should check with the Financial Aid Office if they have questions.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** - A federal grant that provides additional assistance to students with the greatest need. There is a limited amount of funds so complete your FAFSA early.

**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. A FAFSA application is the first step. More information is available in the financial aid office. Ask for the Foster Youth Liaison. Limited funds available - students are encouraged to apply early.

**Cal Grant B and C** - A State grant for eligible students that provides extra financial assistance to California residents and AB-540 students. To increase eligibility, FAFSA must be completed by March 2nd. Recent high school graduates must have a GPA verification form submitted from their high school.

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**Bureau of Indian Affairs (BIA)/Tribal Grants** - Special grants for eligible students who belong to a federally recognized Indian Tribe. Students should check with their tribal government since tribes generally have their own applications, deadlines, and eligibility criteria.

**PLEASE NOTE:** Effective Fall 2013, AB-540 students will be allowed to apply for a Board of Governors' (BOG) waiver, a Cal Grant, scholarships and acceptance into the EOPS Program. They will be required to meet the program eligibility requirements. All eligibility starts with a DREAM Application. For more information, check out the information on our portal or website or come by the Financial Aid Office, McMillan Hall, Room 1130, Ukiah Campus, 468-3110.

### **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) provide 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. Since math and English courses are the foundation for most college courses, starting in 2013 fall semester, EOPS students will be required to follow a Student Success Plan based on their placement in math and English.

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 or an AB-540 student
- 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
- follow your Student Success Template to get a jump start on your math and English courses
- 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

### **Cooperative Agencies Resources for Education (CARE)**

The EOPS Office offers CARE Program services. This program is designed for single heads of households receiving 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 program, Certificate, AA/AS or four-year degree program. CARE provides financial assistance to help with:

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

For further information about the CARE program, students should call (707) 468-3113 or visit the EOPS/CARE Office in Room 1130 on the Ukiah campus.

## **Student Loans**

### **Direct Student Loan**

Student loans supplement other types of aid. There is a limit to the amount of money a student can borrow while pursuing an undergraduate degree. Mendocino College students are encouraged to save their loan money until they transfer, except in certain circumstances. Some majors, such as nursing, require practicums which make it difficult to be employed outside of college. Out of state students often find the cost of living away from home is more than their standard financial aid package. Other students borrow to lower the number of hours they must work. If students find they must borrow, it is recommended they lower their work hours to increase their success.

Students who are interested in a loan must complete the FAFSA application process and attend an in-person loan entrance workshop. Loan students must be enrolled in at least 6 units at the time of the loan and they must pass at least 6 units with a C or better to maintain loan eligibility. Special applications and processes are required for these loans; student who may be interested should check the college website or the student portal for information on in-person loan workshops.

There are major changes for new borrowers in 2013-2014. Students are encouraged to plan ahead. Students with additional questions or who wish to sign up for a workshop should contact the Financial Aid Office at 468-3110 or come by Room 1130 in MacMillan Hall.

### **Federal Work Study (FWS)**

This is 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 contact the Financial Aid Office to be placed on the waitlist.

### **Scholarships**

In 2012-2013 scholarships and awards totaling over \$200,000 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, on the Ukiah Campus, or at the Lake and North County Centers. Additionally, the application packet will be available online at [www.mendocino.edu](http://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 each year 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.

## STUDENT SERVICES

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.

## **B. OTHER FINANCIAL AID INFORMATION**

### **Summer Financial Aid Awards**

Continuing students are encouraged to check with the Financial Aid Office during April regarding the availability of funds for their 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. The information provided in this section of the catalog is limited. Additional information on all financial aid programs and policies is available on the Financial Aid website or on the student portal.

### **Financial Aid Appeals**

Any student who is ineligible for 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. The forms and the detailed process for filing a petition and completing an appeal may be found on the Mendocino College website under Financial Aid - Policies and Procedures.

### **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 Policies and Procedures under Satisfactory Academic Progress. Copies of the Financial Aid Satisfactory Academic Progress Policy are available on the Financial Aid website, the student portal, or in the Financial Aid Office, Room 1130 in MacMillan Hall, Ukiah Campus.

### **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.

## **15. Housing**

On-campus housing is not available. Housing listings may be available through the Office of Student Services.

## **16. 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.

## 17. The Learning Center

The Learning Center offers free academic support services for students in a friendly and helpful setting. For more information, please visit Room 4120 in the Library Learning Center (LLC) building or call (707) 468-3046.

### 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

### Placement Test Frequently Asked Questions:

#### 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?

Students will take tests in reading, writing, and math. Students will also be asked some questions about their 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. Practice Accuplacer tests in English and/or math are available at [www.testprepreview.com](http://www.testprepreview.com). Once on this site, choose 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. Students may study their own materials, purchase brush-up materials at the college bookstore, or study the math materials available for use in the Learning Center. They 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?**

Students must bring some sort of identification with a photo on it, their social security number, a #2 pencil, and a pen.

**When are the placement tests scored?**

Tests are scored immediately. In most cases, students will also be given their class placement.

**What happens after I take the placement tests?**

Counselors are available to assist with creating educational plans.

**May I retake the placement tests?**

Students may retake placement tests if necessary. Students should try to do their best the first time, so they do not need to retake the placement tests. Students must 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 help is available.

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

Students are welcome to look at some sample questions, which are available in The Learning Center, or at [www.testprepreview.com](http://www.testprepreview.com).

**When may I take the placement tests?**

The Learning Center in Ukiah has placement testing hours available during drop-in times. There is no charge for this service. The Learning Center is open Monday and Wednesday, 8:00am – 5:00pm, Tuesday and Thursday, 8:00 am - 8:00 pm, and Friday, 8:00 am. - 3:30 pm.

**Can I be exempt from placement tests?**

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

1. Completion of a comparable approved placement test with class recommendations within the last three years. To verify this, students should submit test scores to the Learning Center on the Ukiah Campus.
2. Completion of an English or math course at another college with a “C” or better. Students should submit their college transcript to the Admissions and Records Office.
3. Earning a passing score on an Advanced Placement Exam (administered by the College Board) in English, Calculus, or Statistics. Students should submit an official report of their score to the Admissions and Records Office.
4. Passing the English Assessment portion of the STAR Test in high school. If a student’s test report says that he/she qualifies for CSU-level English, then he/she is eligible to enroll in English 200 at Mendocino College. Students should submit their STAR Test Report to the Learning Center on the Ukiah Campus.
5. Earning a “C” or better in Algebra 2 or a higher math class in high school within the last three years makes a student eligible to enroll in MTH 220 (statistics) at Mendocino College. Students should submit their high school transcript to the Admissions and Records Office.

For more information call (707) 468-3046. Placement tests are also available by appointment at the North County Center (707) 459-6224, or the Lake Center (707) 263-4944.

## 18. Library

The College Library, located in the 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. Library services are also available to students at the Lake and North County Centers.

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.

## 19. Lost & Found

Students should contact the Admissions and Records Office for items lost at the Ukiah or Lake Center campuses. Students at the North County Center should contact the front desk receptionist.

## 20. Matriculation – see Page 14

Matriculation is a process which brings a college and a student who enrolls for credit into an agreement for the purpose of achieving the student's educational goals and completing the students' course of study.

On the College's part, the agreement includes providing an orientation to college programs or other educational planning services; 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.

### **Students Subject to Matriculation Campus Procedure AP 535.1**

All new first time freshmen, first time transfers, and credit students with any Educational Goal must participate in Orientation, Assessment, and Counseling/Advising 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 initial Education Plan should be completed by the end of the first semester of attendance.

All students planning to enroll in English or Math courses (or a course with an English or Math prerequisite) are required to take the Placement Tests or complete a Prerequisite Course Equivalency Form.

## **Students Exempted from Matriculation Requirements**

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

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

## **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 Services. This includes claims that the process is unlawfully discriminatory or is being applied in such a manner. The Dean of Student Services will investigate the challenge and respond. The process for appealing a prerequisite, including assessment results, is listed under "Academic Information" In this catalog.

## **21. 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 6700, or by calling Security at 468-3155 in Ukiah or by notifying the personnel at the North County Center (459-6224) or Lake Center (263-4944).

Incidents involving students will also be referred to the Director of Student Life and Athletics for appropriate disciplinary action.

Public information regarding sex offenders may be obtained by accessing the Megan's Law website at [www.meganslaw.gov.ca](http://www.meganslaw.gov.ca)

## **22. Special Programs**



### **AMERICAN INDIAN SCIENCE AND ENGINEERING SOCIETY (AISES)**

The mission of the American Indian Science and Engineering Society (AISES) is to substantially increase the representation of American Indians and Alaskan Natives in engineering, science, and other related technology disciplines. Since 1977, AISES has worked to substantially increase American Indian and Alaska Native representation in science, technology, engineering, and math (STEM) fields — as students, professionals, mentors, and leaders. AISES employs a "full circle of support" model that begins with pre-college programs, progresses into collegiate life, and then into the professional years of members and on into retirement. For additional information, please contact Guillermo Garcia at 707-468-3048 or email [ggarcia@mendocino.edu](mailto:ggarcia@mendocino.edu).

## **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 Institution of Higher Education (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 the Library Learning Center room 4123. Our office is open 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**

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 4120 in the Library Learning Center, 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 at 468-3040.

## **NATIVE AMERICAN OUTREACH (NAO)**

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 provides academic advising to Native American students including financial aid need analysis for tribal government, BIA, state and federal funds. The staff also works closely with the student club and the Native American Advisory Committee. The staff acts as a liaison for Native American students with the various campus offices, administration, faculty, and staff. For more information about the Native American Outreach program, please call (707) 468-3223 or come by the Native American Student Resource Center located in Room 6210 in the Grove on the Ukiah Campus. Questions regarding the program may also be directed to the program coordinator via email at nativeamerican@mendocino.edu.

## **23. Student Government**

See Associated Students of Mendocino College (ASMC) under Clubs and Organizations.

## **24. Transfer Center**

See Career and Transfer Center listing above.

## **25. 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 ½ units	¾ Benefits
6 through 8 ½ units	½ Benefits
3 through 5 ½ units	Varies
Few 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 at (707) 468-3101.

# Mendocino College 2013-2014 Catalog



## 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**

1. 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 as outlined in the Mendocino-Lake District policy which stipulates that any release of student educational records be made with the student's written consent, except where specified.
2. Students have a right to inspect and review the contents of their educational records and to request copies of these records. A student wishing to gain access to his/her educational records must 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 (BP 534 & AP 534.1) may be obtained from the Office of Student Services. Also see the Student Grievances section below.

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

Mendocino College observes the provisions of the Federal Family Educational Rights and Privacy Act (FERPA), 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 transcripts, other college transcripts, petitions for credit for military experience with the supporting documents, validations documents for grade changes, and high school advanced placement forms.
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 District'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 (BP 534 /AP 534.1). For further information, contact the Dean of Student Services, Room 1000 MacMillan Hall or (707) 468-3105.

### **Student Grievance and Due Process Policy (BP 534)**

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:

1. Step 1: Initial Level – Meet and confer with the person with whom you have a grievance within ten (10) working days of the incident.
2. 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.
3. 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 (AP 307.1) available in the President's office, the Ukiah library, the Office of Student Services and online at [www.mendocino.edu](http://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 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, ethnic group identification, color, religion, sex (including sexual harassment), gender, gender identity, gender expression, ancestry, marital status, national origin, age, physical or mental disability, medical condition, genetic information, sexual orientation, or Vietnam-era Veteran status. No person shall be subjected to discrimination on the basis of one or more of these characteristics or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. This policy also includes as improper discrimination, any retaliation against an individual for filing a discrimination complaint, an individual participating in the investigation of a discrimination complaint, or any witnesses.

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 the Director of Personnel Services, MacMillan Hall, Room 1160, (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

## POLICIES, RULES & REGULATIONS

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 Mendocino College Academic Honesty Guidelines (AP 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, he/she will take appropriate action against the student. This action may include: reassignment of the research paper, exam, or project; or assignment of a failing grade for the paper, exam or project.

Specific information on academic honesty may be obtained in the Academic Honesty Guidelines (AP 533.2) available from the Dean of the Student Services, Room 1000, MacMillan Hall, Ukiah.

## ALCOHOL & DRUG USE POLICY

**Mendocino College is a drug/alcohol-free campus.**

District students are asked 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.

It is the policy of the Board of Trustees (BP 310) 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 at official college activities off campus. Furthermore, no person may be disruptive due to the influence of alcohol on college grounds or at official college activities off campus. 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 Services, Room 1000, MacMillan Hall or at 468-3105.

## ANIMALS ON CAMPUS

The college does not permit animals on campus except as provided for in Board 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](http://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. (AP 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:
  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 (California Education Code 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 immediate 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 (BP 533 & AP 533.1), and if necessary, for the next class meeting. Instructors should immediately discuss the case with the Director of Student Life and Athletics to determine whether to prohibit the student from the second class session and/or whether to initiate additional disciplinary process. The Director 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 Director of Student Life and Athletics, 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 (California Education Code Section 76020) may lead to the involuntary withdrawal of students by the Director of Student Life and Athletics (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.** Charges of a 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 Director of Student Life and Athletics, which will investigate and take appropriate action. The Director of Student Life and Athletics 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 Director of Student Life and Athletics 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. **CONFERENCE.** At the conference with the Director of Student Life and Athletics or designated administrative officer, the student shall hear the evidence against him/her and provide rebuttal evidence.

The Director of Student Life and Athletics/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 Vice President of Education and Student Services for final decision),
3. suspension or expulsion (with an appeal to the Student Appeals Committee) or direct referral without Director of Student Life & Athletics' decision to the Student Appeals Committee.

#### **SUSPENSION OR EXPULSION**

If the Director of Student Life and Athletics/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 Education and Student Services 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 Summary:**

It shall be the responsibility of the Director of Student Life and Athletics to submit to the Student Appeals Committee the 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 Director of Student Life and Athletics. Order of Proceeding: The 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 Director of Student Life and Athletics 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 Director of Student Life and Athletics 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 Director of Student Life and Athletics shall request students and employees to present evidence when appropriate.

**Advisors:** The student and Director of Student Life and Athletics 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 Director of Student Life and Athletics; the Director of Student Life and Athletics' 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.

**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, at the North County Center, and the Lake Center.

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 the Dean of Student Services, or online at [www.mendocino.edu](http://www.mendocino.edu).

# 2013-2014 Catalog

# Notes

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# Mendocino College 2013-2014 Catalog



## Academics

# Academic Standards & Policies

## Academic Rigor

Academic rigor is supported at Mendocino College through faculty dedicated to a student-centered learning environment. For every unit of coursework that a student takes, he/she is expected to spend two hours of study outside of the classroom. This means that a full-time student enrolled in 12 units is expected to spend 36 hours of study and class time a week. Students are also supported through faculty office hours, tutoring, library services and study groups as they progress towards their educational goals.

Students' progress and achievement of academic standards is measured through the assessment of course-level student learning outcomes, program-level student learning outcomes and institutional-level student learning outcomes. Course-level student learning outcomes are provided to students through instructor course syllabi. Program-level student learning outcomes and Institutional-level student learning outcomes are provided through the college catalog. Student learning outcomes are also available on the Mendocino College website.

## Philosophy and Rationale for General Education

Mendocino College embraces the philosophy and criteria for General Education as articulated in Title 5 section 55805. The College acknowledges that a general education is "designed to introduce students to the variety of means through which people comprehend the modern world," and that a general education "reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines."

The Institutional Student Learning Outcomes for Mendocino College are based on the General Education requirements and support the idea that a general education should equip students with knowledge that they can use "when evaluating and appreciating the physical environment, the culture and the society in which they live."

## Philosophy and Rationale for Distance Education

Distance Education at Mendocino College supports the District's mission to increase learning outcomes and expand the College's instructional outreach to the community. A comprehensive selection of college courses, degrees and certificates are offered via online classes. The Distance Education Program maximizes educational opportunities for all students, including those seeking transfer, basic skills and career and technical training at Mendocino College. By offering courses which utilize the latest technology in electronic delivery methods, students have access to a greater array of opportunities for learning through individualized, learner-centered instruction and more options for accessibility of course content. For more information about the Distance Education Program at Mendocino College, please visit <http://www.mendocino.edu/distanceeducation/default.htm>

# Other 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 in the course syllabus which is distributed at the first class meeting. 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 the final exam period 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.

### **Prerequisites, Co-Requisites 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, co-requisites or recommended preparation in their description. Following are the definitions for prerequisites, co-requisites, 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.

**Co-requisite** - 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

## ACADEMICS

obtained from the Admissions and Records and Counseling Offices at the Ukiah campus and Lake and North County 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 co-requisite has not been established in accordance with the District's process for establishing prerequisites and co-requisites.
2. The prerequisite or co-requisite is in violation of Title V, Article 55201 Policies for Prerequisites, Co-requisites, and Advisories on Recommended Preparation.
3. The prerequisite or co-requisite 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 co-requisite.
5. The student will be subject to undue delay in attaining the goal of his/her educational plan because the prerequisite or co-requisite course has not been made reasonably available.

## 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	WITHDRAWL	0
MW	MILITARY WITHDRAWL	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 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:

<b>Honor’s List</b>	<b>3.16 GPA</b>	<b>President’s List</b>	<b>3.75 GPA</b>
<b>Dean’s List</b>	<b>3.50 GPA</b>	<b>Highest Honors</b>	<b>4.0 GPA</b>

## 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 Section #49066. 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 an "Application 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 (707) 468-3101 or Counseling Department (707) 468-3048.

## 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:
  - the student has exhausted the repeat possibilities available to a credit student; or
  - 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 (707) 468-3002, the Admissions and Records Office (707) 468-3101, the North County Center (707) 459-6224, or the Lake Center (707) 263-4944.

## 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.

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 through 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. A maximum of 12 units of credit may be earned by examination.
9. The Superintendent/President establishes credit by exam fees in accordance with applicable law. These are non-refundable.

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

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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:

0.5 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 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 55041 permits repetition of courses where substandard grades have not been received when the repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree; for intercollegiate academic or vocational competition in which enrollment in the course or courses that are related in content is limited to no more than four times for semester courses.

Title 5, sections 55043, 55044, and 55045 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.

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**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** - The student on progress probation because of excess units for which entries of "W", "I", "NC", and "NP", are recorded shall be removed from probation when the percent of units in this category drops below fifty (50%) percent.

### **Dismissal**

#### **Standards for Dismissal**

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

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 for three (3) consecutive semesters in courses which were graded on the basis of the 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 fifty (50%) percent.
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**

Notification of probation and dismissal will be sent to the student at his/her address of record within one month of distribution of the previous semester's grades by email or USPS as appropriate. The student will be advised, on the notification to schedule an appointment to discuss options with a counselor and may be removed from the probation or dismissal status at the conclusion of the appointment.

#### **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.

#### **Right of Appeal**

1. Students notified of dismissal have the right to appeal the dismissal through the academic review petition. The petition is available from the office of Admissions and Records or through the college website 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 by the student with assistance from counseling.
2. The burden of written documentation in support of any extenuating circumstances remains with the student.
3. The student may request to attend the review of his/her appeal.
4. 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 committee. Students will be notified of the outcome of the appeal by telephone or email as appropriate.
5. Students who become disqualified after enrolling for the following semester, and do not successfully appeal the disqualification, will be administratively dropped from all classes.

#### **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 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.

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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 the following 2 pages of this catalog, on the college website, or at the Office of Admissions and Records. 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	No course equivalent; 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	POL-200 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
History - American	HST-202, 203; 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

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EXAM	AA (MAJOR AND/OR GE) FOR MC	CSU GE	CSU – UNITS EARNED TOWARD TRANSFER	IGETC	UC – UNITS EARNED TOWARD TRANSFER
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 Removed from GE Breadth F10	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 Removed from GE Breadth F09	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 maximum for all exams
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 maximum for all Mathematics
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 Removed from GE Breadth F09	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 maximum for all Physics exams
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 maximum for all Physics exams
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 meet the Institutional Student Learning Outcomes (ISLOs) and to introduce students to patterns of learning experiences designed to develop specific capabilities and insights.

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.

## *Academic Requirements:*

- 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.
- 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 academic requirements to receive an Associate Degree are:*

## **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.

## **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.

## **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.

**COMPETENCY REQUIREMENTS FOR ASSOCIATE DEGREE:**

Under Title V, Section 55063, effective Fall 2009, 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 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.

**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. They are intended to encompass the widest spectrum of key concepts and reflect the key concepts and methods of the sciences, the arts and humanities, or the social sciences and 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. 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.

**Mendocino College General Education Requirements**

Eighteen semester units of General Education from areas (A) Natural Science; (B) Social Science; (C) Humanities; and (D) Language and Rationality.

**AREA (A) – Natural Science – Minimum of Three units selected from:**

Agriculture 108	Biology 250	Earth Science 201	Geography 222
Anthropology 200	Biology 255	Earth Science 203	Geology 201
Astrology 200	Biology 257	Earth Science 204	Geology 208
Biology 200	Biology 259	Earth Science 206	Geology 210
Biology 202	Chemistry 200	Earth Science 208	Natural Resources 200
Biology 220	Chemistry 202	Earth Science 210	Physics 202
Biology 230	Chemistry 250	Earth Science 211	Physics 210
Biology 231	Chemistry 251	Earth Science 212	Physics 211
Biology 242	Chemistry 255	Earth Science 222	Physics 220
Biology 243	Chemistry 256	Geography 206	Psychology 255
Biology 245	Earth Science 200	Geography 212	

**AREA (B) – Social Science – Minimum of Three units selected from each area:****Area 1 – American Institutions:**

History 202	History 207	History 222	Political Science 200
History 203	History 208	History 250	Political Science 204

**Area 2 – Social and Behavioral Sciences:**

Anthropology 201	History 201	Political Science 201	Psychology 218
Business 134	History 202	Political Science 202	Psychology 220
Business 212	History 203	Political Science 203	Psychology 250
Business 230	History 205	Political Science 204	Sociology 200
Child Development 180	History 206	Psychology 175	Sociology 201
Child Development 200	History 207	Psychology 181	Sociology 202
Child Development 202	History 208	Psychology 190	Sociology 210
Communications 200	History 220	Psychology 205	Sociology 235
Economics 200	History 221	Psychology 206	Sociology 241
Economics 201	History 222	Psychology 210	Speech 211
Geography 201	History 223	Psychology 212	Sustainable Technology 200
Geography 202	History 250	Psychology 215	
History 200	Political Science 200	Psychology 216	

**AREA (C) – Humanities – Minimum of Three units selected from:**

American Sign Language 200	English 265	Music 208	Spanish 200
American Sign Language 201	English 270	Music 209	Spanish 201
American Sign Language 202	History 200	Music 210A	Spanish 202
American Sign Language 203	History 201	Music 210B	Spanish 203
Art 150	History 202	Music 210C	Spanish 210
Art 160	History 203	Music 210E	Spanish 211
Art 170A	History 205	Music 220	Theatre Arts 121A
Art 201	History 206	Music 230A	Theatre Arts 130A
Art 202	History 207	Music 230C	Theatre Arts 130B
Art 205	History 208	Music 256	Theatre Arts 200
Art 206	History 220	Music 272	Theatre Arts 201
Art 210A	History 221	Music 274	Theatre Arts 202
Art 213	History 222	Music 276	Theatre Arts 204
Art 214	History 223	Music 278	Theatre Arts 206
Art 231	History 250	Music 280	Theatre Arts 210B
Art 232	Humanities 200	Music 281	Theatre Arts 210D
Art 240A	Journalism 180	Music 285	Theatre Arts 230A
Art 250A	Music 200	Philosophy 210	Theatre Arts 234A
Child Development 125	Music 201A	Philosophy 220	Theatre Arts 238A
English 201	Music 201B	Philosophy 230	Theatre Arts 242A
English 210	Music 202A	Spanish 100	Theatre Arts 244A
English 225	Music 202B	Spanish 101	Theatre Arts 244B
English 245	Music 203	Spanish 102	Theatre Arts 250
English 246	Music 204	Spanish 103	Theatre Arts 260
English 250	Music 207	Spanish 104	

**AREA (D) – Language and Rationality – Minimum of Three units selected from each area:****Area 1 – English Composition:**

English 200

**Area 2 – Communication and Analytical Thinking:**

Alcohol & Other Drugs 154	Computer Science 170	Human Services 154	Math 214
Business Office Technology 170	Computer Science 201	Math 56	Math 215
Computer Science 105	Computer Science 210	Math 121	Math 220
Computer Science 106	Computer Science 220	Math 200	Math 230
Computer Science 130	Computer Science 221	Math 210	Speech 200
Computer Science 134	Computer Science 222	Math 211	Speech 210
Computer Science 166	English 205	Math 212	

**Mendocino College Institutional Requirements:****Studies in Culture - Three units selected from:**

Anthropology 201	English 265	History 220	Sociology 201
Art 201	Geography 202	History 222	Sociology 202
Art 202	History 205	Music 208	Sociology 235
Art 206	History 206	Philosophy 230	Sociology 241
Child Development 202	History 207	Political Science 203	Speech 211
English 250	History 208	Psychology 220	Theatre Arts 206

**Studies in Wellness - Three units selected from:**

Biology 245	Health 114	Psychology 175	Psychology 210
Child Development 200	Health 200	Psychology 205	Sociology 210
Health 103	Health 202	Psychology 206	

Or any 3 units course from CSU GE Breadth Area E

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

## TRANSFER 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](http://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](http://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.

### 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](http://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. CSU regulations require that 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 (9) units with one course from each sub-section:**

Area A-1 – Oral Communication (3 Units)

Area A-2 – Written Communication (3 Units)

Area A-3 – Critical Thinking /Common Fallacies in Reasoning (3 Units)

**AREA (B) – Physical and Life Science/Math Concepts and Reasoning – Minimum of nine (9) units with at least one course from sub-sections 1, 2, and 4:**

Area B-1 – Physical Science (3 Units)

Area B-2 – Life Sciences (3 Units)

Area B-3 – Laboratory: At least one course from category B-1 or B-2 must include a laboratory.

Area B-4 – Math Concepts and Reasoning (3 Units)

**AREA (C) – Art, Literature, Philosophy, Foreign Language – Minimum of nine (9) units with at least one course from each sub-section:**

Area C-1 – Fine Arts (3 Units)

Area C-2 – Humanities (3 Units)

**AREA (D) – Human, Social, Political, and Economic Institutions – Minimum of nine (9) units with no more than two (2) courses from the same discipline.**

**AREA (E) – Lifelong Understanding and Self-Development – Minimum of three (3) units.**

**CSU Graduation Requirements: U.S. History, Constitution & American Ideals – One course from Area 1 and one (1) 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.**

## 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](http://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 (3) courses required – One (1) from each group;**

**UC – Two (2) courses required – one (1) each from A & B**

Area 1-A – English Composition – One course (3 Units)      Area 1-B – Critical Thinking – One course (3 Units)

Area 1-C – Oral Communication- One course (3 Units)

#### **AREA 2 – Mathematical Concepts and Quantitative Reasoning – One course (3 unit minimum)**

#### **AREA 3 – Arts and Humanities – Three courses (9 units) with at least one course from each sub-section:**

Area 3-A – Fine Arts (3 Units)

Area 3-B – Humanities (3 Units)

#### **AREA (4) – Social and Behavioral Sciences – Three courses (9 units) in at least two disciplines from this area.**

#### **AREA (5) – Physical and Biological Sciences – Three courses (9 units) – Select one (1) Physical Science course and one (1) Biological Science course. At least one course must include a laboratory.**

Area 5-A – Physical Science – One course (3-4 Units)

Area 5-B – Biological Sciences (3-4 Units)

Area 5-C – Science 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.

#### **U.S. HISTORY, CONSTITUTION, AND AMERICAN IDEALS REQUIREMENTS:**

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

Category 1 – U.S. History – One course (3 Units)

Category 2 – Government - One course (3 Units)

**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.**

# ADMINISTRATION OF JUSTICE

Office of Instruction • 707-468-3002

## Degrees

A.S.-T Administration of Justice Associate of Science for Transfer

A.S. Administration of Justice Associate of Science

## Certificate of Achievement

Administration of Justice

## ADMINISTRATION OF JUSTICE ASSOCIATE OF SCIENCE FOR TRANSFER

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 with a minimum grade point average (GPA) of 2.0 and a C or better in all classes assigned to the major 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.

### List A Required Core: Units

ADJ 200	Introduction to Administration of Justice	3
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ADJ 202	Concepts of Criminal Law	3
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<b>List B (any two for 6 units)</b>	<b>Units</b>
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ADJ 104	Legal Aspects of Evidence	3
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ADJ 106	Principles of Investigation	3
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ADJ 204	Community Relations	3
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<b>List C (any two for 6 to 7 units)</b>	<b>Units</b>
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Any course not used from List B above.

SOC 200	Introduction to Sociology	3
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MTH 220	Statistics	4
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PSY 205	Introductory Psychology	3
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<b>Total Major Units</b>	<b>18-19</b>
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<b>Total Degree Units</b>	<b>60</b>
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### Program Level Student Learning Outcomes:

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.

## ADMINISTRATION OF JUSTICE ASSOCIATE OF SCIENCE

The Administration of Justice major leads to the Associate of Science degree and prepares the student for 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.

<b>Required Courses - Major</b>	<b>Units</b>
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ADJ 104	Legal Aspects of Evidence	3
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ADJ 108	Police Report Writing	3
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ADJ 200	Introduction to Administration of Justice	3
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ADJ 202	Concepts of Criminal Law	3
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ADJ 204	Community Relations	3
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**Plus 3 additional units selected from the following:**

	<b>Units</b>
ADJ 103                  Patrol Procedures	3
ADJ 106                  Principles of Investigation	3
ADJ 107                  Crime Scene and Laboratory Techniques	3

**Total Major Units****18****Total Degree Units****60***Program Level Student Learning Outcomes:*

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.

**ADMINISTRATION OF JUSTICE CERTIFICATE OF ACHIEVEMENT**

The Administration of Justice Certificate of Achievement provides students with a broad-based education in the areas of law enforcement, corrections and the judicial system. The program is appropriate for students seeking entry-level employment in law enforcement, corrections probation, or parole.

**Required Courses**

	<b>Units</b>
ADJ 103                  Patrol Procedures	3
ADJ 104                  Legal Aspects of Evidence	3
ADJ 106                  Principles of Investigation	3
ADJ 107                  Crime Scene and Laboratory Techniques	3
ADJ 108                  Police Report Writing	3
ADJ 200                  Introduction to Administration of Justice	3
ADJ 202                  Concepts of Criminal Law	3
ADJ 204                  Community Relations	3

**Total units required for Certificate****24***Program Level Student Learning Outcomes:*

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.



# AGRICULTURE

Jim Xerogeanes • 707-468-3218

## Degrees

A.S. Agriculture – Horticulture Associate of Science

## Certificate of Achievement

Landscape Practices

Nursery Production

## AGRICULTURE - HORTICULTURE ASSOCIATE OF SCIENCE

Horticulture major leads to the Associate of Science degree and prepares the student for 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.

### Required Courses - Major:

	Units
AGR 100 Plant Pest and Disease Management	3
AGR 108 Soils and Fertility Management	3
AGR 140 Introduction to Horticulture	3
AGR 240 Plant Identification-Fall	3

### Plus 9 additional units selected from the following:

	Units
AGR 102 Plant Propagation	3
AGR 142 Landscape Maintenance	3
AGR 144 Nursery Management and Practices	3
AGR 147 Greenhouse Projects	1 - 3
AGR 151 Landscape Irrigation	2
AGR 154 Landscape Construction	3
AGR 196 AGR-Occupational Work Experience Education	1 - 8
AGR 241 Plant Identification-Spring	3

**Total Major Units**

**21**

**Total Degree Units**

**60**

### Program Level Student Learning Outcomes:

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.

## AGRICULTURE - LANDSCAPE PRACTICES CERTIFICATE OF ACHIEVEMENT

The Landscape Practices certificate program provides students with the knowledge and skills necessary for employment in landscape design, landscape installation, maintenance of landscapes, tree care industry and supply/equipment sales. Students will study basic plant biology and will learn to assess a plant's maintenance needs. Landscape design, irrigation, installation and maintenance will also be studied. Students will have the opportunity to work hands on with plants in the school's various landscapes and will learn to use the tools and techniques of the trade.

### Required Courses

	Units
AGR 100 Plant Pest and 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
AGR 75 Pruning	1

<b>Plus 3 additional units selected from the following:</b>		<b>Units</b>
AGR 53	Landscaping with Native Plants	3
AGR 147	Greenhouse Projects	1 - 3
AGR 196	AGR-Occupational Work Experience Education	1 - 8
BUS 132	Entrepreneurial Management	3

**Total units required for Certificate** **27**

*Program Level Student Learning Outcomes:*

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 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.

## **AGRICULTURE – NURSERY PRODUCTION CERTIFICATE OF ACHIEVEMENT**

This program is intended for those who wish to pursue a career in the retail or production nursery field. Courses range from plant identification to soils and fertility, pest management, plant propagation and plant biology. The certificate program offers a selection of courses that focus on food and ornamental plant production, including business management. Core courses offer a solid science background in order for the student to gain a greater understanding of how ornamental and food crop plants grow. This basic knowledge is then interwoven with practical cultural and production methods.

<b>Required Courses</b>		<b>Units</b>
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 Management and Practices	3
AGR 240	Plant Identification-Fall	3
AGR 241	Plant Identification-Spring	3

<b>Plus 2-3 units selected from the following:</b>		<b>Units</b>
AGR 53	Landscaping with Native Plants	3
AGR 147	Greenhouse Projects	1 - 3
AGR 196	AGR-Occupational Work Experience Education	1 - 8
BUS 132	Entrepreneurial Management	3

**Total units required for Certificate** **23 - 24**

*Program Level Student Learning Outcomes:*

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 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.

# ALCOHOL & OTHER DRUGS STUDIES

Daniel Jenkins • 707-468-3020

## Degrees

A.S. Alcohol and Other Drug Studies

## Certificate of Achievement

Alcohol and Other Drug Studies

## ALCOHOL AND OTHER DRUGS STUDIES ASSOCIATE OF SCIENCE

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).

### Required Courses - Major:

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

### Total Major Units

**41**

### Total Degree Units

**60**

### Program Level Student Learning Outcomes:

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

## **ALCOHOL AND 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).

### **Required Courses - Major:**

		<b>Units</b>
AOD 151	Alcohol and Other Drugs: Overview	3
AOD 152	Basic Skills for Human Service Workers	3
AOD 153	Physiology and Pharmacology of Alcohol and Other Drugs	3
AOD 154	Fundamentals of Interviewing and Counseling	3
AOD 155	Group Leadership and Group Process	3
AOD 156	Case Management and Documentation	3
AOD 157	Dual Disorders and Mental Health Issues	2
AOD 158	AOD Practicum Preparation	1.5
AOD 159	Intervention Theory and Techniques	1.5
AOD 160	Law, Ethics and Human Services	3
AOD 161	Introduction to Family Counseling Approaches	3
AOD 162	Community Prevention Theory and Practice	3
AOD 163	Professional Competency and Growth	2
AOD 164	Field Placement and Practicum Seminar I	1.5
AOD 165	Field Placement and Practicum Seminar II	1.5
AOD 197A	Alcohol and Other Drug Studies Program Practicum	4 - 8

### **Total units required for Certificate**

**41 - 45**

### ***Program Level Student Learning Outcomes:***

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.

# ART

Doug Browe - Ceramics • 707-467-1003  
Office of Instruction • 707-468-3002

## Degrees

A.A. Art – Ceramics, Painting, or Weaving

## Certificate of Achievement

Ceramics – Master Technician  
Textiles & Clothing Construction • Textiles & Weaving

## ART ASSOCIATE OF ARTS – Ceramics, Painting, or Weaving

Art major leads to the Associate of Arts degree and prepares the student for 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.

### Required Courses - Major:

		Units
ART 201	World Art History I	4
ART 202	World Art History II	4
ART 210A	Fundamentals of Drawing	3
ART 213	Color and Composition	3
ART 214	Three-Dimensional Art and Design	3

### Plus 6 additional units from the selected option:

### Units

#### PAINTING OPTION:

ART 218A	Painting-Oils I	1.5 - 3
	<b>OR</b>	
ART 218B	Painting-Oils II	1.5 - 3
ART 222A	Painting-Watercolors I	1.5 - 3
	<b>OR</b>	
ART 222B	Painting -Watercolors II	1.5 - 3
ART 226A	Painting-Acrylics I	1.5 - 3
	<b>OR</b>	
ART 226B	Painting-Acrylics II	1.5 - 3
ART 229	Portrait Painting	1.5 - 3
ART 231	Life Drawing	1.5 - 3

#### CERAMICS OPTION:

ART 240A	Ceramics I	3
	<b>OR</b>	
ART 240B	Ceramics II	3
ART 240C	Advanced Ceramics I	3
	<b>OR</b>	
ART 240D	Advanced Ceramics II	3

#### WEAVING OPTION:

ART 170A	Weaving I	3
	<b>OR</b>	
ART 170B	Weaving II	3
ART 176A	Fabric Printing and Dyeing I	3
	<b>OR</b>	
ART 176B	Fabric Printing and Dyeing II	3

### Total Major Units

**23**

### Total Degree Units

**60**

***Program Level Student Learning Outcomes:***

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.

**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 ability to produce a broad range of ceramic objects. In the capstone class, Art Seminar, students are led through a spectrum of professional practices that will assist them in presenting and promoting their artwork in today's changing marketplace.

<b>Required Courses</b>	<b>Units</b>	
ART 53	Low-Temperature Ceramic Firing/Glazing Techniques	3
ART 240A	Ceramics I	3
ART 240B	Ceramics II	3
ART 240C	Advanced Ceramics I	3
ART 240D	Advanced Ceramics II	3
ART 246	Raku and Primitive Ceramics	3
ART 250B	Clay Sculpture I	3
<b>Plus 9 units from the following courses:</b>		<b>Units</b>
ART 50	Ceramic Kiln Building and Repairing	3
ART 51	Introduction to Ceramic Glazes	3
ART 191	Art and Craft Marketing	3
ART 201	World Art History I	4
ART 202	World Art History II	4
ART 210A	Fundamentals of Drawing	3
ART 213	Color and Composition	3
ART 214	Three-Dimensional Art and Design	3
ART 247	Ceramic Casting and Mold Making	3
<b>Total units required for Certificate</b>		<b>30</b>

***Program Level Student Learning Outcomes:***

1. Demonstrate a practical understanding of the technical aspects of the ceramic materials of glaze and clay body, and that of ceramic studio equipment.
2. Create ceramic objects employing a verity of materials and techniques that display advanced understanding of the medium.
3. Express their thoughts in a cohesive body of ceramic work.
4. Produce plaster and ceramic molds, and employ them to produce mold formed ceramics.
5. Analyze their own and others ceramic works critically from a technical, artistic and historic platform.

## TEXTILES/CLOTHING CONSTRUCTION CERTIFICATE OF ACHIEVEMENT

This two-year program is intended to provide students with the skills and competencies necessary to achieve success in professional clothing construction using all techniques necessary from concept design, construction, to completion and marketing. Possession of a Textile/Clothing Construction Certificate of Achievement, along with job experience can give the individual a competitive edge in applying for advancement in the field.

Required courses:		Units
ART 191	Art and Craft Marketing	3
CLO 106	Intermediate Clothing Construction	3
CLO 121	Pattern Drafting	3
CLO 125	Tailoring	3
ART 170A	Weaving I	3
ART 176A	Fabric Printing and Dyeing I	3
CLO 105	Beginning Clothing Construction	3
CLO 220	Textiles	3
Plus 3 additional units selected from the following:		Units
ART 170B	Weaving II	3
ART 173	Handwoven Garments	3
ART 176B	Fabric Printing and Dyeing II	3
ART 190	Textile History	3
ART 150	Introduction to Fiber Arts	3

**Total units required for Certificate** **27**

### *Program Level Student Learning Outcomes:*

1. Apply personal measurements to standard bodice, sleeve, and skirt patterns to achieve proper fit.
2. Create variations in collar, bodice, sleeve, skirt and/or pants patterns.
3. Select appropriate fabric and procedures for a chosen pattern.
4. Show sewing skills in pattern layout, seam finishes, and collar construction.

## TEXTILES/WEAVING CERTIFICATE OF ACHIEVEMENT

The Textile / Weaving Certificate provides training in the technical and creative skills necessary to enter both the commercial and fine arts fields as a studio or production artist. The knowledge of art fundamentals, textile history, weaving, dyeing, printing, fiber construction, presentation and promotion, coupled with the development of personal style in expression and content, prepare one to begin entrepreneurial work in the field. The skills and knowledge obtained are also applicable to further studies in textile appraisal, conservation, design and teaching.

Required Courses:		Units
ART 150	Introduction to Fiber Arts	3
ART 170A	Weaving I	3
ART 170B	Weaving II	3
ART 176A	Fabric Printing and Dyeing I	3
ART 176B	Fabric Printing and Dyeing II	3
ART 190	Textile History	3
ART 213	Color and Composition	3
CLO 220	Textiles	3
<b>Plus 3 additional units selected from the following:</b>		<b>Units</b>
ART 173	Hand-woven Garments	3
ART 191	Art and Craft Marketing	3
ART 214	Three-Dimensional Art and Design	1.5 - 3

**Total units required for Certificate** **27**

### *Program Level Student Learning Outcomes:*

1. Explore and express personal creativity through the creation of works of art.
2. Create objects of art employing a variety of materials and techniques.

# AUTOMOTIVE TECHNOLOGY

Doug Boswell – Automotive Technology • 707-468-3086

## Degrees

A.S. Automotive Technology

## Certificate of Achievement

Automotive Chassis Specialist

Automotive Technician

Automotive Tune-Up and Electronics Specialist

## AUTOMOTIVE TECHNOLOGY ASSOCIATE OF SCIENCE

A degree in Automotive Technology prepares students with the skills and knowledge necessary to perform diagnosis and repair in the automotive shop 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 within the automotive industry or transfer to a university. Completing this degree prepares students to pass ASE certification tests and satisfies the California Bureau of Automotive Repair training requirements for certification as a licensed smog Inspector.

### Required Courses - Major:

		Units
AUT 140	Automotive Engines	4
AUT 142	Brakes/Suspension/Alignment	6
AUT 144	Manual Transmissions/Power Trains	3
AUT 145	Automotive 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	Advanced Engine and Emission Controls	6

**Total Major Units**

**36**

**Total Degree Units**

**60**

### Program Level Student Learning Outcomes:

1. Locate service information from available sources, determine specifications, locate procedures, determine parts and labor charges and accurately complete a repair order.
2. Describe the theory and operation of automotive systems and circuits. Explain technical procedures and legal processes.
3. Demonstrate competency in service and repair by being able to test, adjust, diagnose, repair, calibrate, and validate repairs on a variety of automotive systems.
4. Demonstrate knowledge of safe working habits in an automotive repair facility.

## AUTOMOTIVE CHASSIS SPECIALIST CERTIFICATE OF ACHIEVEMENT

This certificate program prepares students with the skills and knowledge necessary to perform diagnosis and repair in the automotive shop 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 within the automotive industry. Completing this certificate program prepares students to pass ASE certification tests in the area of brakes, suspension, electrical systems, manual transmissions, and automatic transmissions.

### Required Courses

		Units
AUT 142	Brakes/Suspension/Alignment	6
AUT 144	Manual Transmissions/Power Trains	3
AUT 145	Automotive Transmissions/Power Trains	4
AUT 162	Automotive Electrical Systems	5

**Total units required for Certificate**

**18**

### Program Level Student Learning Outcomes:

1. Locate service information from available sources, determine specifications, locate procedures, determine parts and labor charges and accurately complete a repair order.

2. Describe the theory and operation of automotive systems and circuits. Explain technical procedures and legal processes.
3. Demonstrate competency in service and repair by being able to test, adjust, diagnose, repair, calibrate, and validate repairs on a variety of automotive systems.
4. Demonstrate knowledge of safe working habits in an automotive repair facility.

### **AUTOMOTIVE TECHNICIAN CERTIFICATE OF ACHIEVEMENT**

This certificate program prepares students with the skills and knowledge necessary to perform diagnosis and repair in the automotive shop 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 within the automotive industry. Completing this certificate program prepares students to pass ASE certification tests in the area of brakes, suspension, electrical systems, engines, and engine performance.

#### **Required Courses**

		<b>Units</b>
AUT 140	Automotive Engines	4
AUT 142	Brakes/Suspension/Alignment	6
AUT 162	Automotive Electrical Systems	5
AUT 166	Automotive Diagnosis and Tune-Up	6

#### **Total units required for Certificate**

**21**

#### *Program Level Student Learning Outcomes:*

1. Locate service information from available sources, determine specifications, locate procedures, determine parts and labor charges and accurately complete a repair order.
2. Describe the theory and operation of automotive systems and circuits. Explain technical procedures and legal processes.
3. Demonstrate competency in service and repair by being able to test, adjust, diagnose, repair, calibrate, and validate repairs on a variety of automotive systems.
4. Demonstrate knowledge of safe working habits in an automotive repair facility.

### **AUTOMOTIVE TUNE-UP and ELECTRONICS SPECIALIST CERTIFICATE OF ACHIEVEMENT**

This certificate program prepares students with the skills and knowledge necessary to perform diagnosis and repair in the automotive shop 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 within the automotive industry. Completing this certificate program prepares students to pass ASE certification tests in the area of engines, electrical systems, engine performance and advanced engine performance. This program also satisfies the California Bureau of Automotive Repair training requirements for certification as a licensed smog Inspector.

#### **Required Courses**

		<b>Units</b>
AUT 140	Automotive Engines	4
AUT 162	Automotive Electrical Systems	5
AUT 166	Automotive Diagnosis and Tune-Up	6
AUT 170	Advanced Engine and Emission Controls	6

#### **Total units required for Certificate**

**21**

#### *Program Level Student Learning Outcomes:*

1. Locate service information from available sources, determine specifications, locate procedures, determine parts and labor charges and accurately complete a repair order.
2. Describe the theory and operation of automotive systems and circuits. Explain technical procedures and legal processes.
3. Demonstrate competency in service and repair by being able to test, adjust, diagnose, repair, calibrate, and validate repairs on a variety of automotive systems.
4. Demonstrate knowledge of safe working habits in an automotive repair facility.

# BIOLOGICAL SCIENCE

Sue Blundell • 707-468-3144

Rachel Donham • 707-468-3169

Alan West • 707-468-3124

## Degrees

A.S. Biological Science

## BIOLOGICAL SCIENCE ASSOCIATE OF SCIENCE

Biological Science major leads to the Associate of Science degree and prepares the student for 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.

### 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 options listed below:

		Units
PHY 210	General Physics I	4
PHY 211	General Physics II	4

OR

PHY 220	Physics for Scientists and Engineers I	4
PHY 221	Physics for Scientists and Engineers II	4

OR

PHY 220	Physics for Scientists and Engineers I	4
PHY 222	Physics for Scientists and Engineers III	4

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

		Units
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.

		Units
BIO 220	Marine Biology Lecture	3
BIO 221	Marine Biology Laboratory	1
BIO 242	Introduction to Oceanography	3
BIO 243	Biology of Marine Mammals	3
BIO 245	Introduction to Environmental Toxicology	3

### Total Major Units

**42-43**

### Total Degree Units

**60**

### Program Level Student Learning Outcomes:

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).

# BUSINESS

Julie Finnegan - Accounting • 707-468-3134

Steve Hixenbaugh - Business • 707-468-3220

## Degrees

A.S.-T Business Administration for Transfer  
A.S. Accounting  
A.S. Business Management  
A.S. Real Estate

## Certificate of Achievement

Accounting  
Business Management  
Real Estate

## BUSINESS ADMINISTRATION ASSOCIATE OF SCIENCE FOR TRANSFER

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 with a minimum 2.0 grade point average and a C or better in all classes assigned to the major 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.

### Required Core Courses:

	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)

	Units
MTH 220 Statistics	4
MTH 230 Calculus for Business and Economics	3

### List B (any two for 6 units) Any course not used in List A

	Units
CSC 201 Computers and Computer Applications	3
BUS 230 Introduction to Business	3

### Total Major Units

**26-27**

### Total Degree Units

**60**

### Program Level Student Learning Outcomes:

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

## BUSINESS ACCOUNTING ASSOCIATE OF SCIENCE

Accounting prepares students for positions of responsibility or advancement in the field of business. This major offers education for students desiring to enter the field of accounting, finance, and taxation. This includes preparation for accounting careers including bookkeeper, payroll clerk, accountant, or budget clerk.

### Required Courses - Major:

	Units
BUS 50 Mathematical Applications in Business	3
BUS 111 Federal Tax Accounting	3
BUS 200 Financial Accounting	4

BUS 201	Managerial Accounting	4
BUS 230	Introduction to Business	3
CSC 201	Computers and Computer Applications	3

<b>Total Major Units</b>	<b>20</b>
<b>Total Degree Units</b>	<b>60</b>

*Program Level Student Learning Outcomes:*

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

## **BUSINESS MANAGEMENT ASSOCIATE OF SCIENCE**

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.

<b>Required Courses</b>	<b>Units</b>
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 Computers and Computer Applications	3

<b>Plus 6 additional units selected from the following:</b>	<b>Units</b>
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 Introduction to Marketing	3
BUS 159 The Business of Sports	3
BUS 196 BUS-Occupational Work Experience Education	1 - 8
BUS 201 Managerial Accounting	4
BUS 212 The Legal Environment of Business	3
BOT 170 Written Communication for Business	3
CSC 164 Electronic Spreadsheets	3

<b>Total Major Units</b>	<b>22</b>
<b>Total Degree Units</b>	<b>60</b>

*Program Level Student Learning Outcomes:*

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

## BUSINESS – REAL ESTATE ASSOCIATE OF SCIENCE

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.

<b>Required Courses - Major:</b>		<b>Units</b>
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

<b>Plus 3 additional units selected from the following:</b>		<b>Units</b>
BUS 50	Mathematical Applications in Business	3
BUS 111	Federal Tax Accounting	3
BUS 136	Introduction to Management	3
BUS 212	The Legal Environment of Business	3
RLS 65	Fundamentals of Home Inspections	1
RLS 67	Real Estate Economics	3
RLS 69	Fundamentals of Geology for Real Estate	1
RLS 70	Property Management	3
RLS 72	Real Estate Investments	3
RLS 73	Real Estate Financial Calculations	0.5
RLS 74	Real Estate Licensing Preparation	1

<b>Total Major Units</b>	<b>24</b>
<b>Total Degree Units</b>	<b>60</b>

### *Program Level Student Learning Outcomes:*

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.

## BUSINESS - ACCOUNTING CERTIFICATE OF ACHIEVEMENT

This certificate program prepares students for accounting careers in account management of payroll, receivables, payables, as well as financial statement generation and tax preparation.

<b>Required Courses</b>		<b>Units</b>
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	Computers and Computer Applications	3
<b>Plus 3 additional units selected from the following:</b>		<b>Units</b>
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
<b>Total units required for Certificate</b>		<b>20</b>

*Program Level Student Learning Outcomes:*

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.

## **BUSINESS - MANAGEMENT CERTIFICATE OF ACHIEVEMENT**

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

<b>Required Courses</b>		<b>Units</b>
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	Computers and Computer Applications	3

<b>Plus 3 additional units selected from the following:</b>		<b>Units</b>
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 196	BUS-Occupational Work Experience Education	1 - 4
BUS 201	Managerial Accounting	4
BUS 212	The Legal Environment of Business	3
BOT 170	Written Communication for Business	3

<b>Total units required for Certificate</b>	<b>19</b>
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*Program Level Student Learning Outcomes:*

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.

## **BUSINESS - REAL ESTATE CERTIFICATE OF ACHIEVEMENT**

This certificate prepares students 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.

<b>Core Course for Certificate (Required)</b>		<b>Units</b>
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:**

		<b>Units</b>
BUS 50	Mathematical Applications in Business	3
BUS 111	Federal Tax Accounting	3
BUS 136	Introduction to Management	3
BUS 212	The Legal Environment of Business	3
RLS 65	Fundamentals of Home Inspections	1
RLS 67	Real Estate Economics	3
RLS 69	Fundamentals of Geology for Real Estate	1
RLS 70	Property Management	3
RLS 72	Real Estate Investments	3
RLS 73	Real Estate Financial Calculations	0.5
RLS 74	Real Estate Licensing Preparation	1

**Total units required for Certificate**

**24**

*Program Level Student Learning Outcomes:*

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.

## **BUSINESS OFFICE TECHNOLOGY**

Office of Instruction • 707-468-3002

### **Degrees**

A.S. Business Office Technology –  
Administrative Assistant

### **Certificate of Achievement**

Business Office Technology – Administrative Assistant  
Business Office Technology – Administrative Assistant  
Business Office Technology – Legal  
Business Office Technology – Medical  
Business Office Technology – Medical Billing and Coding

### **BUSINESS OFFICE TECHNOLOGY:**

#### **ADMINISTRATIVE ASSISTANT ASSOCIATE OF SCIENCE**

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.

#### **REQUIRED COURSES - MAJOR:**

		<b>Units</b>
BUS 108	Accounting with Quickbooks	3
BUS 136	Introduction to Management	3
BOT 70	Business English	3
BOT 55	Machine Transcription	2
BOT 75	PowerPoint for Presentations	1.5

BOT 100.3	Beginning Typing/Keyboarding <b>OR</b>	1
BOT 101.3	Intermediate Typing/Keyboarding	1
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 and Database Management	2
BOT 170	Written Communication for Business	3
BOT 196	BOT-Occupational Work Experience Education	1
CSC 164	Electronic Spreadsheets	3
CSC 201	Computers and Computer Applications	3
<b>Plus 6.5 additional units selected from the following:</b>		<b>Units</b>
BOT 50	Medical Terminology	3
BOT 57	Medical Billing/Office Procedures	3
BOT 65	InDesign for Desktop Publishing	3
BOT 90.1	Legal Office Procedures	1
BOT 90.2	History of Law	0.5
BOT 90.3	Landlord/Tenants Rights and Responsibilities	0.5
BOT 90.4	Basic Wills and Trusts	1
BOT 91.1	Constitutional Rights and Responsibilities	0.5
BOT 91.2	Juvenile Rights and Responsibilities	1
BOT 91.3	California Civil Complaints	1
BOT 91.4	California Civil Discovery	1
CSC 130	Web Design and Development	3
CSC 166	Desktop Database Software	3
<b>Total Major Units</b>		<b>40</b>
<b>Total Degree Units</b>		<b>60</b>

***Program Level Student Learning Outcomes:***

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.

**BUSINESS OFFICE TECHNOLOGY:**

**ADMINISTRATIVE ASSISTANT CERTIFICATE OF ACHIEVEMENT**

The Administrative Assistant Certificate of Achievement provides students an opportunity to develop essential business skills. Earning the certificate will prepare the student for employment as an office worker in an entry-level position.

<b>CORE REQUIREMENTS</b>		<b>Units</b>
BOT 55	Machine Transcription	2
BOT 70	Business English	3
BOT 100.3	Beginning Typing/Keyboarding <b>OR</b>	1

BOT 101.3	Intermediate Typing/Keyboarding	1
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 and Database Management	2
BOT 170	Written Communication for Business	3
BOT 196	BOT-Occupational Work Experience Education	2
BOT 65	InDesign for Desktop Publishing	3
CSC 201	Computers and Computer Applications	3
CSC 164	Electronic Spreadsheets	3
<b>Plus 3-4 additional units selected from the following:</b>		<b>Units</b>
BUS 108	Accounting with Quickbooks	3
BUS 200	Financial Accounting	4

**Total units required for Certificate**

**33-34**

*Program Level Student Learning Outcomes:*

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.

**BUSINESS OFFICE TECHNOLOGY - LEGAL CERTIFICATE OF ACHIEVEMENT**

The Legal Certificate of Achievement is designed for students interested in entry-level employment in administrative positions in attorney's offices, courthouses, or other legal facilities.

<b>CORE REQUIREMENTS</b>		<b>Units</b>
BOT 55	Machine Transcription	2
BOT 70	Business English	3
BOT 100.3	Beginning Typing/Keyboarding	1
	<b>OR</b>	
BOT 101.3	Intermediate Typing/Keyboarding	1
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 and Database Management	2
BOT 170	Written Communication for Business	3
BOT 196	BOT-Occupational Work Experience Education	2
BOT 90.1	Legal Office Procedures	1
BOT 90.2	History of Law	0.5
BUS 212	The Legal Environment of Business	3
CSC 164	Electronic Spreadsheets	3
<b>Plus 4.5 additional units selected from the following:</b>		<b>Units</b>
BOT 90.3	Landlord/Tenants Rights and Responsibilities	0.5

BOT 90.4	Basic Wills and Trusts	1
BOT 91.1	Constitutional Rights and Responsibilities	0.5
BOT 91.2	Juvenile Rights and Responsibilities	1
BOT 91.3	California Civil Complaints	1
BOT 91.4	California Civil Discovery	1

**Total units required for Certificate**

**33**

*Program Level Student Learning Outcomes:*

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.

**BUSINESS OFFICE TECHNOLOGY – MEDICAL CERTIFICATE OF ACHIEVEMENT**

The Medical Certificate of Achievement provides students with the administrative skills necessary for an entry level medical office position in the health care field. Working environments include hospitals, medical offices, clinics, and other health care facilities.

<b>CORE REQUIREMENTS</b>		<b>Units</b>
BOT 55	Machine Transcription	2
BOT 70	Business English	3
BOT 100.3	Beginning Typing/Keyboarding	1
	<b>OR</b>	
BOT 101.3	Intermediate Typing/Keyboarding	1
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 and Database Management	2
BOT 170	Written Communication for Business	3
BOT 196	BOT-Occupational Work Experience Education	2
CSC 164	Electronic Spreadsheets	3
BOT 50	Medical Terminology	3
BOT 51	Medical Transcription I	2
BOT 52	Medical Transcription II	2
BOT 57	Medical Billing/Office Procedures	3

**Total units required for Certificate**

**34**

*Program Level Student Learning Outcomes:*

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.

## **BUSINESS OFFICE TECHNOLOGY:**

### **MEDICAL BILLING AND CODING CERTIFICATE OF ACHIEVEMENT**

The Medical Billing and Coding Certificate of Achievement prepares students for entry-level employment as a medical insurance coder and biller in a private medical office, clinic or other health care facility.

#### **CORE REQUIREMENTS**

		<b>Units</b>
BOT 70	Business English	3
BOT 100.3	Beginning Typing/Keyboarding	1
	<b>OR</b>	
BOT 101.3	Intermediate Typing/Keyboarding	1
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	1
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**

**36**

#### *Program Level Student Learning Outcomes:*

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.

# CHILD DEVELOPMENT

Conan McKay • 707-468-3029

## Degrees

A.S. Child Development/Family Relations

## Certificate of Achievement

Child Development

## CHILD DEVELOPMENT/FAMILY RELATIONS ASSOCIATE OF SCIENCE

The Child Development Program prepares students for an Associate of Science Degree in Child Development/Family Relations. 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.

### Required Courses - Major:

		Units
CDV 100	Principles in Preschool Programs	3
CDV 101	Practices and Curriculum in Preschool Programs	3
CDV 180	Child, Family and Community	3
CDV 200	Psychology of Development: Infancy through Adolescence	3

### Plus 6 additional units selected from the following:

		Units
(All of the courses in this category are recommended for students transferring to a CSU major in Child Development)		
CDV 202	Multi-Cultural Perspective	3
CDV 106	Children with Special Learning Needs	3
CDV 109	Child Health, Nutrition, and Safety	3
CDV 111	Observation and Participation	2 - 4
CDV 112	Supervised Practicum-Lab II	2 - 4

### Plus 6 additional units selected from the following (or those not used above): Units

		Units
CDV 120	Infants and Toddlers	3
CDV 121	Infant/Toddler Curriculum	3
CDV 125	Creative Activities	3
CDV 126	Music and Movement	1
CDV 127	Language and Literacy for Young Children	2
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 and Youth	3
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**

### Program Level Student Learning Outcomes:

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 plan, 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 and the programs and professionals who serve them and apply ethical standards of the profession.

## CHILD DEVELOPMENT CERTIFICATE OF ACHIEVEMENT

The Child Development Certificate of Achievement is designed for the student who desires knowledge about Early Childhood Development and skills for teaching young children.

### Core Requirements\*:

		Units
CDV 100	Principles in Preschool Programs	3
CDV 101	Practices and Curriculum in Preschool Programs	3
CDV 180	Child, Family and Community	3
CDV 200	Psychology of Development: Infancy through Adolescence	3

### Plus 3 additional units selected from the following:

		Units
CDV 202	Multi-Cultural Perspective	3
CDV 106	Children with Special Learning Needs	3
CDV 109	Child Health, Nutrition, and Safety	3

### Plus 9 additional units selected from courses not used from the above list or from the following:

		Units
CDV 120	Infants and Toddlers	3
CDV 121	Infant/Toddler Curriculum	3
CDV 125	Creative Activities	3
CDV 126	Music and Movement	1
CDV 127	Language and Literacy for Young Children	2
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 And Youth	3
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:

		Units
CDV 111	Observation and Participation	2 - 4
CDV 112	Supervised Practicum-Lab II	2 - 4

*\*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 (HLH 110 fulfills this requirement). This training is also available through local community agencies.*

### Total units required for Certificate

**26-28**

### Program Level Student Learning Outcomes:

1. Describe stages and developmental milestones of physical, cognitive, language, social and emotional development of typically developing children from birth to age 8.
2. Describe and plan developmentally appropriate activities in all curricular areas as well as teacher involvement in facilitating learning.
3. Describe the importance of multicultural, anti-bias, and exceptional education and the adult attitudes in relation to the local and global community.
4. Describe practices for maximizing children's physical well-being.
5. Express ideas with clarity, logic, and originality in both spoken and written English.
6. Complete CPR certification.

# COMPUTER SCIENCE

Office of Instruction • 707-468-3002

## Degrees

A.S. Computer Science  
A.S. Computer Applications and Office Administration

## Certificate of Achievement

Computer Applications and Office Administration

## COMPUTER APPLICATIONS AND OFFICE ADMINISTRATION ASSOCIATE OF SCIENCE

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.

### Required Courses - Major:

	<b>Units</b>
CSC 105 Introduction to Unix I	1.5
CSC 130 Web Design and Development	3
CSC 164 Electronic Spreadsheets	3
CSC 166 Desktop Database Software	3
CSC 201 Computers and Computer Applications	3
CSC 220 Introduction to Computer Science	4

### Plus 3 additional units selected from the following:

	<b>Units</b>
CSC 106 Introduction to Unix II	1.5
CSC 134 Web Application Development	3
CSC 170 Mobile Application Development	3
CSC 210 Computer Organization and Architecture	4
CSC 221 Programming and Algorithms I	4
CSC 222 Programming and Algorithms II	4
BUS 108 Accounting with Quickbooks	3
BUS 200 Financial Accounting	4

**Total Major Units**

**20.5**

**Total Degree Units**

**60**

### *Program Level Student Learning Outcomes:*

1. Design, compose, edit and maintain office-related documents and data.
2. Understand the basic functionality of computer systems and networks, at a high level.
3. Use a variety of applications and tools to gather, process, analyze, and archive data.



## COMPUTER SCIENCE ASSOCIATE OF SCIENCE

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.

### Required Courses - Major:

	Units
CSC 105 Introduction to Unix I	1.5
CSC 106 Introduction to Unix II	1.5
CSC 220 Introduction to Computer Science	4
CSC 221 Programming and Algorithms I	4
CSC 222 Programming and Algorithms II	4
CSC 210 Computer Organization and Architecture	4
CSC 240 Discrete Structures	4
MTH 210 Calculus and Analytic Geometry I	5
PHY 220 Physics for Scientists and Engineers I	4

### Total Major Units

**32**

### Total Degree Units

**60**

### Program Level Student Learning Outcomes:

1. Design, implement and test computer programs, using a variety of tools and methodologies.
2. Analyze, test and verify the correctness and computational complexity of algorithms.
3. Explain the components of modern computer organization, and how they relate to higher-level abstractions.
4. Use a Unix-based tool chain to develop, host and maintain programs and services.

## COMPUTER APPLICATIONS AND OFFICE ADMINISTRATION CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement 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.

### Required Courses - Major:

	Units
CSC 105 Introduction to Unix I	1.5
CSC 130 Web Design and Development	3
CSC 164 Electronic Spreadsheets	3
CSC 166 Desktop Database Software	3
CSC 201 Computers and Computer Applications	3
CSC 220 Introduction to Computer Science	4

### Plus 3 additional units selected from the following:

	Units
CSC 106 Introduction to Unix II	1.5
CSC 134 Web Application Development	3
CSC 170 Mobile Application Development	3
CSC 210 Computer Organization and Architecture	4
CSC 221 Programming and Algorithms I	4
CSC 222 Programming and Algorithms II	4
BUS 108 Accounting with Quickbooks	3
BUS 200 Financial Accounting	4

### Total units required for Certificate

**20.5**

### Program Level Student Learning Outcomes:

1. Design, compose, edit and maintain office-related documents and data.
2. Understand the basic functionality of computer systems and networks, at a high level.
3. Use a variety of applications and tools to gather, process, analyze, and archive data.

# COMMUNICATION

Office of Instruction • 707-468-3002

## Degrees

AA-T Communication Studies for Transfer

### COMMUNICATION STUDIES ASSOCIATE OF ARTS FOR TRANSFER

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 with a minimum grade point average (GPA) of 2.0 and a C or better in all classes assigned to the major 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.

#### Required Courses - Major:

	Units
ENG 205 Critical Thinking	3
COM 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:

	Units
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	3
PSY 205 Introductory Psychology	3
SOC 200 Introduction to Sociology	3
THE 201 Introduction to Film	3

<b>Total Major Units</b>	<b>18</b>
<b>Total Degree Units</b>	<b>60</b>

#### Program Level Student Learning Outcomes:

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.

# CULINARY ARTS

Nicholas Petti • 707-467-1052

## Certificate of Achievement

Culinary Arts Management

### 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.

#### Required Courses:

	<b>Units</b>
CAM 51A Culinary Skills I	3
CAM 51B Culinary Skills II	3
CAM 52 Food and Equipment Safety and Sanitation	1
CAM 54 Food and Beverage Cost Control	1.5
CAM 60 Survey of Food Systems and the Culinary Arts	1.5
CAM 61 Creating the Food-based Business	3
CAM 63 Dining Room Service	2
CAM 197A Culinary Arts Practicum	3

#### Select 6 additional units:

	<b>Units</b>
CAM 58 Chocolate Confections	1
CAM 59A Baking I	2
CAM 59B Baking II	2
CAM 59C Pastry and Desserts	1
CAM 68 Food Preservation	1
CAM 70A Seasonal Vegetarian Cuisine Late Summer/Early Fall	0.5
CAM 70B Seasonal Vegetarian Cuisine Late Fall/Early Winter	0.5
CAM 70C Seasonal Vegetarian Cuisine Late Winter/Early Spring	0.5
CAM 70D Seasonal Vegetarian Cuisine Late Spring/Early Summer	0.5
CAM 71 Food and Wine Pairing	1
CAM 80 Modern Cuisine	3
CAM 196 CAM-Occupational Work Experience Education	1 - 3
AGR 180 Fall Vegetable Gardening Practices	
<b>OR</b>	<b>2</b>
AGR 181 Spring Vegetable Gardening Practices	2

#### Total Units required for Certificate

**24**

#### Program Level Student Learning Outcomes:

1. Demonstrate professionalism in appearance, time management, interpersonal skills, teamwork, decision-making, and initiative needed for foodservice.
2. Demonstrate skill and apply industry standards in food handling, beverage service, baking, food preparation, equipment selection, use, and maintenance.
3. Identify suitable career options in food service for their skills and interests.
4. Identify problems in food preparation and presentation and solve these problems.
5. Demonstrate station organization, purchasing, storage, menu writing, and sanitation principles as they apply to food handling.
6. Define culinary terms and describe culinary techniques.

# EARTH SCIENCE

Steve Cardimona • 707-468-3219

## Degrees

A.S. Earth Science

## EARTH SCIENCE ASSOCIATE OF SCIENCE

Earth Science is a broad field offering countless personal and professional opportunities to work on practical and important problems in society. 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.

<b>Required Courses - Major:</b>		<b>Units</b>
MTH 210	Calculus and Analytic Geometry I	5
MTH 220	Statistics	4
CHM 250	General Chemistry I	5
EAS 201	Geology	3
	<b>OR</b>	
GEL 201	Geology	3
EAS 202	Geology Laboratory	1
	<b>OR</b>	
GEL 202	Geology Laboratory	1
<b>Plus a minimum of 12 additional units selected from the following:</b>		<b>Units</b>
EAS 200	Environmental Science	3
	<b>OR</b>	
NRS 200	Environmental Science	3
EAS 203	Earth History	3
EAS 204	Earth History Laboratory	1
EAS 206	Physical Geography	4
	<b>OR</b>	
GEO 206	Physical Geography	4
EAS 208	Environmental Geology	4
	<b>OR</b>	
GEL 208	Environmental Geology	4
EAS 210	Geology of California	4
	<b>OR</b>	
GEL 210	Geology of California	4
EAS 211	Weather and Climate	3
EAS 212	Introduction to Geographic Information Systems	3
	<b>OR</b>	
GEO 212	Introduction to Geographic Information Systems	3
EAS 222	Applied GIS	3
	<b>OR</b>	
GEO 222	Applied GIS	3
GEL 100	Earthquake Country	2
NRS 100	Field Ecology	1 - 2
NRS 115	The Coastal Redwoods	3
AGR 108	Soils and Fertility Management	3
BIO 242	Introduction to Oceanography	3
CHM 251	General Chemistry II	5
MTH 211	Calculus and Analytic Geometry II	5
PHY 214	Principles of Physics I	4
PHY 215	Principles of Physics II	4
<b>Total Major Units</b>		<b>30</b>
<b>Total Degree Units</b>		<b>60</b>

**Program Level Student Learning Outcomes:**

1. Demonstrate a working knowledge of differential calculus.
2. Demonstrate a working knowledge of statistics.
3. Demonstrate a working knowledge of physical chemistry.
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 can be critical.

## ENGLISH

Jaime Cechin • 707-468-3140

Jody Gehrman • 707-468-3150

Lynn Haggitt • 707-468-3123

Debra Polak • 707-468-3137

Bart Rawlinson • 707-468-3049

### Degrees

A.A.-T      English Associate of Arts for Transfer

### ENGLISH ASSOCIATE OF ARTS FOR TRANSFER

The English major prepares students with the reading, writing, and thinking skills required for university level study of literature, composition, and related disciplines. 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 with a minimum grade point average (GPA) of 2.0 and a C or better in all classes assigned to the major 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.

#### Required Core:

	Units
ENG 201      Critical Thinking through Literature	4

#### List A: Choose two (6 units)

	Units
ENG 245      American Literature I	3
ENG 246      American Literature II	3

#### List B: Choose two (6 units) from the following or any course from List A not already used

	Units
ENG 225      Introduction to Shakespeare	3
ENG 210      Creative Writing	3
ENG 250      World Literature	3

#### List C: Choose one (minimum of 3 units) from the following or any course from List A or B not already used

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
ENG 170      Introduction to Playwriting	3
ENG 205      Critical Thinking	3
ENG 265      Introduction to California Literature	3
ENG 270      Children's Literature	3
JRN 201      Writing for the Mass Media	3
SPN 201      Elementary Spanish: Level II	5
SPN 200      Elementary Spanish: Level I	5
SPN 202      Intermediate Spanish: Level III	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
THE 200	Introduction to Theatre	3

**Total Major Units**  
**Total Degree Units**

**19-21**  
**60**

*Program Level Student Learning Outcomes:*

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.

## ENGLISH AS A SECOND LANGUAGE

Sarah Walsh • 707-468-3122

### Certificate of Completion

ESL Preparation

### ESL Preparation

The ESL sequence provides students with 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	English as a Second Language: Advanced	85
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*Students must complete a total of 170 hours of the Advanced level ESL 511.*

#### Plus a minimum of 102 hours selected from the following list based on appropriate placement:

list based on appropriate placement:		HOURS
ESL 500	English as a Second Language: Preparatory Level	85
ESL 501	English as a Second Language: Lab Preparatory Level	25.5 – 51
ESL 503A	English as a Second Language: Oral Communication Skills A	17
ESL 503B	English as a Second Language: Oral Communication Skills B	34
ESL 503C	English as a Second Language: Oral Communication Skills C	51
ESL 507	English as a Second Language: Beginning	85
ESL 509	English as a Second Language: Intermediate	85

#### Total Hours Required for Certificate

**272**

*Program Level Student Learning Outcomes:*

1. Produce level appropriate language both orally and in written form.
2. Demonstrate ability to communicate competently in classroom activities at the appropriate level, as represented by grammar topics.
3. Develop necessary grammar skills, vocabulary, and fluency to be able to read and comprehend level appropriate texts.
4. Construct, organize and complete written assignments which utilize level appropriate grammar topics.

# ETHNIC STUDIES

Office of Instruction • 707-468-3002

## Degrees

A.A. Ethnic Studies Associate of Arts

### ETHNIC STUDIES ASSOCIATE OF ARTS

Ethnic Studies major leads to the Associate of Arts degree and prepares the student for 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.

#### Required Courses - Major

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:

ANT 200	Physical Anthropology	3
HST 220	Mexican History	3
SOC 200	Introduction to Sociology	3

#### Total Major Units

18

#### Total Degree Units

60

#### Program Level Student Learning Outcomes:

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.



# FIRE SCIENCE

## Office of Instruction • 707-468-3002

### Degrees

A.S. Fire Science

### FIRE SCIENCE ASSOCIATE OF SCIENCE

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, and Emergency Medical Technician.

#### REQUIRED COURSES:

	<b>Units</b>
FSC 111 Fire Protection Organization	3
FSC 112 Fire Behavior & Combustion	3
FSC 113 Fire Protection Equipment & Systems	3
FSC 114 Building Construction for Fire Safety	3
FSC 115 Hazardous Materials Response for Public Safety	3
HLH 135* Emergency Medical Technician I	0-7

*\*Current EMT I license can be substituted for this required course.*

#### Plus 9 additional units selected from the following:

	<b>Units</b>
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 62 Basic Wildland Firefighting	2
FSC 63 Fire Fighter IA	4
FSC 64 Fire Fighter IB	9
FSC 65 Incident Command System (ICS) 300	1.5
FSC 196 FSC-Occupational Work Experience Education	1 - 8

**Total Major Units**

**31**

**Total Degree Units**

**60**

#### *Program Level Student Learning Outcomes:*

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.

# GEOLOGY

Steve Cardimona • 707-468-3219

## Degrees

A.S.-T Geology for Transfer

## GEOLOGY ASSOCIATE OF SCIENCE FOR TRANSFER

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 with a minimum grade point average (GPA) of 2.0 and a C or better in all classes assigned to the major 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.

Required courses		Units
GEL 201	Geology <b>OR</b>	3
EAS 201	Geology	3
GEL 202	Geology Laboratory <b>OR</b>	1
EAS 202	Geology Laboratory	1
GEL 203	Earth History <b>OR</b>	3
EAS 203	Earth History	3
GEL 204	Earth History Laboratory <b>OR</b>	1
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 211	Calculus and Analytic Geometry II	5
<b>Total Major Units</b>		<b>28</b>
<b>Total Degree Units</b>		<b>60</b>

### *Program Level Student Learning Outcomes:*

1. After completing requirements for an AS in Geology, students will have a working knowledge of differential calculus.
2. After completing requirements for an AS in Geology, students will have a working knowledge of physical chemistry.
3. After completing requirements for an AS in Geology, students will have a working knowledge of the basic concepts and applications in geology.

# HEALTH SCIENCE

Greg Hicks • 707-468-3133

## Degrees

A.S. Health Sciences

## HEALTH SCIENCES ASSOCIATE OF SCIENCE

The Health Sciences degree is designed for students who wish to transfer to a four-year college or university to pursue a Baccalaureate or Master's 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 29 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.

### Major Requirements:

		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:

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

**Total Major Units**

**29**

**Total Degree Units**

**60**

### Program Level Student Learning Outcomes:

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.



# HISTORY

Rebecca Montes • 707-467-1021

## Degrees

A.A.- T History for Transfer

## HISTORY ASSOCIATE OF ARTS FOR TRANSFER

The study of history fosters an understanding of ourselves and our world through the study of the past, both remote and recent, local and geographically distant. In so doing it equips students with cultural literacy and promotes critical thinking and the formation of well-informed perspectives on today's world. It also offers fundamental preparation for careers in business, government, teaching, and professional fields. This degree provides a clearly articulated curricular track for students who wish to transfer to a CSU, while exposing students to the core principles and practices of the study of history in order to build a foundation for their future academic path. 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 and a C in all classes assigned to the major 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.

### Required Courses - Major

		Units
HST 202	The United States to 1877	3
HST 203	The United States Since 1865	3

### 6 units from the following:

		Units
HST 200	History of Western Civilization I	3
	OR	
HST 205	World History to 1500	3
	AND	
HST 201	History of Western Civilization II	3
	OR	
HST 206	World History Since 1500	3

### Plus 3 units from the following or HST 205 or HST 206 if not used above:

		Units
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 222	Native American History	3
SOC 235	Mexican American Culture	3
SOC 241	Pacific Coast Indian Cultures	3
SOC 202	Racial and Ethnic Relations	3
POL 205	Native Americans and Federal Indian Policy	3

### Plus 3 units from the following (unless previously used):

		Units
HST 200	History of Western Civilization I	3
HST 201	History of Western Civilization II	3
HST 205	World History to 1500	3
HST 206	World History Since 1500	3
HST 221	California History	3
HST 223	History of Lake and Mendocino Counties	3
HST 250	Contemporary America: The People and the Issues	3
ANT 201	Cultural Anthropology	3
POL 200	American Government and Politics	3
POL 201	Comparative Politics	3
POL 203	International Relations	3
POL 204	California Government and Politics	3

POL 205	Native Americans and Federal Indian Policy	3
SOC 201	Social Problems	3
SOC 202	Racial and Ethnic Relations	3
SOC 235	Mexican American Culture	3
SOC 241	Pacific Coast Indian Cultures	3

<b>Total Major Units</b>	<b>18</b>
<b>Total Degree Units</b>	<b>60</b>

*Program Level Student Learning Outcomes:*

1. Create, organize, and support an historical argument in written and/or oral presentation.
2. Demonstrate the ability to reconstruct the past through inquiry, research, critical thinking and problem solving, making use of both primary and secondary sources.
3. Identify and evaluate multiple perspectives and approaches to historical understanding.
4. Identify and describe historically important people, events, problems, and periods.

## HUMAN SERVICES

Daniel Jenkins • 707-468-3020

### Degrees

A.S. Human Services Paraprofessional

### Certificate of Achievement

Human Service Worker  
Human Services Paraprofessional

### HUMAN SERVICES PARAPROFESSIONAL ASSOCIATE OF SCIENCE

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 prepares students to transfer to four-year colleges or universities 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.

Required Courses - Major		Units
HUS 101	Introduction to the Helping Profession	3
	<b>OR</b>	
HUS 170	Introduction to Social Work	3
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
	<b>OR</b>	
AOD 164	Field Placement and Practicum Seminar I	1.5
HUS 197A	Human Service Worker Practicum	2 - 8
	<b>OR</b>	
HUS 197b	Human Service Paraprofessional Practicum	2 - 8
	<b>OR</b>	

AOD 197A	Alcohol and Other Drug Studies Program Practicum	2 - 8
SOC 200	Introduction to Sociology	3
PSY 205	Introductory Psychology	3

**Total Major Units**  
**Total Degree Units**

**21.5 - 27.5**  
**60**

***Program Level Student Learning Outcomes:***

1. Thirty percent of students entering the program will complete lower-division requirements for transfer to four-year college or university degree programs in Social Work, Counseling or related majors.
2. Students will demonstrate a basic understanding of the history and role of Social Work and related occupations in their communities and society at large.
3. Students will be able to articulate the importance of ethical behavior, and of technical and cultural competence in the delivery of services in Social Work and related fields.
4. Students will demonstrate a basic understanding of the characteristics and key concepts related to Social Work and related occupations
5. Students will demonstrate an understanding of basic duties and responsibilities performed by Social Workers and related professionals.
6. Human Services Associate of Science Degree instructors, staff, and other key college personnel will maintain a regular, constructive and collegial dialogue with partnering human service agencies in order to optimize student educational experiences.

## **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.

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.

### **Required Courses - Major:**

		<b>Units</b>
HUS 101	Introduction to the Helping Profession	3
	<b>OR</b>	
HUS 170	Introduction to Social Work	3
	<b>OR</b>	
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	1.5
	<b>OR</b>	
AOD 164	Field Placement and Practicum Seminar I	1.5
HUS 197b	Human Service Paraprofessional Practicum	4 - 8
	<b>OR</b>	
AOD 197A	Alcohol and Other Drug Studies Program Practicum	4 - 8
HUS 105	Field Placement and Practicum Seminar II	1.5
	<b>OR</b>	
AOD 165	Field Placement and Practicum Seminar II	1.5
PSY 205	Introductory Psychology	3

### **Total units required for Certificate**

**37.5 - 41.5**

### ***Program Level Student Learning Outcomes:***

1. Graduates will demonstrate an understanding of the characteristics and key concepts related to Human Service Paraprofessional occupations.
2. Graduates will demonstrate a thorough knowledge of, and ability to fulfill, Human Service Paraprofessional duties and responsibilities
3. Graduates will readily find entry-level employment in Human Services paraprofessional positions
4. Program graduates and employers of program graduates will verify that the education received in our program prepares graduates to function competently in Human Service Paraprofessional positions.
5. Human Service Paraprofessional program instructors, staff, and other key college personnel will maintain a regular, constructive and collegial dialogue with partnering human service agencies in order to optimize student educational experiences.

## **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 (HUS-P) and/or the Alcohol and other Drug Studies (AODS) 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-P or AODS certificate or degree programs while employed.

### **Required Courses - Major:**

		<b>Units</b>
HUS 101	Introduction to the Helping Profession	3
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
HUS 197A	Human Service Worker Practicum	2 - 8

HLH 200	Health Education	3
	<b>OR</b>	
HLH 103	Women's Health	3

**Total units required for Certificate**

**18.5 - 24.5**

***Program Level Student Learning Outcomes:***

1. Communicate with co-workers, supervisors and clients, orally and in writing, in a professional, concise and effective manner, using appropriate professional terminology.
2. 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.
3. 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.
4. Understand the role of a Human Service Worker as a member of a team involving various professional and paraprofessional staff.

## **KINESIOLOGY**

**Office of Instruction • 707-468-3002**

### **Degrees**

A.A.-T Kinesiology Associate of Arts for Transfer

### **KINESIOLOGY ASSOCIATE OF ARTS FOR TRANSFER**

Kinesiology is an academic discipline which involves the study of physical activity and its impact on health, society, and quality of life. Students completing the Associate in Arts in Kinesiology for Transfer AA-T degree will be provided with an integrated approach to the field that includes the biological, psychological, and social-humanistic perspectives. Completing this degree along with the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education - Breadth Requirements to total 60units with a minimum grade point average (GPA) of 2.0 and a minimum grade of C in all classes assigned to the major 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.

#### **Required Core courses - Major**

		<b>Units</b>
KIN 200	Introduction to Kinesiology	3
BIO 230	Human Anatomy	5
BIO 231	Human Physiology	5

*Movement Based Courses\* - Select a maximum of one (1) course from any three (3) of the following areas for a minimum of three (3) units: Combatives, Team Sports, Individual Sports, Fitness, or Dance:*

#### **Combatives:**

PES 273A	Beginning Foil Fencing	1
PES 273B	Intermediate Foil Fencing	1

#### **Team Sports:**

PES 208	Basketball	1
PES 210	Fundamentals of the Pass Defense (Football)	1
PES 211	Fundamentals of the Pass Offense (Football)	1
PES 212	Softball	1
PES 276A	Volleyball-Beginning	1
PES 276B	Volleyball-Intermediate	1

#### **Individual Sport:**

PES 264A	Tennis-Beginning	1
PES 264B	Tennis-Intermediate	1

#### **Fitness:**

PEF 202	Low Impact Fitness	1
PEF 216	Weight Training	1

**Dance:**

THE 230A	Contemporary Dance: Beginning	2
THE 244A	Mexican Folkloric Dance: Beginning	1 - 2

**Select two courses (minimum 6 units) from the following:**

		<b>Units</b>
MTH 220	Statistics	4
BIO 202	Human Biology	3
CHM 250	General Chemistry I	5
PHY 210	General Physics I	4
	<b>OR</b>	
PHY 220	Physics for Scientists and Engineers I	4
HLH 202	First Aid, Emergency Care, and Cardiopulmonary Resuscitation	3

**Total Major Units****22 - 27****Total Degree Units****60****Program Level Student Learning Outcomes:**

1. Identify and describe major concepts, theoretical principles, empirical findings, and historical and current trends in kinesiology.
2. Understand physical activity as it relates to the physiological responses and adaptations to exercise.
3. Apply critical thinking, writing, reading, oral communication, and quantitative and qualitative analysis to skill and movement-related questions.
4. Know, comprehend and apply scientific principles to movement, exercise and sport, including the demonstration of knowledge and skill in fitness, combative, individual sport, and team sport.
5. Students who complete the Associate in Science in Kinesiology for Transfer degree will be eligible and prepared for admission (SB 1440 and Education Code 66746) to California State University system schools.

## LIBERAL ARTS AND SCIENCES

Office of Instruction • 707-468-3002

**Degrees**

A.A. Liberal Arts and Sciences with an Emphasis on Education  
 A.A. Liberal Arts and Sciences with an Emphasis in Kinesiology and Health  
 A.A. Liberal Arts and Sciences with an Emphasis in Native American Studies  
 A.A. Liberal Arts and Sciences with an Emphasis in Social Science

### LIBERAL ARTS AND SCIENCES WITH AN EMPHASIS ON EDUCATION ASSOCIATE OF ARTS

The Liberal Arts and Sciences with an Emphasis on Education 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 include Instructional Aide or transfer to a four-year college/university to prepare for a post-graduate teacher credential program.

The Liberal Arts and Sciences with an Emphasis 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.

**Required Core****Units**

SPE 200	Introduction to Public Speaking	3
	<b>OR</b>	
SPE 210	Interpersonal Communication	3
HST 202	The United States to 1877	3
BIO 200	Concepts of Biology	3
	<b>OR</b>	
BIO 202	Human Biology	3
	<b>OR</b>	

BIO 250	Principles of Biology	5
PSY 210	Life Span Developmental Psychology	3
	<b>OR</b>	
CDV 200	Psychology of Development: Infancy through Adolescence	3

**Choose six units from two disciplines (if not used above):** **Units**

CHM 200	Introduction to Chemistry	5
PHY 202	Introductory Physics	4
MTH 120	Math for Educators	3
MTH 121	Trigonometry	4
MTH 220	Statistics	4
PHY 210	General Physics I	4
CDV 125	Creative Activities	3
CDV 200	Psychology of Development: Infancy through Adolescence	3
ENG 270	Children's Literature	3
ART 210A	Fundamentals of Drawing	3
THE 200	Introduction to Theatre	3
THE 210B	Beginning Acting	3
EAS 201	Geology	3
	<b>OR</b>	
GEL 201	Geology	3

**Total Major Units** **18 - 20**

**Total Degree Units** **60**

*Program Level Student Learning Outcomes:*

1. Demonstrate an understanding of basic principles of interpersonal communication.
2. Describe the important events and their impacts in the early history of the United States.
3. Demonstrate an awareness of biological processes and concepts.
4. Demonstrate an understanding of human development theories and approaches.

**LIBERAL ARTS AND SCIENCES WITH AN  
EMPHASIS IN KINESIOLOGY & HEALTH ASSOCIATE OF ARTS**

The Liberal Arts and Sciences with an Emphasis in Kinesiology and Health 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 this degree. The Liberal Arts and Sciences with an Emphasis degree consists of: 1) An Area of Emphasis\* consisting of a minimum of 18 units; 2) The Mendocino College 18-unit General Education requirement; 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.

**Core Requirements: 12-14 units from any of the courses listed below** **Units**

KIN 200	Introduction to Kinesiology	3
BIO 202	Human Biology	3
	<b>OR</b>	
BIO 230	Human Anatomy	5
	<b>OR</b>	
BIO 231	Human Physiology	5
HLH 200	Health Education	3
	<b>OR</b>	
HLH 103	Women's Health	3
KIN 109	Fitness Instructor Training	3
	<b>OR</b>	
	Three (3) units from any course within the ATH, PEF, or PES designation	

**Academic Courses: 9 units from any of the courses listed below, excluding those used above.**

		<b>Units</b>
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
BUS 159	The Business of Sports	3
CHM 200	Introduction to Chemistry	5
CHM 202	Introduction to Organic and Biochemistry	4
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 Care, and Cardiopulmonary Resuscitation	3
KIN 109	Fitness Instructor Training	3
KIN 214	Introduction to Sport Related Injuries	3
MTH 220	Statistics	4
PHY 210	General Physics I	4
PHY 211	General Physics II	4
PSY 205	Introductory Psychology	3
PSY 206	Human Sexuality	3
PSY 210	Life Span Developmental Psychology	3
PSY 220	Psychology of Gender	3
SPE 200	Introduction to Public Speaking	3
SPE 210	Interpersonal Communication	3

**Total Major Units**  
**Total Degree Units**

**21 - 23**  
**60**

***Program Level Student Learning Outcomes:***

1. Describe scientific principles as they apply to physical activity.
2. Illustrate the importance of physical activity in health, wellness, and the quality of life.
3. Appraise cultural, historical, and philosophical dimensions of physical activity.
4. Compose and evaluate the practice of physical activity.



## LIBERAL ARTS AND SCIENCES WITH AN EMPHASIS IN NATIVE AMERICAN STUDIES ASSOCIATE OF ARTS

Liberal Arts and Sciences with an emphasis in Native American Studies 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.

### 12 units from the following 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
POL 205	Native Americans and Federal Indian Policy	3

### Plus 6 additional units from the following courses (or courses not used from the above list)

		Units
HST 223	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**

### *Program Level Student Learning Outcomes:*

1. Make a critical argument about historical or current themes regarding Indian country, using appropriate research methods and college level writing skills.
2. Identify the culture and history of a variety of tribes.
3. Gain an understanding of the major cultural regions of the US from a Native American Art producing perspective.
4. Articulate a relationship between Native American history and the contemporary state of Native America.
5. Explain the historical and contemporary relationship between the U.S. Government, state and local governments and "domestic dependent sovereign nations".
6. Analyze United States racial-ethnic relations through application of the major sociological and historical perspectives.
7. Identify theoretical causes and effects of prejudice, discrimination, tolerance, and acceptance in a multi-ethnic society



## LIBERAL ARTS AND SCIENCES WITH AN EMPHASIS IN SOCIAL SCIENCE ASSOCIATE OF ARTS

Liberal Arts and Sciences with an Emphasis in Social Science is designed for students who intend to earn an Associate Degree which surveys a breadth of academic offerings in the Social Sciences. This degree consists of: 1) An Area of Emphasis\* consisting of a minimum of 18 units; 2) The Mendocino College 18-unit General Education requirement; 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.

### Required Core:

*Choose 3 units from the following list of courses:*

<b>History</b>		<b>Units</b>
HST 200	History of Western Civilization I	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

*Choose 3 units from the following list of courses:*

<b>Political Science</b>		<b>Units</b>
POL 200	American Government and Politics	3
POL 203	International Relations	3
POL 204	California Government and Politics	3

*Choose 6 units from the following list of courses:*

<b>Psychology, Society, and Culture</b>		<b>Units</b>
CDV 200	Psychology of Development: Infancy through Adolescence	3
ECO 200	Principles of Macroeconomics	3
ECO 201	Principles of Microeconomics	3
SOC 200	Introduction to Sociology	3
SOC 202	Racial and Ethnic Relations	3
PSY 205	Introductory Psychology	3
PSY 210	Life Span Developmental Psychology	3
PSY 250	Research Methods for the Social Sciences	3

### Plus 6 units from the following courses or any core course not previously used

		<b>Units</b>
ANT 201	Cultural Anthropology	3
HST 206	World History Since 1500	3
HST 221	California History	3
POL 202	Ideas and Institutions	3
PSY 216	Social Psychology	3
PSY 220	Psychology of Gender	3
SOC 201	Social Problems	3

<b>Total Major Units</b>	<b>18</b>
<b>Total Degree Units</b>	<b>60</b>

### Program Level Student Learning Outcomes:

1. Distinguish different approaches to understanding and researching human behavior and social interactions, including both qualitative and quantitative methodologies.
2. Demonstrate effective use of Internet resources, electronic databases and other digital and traditional sources of social scientific information.
3. Describe 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 competing interpretations of historic or contemporary political issues or social problems.

# MATHEMATICS

Roger Ahders • 707-467-3136

Leslie Banta • 707-467-1053

Jason Edington • 707-467-1004

Aeron Ives • 707-468-3228

Deborah White • 707-468-3129

## Degrees

A.S.-T Mathematics for Transfer

## MATHEMATICS ASSOCIATE OF SCIENCE FOR TRANSFER

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 and a minimum grade of C in all classes assigned to the major 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.

### Required Core Courses

		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

**Choose a minimum of 7 units from below with at least 3 units from Group A.**

### Group A

		Units
MTH 214	Linear Algebra	4
MTH 215	Differential Equations	3

**Choose remaining units (if needed) from Group B.**

### Group B

		Units
MTH 220	Statistics	4
PHY 220	Physics for Scientists and Engineers I	4

**Total Major Units**

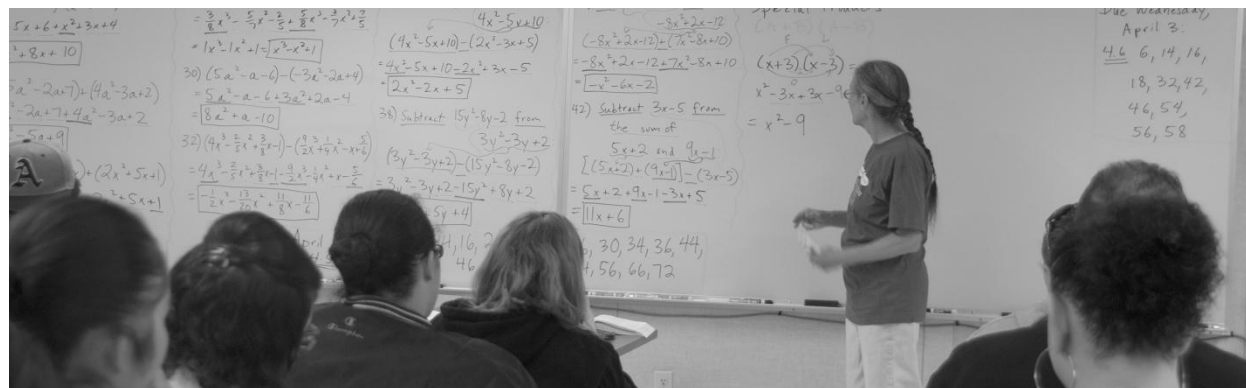
**22-23**

**Total Degree Units**

**60**

### Program Level Student Learning Outcomes:

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.



# MUSIC

Rodney Grisanti • 707-468-3026

Les Pfutzenreuter • 707-468-3018

## Degrees

A.A.-T Music for Transfer

A.A. Music – Instrumental

A.A. Music - Vocal

## MUSIC ASSOCIATE OF ARTS FOR TRANSFER

Through study in Music and through completion of the college's Associate in Arts in Music for Transfer degree (AA-T), this degree program prepares the student to transfer to a California State University Music Program. The preparation will provide the student with basic skills to enter a Bachelor of Arts Degree in General Music. 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 and a C in all classes assigned to the major 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.

### Required Courses - Major:

**(Applied Music must be taken four times for a total of 4 units)**

MUS 201A	Music Theory/Musicianship I	4
MUS 201B	Music Theory/Musicianship II	4
MUS 202A	Music Theory/Musicianship III	4
MUS 202B	Music Theory/Musicianship IV	4
MUS 250	Applied Music - Individual Instruction	4

### Ensemble Requirement

**4 units (total of 4 semesters) from the following repeatable courses:**

MUS 280	Masterworks Chorale	1
MUS 281	Concert Choir I	1
MUS 256	Jazz Band	1
MUS 272	Symphonic Band	1
MUS 276	Symphony Orchestra	1
MUS 278	Chamber Orchestra	1

**Total Major Units**

**24**

**Total Degree Units**

**60**

### Program Level Student Learning Outcomes:

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.

## MUSIC ASSOCIATE OF ARTS

The Music major provides students with the opportunity to earn an Associate in Arts in Music. The degree in Music with Vocal or Instrumental option meets the typical lower division major requirements for a bachelor's degree in Music at a four-year institution.

### Required Courses - Major:

**(Applied Music must be taken four times for a total of four units)**

MUS 201A	Music Theory/Musicianship I	4
MUS 201B	Music Theory/Musicianship II	4
MUS 202A	Music Theory/Musicianship III	4

MUS 202B	Music Theory/Musicianship IV	4
MUS 203	Music History and Literature I	3
MUS 204	Music History and Literature II	3
MUS 210A	Piano: Beginning I	2
MUS 250	Applied Music - Individual Instruction	4

**Plus 3 units from the following:**

MUS 200	Fundamentals of Music <i>OR</i>	3
MUS 207	Introduction to Music Appreciation <i>OR</i>	3
MUS 208	Music in World Culture <i>OR</i>	3
MUS 209	History of Rock and Jazz Styles	3

**Students will choose either the Vocal or Instrumental Option:**

**Vocal Option:**

**4 units (total of 4 semesters) from the following repeatable courses: Units**

MUS 280	Masterworks Chorale	1
MUS 281	Concert Choir I	1
MUS 285	Vocal Jazz Ensemble	1

**Instrumental Option:**

**4 units (total of 4 semesters) from the following repeatable courses: Units**

MUS 272	Symphonic Band	1
MUS 256	Jazz Band	1
MUS 276	Symphony Orchestra	1
MUS 278	Chamber Orchestra	1

**Total Major Units**

**Total Degree Units 60**

*Program Level Student Learning Outcomes:*

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.



# NATURAL RESOURCES

Steve Cardimona • 707-468-3219

## Degrees

A.S. Natural Resources

## NATURAL RESOURCES ASSOCIATE OF SCIENCE

Natural Resources major leads to the Associate of Science degree and prepares the student for 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.

### Required Courses – Major:

		<b>Units</b>
BIO 200	Concepts of Biology	3
BIO 201	Concepts of Biology Lab	1
BIO 255	Botany	5
BIO 257	Zoology	5
EAS 200	Environmental Science	3
	<b>OR</b>	
NRS 200	Environmental Science	3
EAS 206	Physical Geography	4
	<b>OR</b>	
GEO 206	Physical Geography	4
	<b>OR</b>	
EAS 201	Geology	3
	<b>AND</b>	
EAS 202	Geology Laboratory	1
	<b>OR</b>	
GEL 201	Geology	3
	<b>AND</b>	
GEL 202	Geology Laboratory	1
<b>Total Major Units</b>		<b>21</b>
<b>Total Degree Units</b>		<b>60</b>

### Program Level Student Learning Outcomes:

1. After completing requirements for an AS in Natural Resources, students will have mastered important biological science foundation knowledge.
2. After completing requirements for an AS in Natural Resources, students will have a working knowledge of the basic physical science applications important for studying the Earth's natural resources.
3. After completing requirements for an AS in Natural Resources, students will have an understanding of the complex nature of issues regarding human use of the Earth's natural resources.

# NURSING

Nursing Department • 707-468-3099

Barbara French - Director • 707-467-1055

Fran Laughton - Assistant Director • 707-468-3109

Nora Danning • 707-467-1025

Karen Wilson • 707-468-3017

## Degrees

A.S. Registered Nurse

A.S. LVN to RN Career Ladder

## Certificate of Achievement

LVN to RN

## REGISTERED NURSE ASSOCIATE OF SCIENCE

The Registered Nursing Program is a two-year course of study consisting of both classroom and clinical training. Graduates of the program work as integral members of the healthcare team, providing care and educating clients across the lifespan. Graduates earn the Associate of Science degree and are eligible to sit for the State licensure exam (NCLEX-RN). Prospective students must first complete required prerequisites and general education requirements before entry to the program. Admission to the program is competitive. Initial screening is based on the CA Chancellor's Office Formula for Nursing Student Success which takes into account the applicant's overall college GPA, English prerequisite GPA, and prerequisite sciences GPA. Applicants who achieve the minimum cut score using this formula are then chosen by a random computerized selection process (lottery). For further details on admission criteria, see the Mendocino College Nursing Department webpages.

### Required Courses - Prerequisites

		Units
BIO 230	Human Anatomy	5
BIO 231	Human Physiology	5
BIO 259	Microbiology	5
ENG 200	Reading and Composition	3

### Plus 1 of the following Required Prerequisite Health Courses:

		Units
HLH 114	Foods and Nutrition	3
	OR	
HLH 115	Therapeutic Nutrition	3

### Plus 1 of the following Required Prerequisite Psychology Courses:

		Units
PSY 205	Introductory Psychology	3
	OR	
PSY 210	Life Span Developmental Psychology	3
	OR	
PSY 215	Psychology Of Personal Growth	3
	OR	
CDV 200	Psychology of Development: Infancy through Adolescence	3

### Plus 1 of the following Required Prerequisite Anthropology/Sociology Courses:

		Units
ANT 201	Cultural Anthropology	3
	OR	
SOC 200	Introduction to Sociology	3
	OR	
SOC 201	Social Problems	3
	OR	
SOC 202	Racial and Ethnic Relations	3

### Plus 1 of the following Required Prerequisite Speech Courses:

		Units
SPE 200	Introductory to Public Speaking	3
	OR	
SPE 210	Interpersonal Communication	3

**Required Courses - Major:**

		<b>Units</b>
NUR 102	Nursing Concepts and Skills I	10
NUR 105	Pharmacology I	1
NUR 112	Nursing Concepts and Skills II	10
NUR 115	Pharmacology II	1
NUR 116	Introduction to Nursing Seminar	1
NUR 121	Leadership and 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

**Optional Courses:**

		<b>Units</b>
NUR 52A	Nursing Technical Lab I	1
NUR 52B	Nursing Technical Lab II	1
NUR 52C	Nursing Technical Lab III	1
NUR 52D	Nursing Technical Lab IV	1

**Total Major Units****47 - 51****Total Degree Units****60*****Program Level Student Learning Outcomes:***

1. Meets qualifications and obtains an AS Degree in Nursing.
2. Achieve 65% minimum and/or Level II proficiency on ATI comprehensive predictor.
3. Become eligible and succeed on state board examination (NCLEX-RN).



## LVN TO RN CAREER LADDER ASSOCIATE OF SCIENCE

The Registered Nursing LVN-to-RN Program is an 18-month course of study consisting of both classroom and clinical training. Graduates of the program work as integral members of the healthcare team, providing care and educating clients across the lifespan. Graduates earn the Associate of Science degree and are eligible to sit for the State licensure exam (NCLEX-RN). Prospective students must first complete required prerequisites and general education requirements before entry to the program. Admission to the program is competitive. Initial screening is based on the CA Chancellor's Office Formula for Nursing Student Success which takes into account the applicant's overall college GPA, English prerequisite GPA, and prerequisite sciences GPA. Applicants who achieve the minimum cut score using this formula are then chosen by a random computerized selection process (lottery). For further details on admission criteria, see the Mendocino College Nursing Department webpages.

### Required Courses - Prerequisites

**(must be completed by end of semester in which application submitted)** **Units**

BIO 230	Human Anatomy	5
BIO 231	Human Physiology	5
BIO 259	Microbiology	5
ENG 200	Reading and Composition	3

### Plus 1 of the following Required Prerequisite Health Courses:

**Units**

HLH 114	Foods and Nutrition	3
	OR	
HLH 115	Therapeutic Nutrition	3

### Plus 1 of the following Required Prerequisite Psychology Courses:

**Units**

PSY 205	Introductory Psychology	3
	OR	
PSY 210	Life Span Developmental Psychology	3
	OR	
PSY 215	Psychology of Personal Growth	3
	OR	
CDV 200	Psychology of Development: Infancy through Adolescence	3

### Plus 1 of the following Required Prerequisite

**Anthropology/Sociology Courses:** **Units**

ANT 201	Cultural Anthropology	3
	OR	
SOC 200	Introduction to Sociology	3
	OR	
SOC 201	Social Problems	3
	OR	
SOC 202	Racial and Ethnic Relations	3

### Plus 1 of the following Required Prerequisite Speech Courses:

**Units**

SPE 200	Introductory to Public Speaking	3
	OR	
SPE 210	Interpersonal Communication	3

### Required Courses - Major:

**Units**

NUR 50	LVN-RN Transition	1
NUR 52T	Nursing LVN-RN Transition Lab	1
NUR 121	Leadership and 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

<b>Optional Courses:</b>		<b>Units</b>
NUR 52C	Nursing Technical Lab III	1
NUR 52D	Nursing Technical Lab IV	1
<b>Total Major Units</b>		<b>26 - 28</b>
<b>Total Degree Units</b>		<b>60</b>

***Program Level Student Learning Outcomes:***

1. Successfully passes ATI in pediatrics, OB, Fundamentals, Nutrition and Comprehensive Predictor with minimum of 65 and/or at Level II.
2. Successfully completes minimum of 132 hours of individual clinical preceptorship as assigned in final semester as outlined in Mendocino College RN preceptor Handbook.
3. Practices within legal, ethical, and regulatory guidelines while adhering to standards of professional practice and accepting accountability for personal actions.
4. Becomes eligible and succeeds on the state board examination (NCLEX-RN) leading to licensure.
5. Meets qualifications and obtains and Associate of Science Degree in Nursing: LVN to RN.

## **LVN TO RN CERTIFICATE OF ACHIEVEMENT**

The LVN-to-RN Certificate of Achievement (30 unit option) is an 18-month course of study consisting of both classroom and clinical training. Graduates of the program work as integral members of the healthcare team, providing care and educating clients across the lifespan. The LVN-to-RN (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). 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 an RN outside the State of California. Prospective students must first complete required prerequisites before entry to the program. Prospective students must meet with the Nursing Program Director prior to application to discuss limitations of the RN role for 30-unit option nurses. Admission to the program is competitive. Initial screening is based on the CA Chancellor's Office Formula for Nursing Student Success which takes into account the applicant's overall college GPA, English prerequisite GPA, and prerequisite sciences GPA. Applicants who achieve the minimum cut score using this formula are then chosen by a random computerized selection process (lottery). For further details on admission criteria, see the Mendocino College Nursing Department webpages.

### **Required Courses - Prerequisites**

<b>(must be completed by end of semester in which application submitted)</b>		<b>Units</b>
BIO 231	Human Physiology	4 - 5
BIO 259	Microbiology	4 - 5

### **Required Courses - Major:**

NUR 121	Leadership and Management I	1
NUR 122	Complex Medical/Surgical Nursing I	8
NUR 125	Pharmacology III	1
NUR 131	Leadership & Management II	1
NUR 132	Complex Medical/Surgical Nursing II	8
NUR 135	Pharmacology IV	1
NUR 50	LVN-RN Transition	1
NUR 52T	Nursing LVN-RN Transition Lab	1

<b>Optional Courses</b>		<b>Units</b>
NUR 52C	Nursing Technical Lab III	1
NUR 52D	Nursing Technical Lab IV	1
NUR 126	Nursing Seminar I	2
NUR 136	Nursing Seminar II	2

<b>Total units required for Certificate</b>	<b>30 - 38</b>
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***Program Level Student Learning Outcomes:***

1. Successfully passes ATI in pediatrics, OB, Fundamentals, Nutrition and Comprehensive Predictor with minimum of 65 and/or at Level II.

2. Successfully completes minimum of 132 hours of individual clinical preceptorship as assigned in final semester as outlined in Mendocino College RN preceptor Handbook.
3. Practices within legal, ethical, and regulatory guidelines while adhering to standards of professional practice and accepting accountability for personal actions.
4. Becomes eligible and succeeds on the state board examination (NCLEX-RN).
5. Meets qualifications for LVN to RN Certificate of Achievement.

*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.*

## POLITICAL SCIENCE

Phil Warf • 707-468-3030

### Degrees

A.A.-T Political Science for Transfer

### POLITICAL SCIENCE ASSOCIATE OF ARTS FOR TRANSFER

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 with a minimum grade point average (GPA) of 2.0 and a C or better in all classes assigned to the major 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.

#### Required Core

POL 200	American Government and Politics	3
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#### List A - Plus 3 courses (9-10 units) from the following:

POL 201	Comparative Politics	3
POL 202	Ideas and Institutions	3
POL 203	International Relations	3
PSY 250	Research Methods for the Social Sciences	3
<b>OR</b>		
MTH 220	Statistics	4

#### List B - 6 units from the following (or any course not selected above):

ANT 201	Cultural Anthropology	3
ECO 200	Principles of Macroeconomics	3
HST 200	History of Western Civilization I	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: The People and the Issues	3
POL 197	Political Science Internship	1 - 8
POL 204	California Government and Politics	3
POL 205	Native Americans and Federal Indian Policy	3
SOC 201	Social Problems	3
PSY 216	Social Psychology	3

#### Total Major Units

**18 - 24**

#### Total Degree Units

**60**

**Program Level Student Learning Outcomes:**

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

## **PSYCHOLOGY**

Roger Hock • 707-468-3135

Catherine Indermill • 707-468-3001

### **Degrees**

A.A.-T Psychology Associate of Arts for Transfer

A.A. Psychology Associate of Arts

### **PSYCHOLOGY ASSOCIATE OF ARTS FOR TRANSFER**

Psychology is defined as the scientific study of human behavior (including thoughts and emotions). The many and varied courses and areas of study in the Psychology Program provide a deeper understanding of the complexities of one's own behavior; the behavior of family, friends, and co-workers; and the interactions among diverse people and groups. The Associate in Arts in Psychology for Transfer degree is intended to facilitate transfer with a status of junior to a CSU program to work toward a BA Degree in Psychology or closely related field of study. 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 and a C or better in all classes assigned to the major 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.

#### **Required Courses:**

PSY 205 *	Introductory Psychology	3
MTH 220 *	Statistics	4
PSY 250	Research Methods for the Social Sciences	3

#### **List A: 3 units from the following:**

PSY 255	Introduction to Psychobiology	3
<b>OR</b>		
BIO 200	Concepts of Biology	3

#### **List B: 3 units from the following or any List A course not used above:**

PSY 216	Social Psychology	3
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#### **List C: 3 units from the following or any course from List A or B not used above:**

PSY 175	Introduction to Health Psychology	3
PSY 181	The Psychology of Loss and Death	3
PSY 190	Introduction to Counseling	3
PSY 206	Human Sexuality	3
PSY 212	Personality Theories	3
PSY 215	Psychology of Personal Growth	3
PSY 218	Abnormal Psychology	3
PSY 220	Psychology of Gender	3

\* Prerequisite for PSY 250

<b>Total Major Units</b>	<b>19</b>
<b>Total Degree Units</b>	<b>60</b>

#### **Program Level Student Learning Outcomes:**

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.

## PSYCHOLOGY ASSOCIATE OF ARTS

The Psychology major leads to an Associate of Arts Degree in Psychology. Psychology is defined as the scientific study of human behavior (including thoughts and emotions). The many and varied courses and areas of study in the Psychology Program provide a deeper understanding of the complexities of one's own behavior; the behavior of family, friends, and co-workers; and the interactions among diverse people and groups.

### Required Courses - Major:

		<b>Units</b>
PSY 205	Introductory Psychology	3
PSY 206	Human Sexuality	3
	<b>OR</b>	
PSY 220	Psychology of Gender	3
PSY 250	Research Methods for the Social Sciences	3

### Plus 9 additional units selected from the following (excluding those courses used above):

		<b>Units</b>
PSY 80	Relationships and Children's Behavior	1
PSY 85	Flashing Back: Post-Traumatic Stress Disorder	1
PSY 90	The Psychology of Stress and Coping	1
PSY 175	Introduction to Health Psychology	3
PSY 181	The Psychology of Loss and Death	3
PSY 19	Introduction to Counseling	3
PSY 206	Human Sexuality	3
PSY 210	Life Span Developmental Psychology	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	Introduction to Psychobiology	3

### Total Major Units

**18**

### Total Degree Units

**60**

### Program Level Student Learning Outcomes:

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.

## SOCIOLOGY

Vivian Varela • 707-467-1024

### Degrees

A.A.-T Sociology Associate of Arts for Transfer

### SOCIOLOGY ASSOCIATE OF ARTS FOR TRANSFER

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 with a minimum grade point average (GPA) of 2.0 and a C or better in all classes assigned to the major 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.

#### Required Core:

		<b>Units</b>
SOC 200	Introduction to Sociology	3

#### Plus any two from the following (6-7 units):

MTH 220	Statistics	4
SOC 206	Introduction to Research Methods in Sociology	3
SOC 201	Social Problems	3

#### List A: 6 units from the following (or any course not used above):

		<b>Units</b>
SOC 202	Racial and Ethnic Relations	3
SOC 210	Marriage and Family Relations	3
PSY 216	Social Psychology	3

#### List B: 3 units from the following (or any course not used above):

		<b>Units</b>
ADJ 200	Introduction to Administration of Justice	3
ANT 201	Cultural Anthropology	3
GEO 201	Cultural Geography	3

#### Total Major Units

**18 - 19**

#### Total Degree Units

**60**

#### Program Level Student Learning Outcomes:

1. Compare and contrast the three main theoretical paradigms in sociology and analyze social phenomena from these different perspectives.
2. Display an understanding of and appreciation of cultural diversity.
3. Recognize the relationship between personal agency, social responsibility, and social change (sociological imagination).
4. Compare and contrast the differences between a qualitative research study and a quantitative research study.

# SUSTAINABLE TECHNOLOGY

Office of Instruction • 707-468-3002

## Certificates of Achievement

Sustainable Technology - Construction

Sustainable Technology - Renewable Energy

Sustainable Technology - Residential Performance

## 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 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.

### Core Requirements:

	Units
SST 162 Safety Standards for Construction	1.5
SST 164 Understanding Blueprints, Diagrams and Schematics	3
SST 200 Sustainability Overview	3
BUS 230 Introduction to Business	3
CSC 201 Computers and Computer Applications	3
BOT 61 Customer Service	0.5
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 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):

	Units
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):

	Units
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**

### Program Level Student Learning Outcomes:

1. Students completing this certificate will be able to demonstrate applied technical ability in their chosen certificate focus area.
2. Students completing this certificate will be able to apply business skills and principles to employment and entrepreneurial opportunities relating to their chosen certificate focus area.
3. Students completing this certificate will be able to define concepts and principles of sustainability and explain their relation to the technical trades and related business and career opportunities.

## 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.

### Core Requirements:

		Units
SST 162	Safety Standards for Construction	1.5
SST 164	Understanding Blueprints, Diagrams and Schematics	3
SST 200	Sustainability Overview	3
BUS 230	Introduction to Business	3
CSC 201	Computers and Computer Applications	3
BOT 61	Customer Service	0.5
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)

		Units
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

### Renewable Energy Electives (minimum of 1):

		Units
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**

### Program Level Student Learning Outcomes:

1. Students completing this certificate will be able to define concepts and principles of sustainability and explain their relation to the technical trades and related business and career opportunities.
2. Students completing this certificate will be able to apply business skills and principles to employment and entrepreneurial opportunities relating to their chosen certificate focus area.
3. Students completing this certificate will be able to demonstrate applied technical ability in their chosen certificate focus area.



## **SUSTAINABLE TECHNOLOGY – RESIDENTIAL PERFORMANCE & 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.

### **Core Requirements:**

		<b>Units</b>
SST 162	Safety Standards for Construction	1.5
SST 164	Understanding Blueprints, Diagrams and Schematics	3
SST 200	Sustainability Overview	3
BUS 230	Introduction to Business	3
CSC 201	Computers and Computer Applications	3
BOT 61	Customer Service	0.5
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 1):**

		<b>Units</b>
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

### **Residential Efficiency and Performance Electives (minimum of 1):**

		<b>Units</b>
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**

### *Program Level Student Learning Outcomes:*

1. Students completing this certificate will be able to define concepts and principles of sustainability and explain their relation to the technical trades and related business and career opportunities.
2. Students completing this certificate will be able to demonstrate applied technical ability in their chosen certificate focus area.
3. Students completing this certificate will be able to apply business skills and principles to employment and entrepreneurial opportunities relating to their chosen certificate focus area.



# THEATRE ARTS

Reid Edelman - Theatre • 707-468-3172  
Leslie Saxon-West - Dance • 707-468-3079

## Degrees

A.A.-T Theatre Arts Associate of Arts for Transfer  
A.A. Theatre Arts Associate of Arts  
A.A. Theatre Arts – Dance Associate of Arts

## THEATRE ARTS ASSOCIATE OF ARTS FOR TRANSFER

Through study in Theatre Arts and through completion of the college's Associate in Arts in Theatre Arts for Transfer (AA-T degree), students develop the ability to participate in the creation and performance of live theatre. In addition, students learn to analyze performances in the context of theatre history, theory and practice. Fully staged productions in the college's two theatres supplement the studio and lecture classes. The program emphasizes the importance of creative collaboration and effective interpersonal communication. The program strives to develop, nurture and train future generations of theatre artists, as well as students who may apply their theatre studies in a variety of other academic areas and careers. 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 and a C in all classes assigned to the major 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.

### Required Core: Units

THE 200	Introduction to Theatre	3
THE 210B	Beginning Acting	3

### Plus at least 3 units from the following courses:

THE 121A	Acting Performance I	3
THE 125A	Production Crew I	1 - 2
THE 125B	Production Crew II	1 - 2
THE 125C	Production Crew III	1 - 2

### List A: Select 9 units from the following courses (if not used above): Units

THE 202	Introduction to Dramatic Literature	3
THE 210C	Intermediate Acting: Scene Study	3
<b>OR</b>		
THE 210D	Acting Styles	3
THE 215A	Stagecraft	3
THE 215B	Stage Lighting	3
THE 119A	Costume Construction I	3
THE 121A	Acting Performance I	3
THE 125A	Production Crew I	1-2
THE 125B	Production Crew II	1-2
THE 125C	Production Crew III	1-2

**Total Major Units 18**

**Total Degree Units 60**

### Program Level Student Learning Outcomes:

1. Express ideas and feelings creatively through the creation of theatre performances.
2. Understand the history of theatre within the context of various cultural traditions.
3. Critically analyze works of theatre.
4. Demonstrate competence in fundamental 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, or director.
7. Identify the roles and responsibilities of the various artists involved in creating performances.

## THEATRE ARTS ASSOCIATE OF ARTS – Theatre or Dance

The Theatre Arts major leads to an Associate of Arts degree with an emphasis in Theatre or Dance. Through sequential study in theatre arts and through completion of the college's AA degree program, students develop the ability to create and perform works of theatre and dance. In addition, students learn to analyze performances in the context of theatre/dance history, theory and practice. Study of theatre and dance also equips students with alternate methods of exploration and problem solving that are useful in multiple disciplines.

### Required Courses – Major:

THE 210B	Beginning Acting	3
THE 125A	Production Crew I	1

### Plus at least 2 additional units selected from:

		Units
THE 230A	Contemporary Dance: Beginning	2
THE 230B	Contemporary Dance: Advanced Beginning	2
THE 230C	Contemporary Dance: Intermediate	2
THE 230D	Contemporary Dance: Advanced Intermediate	2

### Plus at least 2 additional performance units selected from:

		Units
MUS 220	Opera Theatre-Performance	1 - 3
THE 105B	Play Development I	1
THE 105C	Play Development II	1
THE 121A	Acting Performance I	3
THE 125B	Production Crew II	1 - 2
THE 125C	Production Crew III	1 - 3
THE 260	Dance Performance	1 - 3
THE 262	Dance for Musical Theatre	1 - 3
THE 265A	Dance Repertory: Apprentice	1 - 3
THE 265B	Dance Repertory	1 - 3

### Plus at least 3 additional units selected from:

		Units
THE 215A	Stagecraft	3
THE 215B	Stage Lighting	3
THE 119A	Costume Construction I	3

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

#### THEATRE OPTION\*

THE 200	Introduction to Theatre	3
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### Plus at least 7 additional units selected from the following:

		Units
THE 105A	Narrative Theatre	3
THE 105D	Play Development III	1
THE 118	Introduction to Directing	3
THE 170	Introduction to Playwriting	3
THE 202	Introduction to Dramatic Literature	3
THE 210A	Acting Improvisation	3
THE 210C	Intermediate Acting: Scene Study	3
THE 210D	Acting Styles	3
THE 212	The Actor's Voice	1
THE 215A	Stagecraft	3
THE 215B	Stage Lighting	3
THE 119A	Costume Construction I	3
THE 119B	Costume Construction II	2
THE 119C	Costume Construction III	2
THE 119D	Introduction to Costume Design	3
THE 121C	Acting Performance III	3
THE 121D	Acting Performance IV	3

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

**DANCE OPTION:****Six units selected from the following (if not used above):**

		<b>Units</b>
THE 206**	Dance in World Cultures	3
THE 250	Choreography	2
THE 230A	Contemporary Dance: Beginning	2
THE 230B	Contemporary Dance: Advanced Beginning	2
THE 230C	Contemporary Dance: Intermediate	2
THE 230D	Contemporary Dance: Advanced Intermediate	2
THE 242A	Ballet: Beginning	2
THE 242B	Ballet: Advanced Beginning	2
THE 242C	Ballet: Intermediate	2
THE 242D	Ballet: Advanced Intermediate	2

**Plus 4 additional units selected from the following:**

		<b>Units</b>
THE 228A	Conditioning for Dance: Pilates Mat I	0.5 - 1
THE 228B	Conditioning for Dance: Pilates Mat II	0.5 - 1
THE 234A	Tap Dance: Beginning	2
THE 238A	Jazz Dance: Beginning	2
THE 238B	Jazz Dance: Intermediate	2

**Plus 4 units selected from the following:**

		<b>Units</b>
THE 130A	Hip Hop Dance: Beginning	0.5 - 1
THE 130B	Hip Hop Dance: Intermediate	0.5 - 1
THE 140	Middle Eastern Dance: Beginning	1
THE 222	Capoeira Dance	1
THE 223	Salsa Rueda	1
THE 244A	Mexican Folkloric Dance: Beginning	1 - 2
THE 244B	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	1

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

**Total Major Units - Theatre Option****21****Total Major Units - Dance Option****25****Total Degree Units****60***Program Level Student Learning Outcomes:*

1. Express ideas and feelings creatively through the creation of theatre performances.
2. Understand the history of theatre within the context of various cultural traditions.
3. Critically analyze works of theatre.
4. Demonstrate competence in fundamental 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, or director.
7. Identify the roles and responsibilities of the various artists involved in creating performances.

# WORLD LANGUAGES

Maria Cetto • 707-468-3019

## Degrees

A.A. World Languages – Spanish for Native Speakers

A.A. World Languages – Spanish for Non-Native Speakers

## WORLD LANGUAGES (Spanish for Native Speakers) ASSOCIATE OF ARTS

World Language major leads to the Associate of Arts degree and prepares the student for 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.

### Required Courses - Major:

	Units
BUS 196 *	BUS-Occupational Work Experience Education 2
SOC 235	Mexican American Culture 3
SPN 104	Advanced Spanish Conversation 2
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

### Plus 4-5 additional units selected from the following:

	Units
SPN 102	Conversational Spanish: Level III 2
SPN 103	Conversational Spanish: Level IV 2
SPN 105	Advanced Spanish Conversation Through World Cultures 2
SPN 202	Intermediate Spanish: Level III 5

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

**Total Major Units**

**22 - 23**

**Total Degree Units**

**60**

### Program Level Student Learning Outcomes:

- Demonstrate that they can speak and understand in extended conversations on concrete and abstract topics.
- Demonstrate an ability to hypothesize and speculate.
- Demonstrate a command of an active vocabulary supportive of the skills described above.
- Demonstrate familiarity with all verb tenses and modes.
- Demonstrate that they can correctly use grammar for the structures and concepts presented.
- Write a composition expressing and supporting an opinion.
- Communicate with grammatical errors that may be frequent but do not inhibit the communication.
- Demonstrate that they comprehend a wide variety of texts appropriate to the level, with ability to track nuance and detail.
- Summarize, analyze and critique texts in Spanish.
- 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.

## WORLD LANGUAGES (Spanish for Non-Native Speakers) ASSOCIATE OF ARTS

World Language major leads to the Associate of Arts degree and prepares the student for 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.

### Required Courses - Major:

		Units
BUS 196 *	BUS-Occupational Work Experience Education	1
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

### Plus 4-5 additional units selected from the following:

		Units
SOC 235	Mexican American Culture	3
SPN 102	Conversational Spanish: Level III	2
SPN 103	Conversational Spanish: Level IV	2
SPN 104	Advanced Spanish Conversation	2
SPN 105	Advanced Spanish Conversation Through World Cultures	2

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

### Total Major Units

**25 - 26**

### Total Degree Units

**60**

### Program Level Student Learning Outcomes:

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. Communicate with grammatical errors that 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.



# Notes

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# Mendocino College 2013-2014 Catalog



## Announcement *of* Courses

## **ADMINISTRATION OF JUSTICE**

### **ADJ-30 Drug Abuse Recognition**

**0.5 Units / 0.5 hours LEC**

*Credit course taken for CR/NC 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.

### **ADJ-31 National Incident Management System**

**0.5 Units / 0.5 hours LEC**

*Credit course taken for CR/NC 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.

### **ADJ-52 PC 832 Arrest**

**1.5 Units / 1.0 hours LEC; 1.5 hours LAB**

*Credit course taken for CR/NC 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.

### **ADJ-53 Firearms: 832 PC**

**1.5 Units / 1.5 hours LEC**

*Credit course for grade or Pass/No Pass.*

Designed as an introduction to law enforcement firearms use in the State of California.

*Prerequisite: Firearms Training Clearance letter from the California Department of Justice.*

### **ADJ-58 Advanced Firearms Training**

**0.5 Units / Total 6.0 hours LEC; 6.0 hours LAB**

*Credit course for grade or Pass/No Pass.*

This firearms refresher course is 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.

*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.*

### **ADJ-103 Patrol Procedures**

**CSU**

**3.0 Units / 3.0 hours LEC**

*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.

### **ADJ-104 Legal Aspects of Evidence**

**CSU**

**3.0 Units / 3.0 hours LEC**

*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.

### **ADJ-106 Principles of Investigation**

**CSU**

**3.0 Units / 3.0 hours LEC**

*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.

**ADJ-107 Crime Scene and Laboratory Techniques**

CSU

**3.0 Units / 3.0 hours LEC***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.

**ADJ-108 Police Report Writing**

CSU

**3.0 Units / 3.0 hours LEC***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.

**ADJ-196 ADJ-Occupational Work Experience Education**

CSU

**1.0 - 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. 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**

CSU, UC

**3.0 Units / 3.0 hours LEC***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.

**ADJ-202 Concepts of Criminal Law**

CSU (D8), UC, IGETC (4H)

**3.0 Units / 3.0 hours LEC**

MC (B2)

*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.

**ADJ-204 Community Relations**

CSU, UC

**3.0 Units / 3.0 hours LEC***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.

**AGRICULTURE****AGR-40 Mushroom Cultivation****1.0 Units / 1.0 hours LEC***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.

**AGR-41 Mushroom Identification****1.0 Units / 1.0 hours LEC*****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.

**AGR-53 Landscaping with Native Plants****3.0 Units / 3.0 hours LEC*****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.

**AGR-56 Small Farm Machinery Operations and Safety****2.0 Units / 1.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will cover the use and safe operation, general maintenance checks and the economics of equipment commonly used on small farms and vineyard operations. Hands-on experience and farm visits will be a major component of this class.

**AGR-75 Introduction to Pruning****1.0 Units / 1.0 hours LEC*****Credit course for grade or Pass/No Pass.***

This course will cover the principles and skills of pruning and training ornamental shrubs and vines, grapevines, fruit trees and ornamental landscape trees. Students will learn how to avoid the common mistakes made in pruning in order to produce more flowers, fruit and achieve aesthetically appealing plants.

**AGR-76 Introduction to Grafting****1.0 Units / 1.0 hours LEC*****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.

**AGR-100 Plant Pest and Disease Management****CSU****3.0 Units / 2.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will introduce the student to the common pests and diseases of agricultural crops, with emphasis on local crops and greenhouse problems. Application of integrated pest management (IPM) and proper identification and monitoring of pest and disease populations will be covered. Selection of appropriate management strategies with least-toxic methods will be stressed. Cultural, chemical, and biological controls in applied situations will be presented.

**AGR-102 Plant Propagation****CSU****3.0 Units / 2.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will cover the propagation techniques and science needed to propagate plants sexually by spores and seed, including breeding, and asexually via cuttings, layering, division, grafting, budding and tissue culture. Equipment and structures commonly used for these plant propagation techniques will be both discussed and used in this class.

**AGR-108 Soils and Fertility Management****CSU****3.0 Units / 2.0 hours LEC; 3.0 hours LAB****MC (A)*****Credit course for letter grade only.***

This course will cover applied soil science, including soil formation, physical, chemical and biological properties of soils, management and conservation, plant nutrition, and fertilization. This course will emphasize on using sustainable methods with local crops, soils, and greenhouse media.

- AGR-111 Introduction to Viticulture** CSU  
**3.0 Units / 3.0 hours LEC**  
*Credit course for letter grade only.*  
 This course will be an introduction to the viticulture industry including grape growing, history, distribution, biology, anatomy, propagation, cultivars, rootstocks, climate, vineyard cultural practices and common pests and diseases.
- AGR-112 Viticulture Practices** CSU  
**2.0 Units / 1.0 hours LEC; 3.0 hours LAB**  
*Credit course for grade or Pass/No Pass.*  
 This course will cover viticulture practices including pruning, training, frost control, vineyard development, vineyard pest and disease management, nutrient management, cover cropping, erosion control, hand labor practices and principles of supervision of labor.
- AGR-140 Introduction to Horticulture** CSU  
**3.0 Units / 2.0 hours LEC; 3.0 hours LAB**  
*Credit course for letter grade only.*  
 This course will explore the horticultural industry. It will cover the growing methods, practices, facilities, and management necessary to produce and market a variety of plants and crops popular with gardeners, nurseries, landscapers, and small farmers.
- AGR-142 Landscape Maintenance** CSU  
**3.0 Units / 2.0 hours LEC; 3.0 hours LAB**  
*Credit course for letter grade only.*  
 This course will give a student academic and hands-on training experience in the maintenance of diverse landscapes through modern techniques of pruning, irrigation and soil management. Students will learn how to find sustainable solutions to landscape problems, proper use of fertilizers, the basic concepts of arboriculture and the scheduling of landscape maintenance activities.
- AGR-144 Nursery Management and Practices** CSU  
**3.0 Units / 2.0 hours LEC; 3.0 hours LAB**  
*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.
- AGR-147 Greenhouse Projects** CSU  
**1.0 - 3.0 Units / 0.5 - 2.0 hours LEC; 1.5 - 3.0 hours LAB**  
*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).
- AGR-151 Landscape Irrigation** CSU  
**2.0 Units / 1.0 hours LEC; 3.0 hours LAB**  
*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.
- AGR-154 Landscape Construction** CSU  
**3.0 Units / 2.0 hours LEC; 3.0 hours LAB**  
*Credit Course for letter grade only.*  
 This course will cover the steps of constructing a new landscape and renovations of established landscapes. The students will learn the basics of designing and drafting a landscape plan. Students will construct and install various hardscape projects during this course.
- AGR-180 Fall Sustainable Vegetable and Fruit Production** CSU  
**2.0 Units / 1.0 hours LEC; 3.0 hours LAB**  
*Credit course for grade or Pass/No Pass.*  
 This course will cover sustainable fall vegetable growing practices for the gardener and small farmer. It will present specific cultural practices for fall vegetables and fruit production. The basic concepts and techniques in the following areas will be introduced: season extension, evaluation of sites and soils, propagation, irrigation, pests and disease,

weeds, composting, soil preparation, pruning, harvesting, storage and preservation of produce. This course will emphasize organic/sustainable practices, but includes presentation and discussion of other practices as well.

**AGR-181 Spring Vegetable Gardening Practices**

CSU

**2.0 Units / 1.0 hours LEC; 3.0 hours LAB**

*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.

**AGR-196 AGR-Occupational Work Experience Education**

CSU

**1.0 - 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. 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**

CSU

**1.0 - 8.0 Units. Credit course for grade or Pass/No Pass.**

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).

*Limitation on Enrollment: Requires Instructor consent. Student must meet criteria for internship work site. Recommended Preparation: AGR-140 Introduction to Horticulture*

**AGR-240 Plant Identification-Fall**

CSU, UC

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB**

*Credit course for grade or Pass/No Pass.*

This course will focus on the identification, the cultural needs, and the landscape uses of ornamental trees, shrubs, vines and other landscape plants that show best during the fall.

**AGR-241 Plant Identification-Spring**

CSU, UC

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB**

*Credit course for grade or Pass/No Pass.*

This course will focus on the identification, the cultural needs and the landscape uses of ornamental trees, shrubs, vines and other landscape plants that show best during the spring and early summer.

## **ALCOHOL & OTHER DRUGS**

**AOD-30 Drug Abuse Recognition**

**0.5 Units / 0.5 hours LEC**

*Credit course taken for CR/NC 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.

**AOD-151 Alcohol and Other Drugs: Overview**

CSU

**3.0 Units / 3.0 hours LEC**

*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.

**AOD-152 Basic Skills for Human Service Workers**

CSU

**3.0 Units / 3.0 hours LEC**

*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.

**AOD-153 Physiology and Pharmacology of Alcohol and Other Drugs**

CSU

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass/No Pass.*

The course will provide the student with a basic understanding of 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 (including alcohol), opioids, hallucinogens, marijuana, over-the-counter (OTC) drugs, and other selected psychotherapeutic drugs.

*Recommended Preparation: ENG 80 or placement into ENG 200 through the assessment process.*

**AOD-154 Fundamentals of Interviewing & Counseling**

CSU

**3.0 Units / 3.0 hours LEC**

MC (D2)

*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.

**AOD-155 Group Leadership and Group Process**

CSU

**3.0 Units / 3.0 hours LEC**

*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.

**AOD-156 Case Management and Documentation**

CSU

**3.0 Units / 3.0 hours LEC**

*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.

**AOD-157 Dual Disorders & Mental Health Issues**

CSU

**2.0 Units / 2.0 hours LEC**

*Credit course for grade or Pass/No Pass.*

This course will provide students with a fundamental understanding of the unique characteristics and treatment needs of people with co-occurring substance abuse/dependence and mental illness. It also 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 these co-occurring disorders.

*Recommended Preparation: ENG 80 or placement into ENG 200 through the assessment process.*

**AOD-158 AOD Practicum Preparation**

CSU

**1.5 Units / 1.0 hours LEC; 1.5 hours LAB**

*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.

**AOD-159 Intervention Theory and Techniques**

CSU

**1.5 Units / 1.0 hours LEC; 1.5 hours LAB*****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.

*Recommended Preparation: AOD-152 and AOD-154 or HUS-152 and HUS-154.*

**AOD-160 Law, Ethics and Human Services**

CSU

**3.0 Units / 3.0 hours LEC*****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.

**AOD-161 Introduction to Family Counseling Approaches**

CSU

**3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG-80 or qualification of ENG-200 through the assessment process and AOD-154 or HUS-154.*

**AOD-162 Community Prevention Theory and Practice**

CSU

**3.0 Units / 3.0 hours lecture.*****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.

*Recommended Preparation: ENG-80, or qualification for ENG-200 through the assessment process.*

**AOD-163 Professional Competency and Growth**

CSU

**2.0 Units / 2.0 hours LEC*****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.

**AOD-164 Field Placement & Practicum Seminar I**

CSU

**1.5 Units / 1.5 hours LEC*****Credit course for letter grade only.***

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.

*Corequisite: AOD-197A Alcohol and Other Drug Studies Program Practicum.*

**AOD-165 Field Placement and Practicum Seminar II**

CSU

**1.5 Units / 1.5 hours LEC*****Credit course for letter grade only.***

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.

*Corequisite: AOD-197A Alcohol and Other Drug Studies Program Practicum. Prerequisite: AOD-164 Field Placement and Practicum Seminar I.*

**AOD-196 AOD-Occupational Work Experience Education**

CSU

**1.0 - 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. 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**

CSU

**1.0 - 8.0 Units / 1.0 - 8.0 hours LEC**

***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.*

*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*

#### **AOD-197A Alcohol and Other Drug Studies Program Practicum**

CSU

**1.0 - 8.0 Units. 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.

*Corequisite: AOD-164 Field Placement and Practicum Seminar I or AOD-165 Field Placement and Practicum Seminar II.*

*May be taken for a maximum of 2 enrollments.*

## **AMERICAN SIGN LANGUAGE**

#### **ASL-200 Elementary American Sign Language: Level I**

CSU (C2), UC, IGETC (6A)

**3.0 Units / 3.0 hours LEC**

MC (C)

***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.

#### **ASL-201 Elementary American Sign Language: Level II**

CSU (C2), UC, IGETC (6A)

**3.0 Units / 3.0 hours LEC**

MC (C)

***Credit course for grade or Pass/No Pass.***

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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.

#### **ASL-202 Intermediate American Sign**

**Language: Level III**

CSU (C2), UC, IGETC (3B, 6A)

**3.0 Units / 3.0 hours LEC**

MC (C)

***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.

#### **ASL-203 Intermediate American Sign Language: Level IV**

**3.0 Units / 3.0 hours LEC**

CSU (C2), UC, IGETC (3B, 6A)

***Credit course for grade or Pass/No Pass.***

MC (C)

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.

## **ANTHROPOLOGY**

### **ANT-200 Physical Anthropology**

**3.0 Units / 3.0 hours LEC**

*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.

**CSU (B2), UC, IGETC (5B)**

**MC (A)**

### **ANT-201 Cultural Anthropology**

**3.0 Units / 3.0 hours LEC**

*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.

*Recommended Preparation: ENG 80, or qualification for ENG 200 through the assessment process.*

**CSU (D1), UC,**

**IGETC (4A)**

**MC (B2, Culture)**

## **ART**

### **ART-50 Ceramic Kiln Building and Repairing**

**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**

*Credit course for grade or Pass/No Pass.*

A practical guide to the construction, maintenance, and repair of electric and fuel-burning kilns.

### **ART-51 Introduction to Ceramic Glazes**

**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**

*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.

### **ART-53 Low-Temperature Ceramic Firing/Glazing Techniques**

**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**

*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.

### **ART-60 Discovering and Developing Creative Imagination**

**1.5 Units / 0.75 hours LEC; 2.25 hours LAB**

*Credit course taken for CR/NC 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.

### **ART-86 Adobe PhotoShop Laboratory**

**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**

*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.

### **ART-87 Book Arts**

**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**

*Credit course for grade or Pass/No Pass.*

Studio theory and practice of making small edition, multiple, and unique Artists' Book forms, including: altered books, illustrated "zines," autobiographical comics, graphic novels, strip books composed of sequential images, and memory books. Students will produce several unique and small edition books based on traditional and non-traditional media and structures.

**ART-150 Introduction to Fiber Arts**  
**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**  
***Credit course for grade or Pass/No Pass.***

CSU  
MC (C)

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.

**ART-160 Art Gallery Management & Exhibition**  
**1.0 - 3.0 Units / 0.5 - 1.5 hours LEC; 1.5 - 4.5 hours LAB**  
***Credit course for grade or Pass/No Pass.***

CSU  
MC (C)

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.

**ART-170A Weaving I**  
**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**  
***Credit course for grade or Pass/No Pass.***

CSU (C1)  
MC (C)

This course covers fundamental weaving techniques, fibers and yarns, yarn calculations, weaving tools and equipment, historic and contemporary weaving, and design elements involved in weaving. Included are four-harness looms and equipment, pattern drafting, twill weaves, finishes, and one of these techniques: inkle weaving, fiber basketry, or cardweaving.

*Recommended Preparation: ART-213 Color and Composition.*

**ART-170B Weaving II**  
**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**  
***Credit course for grade or Pass/No Pass.***

CSU

This course will offer further development of weaving skills through advanced four-harness weaves, multiple harness weaves, and experimentation with traditional threading drafts. A variety of assignments, techniques, and materials encourage the use of weaving as a design medium for self-expression.

*Prerequisite: ART-170A Weaving I*

*Recommended Preparation: ART-213 Color and Composition.*

**ART-173 Handwoven Garments**  
**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**  
***Credit course for grade or Pass/No Pass.***

CSU

Designing and weaving fabrics for garments, sampling weaves, and sewing fabrics into well-fitting, constructed garments.

*Prerequisite: ART 170B Weaving II*

**ART-176A Fabric Printing and Dyeing I**  
**3.0 Units / 1.5 hours LEC; 4.5 hours laboratory.**  
***Credit course for grade or Pass/No Pass.***

CSU

This course will provide an introduction to and exploration of tie-dye, batik, starch paste resists, printing and painting on fabric using dyes and pigments. Emphasis is placed on the methods of application and use of two-dimensional design principles on fabric.

**ART-176B Fabric Printing and Dyeing II**  
**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**  
***Credit course for grade or Pass/No Pass.***

CSU

Continued exploration of the techniques learned in Art 176A. Introduction to the use of acid dyes, and other dye techniques. Emphasis on combining techniques and developing individual creativity.

**ART-190 Textile History**  
**3.0 Units / 3.0 hours LEC**  
***Credit course for grade or Pass/No Pass.***

CSU

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.

**ART-191 Art and Craft Marketing**

CSU

**3.0 Units / 3.0 hours LEC*****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.

**ART-196 ART-Occupational Work Experience Education**

CSU

**1.0 - 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. 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.*

**ART-201 World Art History I**

CSU (C1), UC,

**4.0 Units / 4.0 hours LEC**

IGETC (3A)

***Credit course for grade or Pass/No Pass.***

MC (C, Culture)

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.

**ART-202 World Art History II**

CSU (C1), UC,

**4.0 Units / 4.0 hours LEC**

IGETC (3A)

***Credit course for grade or Pass/No Pass.***

MC (C, Culture)

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.

**ART-205 Modern Art History**

CSU (C1), UC, IGETC (3A)

**3.0 Units / 3.0 hours LEC**

MC (C)

***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.

**ART-206 Introduction to Native American Art**

CSU (C1), UC, IGETC (3A)

**3.0 Units / 3.0 hours LEC**

MC (C, Culture)

***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.

**ART-210A Fundamentals of Drawing**

CSU, UC

**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**

MC (C)

***Credit course for grade or Pass/No Pass.***

This course will cover the application and appreciation of basic drawing methods and material. Emphasis will be on problems of shape, line, value, texture, volume, light and shadow, proportions, pictorial composition, and expression. It includes the development of an appreciation for the integrity of both the emotional and intellectual responses to western and non-western works of human imagination.

**ART-210B Intermediate Drawing**

CSU, UC

**3.0 Units / 1.5 hours LEC; 4.5 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will explore artistic concepts, styles, and creative expression related to intermediate-level drawing by focusing on complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies. Students in this course will build on fundamental drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing.

*Prerequisite: ART-210A Fundamentals of Drawing.*

**ART-213 Color and Composition**CSU (C1), UC  
MC (C)**3.0 Units/1.5 hours LEC; 4.5 hours LAB***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.

**ART-214 Three-Dimensional Art and Design**CSU, UC  
MC (C)**1.5 - 3.0 Units/0.75 - 1.5 hours LEC; 2.25 - 4.5 hours LAB***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.

**ART-218A Painting-Oils I**

CSU, UC

**1.5 - 3.0 Units/0.75 - 1.5 hours LEC; 2.25 - 4.5 hours LAB***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.

**ART-218B Painting-Oils II**

CSU, UC

**1.5 - 3.0 Units/0.75 - 1.5 hours LEC; 2.25 - 4.5 hours LAB***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.

**ART-222A Painting-Watercolors I**

CSU, UC

**1.5 - 3.0 Units/0.75 - 1.5 hours LEC; 2.25 - 4.5 hours LAB***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.

**ART-222B Painting-Watercolors II**

CSU, UC

**1.5 - 3.0 Units/0.75 - 1.5 hours LEC; 2.25 - 4.5 hours LAB***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.

**ART-226A Painting-Acrylics I**

CSU, UC

**1.5 - 3.0 Units/0.75 - 1.5 hours LEC; 2.25 - 4.5 hours LAB***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.

**ART-226B Painting-Acrylics II**

CSU, UC

**1.5 - 3.0 Units/0.75 - 1.5 hours LEC; 2.25 - 4.5 hours LAB***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.

**ART-229 Portrait Painting**

CSU, UC

**1.5 - 3.0 Units/0.75 - 1.5 hours LEC; 2.25 - 4.5 hours LAB***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.

- ART-231 Life Drawing** CSU, UC  
MC (C)  
**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**  
*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.
- ART-232 Introduction to Printmaking** CSU, UC  
MC (C)  
**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**  
*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.
- ART-240A Ceramics I** CSU (C1), UC  
MC (C)  
**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**  
*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.
- ART-240B Ceramics II** CSU, UC  
**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**  
*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.
- ART-240C Advanced Ceramics I** CSU, UC  
**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**  
*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 240A and ART 240B.
- ART-240D Advanced Ceramics II** CSU, UC  
**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**  
*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.
- ART-246 Raku and Primitive Ceramics** CSU, UC  
**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**  
*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.
- ART-247 Ceramic Casting and Mold Making** CSU, UC  
**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**  
*Credit course for grade or Pass/No Pass.*  
 Basic principles and practices of designing and making plaster paris molds for casting ceramic slip.
- ART-250A Beginning Sculpture** CSU, UC  
MC (C)  
**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**  
*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.

**ART-250B Clay Sculpture I**

CSU, UC

**3.0 Units / 1.5 hours LEC; 4.5 hours LAB*****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.

**ART-250C Clay Sculpture II**

CSU, UC

**3.0 Units / 1.5 hours LEC; 4.5 hours LAB*****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.

**ART-281 Computer Graphics**

CSU, UC

**3.0 Units / 1.5 hours LEC; 4.5 hours LAB*****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.

**ART-282 Introduction to Photography**

CSU, UC

**3.0 Units / 1.5 hours LEC; 4.5 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will be an introduction to the processes, principles, and tools of photography. Topics to be covered include the development of technical and aesthetic skills, elements of design and composition, camera technology, materials and equipment and contemporary trends in photography.

## **ASTRONOMY**

**AST-200 Astronomy**

CSU (B1), UC, IGETC (5A)

**3.0 Units / 3.0 hours LEC****MC (A)*****Credit course for grade or Pass/No Pass.***

This course will give students a broad survey of the universe from a contemporary perspective. Topics include the history of modern astronomy; motions of the Earth, Sun, and Moon; interpretation of light; the solar system and its contents; stellar formation and evolution; the Milky Way and other galaxies; and cosmology.

**AST-205 Astronomy Observation**

CSU (B3), UC

**1.5 Units / 1.0 hours LEC; 2.0 hours LAB****IGETC (5C)*****Credit course for grade or Pass/No Pass.***

This course will cover principles of astronomical observation and measurement, identification of constellations and celestial phenomenon, and astronomical tracking and coordinate systems.

*Prerequisite or Corequisite: AST-200 Astronomy.*

## **ATHLETICS**

**ATH-200 Intercollegiate Baseball**

CSU, UC

**2.0 Units / 10.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course covers the 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 2 enrollments.*

- ATH-201 Theory and Analysis of Baseball I** CSU, UC  
**2.0 Units / 2.0 hours LEC**  
*Credit course for grade or Pass/No Pass.*  
 This course covers the basic strategies, rationale and skill fundamentals involved in intercollegiate baseball.
- ATH-202 Theory and Analysis of Baseball II** CSU, UC  
**2.0 Units / 2.0 hours LEC**  
*Credit course for grade or Pass/No Pass.*  
 This course covers the advanced strategies, rationale and skill fundamentals involved in intercollegiate baseball.
- ATH-204 Intercollegiate Basketball-Men** CSU, UC  
**1.0 Units / 5.0 hours LAB.**  
*Credit course for grade or Pass/No Pass.*  
 This course covers the 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.*
- ATH-205 Theory and Analysis of Basketball I** CSU, UC  
**2.0 Units / 2.0 hours LEC**  
*Credit course for grade or Pass/No Pass.*  
 This course covers the basic strategies, rationale and skill fundamentals involved in intercollegiate basketball.
- ATH-206 Theory & Analysis of Basketball II** CSU, UC  
**2.0 Units / 2.0 hours LEC**  
*Credit course for grade or Pass/No Pass.*  
 This course covers the advanced strategies, rationale and skill fundamentals involved in intercollegiate basketball.
- ATH-208 Intercollegiate Basketball-Women** CSU, UC  
**1.0 Units / 5.0 hours LAB.**  
*Credit course for grade or Pass/No Pass.*  
 This course covers the 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.*
- ATH-212 Intercollegiate Football** CSU, UC  
**2.0 Units / 10.0 hours LAB**  
*Credit course for grade or Pass/No Pass.*  
 This course covers the 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 2 enrollments.*
- ATH-213 Theory and Analysis of Football I** CSU, UC  
**2.0 Units / 2.0 hours LEC.**  
*Credit course for grade or Pass/No Pass.*  
 This course covers the basic strategies, rationale and skill fundamentals involved in intercollegiate football.
- ATH-214 Theory and Analysis of Football II** CSU, UC  
**2.0 Units / 2.0 hours LEC**  
*Credit course for grade or Pass/No Pass.*  
 This course covers the advanced strategies, rationale and skill fundamentals involved in intercollegiate football.

**ATH-220 Intercollegiate Softball**

CSU, UC

**2.0 Units / 10.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course covers the 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 2 enrollments.*

**ATH-221 Theory and Analysis of Softball I**

CSU, UC

**2.0 Units / 2.0 hours LEC*****Credit course for grade or Pass/No Pass.***

This course covers the basic strategies, rationale and skill fundamentals involved in intercollegiate softball.

**ATH-222 Theory and Analysis of Softball II**

CSU, UC

**2.0 Units / 2.0 hours LEC*****Credit course for grade or Pass/No Pass.***

This course covers the advanced strategies, rationale and skill fundamentals involved in intercollegiate softball.

**ATH-226 Intercollegiate Soccer-Women**

CSU, UC

**2.0 Units / 10.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course covers the 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 2 enrollments.*

**ATH-227 Theory and Analysis of Soccer I**

CSU, UC

**2.0 Units / 2.0 hours LEC*****Credit course for grade or Pass/No Pass.***

This course covers the basic strategies, rationale and skill fundamentals involved in intercollegiate soccer.

**ATH-228 Theory and Analysis Soccer II**

CSU, UC

**2.0 Units / 2.0 hours LEC*****Credit course for grade or Pass/No Pass.***

This course covers the advanced strategies, rationale and skill fundamentals involved in intercollegiate soccer.

**ATH-240 Intercollegiate Volleyball-Women**

CSU, UC

**2.0 Units / 10.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course covers the 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 2 enrollments.*

**ATH-241 Theory & Analysis of Volleyball I**

CSU, UC

**2.0 Units / 2.0 hours LEC*****Credit course for grade or Pass/No Pass.***

This course covers the strategies, rationale and skill fundamentals involved in intercollegiate volleyball.

**ATH-242 Theory & Analysis of Volleyball II**

CSU, UC

**2.0 Units / 2.0 hours LEC*****Credit course for grade or Pass/No Pass.***

This course will cover the advanced strategies, rationale and skill fundamentals involved in intercollegiate volleyball.

**ATH-283 Conditioning for Intercollegiate Sports**

CSU, UC

**1.0 - 2.0 Units / 3.0 - 6.0 hours lab*****Credit course for grade or Pass/No Pass.***

This course covers the physical fitness components related to intercollegiate athletic participation through advanced exercise programs. Emphasis is placed on individual and group activities that contribute to specific sport advancement.

*May be taken for a maximum of 4 enrollments.*

**AUTOMOTIVE TECHNOLOGY****AUT-51 Introduction to Automotive Technology****2.0 Units / 1.5 hours LEC; 1.5 hours LAB*****Credit course for grade or Pass/No Pass.***

This course is designed for students who are interested in automotive technology but may have little or no prior automotive experience. Topics will include theory and basic operating principles of the automobile. Students will have an opportunity to work on their own vehicle or a college-owned vehicle. Students will learn how to change oil, perform a vehicle inspection, change brake pads, read a micrometer, drill and tap threads, retrieve diagnostic codes with a scan tool, and other basic competencies.

**AUT-140 Automotive Engines**

CSU

**4.0 Units / 2.0 hours LEC; 6.0 hours LAB*****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.

**AUT-142 Brakes/Suspension/Alignment**

CSU

**6.0 Units / 3.0 hours LEC 9.0 hours LAB*****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.

**AUT-144 Manual Transmissions/Power Trains**

CSU

**3.0 Units / 1.0 hours LEC; 6.0 hours LAB*****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.

**AUT-145 Automotive Transmissions/Power Trains**

CSU

**4.0 Units / 2.0 hours LEC; 6.0 hours LAB*****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.

**AUT-146 Automotive Air Conditioning/Heating Systems**

CSU

**2.0 Units / 1.5 hours LEC; 2.0 hours LAB*****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.

**AUT-162 Automotive Electrical Systems**

CSU

**5.0 Units / 3.0 hours LEC; 6.0 hours LAB*****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.

**AUT-166 Automotive Diagnosis and Tune-Up**

CSU

**6.0 Units / 4.0 hours LEC; 6.0 hours LAB*****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.

**AUT-170 Advanced Engine & Emission Controls**

CSU

**6.0 Units / 3.0 hours LEC; 9.0 hours LAB*****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.

**AUT-196 AUT-Occupational Work Experience Education**

CSU

**1.0 - 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. 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 Units / 1.5 hours LEC; 1.5 hours LAB*****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-200 Concepts of Biology**

CSU (B2), UC,

**3.0 Units / 3.0 hours LEC**

IGETC (5B)

***Credit course for grade or Pass/No Pass.***

MC (A)

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.

**BIO-201 Concepts of Biology Lab**

CSU (B3), UC,

**1.0 Units / 3.0 hours LAB**

IGETC (5C)

***Credit course for grade or Pass/No Pass.***

Laboratory procedure and report writing on selected topics of biological science.

**BIO-202 Human Biology****3.0 Units / 3.0 hours LEC*****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.

**CSU (B2) UC, IGETC (5B)****MC (A)****BIO-220 Marine Biology Lecture****3.0 Units / 3.0 hours LEC*****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.

**CSU (B2) UC, IGETC (5B)****MC (A)****BIO-221 Marine Biology Laboratory****1.0 Units / 3.0 hours LAB*****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.  
*Corequisite: BIO-220 Marine Biology Lecture.*

**CSU (B3) UC, IGETC (5C)****BIO-230 Human Anatomy****5.0 Units / 3.0 hours LEC; 6.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will cover an introduction to human cytology and cellular organization, fundamental tissues and organ systems, and appropriate laboratory study of basic human anatomy.

*Prerequisite: ENG-80 Academic Reading and Writing or qualification for ENG 200 through the assessment process and MTH 56 or high school college-prep Algebra II with a minimum grade of C taken within the last three years or placement into MTH 121 through the assessment process.*

*Recommended Preparation: BIO-202 Human Biology & BOT-50 Medical Terminology.*

**CSU (B2, B3), UC,****IGETC (5B, 5C)****MC (A)****BIO-231 Human Physiology****5.0 Units / 4.0 hours LEC; 4.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will cover the study of human organ systems and the associated physiological principles with appropriate practical experimentation in the laboratory.

*Prerequisite: ENG-80 Academic Reading and Writing or qualification for ENG 200 through the assessment process and MTH-56 Intermediate Algebra or qualification for MTH 121 or higher through the assessment process.*

*Recommended Preparation: CHM-200 Introduction to Chemistry & BIO-202 Human Biology.*

**CSU (B2, B3), UC,****IGETC (5B, 5C)****MC (A)****BIO-242 Introduction to Oceanography****3.0 Units / 3.0 hours LEC*****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.

**CSU (B2), UC,****IGETC (5B)****MC (A)****BIO-243 Biology of Marine Mammals****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass.***

Introduction to the biology, ecology, behavior, natural history and diversity of marine mammals.

**CSU (B2), UC****MC (A)****BIO-245 Introduction to Environmental Toxicology****3.0 Units / 3.0 hours LEC*****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.

**MC (A, Wellness)**

**BIO-250 Principles of Biology****5.0 Units / 4.0 hours LEC; 3.0 hours LAB****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.

*Prerequisite:* MTH-56 Intermediate Algebra.

*Recommended Preparation:* CHM-250 General Chemistry I.

CSU (B2, B3), UC,  
IGETC (5B, 5C)  
MC (A)

**BIO-255 Botany****5.0 Units / 3.0 hours LEC; 6.0 hours LAB****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.

CSU (B2, B3), UC, IGETC (5B, 5C)  
MC (A)

**BIO-257 Zoology****5.0 Units / 3.0 hours LEC; 6.0 hours LAB****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.

*Prerequisite:* MTH-56 Intermediate Algebra.

*Recommended Preparation:* BIO-250 Principles of Biology.

CSU (B2, B3), UC, IGETC (5B, 5C)  
MC (A)

**BIO-259 Microbiology****5.0 Units / 4.0 hours LEC; 4.0 hours LAB****Credit course for grade or Pass/No Pass.**

This course will cover 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.

*Prerequisite:* BIO 231 or BIO 250 and CHM 200 or CHM 250 with a minimum grade of C.

*Recommended Preparation:* ENG 80 or qualification for ENG 200 through the assessment process.

CSU (B2, B3), UC,  
IGETC (5B, 5C)  
MC (A)

## **BUSINESS**

**BUS-50 Mathematical Applications in Business****3.0 Units / 3.0 hours LAB****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.

**BUS-61 Business Accounting Lab****1.0 Units 3.0 hours LAB****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.

*Corequisite:* BUS-200 Financial Accounting or BUS-201 Managerial Accounting.

**BUS-106 Retail Management****3.0 Units / 3.0 hours LEC****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.

*Recommended Preparation:* ENG 80.

CSU

**BUS-108 Accounting with Quickbooks****3.0 Units / 3.0 hours LEC****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.

*Recommended Preparation:* Basic ability to use Windows-based computer.

CSU

**BUS-109 California Tax Accounting**

CSU

**1.0 Units / 1.0 hours LEC***Credit course taken for CR/NC 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.

**BUS-110 Payroll Taxes with QuickBooks**

CSU

**3.0 Units / 3.0 hours LEC***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.

**BUS-111 Federal Tax Accounting**

CSU

**3.0 Units / 3.0 hours LEC***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.

**BUS-132 Entrepreneurial Management**

CSU

**3.0 Units / 3.0 hours LEC***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.

**BUS-134 Human Relations in Business**

CSU (D7)

**3.0 Units / 3.0 hours LEC**

MC (B2)

*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.

**BUS-135 Human Resource Management**

CSU

**3.0 Units / 3.0 hours LEC***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.

*Recommended Preparation: ENG 80.***BUS-136 Introduction to Management**

CSU

**3.0 Units / 3.0 hours LEC***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, and controlling. Students will learn about the history of management philosophy, the characteristics of effective managers, business ethics, communication, and team work.

*Recommended Preparation: ENG-80 Academic Reading and Writing.*

**BUS-150 Entrepreneurial Marketing**

CSU

**3.0 Units / 3.0 hours LEC*****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.

**BUS-151 Introduction to Marketing**

CSU

**3.0 Units / 3.0 hours LEC*****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.

**BUS-159 The Business of Sports**

CSU

**3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG-80 Academic Reading and Writing.*

**BUS-174 Introduction to Green Business Principles and Practices**

CSU

**3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG-80 Academic Reading and Writing or placement into ENG 200 and SST-200 Sustainability Overview.*

**BUS-176 The New Green Economy: Trends and Opportunities**

CSU

**3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: SST-200 Sustainability Overview and ENG-80 Academic Reading and Writing or placement into ENG 200.*

**BUS-196 BUS-Occupational Work Experience Education**

CSU

**1.0 - 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. 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**

CSU, UC

**4.0 Units / 4.0 hours LEC*****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.

*Recommended Preparation:* BUS 50, knowledge of spreadsheet software, and ENG 80 or placement into ENG 200 through the assessment process.

### **BUS-201 Managerial Accounting**

CSU, UC

**4.0 Units / 4.0 hours LEC**

*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.

*Recommended Preparation:* BUS 50 and knowledge of spreadsheet software, and ENG 80 or placement into ENG 200 through the assessment process.

### **BUS-212 The Legal Environment of Business**

CSU, UC

**3.0 Units / 3.0 hours LEC**

MC (B2)

*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.

### **BUS-230 Introduction to Business**

CSU, UC

**3.0 Units / 3.0 hours LEC**

MC (B2)

*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.

*Recommended Preparation:* ENG-80 Academic Reading and Writing.

## **BUSINESS OFFICE TECHNOLOGY**

### **BOT-50 Medical Terminology**

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass/No Pass.*

A word-building system for developing a vocabulary in medical terminology.

### **BOT-51 Medical Transcription I**

**2.0 Units / 1.5 hours LEC; 1.5 hours LAB**

*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.

*Recommended Preparation:* BOT 50 and BOT 100.2 or minimum typing speed of 25 wpm and BOT 120.

### **BOT-52 Medical Transcription II**

**2.0 Units / 1.5 hours LEC; 1.5 hours LAB**

*Credit course for grade or Pass/No Pass.*

Transcription of the medical terminology used in surgical and orthopedic reports.

*Recommended Preparation:* BOT 50 and BOT 100.2 or minimum typing speed of 25 wpm and BOT 120.

### **BOT-53 Medical Coding-CPT-4**

**2.0 Units / 2.0 hours LEC**

*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.

**BOT-54 Medical Coding-ICD-9-CM****2.0 Units / 2.0 hours LEC*****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.

**BOT-55 Machine Transcription****2.0 Units / 1.5 hours LEC; 1.5 hours LAB*****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.

*Recommended Preparation: BOT 70 and BOT 100.1 or minimum typing speed of 20 wpm.*

**BOT-56 Directed Practice: Medical Coding****2.0 Units / 1.0 hour LEC; 3.0 hours LAB*****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.

*Recommended Preparation: BOT 70 and BOT 100.1 or minimum typing speed of 20 wpm.*

**BOT-57 Medical Billing/Office Procedures****3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: BOT 100.1 or minimum typing speed of 20 wpm.*

**BOT-58 Advanced Medical Coding****2.0 Units / 2.0 hours LEC*****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.

**BOT-61 Customer Service****0.5 Units / 0.5 hours LEC*****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.

**BOT-65 InDesign for Desktop Publishing****3.0 Units / 2.5 hours LEC; 1.5 hours LAB*****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.

*Recommended Preparation: BOT 100.2 or minimum typing speed of 25 wpm.*

**BOT-67 Desktop Publishing with Microsoft Publisher****1.0 Units / 1.0 hours LEC*****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.

**BOT-70 Business English****3.0 Units / 3.0 hours LEC*****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.

*Prerequisite: ENG-10 Basic Reading and Writing ENG 10 or qualification for ENG 12 through the assessment process.*

**BOT-73 Resume and Cover Letter Writing****0.5 Units / 0.5 hours LEC*****Credit course for grade or Pass/No Pass.***

Develop a winning portfolio to help obtain the job you desire.

**BOT-74 The Job Interview****0.5 Units / 0.5 hours LEC*****Credit course for grade or Pass/No Pass.***

Learn important techniques to develop a winning interview!

**BOT-75 PowerPoint for Presentations****1.5 Units / 1.5 hours LEC*****Credit course for grade or Pass/No Pass.***

Learning to present oral business presentations using a computer-designed presentation package.

**BOT-90.1 Legal Office Procedures****1.0 Units / 1.0 hours LEC*****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.

*Recommended Preparation: Completion of BOT 100.1 and BOT 120.*

**BOT-90.2 History of Law****0.5 Units / 0.5 hours LEC*****Credit course for grade or Pass/No Pass.***

Overview of legal terminology, the history of the legal system and legal ethics.

*Recommended Preparation: Completion of BOT 100.1 and BOT 120.*

**BOT-90.3 Landlord/Tenants Rights and Responsibilities****0.5 Units / 0.5 hours LEC*****Credit course for grade or Pass/No Pass.***

Introduction to the rights and responsibilities of landlords and tenants in California.

*Recommended Preparation: Completion of BOT 90.1 and BOT 90.2*

**BOT-90.4 Basic Wills and Trusts****1.0 Units / 1.0 hours LEC*****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.

*Recommended Preparation: Completion of BOT 90.1 and BOT 90.2.*

**BOT-91.1 Constitutional Rights and Responsibilities****0.5 Units / 0.5 hours LEC*****Credit course for grade or Pass/No Pass.***

Survey of federal Constitutional rights and responsibilities that safeguard our civic freedom.

*Recommended Preparation: Completion of BOT 90.1 and BOT 90.2.*

**BOT-91.2 Juvenile Rights and Responsibilities****1.0 Units / 1.0 hours LEC*****Credit course for grade or Pass/No Pass.***

Introduction to the rights and responsibilities of juveniles in California.

*Recommended Preparation: Completion of BOT 90.1 and BOT 90.2.*

**BOT-91.3 California Civil Complaints**

**1.0 Units / 1.0 hours LEC**

**Credit course for grade or Pass/No Pass.**

Introduction to California Civil Complaints.

*Recommended Preparation: Completion of BOT 90.1 and BOT 90.2.*

**BOT-91.4 California Civil Discovery**

**1.0 Units / 1.0 hours LEC**

**Credit course for grade or Pass/No Pass.**

Introduction to California Pre-Trial Civil Discovery.

*Recommended Preparation: Completion of BOT 90.1 and BOT 90.2.*

**BOT-100.1 Beginning Typing/Keyboarding**

CSU

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

**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.

**BOT-100.2 Beginning Typing/Keyboarding**

CSU

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

**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.

*Recommended Preparation: BOT 100.1 or minimum typing speed of 20 wpm.*

**BOT-100.3 Beginning Typing/Keyboarding**

CSU

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

**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.

*Recommended Preparation: BOT 100.2 or minimum typing speed of 25 wpm.*

**BOT-101.1 Intermediate Typing/Keyboarding**

CSU

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

**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.

*Recommended Preparation: BOT 100.3 or minimum typing speed of 30 wpm.*

**BOT-101.2 Intermediate Typing/Keyboarding**

CSU

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

**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.

*Recommended Preparation: BOT 101.1 or minimum typing speed of 35 wpm.*

**BOT-101.3 Intermediate Typing/Keyboarding**

CSU

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

**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.

*Recommended Preparation: BOT 101.2 or minimum typing speed of 40 wpm.*

- BOT-104 Keyboarding** CSU  
*1.0 Units / 0.5 hours LEC; 1.5 hours LAB*  
*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.
- BOT-110 Business Calculators** CSU  
*1.0 Units / 0.5 hours LEC; 1.5 hours LAB*  
*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.
- BOT-111 Business Calculator Simulations** CSU  
*1.0 Units / 0.5 hours LEC; 1.5 hours LAB*  
*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.
- BOT-120 Microsoft Word, Beginning** CSU  
*1.5 Units / 1.0 hours LEC; 2.0 hours LAB*  
*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.  
*Recommended Preparation: BOT 100.1 or minimum typing speed of 20 wpm.*
- BOT-121 Microsoft Word, Advanced** CSU  
*1.5 Units / 1.0 hours LEC; 2.0 hours LAB*  
*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.
- BOT-140 Office Procedures** CSU  
*3.0 Units / 3.0 hours LEC*  
*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.  
*Recommended Preparation: BOT 100.1 or minimum typing speed of 20 wpm.*
- BOT-144 Records and Database Management** CSU  
*2.0 Units / 1.5 hours LEC; 1.5 hours LAB*  
*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.
- BOT-156 Medical Coding Internship Seminar** CSU  
*1.0 Units / 1.0 hours LEC*  
*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.  
*Corequisite: BOT-197B Medical Coding Internship*  
*Prerequisite: BOT-53 Medical Coding-CPT-4 BOT-54 Medical Coding-ICD-9-CM.*

**BOT-170 Written Communication for Business**CSU  
MC (D2)**3.0 Units / 3.0 hours LEC****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.

*Recommended Preparation:* BOT 100.1 or minimum typing speed of 20 wpm.

*Prerequisite:* ENG-12 Intermediate Reading and Writing or BOT-70 Business English with a minimum grade of C or qualification for ENG 80 through the assessment process.

**BOT-196 BOT-Occupational Work Experience Education**

CSU

**1.0 - 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. 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**

CSU

**1.0 - 8.0 Units Credit course for grade or Pass/No Pass.**

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).

*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.

## CHEMISTRY

**CHM-200 Introduction to Chemistry**CSU (B1, B3), UC, IGETC (5A, 5C),  
MC (A)**5.0 Units / 4.0 hours LEC; 3.0 hours LAB****Credit course for letter grade only.**

This course will study basic chemical principles including atoms, chemical bonds, gases, chemical reactions, aqueous solutions, pH, inorganic elements, and chemical calculations. This course is intended for health sciences, general education, and as a prerequisite for CHM 250.

*Prerequisite:* MTH 55 or high school college-prep Algebra I with a minimum grade of C or better.

**CHM-202 Introduction to Organic and Biochemistry**CSU (B1, B3), UC, IGETC (5A, 5C),  
MC (A)**4.0 Units / 3.0 hours LEC; 3.0 hours LAB****Credit course for letter grade only.**

This course will study covalent bonding, organic molecules, chemical structures, functional groups, chemical reactivity and elementary mechanisms as it applies to organic and biochemistry. Families of molecules include alkanes, alkyl halides, alcohols, alkenes, alkynes, carbonyl compounds, benzene chemistry carboxylic acids, amines, di-functional compounds, amino acids, peptides, proteins, lipids carbohydrates, and nucleic acids.

*Prerequisite:* CHM-200 Introduction to Chemistry or CHM-250 General Chemistry I.

**CHM-250 General Chemistry I**CSU (B1, B3), UC, IGETC (5A, 5C),  
MC (A)**5.0 Units / 4.0 hours LEC; 4.0 hours LAB****Credit course for letter grade only.**

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.

*Prerequisite:* MTH-56 Intermediate Algebra or one year of high school college-prep Algebra II or the equivalent; and CHM-200 Introduction to Chemistry or one year of high school chemistry.

**CHM-251 General Chemistry II**  
**5.0 Units / 3.0 hours LEC; 6.0 hours LAB**  
**Credit course for letter grade only.**

**CSU (B1, B3), UC, IGETC (5A, 5C),  
MC (A)**

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.

*Prerequisite: CHM-250 General Chemistry I or the equivalent.*

**CHM-255 Organic Chemistry I**  
**5.0 Units / 3.0 hours LEC; 6.0 hours LAB**  
**Credit course for letter grade only.**

**CSU (B1, B3), UC, IGETC (5A, 5C),  
MC (A)**

The course will study the mechanisms and reactions of the hydrocarbons, alkyl halides, 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. 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.

*Prerequisite: CHM-251 General Chemistry II.*

**CHM-256 Organic Chemistry II**  
**5.0 Units / 3.0 hours LEC; 6.0 hours LAB**  
**Credit course for letter grade only.**

**CSU (B1, B3), UC, IGETC (5A, 5C),  
MC (A)**

This course will study organic reactions, multi-step synthetic preparation, and mechanisms for various functional groups including: aromatic compounds, aldehydes, ketones, carboxylic acids, phenols, thiols, and the chemistry of biomolecules such as carbohydrates lipids, amino acids and proteins. 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.

*Prerequisite: CHM-255 Organic Chemistry I.*

## **CHILD DEVELOPMENT**

**CDV-70A Ages and Stages of Development**  
**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**  
**Credit course for grade or Pass/No Pass.**

This class will explore the ages and stages of development from birth to age 6.

*Limitation on Enrollment: The student must have a child enrolled in Child Development Center.*

**CDV-70B Language and Literacy Development with Young Children**  
**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**  
**Credit course for grade or Pass/No Pass.**

This course will introduce students to the process of language development in young children. It will include an examination of how to encourage early literacy.

*Limitation on Enrollment: The student must have a child enrolled in the Child Development Center.*

**CDV-79 Relationships and Children's Behavior**  
**1.0 Units / 1.0 hour LEC**  
**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.

**CDV-100 Principles in Preschool Programs**  
**3.0 Units / 3.0 hours LEC**  
**Credit course for grade or Pass/No Pass.**

**CSU**

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.

**CDV-101 Practices and Curriculum in Preschool Programs**

CSU

**3.0 Units / 3.0 hours LEC***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.

**CDV-106 Children with Special Learning Needs**

CSU

**3.0 Units / 3.0 hours LEC***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.

**CDV-109 Child Health, Nutrition, and Safety**

CSU

**3.0 Units / 3.0 hours LEC***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.

**CDV-111 Observation and Participation**

CSU

**2.0 - 4.0 Units / 0.5 - 1.0 hours LEC; 4.5 - 9.0 hours LAB***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.

**CDV-112 Supervised Practicum-Lab II**

CSU

**2.0 - 4.0 Units / 0.5 - 1.0 hours LEC; 4.5 - 9.0 hours LAB***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.

*Recommended Preparation:* CDV 111.

*Prerequisite:* Must complete 2 courses from the following list: CDV 180, CDV 200 (or 90), CDV 100, or CDV 101 with a minimum grade of C.

**CDV-113 Classroom Experiences - Lab III**

CSU

**2.0 - 4.0 Units / 0.5 - 1.0 hours LEC; 4.5 - 9.0 hours LAB***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.

*Prerequisite:* CDV 100 and CDV 101 with a minimum grade of C.

**CDV-118 Migrant Education Seminar I**

CSU

**1.5 Units / 1.5 hours LEC***Credit course for grade or Pass/No Pass.*

This course provides a seminar for students doing classroom placements with the California Mini Corps 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.

**CDV-119 Migrant Education Seminar II**

CSU

**1.5 Units / 1.5 hours LEC***Credit course for grade or Pass/No Pass.*

This course provides a seminar for students doing classroom placements with the California Mini Corps 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.

- CDV-120 Infants and Toddlers** CSU  
**3.0 Units / 3.0 hours LEC**  
*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.
- CDV-121 Infant/Toddler Curriculum** CSU  
**3.0 Units / 3.0 hours LEC**  
*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
- CDV-125 Creative Activities** CSU (C1)  
MC (C)  
**3.0 Units / 3.0 hours LEC**  
*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.
- CDV-126 Music and Movement** CSU  
**1.0 Units / 1.0 hours LEC**  
*Credit course for grade or Pass/No Pass.*  
 Learn songs, rhymes, musical stories and creative movement activities for young children.
- CDV-127 Language and Literacy for Young Children** CSU  
**2.0 Units / 2.0 hours LEC**  
*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.
- CDV-130 Administration of Preschools/Child Care Centers** CSU  
**3.0 Units / 3.0 hours LEC.**  
*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.
- CDV-134 Advanced Administration of Preschools/Child Care Centers** CSU  
**3.0 Units / 3.0 hours LEC**  
*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.
- CDV-135 Supervision of Adults in a Child Development Program** CSU  
**3.0 Units / 3.0 hours LEC**  
*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.  
*Recommended Preparation: CDV 100 or CDV 101.*
- CDV-140 Working With School Aged Children And Youth** CSU  
**3.0 Units / 3.0 hours LEC**  
*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.

- CDV-152 Working with Parents** CSU  
*1.0 Units / 1.0 hours LEC*  
*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.
- CDV-153 Behavior Support Strategies** CSU  
*1.0 Units / 1.0 hours LEC*  
*Credit course for grade or Pass/No Pass.*  
 Intervention strategies for children with difficult behavior in early childhood settings.
- CDV-161 Active Learning and Play** CSU  
*1.0 Units / 1.0 hours LEC*  
*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.  
*Recommended Preparation: CDV 101 or CDV 125.*
- CDV-162 Curriculum Planning** CSU  
*Recommended Preparation: CDV 101 or CDV 125.*  
*1.0 Units / 1.0 hours LEC*  
*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.  
*Recommended Preparation: CDV 101 or CDV 125.*
- CDV-180 Child, Family and Community** CSU (D0)  
*3.0 Units / 3.0 hours LEC* MC (B2)  
*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.
- CDV-196 CDV-Occupational Work Experience Education** CSU  
*1.0 - 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. 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-200 Psychology of Development: Infancy through Adolescence** CSU (D9, E), UC, IGETC (4I)  
*3.0 Units / 3.0 hours LEC* MC (B2, Wellness)  
*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.  
*Prerequisite: ENG 200*
- CDV-202 Multi-Cultural Perspective** CSU, UC  
*3.0 Units / 3.0 hours LEC* MC (B2, Culture)  
*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.

## **CLOTHING**

### **CLO-105 Beginning Clothing Construction**

CSU

**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**

*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.

### **CLO-106 Intermediate Clothing Construction**

CSU

**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**

*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.

*Recommended Preparation: CLO 105 or two years of high school experience.*

### **CLO-121 Pattern Drafting**

CSU

*Recommended Preparation: CLO 105 or two years of high school experience.*

**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**

*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.

*Recommended Preparation: MTH 55.*

### **CLO-125 Tailoring**

CSU

**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**

*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.

*Recommended Preparation: CLO 106.*

### **CLO-196 CLO-Occupational Work Experience Education**

CSU

**1.0 - 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. 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**

CSU, UC

**3.0 Units / 3.0 hours LEC**

*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.

## **COLLEGE AND CAREER SUCCESS**

### **CCS-10 Transition to College**

**3.0 Units / 3.0 hours LEC**

*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.

*Recommended corequisite: English 10.*

**CCS-60 College Success****3.0 Units / 3.0 hours LEC*****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.

**CCS-100 Career Planning Success****CSU****1.5 Units / 3.0 hours LEC*****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.  
*Recommended Preparation: Computer literacy.*

**CCS-102 Job Search Skills****CSU****1.5 Units / 1.5 hours LEC*****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.  
*Recommended Preparation: Computer literacy.*

**CCS-119 Orientation to College****CSU****1.5 Units / 1.5 hours LEC*****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.

**CCS-123 Test Taking Success****CSU****1.0 Units / 1.0 hours LEC*****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.

**CCS-123.1 Test Taking Success - Part I****CSU****0.5 Units / 0.5 hours LEC*****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.

**CCS-123.2 Test Taking Success - Part 2****CSU****0.5 Units / 0.5 hours LEC*****Credit course for grade or Pass/No Pass.***

This course will provide test taking and studying strategies to improve test results.

**CCS-124 Becoming A Successful Online Student****CSU****1.0 Units / 1.0 hours LEC*****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.  
*Recommended Preparation: English 80 and computer literacy.*

**CCS-221 Becoming a Master Student****CSU****3.0 Units / 3.0 hours LEC*****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.  
*Recommended Preparation: ENG-80 Academic Reading and Writing.*

### **CCS-500 The Immigrant's Guide to Landing a Job**

**0.0 Units / 2.0 hours LEC**

**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.

## **COMMUNICATIONS**

### **COM-200 Mass Media and Society**

**3.0 Units / 3.0 hours LEC**

**Credit course for letter grade only.**

This course will introduce students to the history, structure, function and influence of all major forms of mass media and their support industries.

*Recommended Preparation:* ENG-80 Academic Reading and Writing or placement into ENG 200 through the assessment process.

**CSU (D7),  
UC, IGETC (4G),  
MC (B2)**

## **COMPUTER SCIENCE**

### **CSC-20 Beginning Computer Skills**

**1.5 Units / 1.25 hours LEC; 0.75 hours LAB**

**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.

### **CSC-26 Computer Skills for Advanced Beginners**

**1.5 Units / 1.25 hours LEC; 0.75 hours LAB**

**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.

### **CSC-76 Security+ Preparation**

**3.0 Units / 2.5 hours LEC; 1.5 hours LAB**

**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.

*Prerequisite:* CSC-77B Computer Networks (Network+).

### **CSC-77A PC Hardware and Software (A+)**

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB**

**Credit course for letter grade only.**

This course will present the fundamentals of supporting and troubleshooting computer hardware and software. Hardware topics include motherboards, long-term storage, other I/O devices, memory, printers and multimedia devices. Software topics include 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 helps to prepare students for the A+ Certification Exam.

### **CSC-77B Computer Networks (Network+)**

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB**

**Credit course for letter grade only.**

This course will present instruction in computer networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. This course helps to prepare students for the CompTIA Network+ certification exam.

*Prerequisite:* CSC-77A PC Hardware and Software (A+).

- CSC-105 Introduction to Unix I** CSU  
**1.5 Units / 1.25 hours LEC; 0.75 hours LAB** MC (D2)  
*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.
- CSC-106 Introduction to Unix II** CSU  
**1.5 Units / 1.25 hours LEC; 0.75 hours LAB** MC (D2)  
*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.  
*Prerequisite: CSC-105 Introduction to Unix I.*
- CSC-130 Web Design and Development** CSU  
**3.0 Units / 2.5 hours LEC; 1.5 hours LAB** MC (D2)  
*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.  
*Recommended Preparation: CSC-105 Introduction to Unix I.*
- CSC-134 Web Application Development** CSU  
**3.0 Units / 2.5 hours LEC; 1.5 hours LAB** MC (D2)  
*Credit course for letter grade only.*  
 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.  
*Prerequisite: CSC-130 Web Design and Development. Recommended Preparation: Some experience with computer programming, or any Mendocino College programming course: CSC 221, CSC 203, or CSC 213.*
- CSC-164 Electronic Spreadsheets** CSU  
**3.0 Units / 2.5 hours LEC; 1.5 hours LAB**  
*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.  
*Recommended Preparation: Computer literacy.*
- CSC-166 Desktop Database Software** CSU  
**3.0 Units / 2.5 hours LEC; 1.5 hours LAB** MC (D2)  
*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.
- CSC-170 Mobile Application Development** CSU  
**3.0 Units / 2.5 hours LEC; 1.5 hours LAB** MC (D2)  
*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.  
*Prerequisite: CSC-221 Programming and Algorithms I.*
- CSC-196 CSC-Occupational Work Experience** CSU  
**1.0 - 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. 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**

CSU

**1.0 - 8.0 Units Credit course for grade or Pass/No Pass.**

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).

*Limitation on Enrollment: Student must meet criteria for internship work site.*

*Recommended Preparation: CSC-201 Computers and Computer Applications and CSC-220 Introduction to Computer Science.*

**CSC-201 Computers and Computer Applications**

CSU, UC

**3.0 Units / 2.5 hours LEC; 1.5 hours LAB**

MC (D2)

**Credit course for letter grade only.**

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.

**CSC-210 Computer Organization and Architecture**

CSU, UC

**4.0 Units / 3.5 hours LEC; 1.5 hours LAB**

MC (D2)

**Credit course for letter grade only.**

This course will explore the organization and behavior of real computer systems at the assembly-language level. The mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied, as well as the internal representation of simple data types and structures. Numerical computation is examined, noting the various data representation errors and potential procedural errors.

*Prerequisite: CSC-221 Programming and Algorithms I.*

**CSC-220 Introduction to Computer Science**

CSU, UC

**4.0 Units / 3.5 hours LEC; 1.5 hours LAB**

MC (D2)

**Credit course for letter grade only.**

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.

**CSC-221 Programming and Algorithms I**

CSU, UC

**4.0 Units / 3.5 hours LEC; 1.5 hours LAB**

MC (D2)

**Credit course for letter grade only.**

This course will introduce the discipline of computer science using a high-level programming language, with a focus on practical, hands-on problem solving. It is intended both for computer science majors and for others seeking a general, formal introduction to computer programming.

*Recommended Preparation: Prior or concurrent enrollment in CSC 220.*

**CSC-222 Programming and Algorithms II**

CSU, UC

**4.0 Units / 3.5 hours LEC; 1.5 hours LAB**

MC (D2)

**Credit course for letter grade only.**

This course will explore the application of software engineering techniques, data structures, and associated algorithms to the design and development of computer programs. Programs are written in an appropriate and modern object-oriented language.

*Prerequisite: CSC-221 Programming and Algorithms I.*

**CSC-240 Discrete Structures****4.0 Units / 4.0 hours LEC***Credit course for letter grade only.*

This course will introduce the discrete structures used in Computer Science, with an emphasis on their applications. Topics covered include: Functions, Relations and Sets; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability.

*Prerequisite:* CSC-221 Programming and Algorithms I and MTH 56 or high school college-prep Algebra II with a minimum grade of C.

CSU (B4), UC,

IGETC (2A)

**CSC-500 Workplace Software Lab****0.0 Units / 3.0 hours LAB***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.

## **COOPERATIVE WORK EXPERIENCE**

**CED-50 Introduction to Work Experience****0.5 - 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****1.0 - 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-51A Culinary Skills I****3.0 Units / 1.0 hours LEC: 6.0 hours LAB***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.

*Corequisite:* CAM-52 Food and Equipment Safety and Sanitation.

**CAM-51B Culinary Skills II****3.0 Units / 1.0 hours LEC: 6.0 hours LAB***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.

*Prerequisite:* CAM-51A Culinary Skills I.

**CAM-52 Food and Equipment Safety and Sanitation****1.0 Units / 1.0 hours LEC***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.

#### **CAM-54 Food and Beverage Cost Control**

**1.5 Units / 1.5 hours LEC**

***Credit course for grade or Pass/No Pass.***

This course will cover the basics of cost control for the food and beverage industry.

*Recommended Preparation: MTH 10.2 or higher.*

#### **CAM-58 Chocolate Confections**

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

***Credit course for grade or Pass/No Pass.***

This course will cover basic chocolate confectionery techniques. Students will prepare a variety of classic and modern chocolate confections.

*Corequisite: CAM-52 Food and Equipment Safety and Sanitation.*

*Prerequisite: CAM-59A Baking I.*

#### **CAM-59A Baking I**

**2.0 Units / 1.0 hours LEC; 3.0 hours LAB**

***Credit course for grade or Pass/No Pass.***

This course will cover baking techniques, with a focus on quick breads and batters, including basic 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.

*Prerequisite: CAM-52 Food and Equipment Safety and Sanitation.*

#### **CAM-59B Baking II**

**2.0 Units / 1.0 hours LEC; 3.0 hours LAB**

***Credit course for grade or Pass/No Pass.***

This course will cover advanced baking techniques, with a focus on yeast and wild-fermented breads, laminated doughs, pies, tarts, and breakfast pastries. 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.

*Prerequisite: CAM-59A Baking I.*

#### **CAM-59C Pastry and Desserts**

**1.0 Units / 3.0 hours LAB**

***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.

*Prerequisite or Corequisite: CAM-52 Food and Equipment Safety and Sanitation.*

#### **CAM-60 Survey of Food Systems and the Culinary Arts**

**1.5 Units / 1.5 hours LEC**

***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-61 Creating the Food-based Business**

**3.0 Units / 3.0 hours lecture.**

***Credit course for grade or Pass/No Pass.***

This course will cover food service management for all categories of operations. Topics include organizational structure, communication throughout the operation, event planning and management, on and off-site catering, dining room service and management, food and beverage marketing, legal considerations, job descriptions and hiring. Food Service math and computer applications will be integrated throughout the course.

*Corequisite: CAM-54 Food and Beverage Cost Control.*

**CAM-63 Dining Room Service****2.0 Units / 1.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will cover the development of dining room skills, including table service, large party service, catering management, and point of sales systems.

*Corequisite: CAM-52 Food and Equipment Safety and Sanitation.*

**CAM-68 Food Preservation****1.0 Units / 0.5 hours LEC; 1.5 hours LAB*****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.

*Prerequisite or Corequisite: CAM-52 Food and Equipment Safety and Sanitation.*

**CAM-70A Seasonal Vegetarian Cuisine Late Summer/Early Fall****0.5 Units / 0.25 hours LEC; 0.75 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will cover how to prepare healthy, seasonal, local vegetarian dishes of the late summer/early fall season.

*Prerequisite: CAM-51A Culinary Skills I.*

**CAM-70B Seasonal Vegetarian Cuisine Late Fall/Early Winter****0.5 Units / 0.25 hours LEC; 0.75 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will cover how to prepare healthy, seasonal, local vegetarian dishes of the late fall/early winter season.

*Prerequisite: CAM-51A Culinary Skills I.*

**CAM-70C Seasonal Vegetarian Cuisine Late Winter/Early Spring****0.5 Units / 0.25 hours LEC; 0.75 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will cover how to prepare healthy, seasonal, local vegetarian dishes of the late winter/early spring.

*Prerequisite: CAM-51A Culinary Skills I.*

**CAM-70D Seasonal Vegetarian Cuisine Late Spring/Early Summer****0.5 Units / 0.25 hours LEC; 0.75 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will cover how to prepare healthy, seasonal, local vegetarian dishes of the late spring/early summer.

*Prerequisite: CAM-51A Culinary Skills I.*

**CAM-71 Food and Wine Pairing****1.0 Units / 0.5 hours LEC; 1.5 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will cover the role of food and wine pairing in the contemporary foodservice operation.

*Limitation on Enrollment: Must be 21 or older.*

**CAM-80 Modern Cuisine****3.0 Units / 2.0 hours LEC; 3.0 hours LAB*****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.

*Prerequisite: CAM-51A Culinary Skills I.*

**CAM-196 CAM-Occupational Work Experience Education****CSU****1.0 - 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. 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**

CSU

**3.0 - 8.0 Units / 3.0 - 8.0 hours LEC*****Credit course for letter grade only.***

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.

*Corequisite:* CAM-51B Culinary Skills II.

*Prerequisite:* CAM-51A Culinary Skills I.

**EARTH SCIENCE****EAS-200 Environmental Science**

CSU (B1, B2), UC,

**3.0 Units / 3.0 hours LEC**

IGETC (5A)

***Credit course for grade or Pass/No Pass.***

MC (A)

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.

*Recommended Preparation:* ENG 80 or qualification for ENG 200 through the assessment process.

**EAS-201 Geology**

CSU (B1), UC, IGETC (5A)

**3.0 Units / 3.0 hours LEC**

MC (A)

***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.

**EAS-202 Geology Laboratory**

CSU (B3), UC,

**1.0 Units / 3.0 hours LAB I**

IGETC (5A, 5C)

***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.

**EAS-203 Earth History**

CSU (B1), UC, IGETC (5A)

**3.0 Units / 3.0 hours LEC**

MC (A)

***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.

*Recommended Preparation:* ENG-80 Academic Reading and Writing or qualification for ENG 200 through assessment process and GEL-201 Geology.

**EAS-204 Earth History Laboratory**

CSU (B3), UC,

**1.0 Units / 3.0 hours LAB**

IGETC (5C)

***Credit course for grade or Pass/No Pass.***

MC (A)

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.

*Corequisite:* EAS-203 Earth History or prior completion of EAS 203 or GEL 203.

**EAS-206 Physical Geography**

CSU (B1, B3), UC

**4.0 Units / 3.0 hours LEC; 3.0 hours LAB**

IGETC (5A, 5C)

***Credit course for grade or Pass/No Pass.***

MC (A)

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.

*Recommended Preparation:* ENG 80 or qualification for ENG 200 through the assessment process.

**EAS-208 Environmental Geology****4.0 Units / 3.0 hours LEC; 3.0 hours LAB****Credit course for grade or Pass/No Pass.****CSU (B1, B3), UC****IGETC (5A, 5C)****MC (A)**

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.

*Recommended Preparation: ENG 80 or qualification for ENG 200 through the assessment process.*

**EAS-210 Geology of California****4.0 Units / 3.0 hours LEC; 3.0 hours LAB****Credit course for grade or Pass/No Pass.****CSU (B1, B3), UC****IGETC (5A, 5C)****MC (A)**

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.

*Recommended Preparation: ENG 80 or qualification for ENG 200 through the assessment process.*

**EAS-211 Weather and Climate****3.0 Units / 3.0 hours LEC****Credit course for grade or Pass/No Pass.****CSU (B1), UC,****IGETC (5A)****MC (A)**

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.

*Recommended Preparation: ENG 80 or qualification for ENG 200 through the assessment process.*

**EAS-212 Introduction to Geographic Information Systems****3.0 Units / 3.0 hours LEC****Credit course for grade or Pass/No Pass.****CSU, UC****MC (A)**

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.

**EAS-222 Applied GIS****3.0 Units / 2.0 hours LEC; 3.0 hours LAB****Credit course for grade or Pass/No Pass.****CSU, UC****MC (A)**

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.

*Recommended Preparation: 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.*

## **ECONOMICS**

**ECO-200 Principles of Macroeconomics****3.0 Units / 3.0 hours LEC****Credit course for grade or Pass/No Pass.****CSU (D2), UC,****IGETC (4B)****MC (B2)**

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.

*Prerequisite: MTH 56 or one year of high school Algebra II.*

**ECO-201 Principles of Microeconomics**

**3.0 Units / 3.0 hours LEC**

*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.

*Prerequisite: MTH 56 or one year of high school Algebra II.*

**CSU (D2), UC,**

**IGETC (4B)**

**MC (B2)**

## **EDUCATION**

**EDU-110 Tutoring Methods**

**2.0 Units / 1.0 hours LEC; 3.0 hours LAB**

*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.

**CSU**

**EDU-196 EDU-Occupational Work Experience**

**1.0 - 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. 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.*

**CSU**

**EDU-200 Introduction to the Teaching Profession**

**3.0 Units / 3.0 hours LEC**

*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.

**CSU, UC**

**EDU-500 Supervised Tutoring**

**0.0 Units / 2.0 hours LAB**

*Non-credit Course.*

An open enrollment lab which supports students' academic success through assistance by trained student tutors.

*Limitation on Enrollment: Students must be enrolled in the course for which they receive tutoring.*

## **ENGINEERING**

**EGR-196 EGR-Occupational Work Experience Education**

**1.0 - 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. 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.*

**CSU**

**EGR-201 Engineering Graphics and Design**

CSU, UC

**3.0 Units / 2.5 hours LEC; 1.5 hours LAB*****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.

**EGR-202 Statics**

CSU, UC

**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass.***

This course will provide students with a vectorial treatment of the principles of statics with application to engineering problems and an emphasis on common engineering computational tools.

*Prerequisite: PHY-214 Principles of Physics I or PHY-220 Physics for Scientists and Engineers I.*

**ENGLISH****ENG-10 Basic Reading and Writing****5.0 Units / 5.0 hours LEC*****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.

**ENG-12 Intermediate Reading and Writing****5.0 Units / 5.0 hours LEC*****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.

**ENG-41 English Refresher****0.5 Units / 1.5 hours LAB*****Credit course taken for CR/NC 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.

**ENG-60 Reading and Writing Laboratory****0.5 - 1.0 Units / 1.5 - 3.0 hours LAB*****Credit course taken for CR/NC 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.

**ENG-80 Academic Reading and Writing****4.0 Units / 4.0 hours LEC*****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.

*Prerequisite: ENG 12 or qualification for ENG 80 through the assessment process.*

*Recommended Preparation: Concurrent enrollment in ENG 60.*

**ENG-160 Transfer-Level Reading and Writing Lab**

CSU

**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB*****Credit course taken for CR/NC 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.

*Recommended Preparation: Students should be co-enrolled in a transfer level course with university level reading and/or writing assignments.*

**ENG-170 Introduction to Playwriting**

CSU

**3.0 Units / 3.0 hours LEC*****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.

**ENG-200 Reading and Composition**

CSU (A2), UC,

**3.0 Units / 3.0 hours LEC**

IGETC (1A),

***Credit course for grade or Pass/No Pass.***

MC (D1)

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.

*Prerequisite:* BOT-170 Written Communication for Business or ENG 80 or qualification for ENG 200 through the assessment process.

*Recommended Preparation:* Concurrent enrollment in ENG 60.

**ENG-201 Critical Thinking through Literature**

CSU (A3, C2), UC,

**4.0 Units / 4.0 hours LEC**

IGETC (1B, 3B),

***Credit course for grade or Pass/No Pass.***

MC (C)

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.

*Prerequisite:* ENG 200.

**ENG-205 Critical Thinking**

CSU (A3), UC,

**3.0 Units / 3.0 hours LEC**

IGETC (1B),

***Credit course for grade or Pass/No Pass.***

MC (D2)

This course will offer instruction in argumentation and critical writing, critical thinking, analytical evaluation of texts, research strategies, information literacy, and proper documentation.

*Prerequisite:* ENG-200 Reading and Composition.

**ENG-210 Creative Writing**

CSU (C2), UC

**3.0 Units / 3.0 hours LEC**

MC (C)

***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.

*Prerequisite:* ENG 80 or qualification for ENG 200 through the assessment process.

*Recommended Preparation:* ENG 200.

**ENG-225 Introduction to Shakespeare**

CSU (C2), UC,

**3.0 Units / 3.0 hours LEC**

IGETC (3B)

***Credit course for grade or Pass/No Pass.***

MC (C)

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.

*Prerequisite:* ENG 200.

**ENG-245 American Literature I**

CSU (C2), UC,

**3.0 Units / 3.0 hours LEC**

IGETC (3B)

***Credit course for grade or Pass/No Pass.***

MC (C)

Introduces and deepens appreciation of diverse literatures of North America from Colonial period to the Civil War.

*Prerequisite:* ENG 200.

**ENG-246 American Literature II****3.0 Units / 3.0 hours LEC***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.

*Prerequisite:* ENG 200.

CSU (C2), UC,  
IGETC (3B)  
MC (C)

**ENG-250 World Literature****3.0 Units / 3.0 hours LEC***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.

*Prerequisite:* ENG 200.

CSU (C2), UC,  
IGETC (3B)  
MC (C, Culture)

**ENG-265 Introduction to California Literature****3.0 Units / 3.0 hours LEC***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.

*Prerequisite:* ENG 200.

CSU (C2), UC,  
IGETC (3B)  
MC (C, Culture)

**ENG-270 Children's Literature****3.0 Units / 3.0 hours LEC***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.

*Prerequisite:* ENG-200 Reading and Composition.

CSU (C2), UC,  
IGETC (3B)  
MC (C)

**ENG-560 Basic Reading and Writing Lab****0.0 Units / 1.0 - 3.0 hours LAB***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.

## **ENGLISH AS A SECOND LANGUAGE**

**ESL-3 English as a Second Language: Oral Communication Skills****2.0 - 3.0 Units / 2.0 - 3.0 hours LEC***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.

**ESL-5 English as a Second Language: Laboratory****1.0 Units / 3.0 hours LAB***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.

**ESL-7A English as a Second Language: Beginning A****5.0 Units / 5.0 hours LEC***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.

**ESL-7B English as a Second Language- Beginning B****5.0 Units / 5.0 hours LEC*****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.

**ESL-9A English as a Second Language- Intermediate A****5.0 Units / 5.0 - 5.0 hours LEC*****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.

*Prerequisite: Completion of ESL 7A and ESL 7B, or qualification through assessment process.*

**ESL-9B English as a Second Language- Intermediate B****5.0 Units / 5.0 hours LEC*****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.

*Prerequisite: Completion of ESL 7A and ESL 7B or qualification through assessment process.*

**ESL-11A English as a Second Language- Advanced A****5.0 Units / 5.0 hours LEC*****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.

*Prerequisite: Completion of ESL 9A and ESL 9B or qualification through assessment process.*

**ESL-11B English as a Second Language- Advanced B****5.0 Units / 5.0 hours LEC*****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.

*Prerequisite: Completion of ESL 9A and ESL 9B or qualification through assessment process.*

**ESL-500 English as a Second Language: Preparatory Level****0.0 Units / 5.0 hours LEC*****Non-credit Course.***

This course will help develop your reading, writing, speaking, and listening skills in preparation for college ESL classes. Gain confidence and practice in doing academic assignments.

**ESL-501 English as a Second Language: Lab Preparatory Level****0.0 Units / 1.5 - 3.0 hours LAB*****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.

**ESL-503A English as a Second Language: Oral Communication Skills A****0.0 Units / 1.0 hours LEC****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.

**ESL-503B English as a Second Language: Oral Communication Skills B****0.0 Units / 2.0 hours LEC****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.

**ESL-503C English as a Second Language: Oral Communication Skills C****0.0 Units / 3.0 hours LEC****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.

**ESL-507 English as a Second Language: Beginning****0.0 Units / 5.0 hours LEC****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.

**ESL-509 English as a Second Language: Intermediate****0.0 Units / 5.0 hours LEC****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.

**ESL-511 English as a Second Language: Advanced****0.0 Units / 5.0 hours LEC****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.

## **FIRE SCIENCE**

**FSC-50 Fire Instructor Training IA****2.0 Units / 2.5 hours LEC****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.

*Recommended Preparation: ENG 80*

**FSC-51 Fire Instructor Training IB****2.0 Units / 2.5 hours LEC****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.

**FSC-52 Fire Prevention IA/Fire Inspector Practices****2.0 Units / 2.5 hours LEC*****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.

*Recommended Preparation: ENG 80*

**FSC-53 Fire Prevention IB/Code Enforcement****2.0 Units / 2.5 hours LEC*****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.

*Recommended Preparation: FSC 52*

**FSC-54 Fire Management I****2.0 Units / 2.5 hours LEC*****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.

**FSC-55 Fire Command IA****2.0 Units / 2.5 hours LEC*****Credit course for grade or Pass/No Pass.***

Designed to develop fire ground 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.

**FSC-56 Fire Command IB****2.0 Units / 2.5 hours LEC*****Credit course for grade or Pass/No Pass.***

Designed to apply the principles contained in Fire Command 1A to the problems associated with hazardous materials incidents and other specialized situations.

**FSC-59 Fire Investigation I****2.0 Units / 2.5 hours LEC*****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.

**FSC-62 Basic Wildland Firefighting****2.0 Units / 2.5 hours LEC*****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.

**FSC-63 Fire Fighter IA****4.0 Units / 4.0 hours LEC; 1.0 hours LAB*****Credit course for grade or Pass/No Pass.***

Provides students with skills and knowledge necessary to perform essential firefighting 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.

*Recommended Preparation: ENG 80.*

**FSC-64 Fire Fighter IB****9.0 Units / 7.75 hours LEC; 5.0 hours LAB*****Credit course for grade or Pass/No Pass.***

Provides students with skills and knowledge necessary to perform essential firefighting 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.

**FSC-65 Incident Command System (ICS) 300****1.5 Units / 1.75 hours LEC*****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.

*Prerequisite: FSC 64 OR California State Fire Marshall certified ICS 200 course.*

**FSC-111 Fire Protection Organization****CSU****3.0 Units / 3.0 hours LEC*****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.

**FSC-112 Fire Behavior & Combustion****CSU****3.0 Units / 3.0 hours LEC*****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.

**FSC-113 Fire Protection Equipment & Systems****CSU****3.0 Units / 3.0 hours LEC*****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.

**FSC-114 Building Construction for Fire Safety****CSU****3.0 Units / 3.0 hours LEC*****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.

**FSC-115 Hazardous Materials Response for Public Safety****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass.*****CSU**

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.

**FSC-196 FSC-Occupational Work Experience Education****CSU****1.0 - 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. 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

CSU

**1.0 - 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.*

## GEOGRAPHY

### GEO-201 Cultural Geography

CSU (D5), UC,  
IGETC (4E)  
MC (B2)

**3.0 Units / 3.0 hours LEC**

**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.

### GEO-202 World Regional Geography

CSU (D5), UC,  
IGETC (4E)  
MC (B2, Culture)

**3.0 Units / 3.0 hours LEC**

**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.

*Recommended Preparation: ENG 80 or qualification for ENG 200 through the assessment process.*

### GEO-206 Physical Geography

CSU (B1, B3), UC,  
IGETC (5A, 5C)  
MC (A)

**4.0 Units / 3.0 hours LEC; 3.0 hours LAB**

**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.

*Recommended Preparation: English 80 (or qualification for ENG 200 through assessment process).*

### GEO-212 Introduction to Geographic Information Systems

CSU, UC  
MC (A)

**3.0 Units / 3.0 hours LEC**

**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.

*Recommended Preparation: English 80 or qualification for ENG 200 through the assessment process.*

### GEO-222 Applied GIS

CSU, UC  
MC (A)

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB**

**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.

*Recommended Preparation: 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.*

## **GEOLOGY**

### **GEL-69 Fundamentals of Geology for Real Estate**

**1.0 Units / 1.0 hours LEC**

***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.

### **GEL-100 Earthquake Country**

**CSU**

**2.0 Units / 2.0 hours LEC**

***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 Mayacama 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.

### **GEL-201 Geology**

**CSU (B1), UC, IGETC (5A)**

**3.0 Units / 3.0 hours LEC**

**MC (A)**

***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.

*Recommended Preparation: English 80 or qualification for ENG 200 through assessment process, and GEL 202 or EAS 202.*

### **GEL-202 Geology Laboratory**

**CSU (B3), UC,**

**1.0 Units / 3.0 hours LAB**

**IGETC (5C)**

***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.

### **GEL-208 Environmental Geology**

**CSU (B1, B3), UC,**

**4.0 Units / 3.0 hours LEC; 3.0 hours LAB**

**IGETC (5A, 5C)**

***Credit course for grade or Pass/No Pass.***

**MC (A)**

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.

*Recommended Preparation: English 80 or qualification for ENG 200 through the assessment process.*

### **GEL-210 Geology of California**

**CSU (B1, B3), UC,**

**4.0 Units / 3.0 hours LEC; 3.0 hours LAB**

**IGETC (5A, 5C)**

***Credit course for grade or Pass/No Pass.***

**MC (A)**

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.

*Recommended Preparation: ENG 80, or qualification for ENG 200 through the assessment process.*

## HEALTH

### **HLH-50 Community CPR and First Aid**

**0.5 Units / 6.0 total hours LEC; 6.0 total hours LAB**

***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).

### **HLH-56 EMT-I Refresher**

**1.5 Units / 1.3 hours LEC; 0.5 hours LAB**

***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.

*Prerequisite: HLH 135 or current EMT-I certification and current CPR card.*

### **HLH-67 International Trauma Life Support (ITLS)**

**1.0 Units / 1.0 hours LEC**

***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.

### **HLH-68 Pediatric Advanced Life Support (PALS)**

**1.0 Units / 1.0 hours LEC**

***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.

### **HLH-69 Wilderness Emergency Medicine for Emergency Health Workers**

**2.0 Units / 2.0 hours LEC**

***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.

*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.*

### **HLH-103 Women's Health**

**3.0 Units / 3.0 hours LEC**

***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 (E)**

**MC (Wellness)**

### **HLH-110 Child Health, Nutrition and Safety**

**3.0 Units / 3.0 hours LEC**

***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.

**CSU**

**HLH-114 Foods and Nutrition****3.0 Units / 3.0 hours LEC*****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 (E)  
MC (Wellness)****HLH-115 Therapeutic Nutrition****3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: HLH 114.*

**CSU****HLH-135 Emergency Medical Technician I****7.0 Units / 6.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will 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.

*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.*

**CSU****HLH-182 Advanced Cardiac Life Support****1.0 Units / 1.0 hours LEC*****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.

*Prerequisite: Current CPR Card.*

**CSU****HLH-196 HLH-Occupational Work Experience Education****1.0 - 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. 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.*

**CSU****HLH-200 Health Education****3.0 Units / 3.0 hours lecture.*****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.

*Recommended Preparation: ENG 80.*

**CSU (E), UC  
MC (Wellness)****HLH-202 First Aid, Emergency Care, and Cardiopulmonary Resuscitation****3.0 Units / 3.0 hours lecture.*****Credit course for grade or Pass/No Pass.***

This course will qualify students for American Red Cross certification in First Aid, CPR, AED and Oxygen Delivery for the Professional Rescuer.

**CSU (E), UC  
MC (Wellness)**

**HLH-213 Lifeguard Training**

CSU (E), UC

**2.5 Units / 1.75 hours LEC; 2.25 hours LAB*****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.

**HISTORY****HST-200 History of Western Civilization I****3.0 Units / 3.0 hours LEC**

CSU, (C2, D6), UC,

***Credit course for grade or Pass/No Pass.***

MC (B2, C)

This course examines 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.

*Recommended Preparation: ENG 200.***HST-201 History of Western Civilization II****3.0 Units / 3.0 hours LEC**

CSU, (C2, D6), UC,

IGETC (3B, 4F)

***Credit course for grade or Pass/No Pass.***

MC (B2, C)

This course covers 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.

*Recommended Preparation: ENG 200.***HST-202 The United States to 1877****3.0 Units / 3.0 hours LEC**

CSU, (C2, D6), UC,

IGETC (3B, 4F)

***Credit course for grade or Pass/No Pass.***

MC (B1, B2, C)

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.

*Recommended Preparation: ENG 200.***HST-203 The United States Since 1865****3.0 Units / 3.0 hours LEC**

CSU, (C2, D6),

UC, IGETC (3B, 4F)

***Credit course for grade or Pass/No Pass.***

MC (B1, B2, C)

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.

*Recommended Preparation: ENG 200.***HST-205 World History to 1500****3.0 Units / 3.0 hours LEC**

CSU, (C2, D6), UC,

IGETC (3B, 4F)

***Credit course for grade or Pass/No Pass.***

MC (B2, C, Culture)

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.

*Recommended Preparation: English 200.***HST-206 World History Since 1500****3.0 Units / 3.0 hours LEC**

CSU, (C2, D6), UC,

IGETC (3B, 4F)

***Credit course for grade or Pass/No Pass.***

MC (B2, C, Culture)

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.

*Recommended Preparation: English 200.*

**HST-207 Mexican American History****3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: English 200.*

CSU, (C2, D3, D6),  
UC, IGETC (3B, 4C, 4F)  
MC (B1, B2, C, Culture)

**HST-208 Women in American History****3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: English 200.*

(C2, D4, D6),  
UC, IGETC (3B, 4D, 4F)  
MC (B1, B2, C, Culture)

**HST-220 Mexican History****3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG 200.*

CSU, (C2, D6), UC  
IGETC (3B, 4F)  
MC (B2, C, Culture)

**HST-221 California History****3.0 Units / 3.0 hours LEC*****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.

CSU, (D6), UC  
IGETC (3B)  
MC (B2, C)

**HST-222 Native American History****3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG 80 or placement in ENG 200 through assessment process.*

CSU, (C2, D3, D6),  
UC, IGETC (3B, 4C, 4F)  
MC (B1, B2, C, Culture)

**HST-223 History of Lake and Mendocino Counties****3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG 80 or placement into ENG 200.*

CSU, (C2, D6), UC  
. IGETC (3B, 4F)  
MC (B2, C)

**HST-250 Contemporary America: The People and the Issues****3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG 80 or qualification for ENG 200 through the assessment process.*

CSU, (C2, D6), UC  
IGETC (3B, 4F)  
MC (B1, B2, C)

## HUMANITIES

### **HUM-200 Humanities Through the Arts**

**3.0 Units / 3.0 hours LEC**

*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.

*Recommended Preparation: ENG 200.*

CSU, (C2), UC  
IGETC (3B)  
MC (C)

## HUMAN SERVICES

### **HUS-101 Introduction to the Helping Profession**

**3.0 Units / 3.0 hours LEC**

*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.

CSU

### **HUS-103 Field Placement and Practicum Seminar**

**1.5 Units / 1.5 hours LEC**

*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.

*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.*

CSU

### **HUS-105 Field Placement and Practicum Seminar II**

**1.5 Units / 1.5 hours LEC**

*Credit course for grade or Pass/No Pass.*

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

*Corequisite: HUS-197b Human Service Paraprofessional Practicum Prerequisite: HUS-103 Field Placement and Practicum Seminar.*

CSU

### **HUS-152 Basic Skills for Human Service Workers**

**3.0 Units / 3.0 hours LEC**

*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.

*Recommended Preparation: SPE 210, ENG 80, or qualification for ENG 200 through the assessment process.*

CSU

### **HUS-154 Fundamentals of Interviewing and Counseling**

**3.0 Units / 3.0 hours LEC**

*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.

*Recommended Preparation: AOD 152 or HUS 152.*

CSU  
MC (D2)

**HUS-155 Group Leadership and Group Process**

CSU

**3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: AOD 152 or HUS 152.*

**HUS-156 Case Management and Documentation**

CSU

**3.0 Units / 3.0 hours LEC*****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.

**HUS-157 Dual Disorders and Mental Health Issues**

CSU

**2.0 Units / 2.0 hours LEC*****Credit course for grade or Pass/No Pass.***

This course will provide students with a fundamental understanding of the unique characteristics and treatment needs of people with co-occurring substance abuse/dependence and mental illness. It also 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 these co-occurring disorders.

*Recommended Preparation: ENG 80 or placement into ENG 200 through the assessment process.*

**HUS-159 Intervention Theory and Techniques**

CSU

**1.5 Units / 1.0 hours LEC; 1.5 hours LAB*****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.

**HUS-160 Law, Ethics and Human Services**

CSU

**3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG 80 or qualification for ENG 200 through the assessment process.*

**HUS-161 Introduction to Family Counseling Approaches**

CSU

**3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG 80 or qualification of ENG 200 through the assessment process and HUS 154 (or AOD 154).*

**HUS-162 Community Prevention Theory and Practice**

CSU

**3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG 80, or qualification for ENG 200 through the assessment process.*

**HUS-163 Professional Competency and Growth**

CSU

**2.0 Units / 2.0 hours LEC*****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.

**HUS-170 Introduction to Social Work**

CSU

**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass.***

This course will provide 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.

*Recommended Preparation: ENG 80 or placement into ENG 200 through the assessment process.*

**HUS-196 HUS-Occupational Work Experience Education**

CSU

**1.0 - 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. 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-197A Human Service Worker Practicum**

CSU

**2.0 - 8.0 Units / 2.0 - 8.0 hours LEC*****Credit course for letter grade only.***

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.

*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.*

**HUS-197B Human Service Paraprofessional Practicum****2.0 - 8.0 Units / 2.0 - 8.0 hours LEC*****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.

*Corequisite: HUS-103 Field Placement and Practicum Seminar or HUS-105 Field Placement and Practicum Seminar II.*

**JOURNALISM****JRN-180 Writing for Publication**

CSU

**3.0 Units / 3.0 hours LEC**

MC (C)

***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.

*Recommended Preparation: ENG 200.*

**JRN-196 JRN-Occupational Work Experience Education**

CSU

**1.0 - 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. 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-201 Writing for the Mass Media**

CSU, UC

**3.0 Units / 3.0 hours LEC****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.

*Prerequisite: ENG 80 or qualification for ENG 200 through the assessment process.*

## **KINESIOLOGY**

**KIN-109 Fitness Instructor Training**

CSU

**3.0 Units / 3.0 hours LEC****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.

**KIN-200 Introduction to Kinesiology**

CSU, UC

**3.0 Units / 3.0 hours LEC****Credit course for grade or Pass/No Pass.**

This course is an introductory course that covers the historical, philosophical, sociological, psychological, and scientific foundations of the Kinesiology field. The course will also include an overview of careers, fields of study and requirements in Kinesiology and allied disciplines. Issues, challenges, and current/future trends will also be addressed.

**KIN-214 Introduction to Sport Related Injuries**

CSU, UC

**3.0 Units / 3.0 hours LEC****Credit course for grade or Pass/No Pass.**

This course covers the 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.

*Recommended Preparation: ENG 80, or qualification for ENG 200 through the assessment process.*

## **LEARNING SKILLS**

**LRS-2 Adapted Computer Access for Students with Disabilities****1.0 Units / 0.5 hours LEC; 1.5 hours LAB****Credit course taken for CR/NC 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 LEC; 1.5 hours LAB****Credit course taken for CR/NC 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 LEC; 1.5 hours LAB**

***Credit course taken for CR/NC 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 LEC; 1.5 hours LAB**

***Credit course taken for CR/NC 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 LEC; 1.5 hours LAB**

***Credit course taken for CR/NC 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 LEC; 3.0 hours LAB**

***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.

#### **LRS-501 Theatre and Movement for Adult Learners with Disabilities**

**0.0 Units / 0.5 hours LEC; 2.5 hours LAB**

***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.

#### **LRS-502 Art for Adult Learners with Disabilities**

**0.0 Units / 2.0 hours LAB**

***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.

#### **LRS-503 Music Enrichment for Adults with Disabilities**

**0.0 Units / 0.5 hours LEC; 1.5 hours LAB**

***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.

## **LIBRARY**

### **LIB-200 Information and Research Competency**

CSU

**0.5 - 1.0 Units / 0.5 - 1.0 hours LEC**

***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.

*Recommended Preparation: English 80 or qualification for ENG 200 through the assessment process.*

## **MATHEMATICS**

### **MTH-10.1 Whole Numbers**

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

***Credit course taken for CR/NC only.***

This course will cover computation using whole numbers, including addition, subtraction, multiplication, and division, and solving simple word problems.

### **MTH-10.2 Fractions**

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

***Credit course taken for CR/NC only.***

This course will cover addition, subtraction, multiplication and division of fractions, and applications of fractions.

### **MTH-10.3 Decimals**

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

***Credit course taken for CR/NC only.***

This course will cover using decimals, including addition, subtraction, multiplication and division of decimals; and applications involving decimals.

### **MTH-11 Basic Mathematics**

**3.0 Units / 3.0 hours LEC**

***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.

### **MTH-40A Mathematics Laboratory A**

**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB**

***Credit course taken for CR/NC only.***

This course will offer first semester math students the opportunity to develop competence in any current or future mathematics course through supervised practice and supplemental instruction.

### **MTH-40B Mathematics Laboratory B**

**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB**

***Credit course taken for CR/NC only.***

This course will offer second semester math students the opportunity to develop competence in any current or future mathematics course through supervised practice and supplemental instruction.

### **MTH-40C Mathematics Laboratory C**

**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB**

***Credit course taken for CR/NC only.***

This course will offer third semester math students the opportunity to develop competence in any current or future mathematics course through supervised practice and supplemental instruction.

**MTH-40D Mathematics Laboratory D****0.5 - 1.0 Units / 1.5 - 3.0 hours LAB*****Credit course taken for CR/NC only.***

This course will offer fourth semester math students the opportunity to develop competence in any current or future mathematics course through supervised practice and supplemental instruction.

**MTH-41A Mathematics Institute A****0.5 - 1.0 Units / 1.5 - 3.0 hours LAB*****Credit course taken for CR/NC only.***

This course will offer first semester Math Institute students the opportunity to develop competence for future mathematics courses through supervised practice and supplemental instruction.

**MTH-41B Mathematics Institute B****0.5 - 1.0 Units / 1.5 - 3.0 hours LAB*****Credit course taken for CR/NC only.***

This course will offer second semester Math Institute students the opportunity to develop competence for future mathematics courses through supervised practice and supplemental instruction.

**MTH-41C Mathematics Institute C****0.5 - 1.0 Units / 1.5 - 3.0 hours LAB*****Credit course taken for CR/NC only.***

This course will offer third semester Math Institute students the opportunity to develop competence for future mathematics courses through supervised practice and supplemental instruction.

**MTH-45 Prealgebra****4.0 Units / 4.0 hours LEC*****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.

*Prerequisite: MTH-11 Basic Mathematics or qualification for MTH 45 through the assessment process.*

**MTH-55 Elementary Algebra****5.0 Units / 5.0 hours LEC*****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.

*Prerequisite: MTH-44 Mathematical Applications or MTH-45 Prealgebra or One year of college-prep Algebra I or a higher-level math class, taken within three years of enrollment.*

**MTH-55.1 Elementary Algebra-Part I****3.0 Units / 3.0 hours LEC*****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.

*Prerequisite: MTH 44 or MTH 45 with a minimum grade of C or better or One year of college prep Algebra I or a higher-level math class, taken within three years of enrollment or qualification for MTH 55.1 through the assessment process.*

**MTH-55.2 Elementary Algebra-Part II****3.0 Units / 3.0 hours LEC*****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.

*Prerequisite: MTH-55.1 Elementary Algebra-Part I or One year of college prep Algebra I or higher-level math class taken within three years of enrollment or qualification for MTH 55.2 through the assessment process.*

**MTH-56 Intermediate Algebra****5.0 Units / 5.0 hours LEC*****Credit course for grade or Pass/No Pass.*****MC (D2)**

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.

*Prerequisite: MTH-77 Geometry or MTH-55 Elementary Algebra or One year of high school college-prep Algebra 2 or a higher-level math class, taken within three years of enrollment or qualification for MTH 56 through the assessment process.*

**MTH-56.1 Intermediate Algebra-Part I****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass.***

This course will cover fundamental properties and operations of the set of real numbers; the Cartesian coordinate system and linear functions; linear and quadratic equations; linear inequalities; polynomials; factoring polynomials; function notation; and exponents.

*Prerequisite: MTH-77 Geometry or MTH 55 with a minimum grade of C or One year of high school college-prep Algebra 2 or a higher-level math class, taken within three years of enrollment or qualification for MTH 56.1 through the assessment process.*

**MTH-56.2 Intermediate Algebra-Part II****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass.***

This course will cover quadratic equations; inverse functions; exponential and logarithmic functions; rational expressions, equations, roots, and exponents; conic sections; and fundamental operations with complex numbers.

*Prerequisite: MTH 56.1 or qualification for MTH 56.2 through the assessment process.*

**MTH-77 Geometry****3.0 Units / 3.0 - 3.0 hours LEC*****Credit course for letter grade only.***

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

*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.*

**MTH-121 Trigonometry****4.0 Units / 4.0 hours LEC*****Credit course for grade or Pass/No Pass.*****CSU (B4)****MC (D2)**

This course will cover 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.

*Prerequisite: MTH 56 or qualification for MTH 121 through the assessment process.*

**MTH-200 Precalculus Mathematics****5.0 Units / 5.0 hours LEC*****Credit course for grade or Pass/No Pass.*****CSU (B4), UC,****IGETC (2A)****MC (D2)**

This course will cover the topics of: the real and complex number systems, relations, functions and their graphs, equations, inequalities, polynomials, lines and conics, the 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.

*Prerequisite: MTH-121 Trigonometry or placement into MTH 200 through the assessment process.*

**MTH-210 Calculus and Analytic Geometry I****5.0 Units / 5.0 hours LEC****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.

*Prerequisite:* MTH 200 or qualification for MTH 210 through the assessment process.

CSU (B4),  
UC, IGETC (2A),  
MC (D2)

**MTH-211 Calculus and Analytic Geometry II****5.0 Units / 5.0 hours LEC****Credit course for grade or Pass/No Pass.**

This course will cover 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.

*Prerequisite:* MTH 210.

CSU (B4),  
UC, IGETC (2A),  
MC (D2)

**MTH-212 Calculus and Analytic Geometry III****5.0 Units / 5.0 hours LEC****Credit course for grade or Pass/No Pass.**

This course will cover vectors and vector functions in two and three dimensions; surfaces in space; cylindrical and spherical coordinates; partial differentiation; multiple integration; Green's, Stoke's and Divergence Theorems.

*Prerequisite:* MTH 211.

CSU (B4),  
UC, IGETC (2A),  
MC (D2)

**MTH-214 Linear Algebra****4.0 Units / 4.0 hours LEC****Credit course for grade or Pass/No Pass.**

This course will 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.

*Prerequisite:* MTH 211.

CSU (B4),  
UC, IGETC (2A),  
MC (D2)

**MTH-215 Differential Equations****3.0 Units / 3.0 hours LEC****Credit course for grade or Pass/No Pass.**

This course will cover the theory and applications of ordinary differential equations. Students will be introduced to solution techniques for first- and second-order differential equations including power series, Laplace transforms, matrices, eigenvalues and eigenvectors, and numerical methods. This course is primarily for majors in mathematics and engineering. Use of graphing calculators will be essential for the course.

*Prerequisite:* MTH 212 and MTH 214.

CSU (B4),  
UC, IGETC (2A),  
MC (D2)

**MTH-220 Statistics****4.0 Units / 4.0 hours LEC****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.

*Prerequisite:* MTH 56 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 or qualification for MTH 220 through the assessment process.

CSU (B4),  
UC, IGETC (2A),  
MC (D2)

**MTH-230 Calculus for Business and Economics****3.0 Units / 3.0 hours LEC****Credit course for grade or Pass/No Pass.**

This course will examine applications of differential and integral calculus to the fields of business and economics.

*Prerequisite:* MTH 56 or qualification for MTH 230 through the assessment process.

CSU (B4), UC,  
IGETC (2A),  
MC (D2)

**MTH-540 Basic Mathematics Lab****0.0 Units / 1.5 - 3.0 hours LAB****Non-credit Course.**

This course will provide basic math skills support. Students will have the opportunity to work on assignments and get help as needed from a Math instructor either while enrolled in, or in preparation for, any course from the following list: MTH 10.1 through MTH 56.2; MTH 77; or MTH 121.

## **MUSIC**

**MUS-110 Recording Studio Techniques I****CSU****3.0 Units / 3.0 hours LEC****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.

*Corequisite: MUS-115A Recording Studio Laboratory*

**MUS-111 Recording Studio Techniques II****CSU****3.0 Units / 3.0 hours LEC****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.

*Corequisite: MUS-115B Recording Laboratory II.*

*Prerequisite: MUS-110 Recording Studio Techniques I.*

**MUS-112 Recording Techniques III****CSU****3.0 Units / 3.0 hours LEC****Credit course for letter grade only.**

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.

*Corequisite: MUS-115C Recording Laboratory III.*

*Prerequisite: MUS-111 Recording Studio Techniques II and MUS-115B Recording Laboratory II.*

**MUS-113 Recording Techniques IV****CSU****3.0 Units / 3.0 hours LEC****Credit course for letter grade only.**

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.

*Corequisite: MUS-115D Recording Laboratory IV.*

*Prerequisite: MUS-112 Recording Techniques III and MUS-115C Recording Laboratory III.*

**MUS-115A Recording Studio Laboratory****CSU****1.0 Units / 3.0 hours LAB****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.

**MUS-115B Recording Laboratory II**

CSU

**1.0 Units / 3.0 hours LAB*****Credit course for letter grade only.***

Music 115B, 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.

*Corequisite: MUS-111 Recording Studio Techniques II. Prerequisite: MUS-110 Recording Studio Techniques I and MUS-115A Recording Studio Laboratory.*

**MUS-115C Recording Laboratory III**

CSU

**1.0 Units / 3.0 hours laboratory.*****Credit course for letter grade only.***

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

*Corequisite: MUS-112 Recording Techniques III.*

*Prerequisite: MUS-111 Recording Studio Techniques II and MUS-115B Recording Laboratory II.*

**MUS-115D Recording Laboratory IV**

CSU

**1.0 Units / 3.0 hours laboratory.*****Credit course for letter grade only.***

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.

*Corequisite: MUS-113 Recording Techniques IV.*

*Prerequisite: MUS-112 Recording Techniques III and MUS-115C Recording Laboratory III.*

**MUS-196 MUS-Occupational Work Experience Education**

CSU

**1.0 - 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. 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**CSU (C1), UC,  
IGETC (3A),  
MC (C)**3.0 Units / 3.0 hours LEC*****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.

**MUS-201A Music Theory/Musicianship I**CSU (C1), UC,  
MC (C)**4.0 Units / 4.0 hours LEC*****Credit course for letter grade only.***

This course, through guided composition and analysis, will incorporate the following concepts: rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; diatonic chords; basic cadential formulas and phrase structure; dominant seventh chords; figured bass symbols; and non-harmonic tones. Music 200 or equivalent skill is strongly recommended.

*Recommended Preparation: Music 200 or equivalent skill is strongly recommended.*

**MUS-201B Music Theory/Musicianship II**CSU (C1),  
UC,  
MC (C)**4.0 Units / 4.0 hours LEC*****Credit course for letter grade only.***

This course will incorporate the concepts from Music Theory I. In addition, through guided composition and analysis, the course will include: an introduction to two-part counterpoint; voice leading involving four-part chorale writing; diatonic harmony; and an introduction to secondary function in tonicization and modulation.

*Recommended Preparation: MUS 201A.*

**MUS-202A Music Theory/Musicianship III****4.0 Units / 4.0 hours LEC.*****Credit course for letter grade only.***

This course will incorporate the concepts from Music Theory/Musicianship II. In addition, through composition and analysis, the course will include: introduction to chromatic harmony; secondary/applied chords; modulation; borrowed chords; and an introduction to Neapolitan and augmented-sixth chords.

*Recommended Preparation: MUS 201B.*

CSU (C1),  
UC,  
MC (C)

**MUS-202B Music Theory/Musicianship IV****4.0 Units / 4.0 hours LEC*****Credit course for letter grade only.***

This course incorporates concepts from Music Theory/Musicianship III. In addition, through writing and analysis, the course will include: post-Romantic techniques such as borrowed chords and modal mixture; chromatic mediants; Neapolitan and augmented-sixth chords; 9th, 11th, and 13th chords; altered chords; and 20th century techniques such as: Impressionism, tone rows, set theory, pandiatonicism, and polytonalism.

*Recommended Preparation: MUS 202A.*

CSU (C1),  
UC,  
MC (C)

**MUS-203 Music History and Literature I****3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG 200.*

CSU (C1, C2),  
UC, IGETC (3A),  
MC (C)

**MUS-204 Music History and Literature II****3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG 200.*

CSU (C1),  
UC, IGETC (3A),  
MC (C)

**MUS-207 Introduction to Music Appreciation****3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG 200.*

CSU (C1),  
UC, IGETC (3A),  
MC (C)

**MUS-208 Music in World Culture****3.0 Units / 3.0 hours LEC.*****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.

*Recommended Preparation: ENG 200.*

CSU (C1), UC,  
IGETC (3A),  
MC (C, Culture)

**MUS-209 History of Rock and Jazz Styles****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass.***

This course will cover 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 will be examined and analyzed.

*Recommended Preparation: ENG 200.*

CSU (C1),  
UC, IGETC (3A),  
MC (C)

**MUS-210A Piano: Beginning I**CSU (C1), UC  
MC (C)**2.0 Units / 1.5 hours LEC; 1.5 hours LAB***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.

**MUS-210B Piano: Beginning II**CSU, UC  
MC (C)**2.0 Units / 1.5 hours LEC; 1.5 hours LAB***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.

**MUS-210C Piano: Intermediate I**CSU (C1), UC,  
MC (C)**2.0 Units / 1.5 hours LEC; 1.5 hours LAB***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.

**MUS-210D Piano: Intermediate II**

CSU, UC

**2.0 Units / 1.5 hours LEC; 1.5 hours LAB***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.

**MUS-210E Piano: Advanced I**CSU (C1), UC  
MC (C)**2.0 Units / 1.5 hours LEC; 1.5 hours LAB***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.

**MUS-210F Piano: Advanced II**

CSU, UC

**2.0 Units / 1.5 hours LEC; 1.5 hours LAB***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.

**MUS-220 Opera Theatre-Performance**CSU, UC  
MC (C)**1.0 - 3.0 Units / 3.0 - 9.0 hours LAB***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.

*Prerequisite: Student must demonstrate vocal and acting technique at an intermediate level.*

**MUS-222A Guitar: Beginning I**

CSU, UC

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB***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.

**MUS-222B Guitar: Beginning II**

CSU, UC

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB***Credit course for grade or Pass/No Pass.*

A continuation of Music 222A. 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.

*Recommended Preparation: MUS 222A.*

**MUS-222C Guitar: Beginning III**

CSU, UC

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB*****Credit course for grade or Pass/No Pass.***

A continuation of Music 222B. 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.

*Recommended Preparation: MUS 222B.*

**MUS-222D Guitar: Beginning IV**

CSU, UC

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB*****Credit course for grade or Pass/No Pass.***

A continuation of Music 222C. 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.

*Recommended Preparation: MUS 222C.*

**MUS-230A Beginning Voice**

CSU, UC

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

MC (C)

***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.

**MUS-230B Intermediate Voice**

CSU, UC

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB*****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.

**MUS-230C Singers' Repertoire**

CSU, UC

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

MC (C)

***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.

**MUS-250 Applied Music - Individual Instruction**

CSU, UC

**1.0 Units / 3.0 hours LAB*****Credit course for letter grade only.***

This course will provide individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance.

Achievement is evaluated through a juried performance. Enrollment is subject to a standardized audition demonstrating basic competencies in technique and musicianship in the student's major performance medium.

*Corequisite: Enrollment in faculty approved music ensemble. Ensembles to be selected from the following: MUS 256 Jazz Band; MUS 272 Symphonic Band; MUS 274 Symphony Orchestra; MUS 278 Chamber Orchestra; MUS 280 Masterworks Chorale; MUS 281 Concert Choir; or MUS 285 Vocal Jazz Ensemble.*

*Limitation on Enrollment: Instructor permission required.*

*May be taken for a maximum of 4 enrollments.*

**MUS-256 Jazz Band**

CSU, UC

**1.0 Units / 3.0 hours LAB**

MC (C)

***Credit course for grade or Pass/No Pass.***

This course will include the study and performance of Big Band Jazz literature and will include the investigation of the fundamental techniques associated with jazz performance. The course 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.

*Prerequisite: Instructor permission.*

*May be taken for a maximum of 4 enrollments.*

**MUS-272 Symphonic Band****CSU, UC  
MC (C)****1.0 Units / 3.0 hours LAB*****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)

*Recommended Preparation: Ability to play a band instrument.*

*May be taken for a maximum of 4 enrollments.*

**MUS-274 Beginning Orchestra****CSU, UC  
MC (C)****2.0 Units / 6.0 hours LAB*****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.

*May be taken for a maximum of 4 enrollments.*

**MUS-276 Symphony Orchestra****CSU, UC  
MC (C)****1.0 Units / 3.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will include the study and performance of selected large scale orchestral literature with an emphasis on repertoire scored for an ensemble with multiple part duplication. This course 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. The student must demonstrate an ability to read printed music at sight on an orchestral instrument. Attendance at scheduled rehearsal and performances is required.

*Limitation on enrollment: Instructor permission required.*

*May be taken for a maximum of 4 enrollments.*

**MUS-278 Chamber Orchestra****CSU, UC  
MC (C)****1.0 Units / 3.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will include the study and performance of selected small-scale orchestral literature with an emphasis on repertoire scored for an ensemble with multiple part duplication. This course 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.

*Limitation on Enrollment: Instructor permission required.*

*May be taken for a maximum of 4 enrollments.*

**MUS-280 Masterworks Chorale****CSU, UC  
MC (C)****1.0 Units / 3.0 hours LAB*****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.

*May be taken for a maximum of 4 enrollments.*

**MUS-281 Concert Choir I****CSU, UC  
MC (C)****1.0 Units / 3.0 hours LAB*****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.

*May be taken for a maximum of 4 enrollments.*

**MUS-285 Vocal Jazz Ensemble****2.0 Units / 6.0 hours LAB****CSU, UC  
MC (C)***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.

*May be taken for a maximum of 4 enrollments.*

## **NATURAL RESOURCES**

**NRS-115 The Coastal Redwoods****CSU****3.0 Units / 3.0 hours LEC***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.

**NRS-196 NRS-Occupational Work Experience Education****CSU****1.0 - 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. 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****CSU (B1, B2), UC,  
IGETC (5A),  
MC (A)****3.0 Units / 3.0 hours LEC***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.

*Recommended Preparation: ENG 80 or qualification for ENG 200 through the assessment process.*

## **NURSING**

**NUR-50 LVN-RN Transition****1.0 Units / 1.0 hours LEC***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

*Prerequisite: Active California Vocational Nurse license.*

**NUR-52A Nursing Technical Lab 1****1.0 Units / 3.0 hours LAB***Credit course for letter grade only.*

This course will prepare first-semester RN students to achieve proficiency in basic systems head-to-toe assessments. Students will participate in two basic patient-care simulations and master basic IV skills.

*Corequisite: NUR-102 Nursing Concepts and Skills I.*

**NUR-52B Nursing Technical Lab II****1.0 Units / 3.0 hours LAB***Credit course for letter grade only.*

This course will prepare second- semester RN students to achieve proficiency in advanced systems head-to-toe assessments focusing on pediatric and obstetrical cases. Students will participate in patient simulation activities and advanced IV skills.

*Corequisite: NUR-112 Nursing Concepts and Skills II.*

**NUR-52C Nursing Technical Lab III****1.0 Units / 3.0 hours LAB***Credit course for letter grade only.*

This course will prepare third-semester RN students to achieve proficiency in moderately advanced head-to-toe assessments. Students will participate in patient-care simulations and practice advanced IV placement.

*Corequisite: NUR-122 Complex Medical/Surgical Nursing I.*

**NUR-52D Nursing Technical Lab IV****1.0 Units / 3.0 hours LAB***Credit course for letter grade only.*

This course will prepare fourth-semester RN students to achieve proficiency in advanced head-to-toe assessments. Students will participate in complex patient-care simulations including Mock Code.

*Corequisite: NUR-132 Complex Medical/Surgical Nursing II.*

**NUR-52T Nursing LVN-RN Transition Lab****1.0 Units / 3.0 hours LAB***Credit course for letter grade only.*

This course will prepare LVN-to-RN students to enter advanced nursing courses. This is a structured lab in which first-year RN skills will be verified and advanced skills will be developed.

*Corequisite: NUR-50 LVN-RN Transition*

**NUR-102 Nursing Concepts and Skills I****CSU****10.0 Units / 5.0 hours LEC; 15.0 hours LAB***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.

*Corequisite: Concurrent enrollment in or prior completion of NUR 105.*

*Prerequisite: Formal Admission to the RN Program (Contact Nursing Director).*

**NUR-105 Pharmacology I****CSU****1.0 Units / 1.0 hours LEC***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.

*Recommended Preparation: MTH 55.*

**NUR-112 Nursing Concepts and Skills II****CSU****10.0 Units / 5.0 hours LEC; 15.0 hours LAB***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.

*Prerequisite: NUR 102, or current LVN license and approval of Director of Nursing Program*

<b>NUR-115 Pharmacology II</b> <b>1.0 Units / 1.0 hours LEC</b> <i>Credit course for letter grade only.</i> 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. <i>Prerequisite: NUR 105 or current LVN license and consent of Nursing Program Director.</i>	CSU
<b>NUR-116 Introduction to Nursing Seminar</b> <b>1.0 Units / 1.0 hours LEC</b> <i>Credit course for grade or Pass/No Pass.</i> 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.	CSU
<b>NUR-121 Leadership and Management I</b> <b>1.0 Units / 1.0 hours LEC</b> <i>Credit course for grade or Pass/No Pass.</i> 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. <i>Recommended Preparation: SPE 200 or SPE 210.</i>	CSU
<b>NUR-122 Complex Medical/Surgical Nursing I</b> <b>8.0 Units / 4.0 hours LEC; 12.0 hours LAB</b> <i>Credit course for grade or Pass/No Pass.</i> 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.	CSU
<b>NUR-125 Pharmacology III</b> <b>1.0 Units / 1.0 hours LEC</b> <i>Credit course for grade or Pass/No Pass.</i> 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.	CSU
<b>NUR-126 Nursing Seminar I</b> <b>2.0 Units / 2.0 hours LEC</b> <i>Credit course for grade or Pass/No Pass.</i> 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.	CSU
<b>NUR-131 Leadership &amp; Management II</b> <b>1.0 Units / 1.0 hours LEC</b> <i>Credit course for letter grade only.</i> 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. <i>Corequisite: NUR-132 Complex Medical/Surgical Nursing II.</i>	CSU

**NUR-132 Complex Medical/Surgical Nursing II**

CSU

**8.0 Units / 4.0 hours LEC; 12.0 hours LAB*****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. *Corequisite: NUR 135. Prerequisite: Completion of NUR 122.*

**NUR-135 Pharmacology IV**

CSU

**1.0 Units / 1.0 hours LEC*****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.

**NUR-136 Nursing Seminar II**

CSU

**2.0 Units / 2.0 hours LEC*****Credit course for letter grade only.***

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.

*Prerequisite: NUR-126 Nursing Seminar I.*

## **PHILOSOPHY**

**PHL-210 Ethics**CSU (C2), UC,  
IGETC (3B),  
MC (C)**3.0 Units / 3.0 hours LEC*****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.

**PHL-220 Introduction to Philosophy**CSU (C2), UC,  
IGETC (3B),  
MC (C)**3.0 Units / 3.0 hours LEC*****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.

**PHL-230 Religions of the World**CSU (C2), UC,  
IGETC (3B),  
MC (C, Culture)**3.0 Units / 3.0 hours LEC*****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.

## **PHYSICAL EDUCATION - ADAPTIVE**

**PEA-50 Adaptive Physical Fitness****0.5 - 1.0 Units / 1.5 - 3.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will cover the 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.

*Prerequisite: Verification for eligibility of Disabled Students Programs and Services.*

**PEA-55 Adaptive Resistance Training****0.5 - 1.0 Units / 1.5 - 3.0 hours LAB***Credit course for grade or Pass/No Pass.*

This course will cover the 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.

*Prerequisite: Verification for eligibility of Disabled Students Programs and Services.*

## **PHYSICAL EDUCATION - FITNESS**

**PEF-80 Individual Exercise Lab****1.0 - 2.0 Units / 3.0 - 6.0 hours LAB***Credit course for grade or Pass/No Pass.*

This course will provide general conditioning, focused on participation in an individualized exercise program. Emphasis is placed on activities that contribute to lifelong wellness.

**PEF-201 Sport Related Physical Fitness Training****CSU, UC****1.0 - 2.0 Units / 3.0 - 6.0 hours LAB***Credit course for grade or Pass/No Pass.*

This course is a physical activity course that covers the physical training elements that enhance participation in sports. Elements covered in this course include cardiovascular endurance, muscle strength and endurance, speed, agility, and balance.

**PEF-202 Low Impact Fitness****CSU, UC****1.0 Units / 3.0 hours LAB***Credit course for grade or Pass/No Pass.*

This course will cover physical conditioning to provide cardiovascular, strength, and flexibility fitness through active participation.

**PEF-216 Weight Training****CSU, UC****1.0 Units / 3.0 hours LAB***Credit course for grade or Pass/No Pass.*

This course will cover the general muscular endurance and strength components of physical fitness are enhanced and investigated through active participation in a resistance exercise program.

**PEF-217 Circuit Weight Training****CSU, UC****1.0 Units / 3.0 hours LAB***Credit course for grade or Pass/No Pass.*

This course will provide physical conditioning through circuit weight training. Emphasis will be put on enhance muscular endurance and strength as it applies to health and fitness.

**PEF-218 Power Weight Lifting****CSU, UC****1.0 Units / 3.0 hours LAB***Credit course for grade or Pass/No Pass.*

This course is an active participatory course that introduces power lifting techniques for building power, strength and size in all muscle groups.

**PEF-280 Physical Fitness****CSU, UC****1.0 - 2.0 Units / 3.0 - 6.0 hours LAB***Credit course for grade or Pass/No Pass.*

This course will cover the techniques and application of an all-around physical fitness program. Students will gain an understanding of health and fitness through participation in a personal exercise program which emphasizes individual activities that contribute to lifelong wellness and fitness.

## **PHYSICAL EDUCATION - SPORT**

**PES-204 Baseball****CSU, UC****1.0 Units / 3.0 hours LAB***Credit course for grade or Pass/No Pass.*

This course will cover the fundamental skills, techniques, game strategies, and rules appropriate to baseball.

- PES-208 Basketball** CSU, UC  
*1.0 Units / 3.0 hours LAB*  
*Credit course for grade or Pass/No Pass.*  
 This course will cover the 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.
- PES-210 Fundamentals of the Pass Defense (Football)** CSU, UC  
*1.0 Units / 3.0 hours LAB*  
*Credit course for grade or Pass/No Pass.*  
 This course will cover the techniques and strategies necessary to be successful with today's modern football passing defense.
- PES-211 Fundamentals of the Pass Offense (Football)** CSU, UC  
*1.0 Units / 3.0 hours LAB*  
*Credit course for grade or Pass/No Pass.*  
 This course will cover the techniques and strategies necessary to produce a successful modern football passing offense.
- PES-212 Softball** CSU, UC  
*1.0 Units / 3.0 hours LAB*  
*Credit course for grade or Pass/No Pass.*  
 This course covers the fundamental skills and techniques of softball. Includes a study of the rules and strategies of the game.
- PES-224 Soccer** CSU, UC  
*1.0 Units / 3.0 hours LAB*  
*Credit course for grade or Pass/No Pass.*  
 This course will cover the basic techniques and skill required to play soccer.
- PES-225 Ultimate** CSU, UC  
*1.0 Units / 3.0 hours LAB*  
*Credit course for grade or Pass/No Pass.*  
 This course will cover the essential techniques and rules of Ultimate, a fast game requiring accurate throwing, evasive motor skills, and stamina.
- PES-264A Tennis-Beginning** CSU, UC  
*1.0 Units / 3.0 hours LAB*  
*Credit course for grade or Pass/No Pass.*  
 This course covers the basic fundamentals, rules and strategies necessary to play tennis. Teaching the proper techniques and skills to enable the student to progress to a higher skill level.
- PES-264B Tennis-Intermediate** CSU, UC  
*1.0 Units / 3.0 hours LAB*  
*Credit course for grade or Pass/No Pass.*  
 This course covers the intermediate techniques, rules and strategies required to play tennis. Proper techniques and skills learned will enable progress to an intermediate skill level.
- PES-273A Beginning Foil Fencing** CSU, UC  
*1.0 Units / 3.0 hours LAB*  
*Credit course for grade or Pass/No Pass.*  
 This course will cover the fundamentals of the dynamic European martial art of fencing. Students will be instructed in the basics of the Italian School of Fencing which will include (but not be limited to) proper fencing etiquette, vocabulary/terminology, placements of the weapon and corresponding hand positions, right-of-way rules, families of actions, proper footwork and movement patterns, and proper bouting etiquette.
- PES-273B Intermediate Foil Fencing** CSU, UC  
*1.0 Units / 3.0 hours LAB*  
*Credit course for grade or Pass/No Pass.*  
 This course will cover the intermediate instruction in Classic Italian foil fencing. Students will be expected to possess a basic knowledge of foil fencing which includes: proper fencing etiquette; terminology; placements of the weapon

and corresponding hand positions; right-of-way rules; families of actions; proper footwork and movement patterns, as well as proper bouting etiquette.

**PES-276A Volleyball-Beginning**

CSU, UC

**1.0 Units / 3.0 hours LAB**

*Credit course for grade or Pass/No Pass.*

This course will cover the basic fundamentals, rules, and strategies necessary to play volleyball, enabling the student to progress to a higher skill level.

**PES-276B Volleyball-Intermediate**

CSU, UC

**1.0 Units / 3.0 hours LAB**

*Credit course for grade or Pass/No Pass.*

The course will cover the intermediate techniques, rules, and strategies necessary to play volleyball, enabling the student to progress to a higher skill level.

## **PHYSICS**

**PHY-202 Introductory Physics**

CSU (B1, B3), UC,

**4.0 Units / 3.0 hours LEC; 3.0 hours LAB**

IGETC (5A, 5C),

*Credit course for grade or Pass/No Pass.*

MC (A)

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.

**PHY-210 General Physics I**

CSU (B1, B3), UC,

**4.0 Units / 3.0 hours LEC; 3.0 hours LAB**

IGETC (5A, 5C),

*Credit course for grade or Pass/No Pass.*

MC (A)

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.

*Prerequisite: MTH 121.*

**PHY-211 General Physics II**

CSU (B1, B3), UC,

**4.0 Units / 3.0 hours LEC; 3.0 hours LAB**

IGETC (5A, 5C),

*Credit course for grade or Pass/No Pass.*

MC (A)

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.

*Prerequisite: MTH 121 and PHY 210 or PHY 214.*

**PHY-220 Physics for Scientists and Engineers I**

CSU (B1, B3), UC,

**4.0 Units / 3.0 hours LEC; 3.0 hours LAB**

IGETC (5A, 5C),

*Credit course for letter grade only.*

MC (A)

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.

*Prerequisite: MTH-210 Calculus and Analytic Geometry I. Recommended Preparation: PHY-210 General Physics I Physics 210 and/or high school physics strongly recommended.*

**PHY-221 Physics for Scientists and Engineers II**

CSU, UC

**4.0 Units / 3.0 hours LEC; 3.0 hours LAB**

*Credit course for letter grade only.*

This course is one of 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.

*Corequisite: MTH-212 Calculus and Analytic Geometry III. Prerequisite: PHY-220 Physics for Scientists and Engineers I or PHY-214 Principles of Physics I and MTH-211 Calculus and Analytic Geometry II.*

**PHY-222 Physics for Scientists and Engineers III**

CSU, UC

**4.0 Units / 3.0 hours LEC; 3.0 hours LAB*****Credit course for letter grade only.***

This course is one of 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.

*Prerequisite: PHY-220 Physics for Scientists and Engineers I. and MTH-211 Calculus and Analytic Geometry II.*

**POLITICAL SCIENCE****POL-197 Political Science Internship**

CSU

**1.0 - 8.0 Units. 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).

*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.*

**POL-200 American Government and Politics**CSU (D8),  
UC, IGETC (4H),  
MC (B1, B2)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass.***

This course will provide an introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. The course also examines political behavior and its influences, as well as key contemporary political issues.

*Recommended Preparation: ENG 80 or placement into ENG 200 through the assessment process.*

**POL-201 Comparative Politics**CSU (D8), UC,  
IGETC (4H),  
MC (B2)**3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG 200.*

**POL-202 Ideas and Institutions**CSU (D8), UC,  
IGETC (4H),  
MC (B2)**3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG 80 or placement into ENG 200 through the assessment process.*

**POL-203 International Relations**CSU (D8), UC,  
IGETC (4H),  
MC (B2, Culture)**3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG-80 Academic Reading and Writing or placement into ENG 200 through the assessment process.*

**POL-204 California Government and Politics****3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG 80 or placement into ENG 200 through the assessment process.*

CSU (D8),  
UC, IGETC (4H),  
MC (B1, B2)

**POL-205 Native Americans and Federal Indian Policy****3.0 Units / 3.0 hours LEC*****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.

CSU (D3, D8), UC,  
IGETC (4C, 4H)

## **PSYCHOLOGY**

**PSY-80 Relationships and Children's Behavior****1.0 Units / 1.0 hours LEC*****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.

**PSY-85 Flashing Back: Post-Traumatic Stress Disorder****1.0 Units / 1.0 hours LEC*****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.

**PSY-90 The Psychology of Stress and Coping****1.0 Units / 1.0 hours LEC*****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.

**PSY-175 Introduction to Health Psychology****3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG 80 or qualification for ENG 200 through college assessment process.*

CSU (E),  
MC (B2, Wellness)

**PSY-181 The Psychology of Loss and Death****3.0 Units / 3.0 hours LEC*****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?

CSU (D9),  
MC (B2)

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.  
*Recommended Preparation: ENG 80.*

**PSY-190 Introduction to Counseling**  
**3.0 Units / 3.0 hours LEC**

CSU  
MC (B2)

*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.

**PSY-205 Introductory Psychology**  
**3.0 Units / 3.0 hours LEC**

CSU (D9, E), UC,  
IGETC (4I),  
MC (B2, Wellness)

*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.

*Recommended Preparation: ENG 80 or qualification for ENG 200 through the assessment process.*

**PSY-206 Human Sexuality**  
**3.0 Units / 3.0 hours LEC**

CSU (D9, E),  
UC, IGETC (4I),  
MC (B2, Wellness)

*Credit course for letter grade only.*

This course is an introductory overview of the field of human sexuality. Human sexuality will be examined from psychological, biological, sociocultural, and historical perspectives. Students will be encouraged to become aware of their own sexual attitudes, values, and behaviors and to evaluate the consistency of their behaviors within their own moral frameworks. Current sex norms and various aspects of interpersonal and individual sexual adjustment will be explored.

*Recommended Preparation: ENG-200 Reading and Composition.*

**PSY-210 Life Span Developmental Psychology**  
**3.0 Units / 3.0 hours LEC**

CSU (D9, E),  
UC, IGETC (4I),  
MC (B2, Wellness)

*Credit course for letter grade only.*

This course will explore the predictable behavioral changes humans experience throughout their lifetime, from birth to aging and death.

*Recommended Preparation: ENG-80 Academic Reading and Writing.*

**PSY-212 Personality Theories**  
**3.0 Units / 3.0 hours LEC**

CSU (D9), UC,  
IGETC (4I),  
MC (B2)

*Credit course for grade or Pass/No Pass.*

Major contemporary approaches to personality development and the application of these theories to everyday life.

*Recommended Preparation: ENG 80 or qualification for ENG 200 through the assessment process.*

**PSY-215 Psychology of Personal Growth**  
**3.0 Units / 3.0 hours LEC**

CSU (D9), UC,  
IGETC (4I),  
MC (B2)

*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.

*Recommended Preparation: ENG 200.*

**PSY-216 Social Psychology**  
**3.0 Units / 3.0 hours LEC**

CSU (D9), UC,  
IGETC (4I),  
MC (B2)

*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.

*Recommended Preparation: ENG 200; PSY 205.*

**PSY-218 Abnormal Psychology****3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG 200; PSY 205.*

CSU (D9), UC,  
IGETC (4I),  
MC (B2)

**PSY-220 Psychology of Gender****3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG 80.*

CSU (D9), UC,  
IGETC (4I),  
MC (B2, Culture)

**PSY-250 Research Methods for the Social Sciences****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass.***

This course will provide 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.

*Prerequisite: PSY-205 Introductory Psychology and MTH-220 Statistics.*

CSU (D9), UC,  
IGETC (4I),  
MC (B2)

**PSY-255 Introduction to Psychobiology****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass.***

This course will provide an 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.

*Prerequisite: PSY-205 Introductory Psychology.*

CSU (B2), UC,  
IGETC (5B),  
MC (A)

## **REAL ESTATE**

**RLS-60 Real Estate Principles****3.0 Units / 3.0 hours LEC*****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.

**RLS-61 Real Estate Practices****3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: RLS 60.*

**RLS-62 Real Estate Appraisal****3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: RLS 60 or real estate license.*

**RLS-63 Real Estate Finance****3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: RLS 60.*

**RLS-64 Legal Aspects of Real Estate****3.0 Units / 3.0 hours LEC*****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.

**RLS-65 Fundamentals of Home Inspections****1.0 Units / 1.0 hours LEC*****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!

**RLS-67 Real Estate Economics****3.0 Units / 3.0 hours LEC*****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.

**RLS-69 Fundamentals of Geology for Real Estate****1.0 Units / 1.0 hours LEC*****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.

**RLS-70 Property Management****3.0 Units / 3.0 hours LEC*****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.

**RLS-72 Real Estate Investments****3.0 Units / 3.0 hours LEC*****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.

**RLS-73 Real Estate Financial Calculations****0.5 Units / 0.5 hours LEC*****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.

**RLS-74 Real Estate Licensing Preparation****1.0 Units / 1.0 hours LEC*****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.

**RLS-196 RLS-Occupational Work Experience Education****CSU****1.0 - 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. 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.*

**SCIENCE****SCI-51A Science Resource Laboratory A****1.0 Units / 3.0 hours LAB*****Credit course taken for CR/NC only.***

This course will provide support for first semester science students currently enrolled in any natural science course at Mendocino College. This course offers additional time for developing competency in 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.

*Corequisite: Concurrent enrollment in any AST, BIO, CHM, EAS, GEO, GEL, NRS, PHY course or EGR 202.*

**SCI-51B Science Resource Laboratory B****1.0 Units / 3.0 hours LAB*****Credit course taken for CR/NC only.***

This course will provide support for second semester science students currently enrolled in any natural science course at Mendocino College. This course offers additional time for developing competency in science topical areas, allows for additional time to review materials presented in the lecture and laboratory, and gives an opportunity for students to develop critical thinking strategies for scientific study.

*Corequisite: Concurrent enrollment in any AST, BIO, CHM, EAS, GEO, GEL, NRS, PHY course or EGR 202.*

**SCI-51C Science Resource Laboratory C****1.0 Units / 3.0 hours LAB*****Credit course taken for CR/NC only.***

This course will provide support for third semester science students currently enrolled in any natural science course at Mendocino College. This course offers additional time for developing competency in science topical areas, allows for additional time to review materials presented in the lecture and laboratory, and gives an opportunity for students to develop advanced study strategies.

*Corequisite: Concurrent enrollment in any AST, BIO, CHM, EAS, GEO, GEL, NRS, PHY course or EGR 202.*

**SCI-51D Science Resource Laboratory D****1.0 Units / 3.0 hours LAB*****Credit course taken for CR/NC only.***

This course will provide support for fourth semester science students currently enrolled in any natural science course at Mendocino College. This course offers additional time for developing competency in science topical areas, allows for additional time to review materials presented in the lecture and laboratory, and gives an opportunity for students to develop advanced techniques for effective study group formation and operation.

*Corequisite: Concurrent enrollment in any AST, BIO, CHM, EAS, GEO, GEL, NRS, PHY course or EGR 202.*

**SCI-51E Science Resource Laboratory E****1.0 Units / 3.0 hours LAB*****Credit course taken for CR/NC only.***

This course will provide support for fifth semester science students currently enrolled in any natural science course at Mendocino College. This course offers additional time for developing competency in science topical areas, allows for additional time to review materials presented in the lecture and laboratory, and gives an opportunity for students to explore the difference between learning and studying.

*Corequisite: Concurrent enrollment in any AST, BIO, CHM, EAS, GEO, GEL, NRS, PHY course or EGR 202.*

**SCI-51F Science Resource Laboratory F****1.0 Units / 3.0 hours LAB*****Credit course taken for CR/NC only.***

This course will provide support for sixth semester science students currently enrolled in any natural science course at Mendocino College. This course offers additional time for developing competency in science topical areas, allows for additional time to review materials presented in the lecture and laboratory, and gives an opportunity for students to develop problem solving skills using systematic and disciplined approaches.

*Corequisite: Concurrent enrollment in any AST, BIO, CHM, EAS, GEO, GEL, NRS, PHY course or EGR 202.*

## **SOCIOLOGY**

**SOC-200 Introduction to Sociology****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass.*****CSU (D0), UC,  
IGETC (4J),  
MC (B2)**

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.

*Recommended Preparation: ENG-80 Academic Reading and Writing or placement into English 200 through the assessment process.*

**SOC-201 Social Problems****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass.*****CSU (D0), UC,  
IGETC (4J),  
MC (B2, Culture)**

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.

*Recommended Preparation: ENG-80 Academic Reading and Writing or placement into English 200 through the assessment process.*

**SOC-202 Racial and Ethnic Relations****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass.*****CSU (D0, D3), UC  
IGETC (4C, 4J),  
MC (B2, Culture)**

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 Preparation: ENG 80 or placement into ENG 200 through the assessment process.*

**SOC-206 Introduction to Research Methods in Sociology****3.0 Units / 3.0 hours LEC*****Credit course for letter grade only.*****CSU, UC**

This course will introduce students to the primary research methods used by social scientists with an emphasis on the research methodologies of sociology. An integrative approach which includes an understanding of theory, sociological paradigms and scientific logic as these apply to the methodologies used in conducting empirical research. Focus will be on how social research is designed, conducted and analyzed both qualitatively and quantitatively. Major sociological research studies will be critiqued.

*Prerequisite: SOC-200 Introduction to Sociology.*

*Recommended Preparation: MTH-220 Statistics. Basic ability to perform statistical analysis highly recommended.*

**SOC-210 Marriage and Family Relations****3.0 Units / 3.0 hours LEC*****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.

**CSU (D0, E),  
UC, IGETC (4J),  
MC (B2, Wellness)****SOC-235 Mexican American Culture****3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: English 80 or qualification for ENG 200 through the assessment process.*

**CSU (C2, D0, D3),  
UC, IGETC (4C, 4J),  
MC (B2, Culture)****SOC-241 Pacific Coast Indian Cultures****3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG-80 Academic Reading and Writing or qualifications for ENG 200 through the assessment process.*

**CSU (D0), UC,  
IGETC (4J),  
MC (B2, Culture)**

## **SPANISH**

**SPN-20 Spanish in the Workplace****2.0 Units / 2.0 hours LEC*****Credit course taken for CR/NC 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.

**SPN-100 Conversational Spanish: Level I****2.0 Units / 2.0 hours LEC*****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.

**CSU  
MC (C)****SPN-101 Conversational Spanish: Level II****2.0 Units / 2.0 - 2.0 hours LEC*****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.

*Recommended Preparation: SPN 100.*

**CSU  
MC (C)****SPN-102 Conversational Spanish: Level III****2.0 Units / 2.0 hours LEC*****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.

*Recommended Preparation: SPN 101.*

**CSU  
MC (C)**

**SPN-103 Conversational Spanish: Level IV**CSU  
MC (C)**2.0 Units / 2.0 hours LEC*****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.

**SPN-104 Advanced Spanish Conversation**CSU  
MC (C)**2.0 Units / 2.0 hours LEC*****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.

*Recommended Preparation: SPN 103 or 203.*

**SPN-105 Advanced Spanish Conversation Through World Cultures**

CSU

**2.0 Units / 2.0 hours LEC*****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

*Recommended Preparation: SPN 103 or 202.*

**SPN-196 SPN-Occupational Work Experience Education**

CSU

**1.0 - 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. 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**

CSU

**1.0 - 8.0 Units / 1.0 - 8.0 hours LEC*****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).

*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.*

*May be taken for a total of 16 units in any combination.*

**SPN-200 Elementary Spanish: Level I**CSU (C2), UC,  
IGETC (6A)  
MC (C)**5.0 Units / 5.0 hours LEC*****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.

**SPN-201 Elementary Spanish: Level II**CSU (C2), UC,  
IGETC (6A)  
MC (C)**5.0 Units / 5.0 hours LEC*****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.

*Prerequisite: SPN 200 or two years of high school Spanish.*

**SPN-202 Intermediate Spanish: Level III****5.0 Units / 5.0 hours LEC****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.

*Prerequisite:* SPN 201 or three years of high school Spanish.

CSU (C2),  
UC, IGETC (6A),  
MC (C)

**SPN-203 Intermediate Spanish: Level IV****5.0 Units / 5.0 hours LEC****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.

*Prerequisite:* SPN 202 or four years of high school Spanish.

CSU (C2),  
UC, IGETC (3B, 6A),  
MC (C)

**SPN-210 Spanish for Spanish Speakers: Level I****3.0 Units / 3.0 hours LEC****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.

CSU (C2),  
UC, IGETC (6A),  
MC (C)

**SPN-211 Spanish for Spanish Speakers: Level II****3.0 Units / 3.0 hours LEC****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.

CSU (C2),  
UC, IGETC (3B, 6A),  
MC (C)

**SPEECH****SPE-200 Introduction to Public Speaking****3.0 Units / 3.0 hours LEC****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.

CSU (A1),  
UC, IGETC (1C)  
MC (D2)

**SPE-210 Interpersonal Communication****3.0 Units / 3.0 hours LEC****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.

CSU (A1),  
UC, IGETC (1C)  
MC (D2)

**SPE-211 Intercultural Communication****3.0 Units / 3.0 hours LEC****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.

*Recommended Preparation:* English 200.

CSU (D7),  
IGETC (4G)  
MC (B2, Culture)

## **SUSTAINABLE TECHNOLOGY**

### **SST-162 Safety Standards for Construction**

CSU

**1.5 Units / 1.0 hours LEC; 1.5 hours LAB**

***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.

### **SST-164 Understanding Blueprints, Diagrams and Schematics**

CSU

**3.0 Units / 3.0 hours LEC**

***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.

*Recommended Preparation: MTH-45 Prealgebra or placement into MTH 55.*

### **SST-172 Introduction to CleanTech**

CSU

**3.0 Units / 3.0 hours LEC**

***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.

*Recommended Preparation: SST-200 Sustainability Overview.*

### **SST-180 Construction Fundamentals and Green Building**

CSU

**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**

***Credit course for grade or Pass/No Pass.***

This course will introduce 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.

*Recommended Preparation: SST-162 Safety Standards for Construction; SST-164 Understanding Blueprints, Diagrams and Schematics; ENG-80 Academic Reading and Writing; and MTH-11 Basic Mathematics.*

### **SST-182 Residential Remodel and Repair**

CSU

**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**

***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.

*Recommended Preparation: SST-162 Safety Standards for Construction; SST-164 Understanding Blueprints, Diagrams and Schematics; SST-180 Construction Fundamentals and Green Building; and MTH-11 Basic Mathematics.*

### **SST-184 Building to Code and Beyond**

CSU

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB**

***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.

*Recommended Preparation: SST-162 Safety Standards for Construction; SST-164 Understanding Blueprints, Diagrams and Schematics; and SST-180 Construction Fundamentals and Green Building.*

**SST-186 Introduction to Residential Electrical Systems****3.0 Units / 1.5 hours LEC; 4.5 hours LAB****CSU****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.

*Recommended Preparation:* SST-162 Safety Standards for Construction; SST-164 Understanding Blueprints, Diagrams and Schematics; ENG-80 Academic Reading and Writing; MTH-45 Prealgebra; or placement into MTH 55.

**SST-189 Introduction to Plumbing****CSU****3.0 Units / 1.5 hours LEC; 4.5 hours LAB****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.

*Recommended Preparation:* SST-162 Safety Standards for Construction; SST-164 Understanding Blueprints, Diagrams and Schematics; & MTH-11 Basic Mathematics.

**SST-190 Introduction to Photovoltaics (Solar)****CSU****3.0 Units / 2.0 hours LEC; 3.0 hours LAB****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.

*Recommended Preparation:* SST-162 Safety Standards for Construction; SST-164 Understanding Blueprints, Diagrams and Schematics; SST-186 Introduction to Residential Electrical Systems; MTH-45 Prealgebra; or placement in MTH 55.

**SST-192 Residential Solar Thermal (Hot Water)****CSU****3.0 Units / 1.5 hours LEC; 4.5 hours LAB****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.

*Recommended Preparation:* SST-162 Safety Standards for Construction; SST-164 Understanding Blueprints, Diagrams and Schematics; SST-189 Introduction to Plumbing; and MTH-11 Basic Mathematics.

**SST-193 Building Science and Home Performance****CSU****3.0 Units / 1.5 hours LEC; 4.5 hours LAB****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.

*Recommended Preparation:* SST-162 Safety Standards for Construction; SST-164 Understanding Blueprints, Diagrams and Schematics; SST-180 Construction Fundamentals and Green Building; and MTH-45 Prealgebra.

**SST-194 Efficient Heating and Cooling****CSU****3.0 Units / 1.5 hours LEC; 4.5 hours LAB****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.

*Recommended Preparation:* SST-162 Safety Standards for Construction; SST-164 Understanding Blueprints, Diagrams and Schematics; SST-193 Building Science and Home Performance; and MTH-11 Basic Mathematics.

### **SST-195 Introduction to HVAC maintenance and Repair**

**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**

**CSU**

**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.

*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; and MTH-11 Basic Mathematics.

### **SST-196 SST Occupational Work Experience Education**

**CSU**

**1.0 - 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 students' 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**

**CSU (D7), UC,  
IGETC (4G)**

**3.0 Units / 3.0 hours LEC**

**MC (B2)**

**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.

*Recommended Preparation:* ENG-80 Academic Reading and Writing.

## **THEATRE ARTS**

### **THE-105A Narrative Theatre**

**CSU**

**3.0 Units / 2.5 hours LEC; 1.5 hours LAB**

**Credit course for grade or Pass/No Pass.**

This course will provide an opportunity for students to develop an original ensemble theatre production based on an established theme. Material may be drawn from personal stories, community-based interviews, or historical research. The focus will be on the development of ensemble performance skills, techniques for creating original performance material, and the role of theatre as community story telling. Students will 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 will include the history, principles, and theatrical techniques of community-based and ensemble theatre.

### **THE-105B Play Development I**

**CSU**

**1.0 Units / 3.0 hours LAB**

**Credit course for grade or Pass/No Pass.**

This course will provide an opportunity for playwrights, directors and actors to collaborate on the development of new plays. Through a workshop process, actors and directors will support playwrights in the revision and development of their work, culminating in a publicly presented new works festival.

*Prerequisite:* A successful audition and/or interview is required for entry into course.

**THE-105C Play Development II**

CSU

**1.0 Units / 3.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will provide an opportunity for intermediate level playwrights, directors and actors to practice intermediate level collaborative techniques for the development of new plays.

*Prerequisite: THE-105B Play Development I - An audition and/or interview is required.*

**THE-105D Play Development III**

CSU

**1.0 Units / 3.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will provide opportunity for experienced playwrights, directors and actors to practice more challenging collaborative techniques for the development of new plays. Actor roles, directorial script assignments and playwrights' topics / themes will reflect the more advanced level of this course.

*Prerequisite: THE-105C Play Development II and successful audition / interview.*

**THE-118 Introduction to Directing****3.0 Units / 3.0 hours lecture.**

*Recommended Preparation: 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.

**THE-119A Costume Construction I**

CSU

**3.0 Units / 2.5 hours LEC; 1.5 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will introduce students to the crafts of building and coordinating theatrical costumes. Techniques of basic pattern drafting, cutting and fitting will be 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.

**THE-119B Costume Construction II**

CSU

**2.0 Units / 1.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will enable students to further develop skills for building and coordinating theatrical costumes. Students will apply intermediate level techniques for pattern drafting, cutting and fitting through practical work on the theatre department's current production. Elements of costume design, including period style, color choices, and characterization will be discussed as they relate to the play under construction.

*Prerequisite: THE-119A Costume Construction I.*

**THE-119C Costume Construction III**

CSU

**2.0 Units / 1.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will provide an opportunity for advanced students to explore specialty arts and crafts of theatrical costuming. Advanced level costuming techniques are applied through practical work on the theatre department's current production as well as through individually designed student projects.

*Prerequisite: THE-119B Costume Construction II.*

**THE-119D Introduction to Costume Design**

CSU

**3.0 Units / 2.5 hours LEC; 1.5 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will introduce students to fundamental theories and practices of costume design for theatre. Topics covered will include: script analysis, period research, conceptualization, rendering and effective collaboration. Students will complete individual design projects in addition to assignments supporting the department's current productions.

*Limitation on Enrollment: A successful interview is required for placement in this course.*

*Prerequisite: THE-119C Costume Construction III.*

**THE-121A Acting Performance I****CSU  
MC (C)****3.0 Units / 9.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will provide an opportunity for students to participate in a college production as a performing ensemble member of the cast. Students will develop fundamental rehearsal and performance techniques. All actors are required to audition for roles

*Limitation on Enrollment: A successful audition is required.*

**THE-121B Acting Performance II****CSU****3.0 Units / 9.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will enable students to participate in a college production as a principal performing member of the cast. Students will investigate increasingly sophisticated ensemble and performance techniques as well as develop more advanced approaches to script analysis and characterization. A successful audition is required.

*Limitation on Enrollment: A successful audition is required. Prerequisite: THE-121A Acting Performance I.*

**THE-121C Acting Performance III****CSU****3.0 Units / 9.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will allow students to perform in a college production in a demanding principal role. Students will apply increasingly advanced rehearsal and performance techniques to the study of characters of great complexity and depth. A successful audition is required.

*Limitation on Enrollment: A successful audition is required.*

*Prerequisite: THE-121B Acting Performance II.*

**THE-121D Acting Performance IV****CSU****3.0 Units / 9.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will provide an opportunity for student actors to explore specific stylistic performance challenges, such as poetic text, operatic or musical roles, non-realistic performance styles, circus skills, mask work and others. Students will apply these advanced performance techniques as a principal actor in an appropriate college production. A successful audition is required.

*Limitation on Enrollment: A successful audition is required. Prerequisite: THE-121C Acting Performance III.*

**THE-125A Production Crew I****CSU****1.0 - 2.0 Units / 3.0 - 6.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will provide an opportunity for students to participate in a college production as a member of the technical crew. Students will focus on one or more of the following areas during the development of the play: scenery building and painting, stage lighting, make-up, costuming, stage operations, publicity, and/or house management.

*Limitation on Enrollment: Instructor Approval Required.*

**THE-125B Production Crew II****CSU****1.0 - 2.0 Units / 3.0 - 6.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will provide an opportunity for students to participate in a college production as a member of the technical crew or production staff at an intermediate level of responsibility. Students will focus on one or more of the following areas during the development of the play: scenery building and painting, stage lighting, make-up, costuming, stage operations, publicity, and/or house management.

*Limitation on Enrollment: Instructor Approval Required Prerequisite: THE-125A Production Crew I.*

**THE-125C Production Crew III****CSU****1.0 - 2.0 Units / 3.0 - 6.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will provide an opportunity for intermediate students to participate at a leadership level as members of the production crew of a college production. Students will focus on one or more of the following areas during the development of the play: scenery building and painting, stage lighting, make-up, costuming, stage operations, theatrical design, stage management, publicity, and/or house management.

*Limitation on Enrollment: Instructor Approval Required. Prerequisite: THE-125B Production Crew II.*

**THE-125D Production Crew IV**

CSU

**1.0 - 2.0 Units / 3.0 - 6.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will provide an opportunity for advanced technical production students to participate at a leadership level as members of the production crew, technical staff or design team of a college production. Students will focus on one or more of the following areas during the development of the play: scenery, lighting, make-up, costuming, stage operations, stage management, publicity, and/or house management.

*Limitation on Enrollment: Instructor Approval Required. Prerequisite: THE-125C Production Crew III.*

**THE-130A Hip Hop Dance: Beginning**CSU (E),  
MC (C)**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB*****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.

**THE-130B Hip Hop Dance: Intermediate**CSU (E),  
MC (C)**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB*****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.

**THE-140 Middle Eastern Dance: Beginning**

CSU

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB*****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.

**THE-170 Introduction to Playwriting**

CSU

**3.0 Units / 3.0 hours LEC*****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.

**THE-196 THE-Occupational Work Experience Education**

CSU

**1.0 - 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. 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**CSU (C1), UC,  
IGETC (3A),  
MC (C)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass.***

This course will introduce students to the principles and purposes of theatre. It will survey Western drama from its origins in ancient Greece through the Medieval, Renaissance, Modern and Contemporary periods. Students will also examine non-Western theatrical styles, multi-cultural approaches and cross-cultural theatrical directions. Students will investigate the creative contributions of playwrights, actors, directors, designers, stage managers, and technicians. Lectures, films, theatre attendance, assigned reading, and practical "hands-on" projects will acquaint students with some of the joys and challenges of creative work in the theatre.

*Recommended Preparation: ENG 80 or placement into ENG 200 through the assessment process.*

**THE-201 Introduction to Film****3.0 Units / 3.0 hours LE*****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.

**CSU (C1), UC,  
IGETC (3A),  
MC (C)****THE-202 Dramatic Literature and Script Analysis****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass.***

This course will introduce students to techniques for reading, analyzing and understanding play scripts as literature intended for production. Students will 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 will develop the ability to critically analyze play scripts, exploring such topics as theme, plot, character, dramatic structure and historical context. Careful attention will be given to the analytical and conceptual viewpoints of the actor, director and designer.

*Recommended Preparation: ENG 80 or placement into ENG 200 through the assessment process.*

**CSU (C1),  
UC, IGETC (3A),  
MC (C)****THE-204 History and Appreciation of Dance****3.0 Units / 3.0 hours LEC*****Credit course for letter grade only.***

This course introduces students to the history of Western theatrical dance, from early pre-Christian civilizations to the present. The course will trace the history and evolution of ballet, from early court dance in Renaissance Europe through the flowering of ballet and other forms of theatrical dance, such as modern and jazz, which emerged at the turn of the 20th century. The course explores how dance influences and is influenced by the social and political culture at various times in history. By examining key events in dance history and the art of dance, students learn to appreciate dance as a powerful form of human expression throughout the history of man.

*Recommended Preparation: ENG 200.*

**CSU (C1),  
UC, IGETC (3A),  
MC (C)****THE-206 Dance in World Cultures****3.0 Units / 3.0 hours LEC*****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.

*Recommended Preparation: ENG 200.*

**CSU (C1), UC,  
IGETC (3A),  
MC (C, Culture)****THE-210A Acting Improvisation****3.0 Units / 2.5 hours LEC; 1.5 hours LAB*****Credit course for grade or Pass/No Pass.***

This class will function as an improv ensemble, creating improvised theatre that is spontaneous, energetic and engaging. Fundamental acting techniques such as commitment, spontaneity and concentration will be 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.

**CSU, UC****THE-210B Beginning Acting****3.0 Units / 2.5 hours LEC; 1.5 hours LAB*****Credit course for grade or Pass/No Pass.***

This class will introduce students 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 will 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. The class will explore fundamental acting skills, such as: relaxation, concentration, listening and spontaneity. The course culminates in a public performance of student scenes.

*Recommended Preparation: ENG 200.*

**CSU (C1), UC,  
MC (C)**

**THE-210C Intermediate Acting: Scene Study**

CSU, UC

**3.0 Units / 2.5 hours LEC; 1.5 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will continue to develop 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.

*Recommended Preparation:* ENG 200.

*Prerequisite:* THE-210B Beginning Acting.

**THE-210D Acting Styles**CSU, UC,  
MC (C)**3.0 Units / 2.5 hours LEC; 1.5 hours LAB*****Credit course for grade or Pass/No Pass.***

The class will explore the special demands of non-realistic and poetic drama. Students will rehearse and perform a variety of contemporary and classical scenes, including the works of Shakespeare, Moliere and the Greek tragedians. 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.

*Prerequisite:* THE-210C Intermediate Acting: Scene Study.

**THE-212 The Actor's Voice**

CSU, UC

**1.0 Units / 3.0 hours LAB*****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.

**THE-215A Stagecraft**

CSU, UC

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will introduce students to technical aspects of theatre production (including set construction, painting, rigging and shifting, basic lighting, properties construction, and stage management). Lab activities will relate to the college play in production.

*Recommended Preparation:* MTH 55.

**THE-215B Stage Lighting**

CSU, UC

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This class will introduce students to basic concepts of stage lighting, including planning, rigging and operation of lighting systems. Students will become familiar with optics, equipment, electricity and color. Basic lighting design concepts will also be introduced.

*Recommended Preparation:* MTH 55.

**THE-222 Capoeira Dance**

CSU, UC

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB*****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**

CSU, UC

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB*****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-228A Conditioning for Dance: Pilates Mat I**

CSU, UC

**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB*****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.

**THE-228B Conditioning for Dance: Pilates Mat II**

CSU, UC

**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB*****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.

*Recommended Preparation: THE 228A.*

**THE-230A Contemporary Dance: Beginning**CSU, UC,  
MC (C)**2.0 Units / 1.0 hours LEC; 3.0 hours LAB*****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. The history of contemporary dance from its beginnings through the 1950's will be covered, focusing on key pioneers and how they helped shape dance in America in its formative years. Students will also explore dance as recreation, a social activity, a form of spiritual expression and as a theatrical art form.

**THE-230B Contemporary Dance: Advanced Beginning**

CSU, UC

**2.0 Units / 1.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will provide the advanced beginning student with continued training in a variety of contemporary dance techniques that will increase awareness, strength, flexibility, control and coordination. The history of contemporary dance from the 1960's to the present will be covered, focusing on key innovators of the time. Students will also explore how contemporary dance mirrors our society and societies around the world. Basic anatomy, as it pertains to dance, will be studied in the context of safe movement practices.

**THE-230C Contemporary Dance: Intermediate**

CSU, UC

**2.0 Units / 1.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course provides training in intermediate level skills in contemporary dance technique, with greater emphasis on the creative process and further development of the body as an instrument of communication. An introduction to dance composition and dance criticism are included in this course.

*Recommended Preparation: THE-230A Contemporary Dance: Beginning and/or THE-230B Contemporary Dance: Advanced Beginning.*

**THE-230D Contemporary Dance: Advanced Intermediate**

CSU, UC

**2.0 Units / 1.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass/No Pass.***

This course provides the advanced intermediate student with continued training in contemporary dance technique. Students will continue their exploration of the choreographic process including the fundamentals of music and the concept of musicality in dance performance.

*Recommended Preparation: THE-230C Contemporary Dance: Intermediate.*

**THE-234A Tap Dance: Beginning**CSU, UC  
MC (C)**2.0 Units / 1.0 hours LEC; 3.0 hours LAB*****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.

**THE-234B Tap Styles and Performance**

CSU, UC

**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB*****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.

*Recommended Preparation: THE 234A.*

**THE-238A Jazz Dance: Beginning**  
**2.0 Units / 1.0 hours LEC; 3.0 hours LAB**  
**Credit course for grade or Pass/No Pass.**

CSU (C1), UC,  
MC (C)

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.

**THE-238B Jazz Dance: Intermediate**  
**2.0 Units / 1.0 hours LEC; 3.0 hours LAB**  
**Credit course for grade or Pass/No Pass.**

CSU, UC

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.  
*Recommended Preparation: THE 238A.*

**THE-242A Ballet: Beginning**  
**2.0 Units / 1.0 hours LEC; 3.0 hours LAB**  
**Credit course for grade or Pass/No Pass.**

CSU (C1), UC,  
MC (C)

This course will introduce the beginning student to the fundamentals of ballet technique; basic positions, body placement, barre exercises, and combinations essential to the development of the ballet dancer. The history of ballet, from its beginnings through the Romantic Era, will be covered.

**THE-242B Ballet: Advanced Beginning**  
**2.0 Units / 1.0 hours LEC; 3.0 hours LAB**  
**Credit course for grade or Pass/No Pass.**

CSU, UC

This course will provide the advanced beginning student with continued training in ballet technique, emphasizing proper body alignment; increased flexibility and fluidity. The classical period in the history of ballet will be studied focusing on the contributions of Russian ballet innovators in the mid-19th century into the early 20th century.  
*Recommended Preparation: THE-242A Ballet: Beginning.*

**THE-242C Ballet: Intermediate**  
**2.0 Units / 1.0 hours LEC; 3.0 hours LAB**  
**Credit course for grade or Pass/No Pass.**

CSU, UC

This course develops intermediate level skills and techniques within the discipline of classical ballet, with continued emphasis on body placement as well as adagio and allegro phrases. Students will be introduced to the basic concepts of dance composition and will explore the history of ballet in the early to the middle part of the 20th century.  
*Recommended Preparation: THE-242A Ballet: Beginning and/or THE-242B Ballet: Advanced Beginning.*

**THE-242D Ballet: Advanced Intermediate**  
**2.0 Units / 1.0 hours LEC; 3.0 hours LAB**  
**Credit course for grade or Pass/No Pass.**

CSU, UC

This class develops advanced intermediate skills and techniques in ballet with an emphasis on developing physical virtuosity and artistic expression through the execution of classical and contemporary ballet variations. Students will be introduced to the basic concepts of dance critique and will explore the evolution of ballet from the later part of the 20th century to the present.  
*Recommended Preparation: THE-242C Ballet: Intermediate.*

**THE-244A Mexican Folkloric Dance: Beginning**  
**1.0 - 2.0 Units / 3.0 - 6.0 hours LAB**  
**Credit course for grade or Pass/No Pass.**

CSU (E), UC,  
MC (C)

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.

**THE-244B Mexican Folkloric Dance: Intermediate Technique & Performance**  
**1.0 - 2.0 Units / 3.0 - 6.0 hours LAB**  
**Credit course for grade or Pass/No Pass.**

CSU (E), UC,  
MC (C)

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.

**THE-250 Choreography****CSU (C1), UC,  
MC (C)****2.0 Units / 1.0 hours LEC; 3.0 hours LAB*****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.

*Recommended Preparation: THE 230.*

**THE-260 Dance Performance****CSU, UC,  
MC (C)****1.0 - 3.0 Units / 3.0 - 9.0 hours LAB*****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.

*Recommended Preparation: THE 230, THE 231, THE 238, THE 239.*

**THE-262 Dance for Musical Theatre****CSU, UC****1.0 - 3.0 Units / 3.0 - 9.0 hours LAB*****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.

**THE-265A Dance Repertory: Apprentice****CSU, UC****1.0 - 3.0 Units / 3.0 - 9.0 hours LAB*****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.

**THE-265B Dance Repertory****CSU, UC****1.0 - 3.0 Units / 3.0 - 9.0 hours LAB*****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.

*Recommended Preparation: THE 250 and THE 260. Retention based on successful audition.*

**THE-268 Dance Rehearsal****CSU, UC****2.0 Units / 6.0 hours LAB*****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.

**THE-270 Afro-Cuban Dance****CSU, UC****1.0 Units / 0.5 hours LEC; 1.5 hours LAB*****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****CSU, UC****1.0 Units / 0.5 hours LEC; 1.5 hours LAB*****Credit course for grade or Pass/No Pass.***

This course will provide and 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**

CSU, UC

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB*****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 LEC; 3.0 hours LAB*****Credit course for grade or Pass/No Pass.***

Introduction to welding and oxy-fuel welding and cutting utilizing individualized instruction and personal project construction.

**WLD-21 Welding Principles and Practices II****2.0 Units / 1.0 hours LEC; 3.0 hours LAB*****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.

*Recommended Preparation: WLD 20.*

**WLD-61 Shielded Metal Arc Welding I (SMAW)****3.0 Units / 2.0 hours LEC; 4.0 hours LAB*****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.

**WLD-62 Shielded Metal Arc Welding II (SMAW)****3.0 Units / 2.0 hours LEC; 4.0 hours LAB*****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.

*Recommended Preparation: WLD 61.*

**WLD-65 Gas Tungsten Arc Welding (TIG I)****2.0 Units / 1.0 hours LEC; 3.0 hours LAB*****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.

**WLD-66 Gas Tungsten Arc Welding (TIG II)****2.0 Units / 1.0 hours LEC; 3.0 hours LAB*****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.

*Recommended Preparation: WLD 65.*

**WLD-70 Gas Metal Arc Welding Basic (MIG I)****2.0 Units / 1.0 hours LEC; 3.0 hours LAB*****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.

**WLD-71 Gas Metal Arc Welding Advanced (MIG II)**

**2.0 Units / 1.0 hours LEC; 3.0 hours LAB**

***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.

**WLD-72 Flux Cored Arc Welding (MIG III)**

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

***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.

*Recommended Preparation: WLD 70 and 71.*

**WLD-75 Blueprint Reading for Welders**

**3.0 Units / 3.0 hours LEC**

***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.

**WLD-196 WLD-Occupational Work Experience Education**

**CSU**

**1.0 - 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. 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.*

## **WOODWORKING**

**WOD-40 Woodworking Skills**

**2.0 Units / 1.0 hours LEC; 3.0 hours LAB**

***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.

**WOD-500 Woodworking Skills**

**0.0 Units / 1.0 hours LEC; 3.0 hours LAB**

***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.

# Mendocino College 2013-2014 Catalog



**North County Center, Willits, CA  
Opened for classes Fall, 2013**

## Employees, Phones & Maps

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Scholarship Coordinator  
Applied Graphics Certificate, SRJC

**Toni Fort**  
Administrative Assistant II, Instruction  
B.A. University of Wisconsin  
M.A. University of Phoenix

**George Foutch**  
Maintenance Technician,  
Maintenance and Operations

**Stephen Frick**  
Computer Support Technician

**Celina Fuentes**  
Custodian, Maintenance and Operations

**Darletta Fulwider**  
Administrative Assistant II, 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

**Rose Hernandez**  
Financial Aid Technician

**Nancy Heth**  
EOPS/CARE Specialist

**Naoto Horiguchi**  
Athletic Trainer

**Mary Houghton**  
Administrative Assistant II, Career & Technical Education

**Morgan Knight**  
Child Development Specialist  
A.S. Mendocino College  
B.S. Pacific Union College

**Mary Lamb**  
Instruction Schedule Technician

**Larry Lang**  
Theatre Production Technician

**Beronica Leon**  
Admissions and Records Specialist

**Tola Levison**  
CalWORKS Specialist

**John Loucks**  
Telecommunications Technician

**Eileen Lucas**  
Center Assistant, Lake Center  
A.A. SRJC  
Child Development Certificate, SRJC

**Kim Lyly**  
Agriculture Technician

**Julieta Marks**  
Custodian, Maintenance and Operations

**Joan McDowell**  
Laboratory Technician, Chemistry  
B.S. Cal Poly, San Luis Obispo

**Christine A. Mullis**  
Graphic Designer  
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 Technician  
A.A. Mendocino College

**Lois O'Rourke**  
Computer Support Technician  
B.A. Humboldt State University

**Christopher Olson**  
Programmer/Analyst

**Susan Orozco**  
Instructional Asst-LD/ACT

**Cindey Parker**  
Accounting Technician, Fiscal Services

**Hope Patterson**  
Library Specialist  
A.S. Mendocino College

**Kimberly Pinson**  
Center Assistant, North County Center

**Carolyn Pryor**  
Facilities Technician

**Jana Rauch**  
Office Services Assistant, Duplicating

**Mark Rauch**  
Maintenance Technician

**Silvia Rodriguez**  
Custodian, Maintenance and Operations

**Elfego Ruiz**

Custodian, Maintenance and Operations  
Certificate of Study, School of Visual Arts, New  
York City

**Marilyn Saderlund**

Custodian, Maintenance & Operations

**Johnny Smith**

Groundskeeper, Maintenance and Operations

**Denice Solgat**

Center Assistant, Lake Center

**Martha Soto**

Administrative Assistant I, Financial Aid

**Karen Todd**

Library Assistant

**Tim Todd**

Programmer/Analyst  
B.S. George Fox University

**Antonio Toste**

Maintenance Technician

**Leticia Trejo**

Admissions and Records Specialist I

**Juvenal Vasquez**

Special Populations Outreach Specialist, Financial  
Aid/EOPS

**Dean Vickers**

Laboratory Technician, Biology  
B.A. & M.A. Humboldt State University

**Stan Willburn**

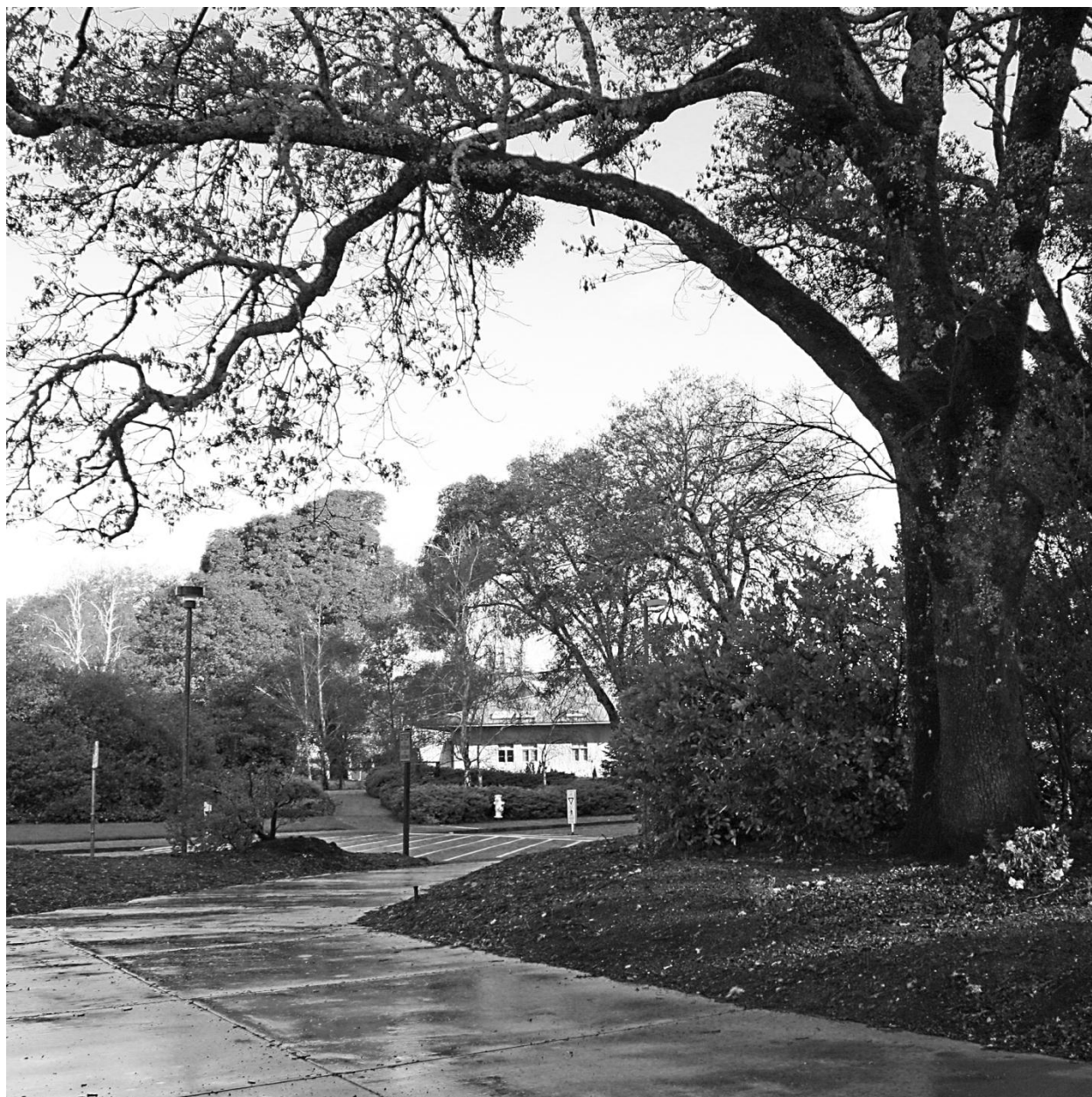
Groundskeeper, Maintenance and Operations

**Cyndi Woskow**

Administrative Assistant II, Instruction  
B.S. California State Polytechnic University-  
Pomona

**Ninna Zanardi**

Accounting Specialist, Fiscal Services



# TELEPHONE NUMBERS

Admissions & Records.....468-3101  
 Art Gallery .....468-3207  
 Assessment Testing.....468-3046  
 ASMC-Student Activities .....467-1019  
 Astronomy, Physics, & Engineering:  
     Tim Beck .....468-3125  
 Athletics  
     Athletic Office.....468-3036  
     Team Sports-Baseball .....468-3142  
     Team Sports-Men's Basketball .....468-3028  
     Team Sports-Women's Basketball...468-3166  
     Team Sports-Football.....468-3141  
     Team Sports-Soccer .....468-3006  
     Team Sports-Softball .....468-3130  
     Team Sports-Volleyball .....468-3163  
     Athletic Trainer .....468-3037  
 Bookstore .....467-9127  
 Business Office  
     Accounts Payable .....468-3061  
     Accounts Receivable .....468-3060  
     Administrative Services .....468-3068  
     Human Resources .....468-3062  
     Payroll .....468-3066  
 CAMP.....467-1008  
 Career Center-Student Employment .....468-3044  
 Chemistry: Jordan Anderson .....467-1056  
     Marcus Frederickson .....468-3127  
 Child Development Center .....468-3089  
 Counseling .....468-3048  
 Disabled Student Services .....468-3031 or 3032  
     TDD .....468-3179  
 Distance Education .....467-1024  
 Financial Aid/EOPS .....468-3110

Foundation .....467-1018  
 Instruction Office .....468-3002  
 Learning Center-Tutorial Services .....468-3046  
 Learning Skills: Tascha Whetzel.....468-3151  
 Library.....468-3053  
 Maintenance and Operations .....468-3076  
 MESA .....468-3023  
 Native American Outreach .....468-3223  
 Scholarships .....467-1018  
 Security .....468-3155  
 Speech: Robert Alto.....468-3038  
 Student Services .....468-3105  
 Superintendent/President .....468-3071  
 Transfer Center .....468-3045  
 Veterans Services .....468-3101  
 Work Experience .....468-3047  
 Lake Center  
     2565 Parallel Drive  
     Lakeport .....263-4944 or 468-3084  
 North County Center  
     372 E. Commercial Street  
     Willits .....459-6224 or 468-3082  
 Fax Numbers  
     Admissions & Records .....468-3430  
     Bookstore .....467-9349  
     Business Office .....468-3350  
     CDV/Ukiah .....468-3363  
     Financial Aid .....468-3197  
     Instruction Office .....463-6529  
     Lake Center .....263-1908  
     North County Center .....459-6225  
     President's Office .....468-3074  
     Ukiah Campus .....468-3120

# Mendocino College

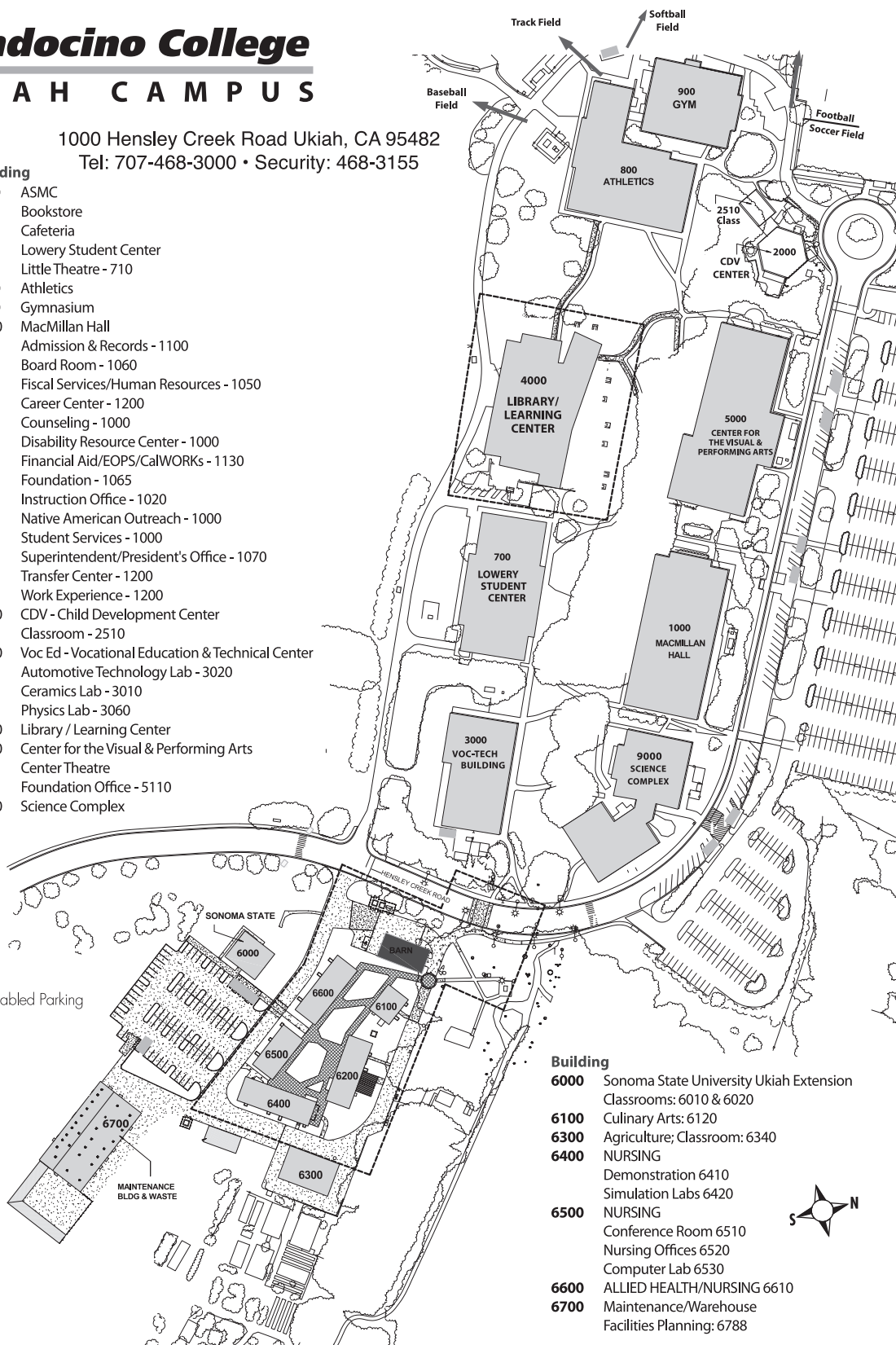
## UKIAH CAMPUS

1000 Hensley Creek Road Ukiah, CA 95482  
Tel: 707-468-3000 • Security: 468-3155

### Building

- 700 ASMC
  - Bookstore
  - Cafeteria
  - Lowery Student Center
  - 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
  - Financial Aid/EOPS/CalWORKs - 1130
  - Foundation - 1065
  - Instruction Office - 1020
  - Native American Outreach - 1000
  - Student Services - 1000
  - Superintendent/President's Office - 1070
  - Transfer Center - 1200
  - Work Experience - 1200
- 2000 CDV - Child Development Center
  - Classroom - 2510
- 3000 Voc Ed - Vocational Education & Technical Center
  - Automotive Technology Lab - 3020
  - Ceramics Lab - 3010
  - Physics Lab - 3060
- 4000 Library / Learning Center
- 5000 Center for the Visual & Performing Arts
  - Center Theatre
  - Foundation Office - 5110
- 9000 Science Complex

 = Disabled Parking

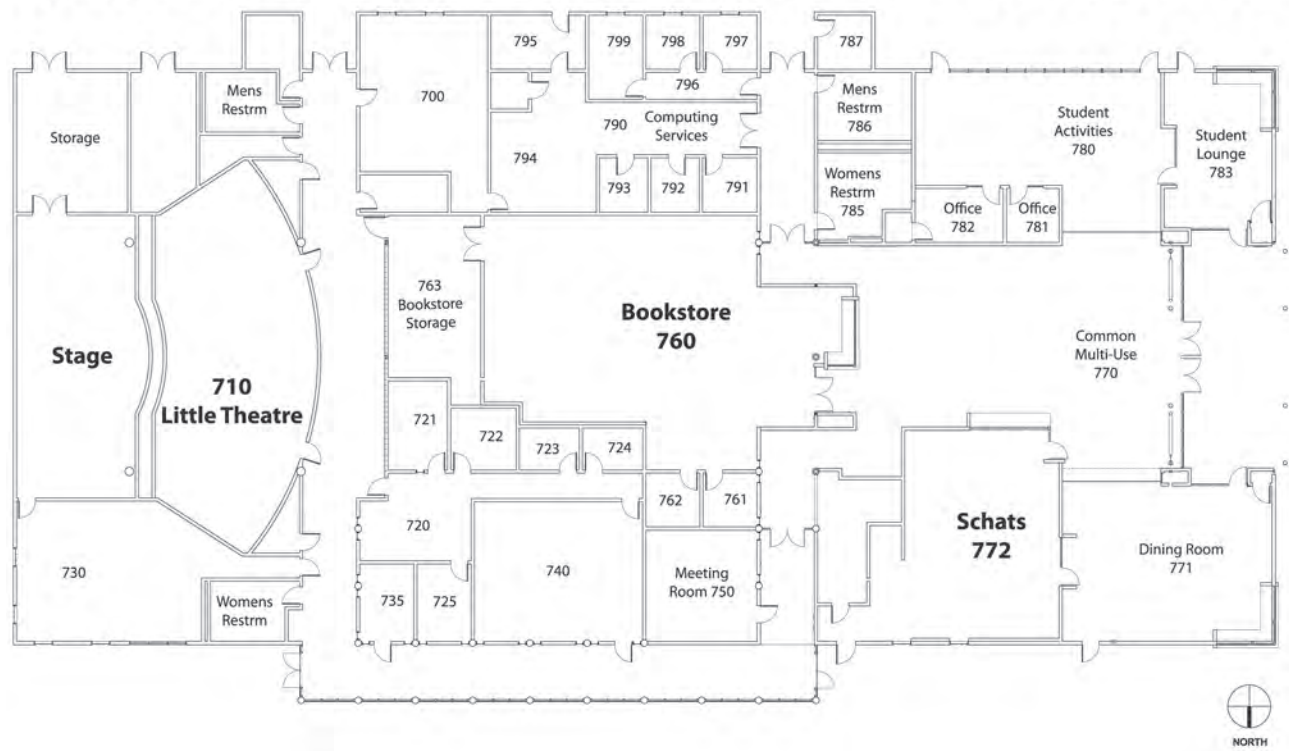


### Building

- 6000** Sonoma State University Ukiah Extension
  - Classrooms: 6010 & 6020
- 6100** Culinary Arts: 6120
- 6300** Agriculture; Classroom: 6340
- 6400** NURSING
  - Demonstration 6410
  - Simulation Labs 6420
- 6500** NURSING
  - Conference Room 6510
  - Nursing Offices 6520
  - Computer Lab 6530
- 6600** ALLIED HEALTH/NURSING 6610
- 6700** Maintenance/Warehouse
  - Facilities Planning: 6788



## MENDOCINO COLLEGE LOWERY STUDENT CENTER

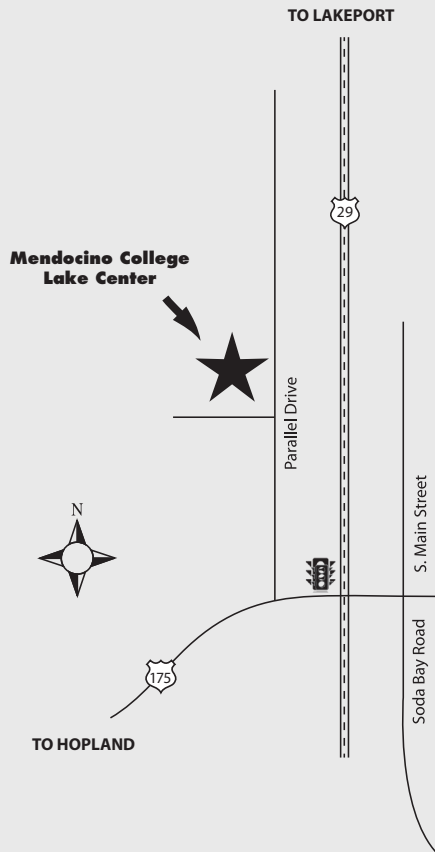


# Lake & North County Center Maps

## Lake Center



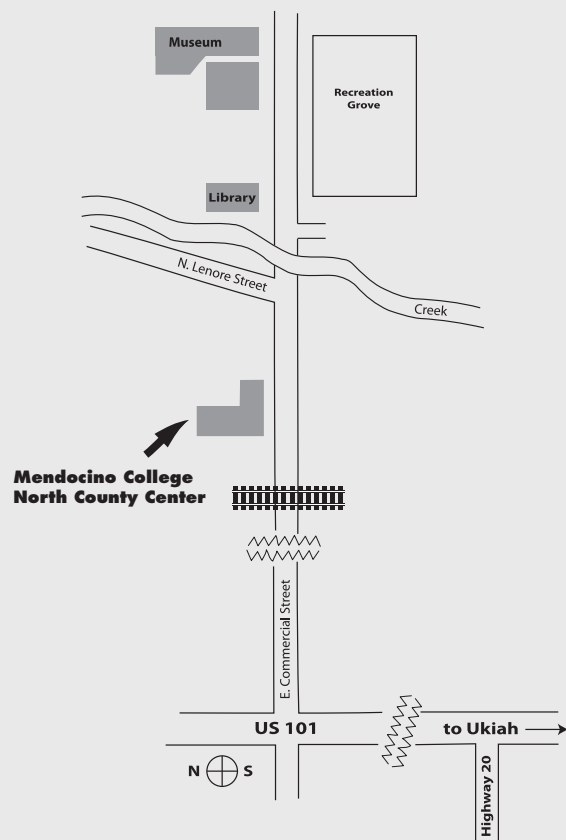
2565 Parallel Drive  
Lakeport, CA 95453



## North County Center



372 E. Commercial Street  
Willits, CA 95490



# Notes

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. In the top right corner, there is some faint, handwritten scribbled text that appears to say "love".