



MENDOCINO COLLEGE

CATALOG

2015 - 2016



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

General Catalog 2015 - 2016

Ukiah Campus

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

Lake Center

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

North County Center

372 E. Commercial 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 back- grounds 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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2015-2016 Academic Calendar

Summer 2015

JUN 15 Summer session begins
 JUL 3 Independence Day holiday
 AUG 6 Summer session ends

Fall 2015

AUG 21 Inservice Day (No classes)
 AUG 24 Fall Semester begins
 AUG 31 Instructor permission required to add semester length classes
 SEP 4 Add and Refund deadline for semester length classes. Petition to add required after this date.
 SEP 7 Labor Day holiday
 NOV 11 Veteran's Day holiday
 NOV 16 Priority registration begins for Spring 2016
 NOV 20 Deadline to apply for Fall graduation
 NOV 26-27 Thanksgiving holiday
 DEC 18 Fall Semester ends
 DEC 21-31 Winter Break
 JAN 1-15 Winter Break continues

Spring 2016

JAN 18 Martin Luther King Jr. Day holiday
 JAN 22 Inservice Day (No Classes)
 JAN 25 Spring Semester begins
 FEB 1 Instructor permission required to add semester length classes
 FEB 5 Add or Refund deadline for semester length classes. Petition to add required after this date.
 FEB 12 Lincoln's Day holiday observed
 FEB 15 Washington's Day holiday observed
 MAR 28-31 Spring Break
 APR 1 Spring Break
 APR 18 Priority registration begins for Summer 2016
 APR 22 Deadline to apply for Spring graduation
 MAY 9 Priority registration begins for Fall 2016
 MAY 27 Spring Semester ends
 MAY 27 Commencement

Summer 2016

JUN 13 Summer session begins
 JUL 4 Independence Day holiday observed
 AUG 4 Summer session ends

FULL SEMESTER LENGTH CLASS DEADLINES			FOR SUMMER SESSION AND SHORT TERM	
	Fall	Spring	Dates are calculated by the variables below:	
REFUND	Sep 4	Feb 5	REFUND	10% of course length
ADD	Sep 4	Feb 5	ADD	20% of course length
DROP w/o W	Sep 4	Feb 5	DROP w/o W	20% of course length
				minus
				1 day
PASS/NO PASS	Sep 25	Feb 26	PASS/NO PASS	30% of course length
DROP w/W	Nov 20	Apr 29	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 College administrative offices and the library. They are also available electronically on the district website at www.mendocino.edu. The Board's primary duties are to provide policy direction; approve courses of instruction and educational programs; establish academic standards; determine and control budgets; manage and control District property; and establish rules and regulations governing conduct, fees and other student issues.

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

Janet Chaniot
Potter Valley
Term 2013-2017

Edward Haynes
Ukiah
Term 2013-2017

Joel Clark
Ukiah
Term 2011-2015

Nayeli Castaneda
Student Trustee
Term 2014-2015

Joan M. Eriksen
Ukiah
Term 2011-2015

John Tomkins
Lucerne
Term 2013-2017

Dave Geck
Kelseyville
Term 2011-2015

Paul B. Ubelhart
Willits
Term 2011-2015

The Board generally meets the second 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.



MISSION STATEMENT

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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. Foster student success and learning as measured by outcomes and by considering the educational achievement gaps among all students.
2. Promote student access to college programs and services.
3. Support and enhance a vibrant, inclusive, equitable and culturally diverse student-centered experience in the classroom, campus and community.
4. Maximize the efficient, sustainable and student-centered use of financial, human, physical and technology resources.
5. Develop new and strengthen existing relationships with educators, businesses, public agencies and other constituents of our communities and regionally.

MENDOCINO COLLEGE 2015 - 2016 CATALOG



GENERAL INFORMATION

General Information

For 42 years, Mendocino College has set the standard for 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 42 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. Since 2012, the College has actively worked to sustain its level of service to this community and was officially designated an Hispanic Serving Institution in Spring 2014.

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 a total of 18 Associate Degrees for transfer. 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 4030, 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 48%. For more information please visit 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.





MISSION STATEMENT

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

INSTITUTIONAL STUDENT LEARNING OUTCOMES

Students who graduate from Mendocino College with an Associate of Arts or Associate of Science degree will be able to:

1. 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. Apply the scientific method, principles and concepts in order to test scientific hypotheses and theories.
3. Explain and apply mathematical concepts to solve problems through quantitative reasoning.
4. Express themselves subjectively as well as objectively when engaging with the creative arts and humanities in various cultural contexts.
5. 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. Continue 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 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

WELCOME TO MENDOCINO COLLEGE!

SEVEN STEPS TO BECOME A STUDENT

We are happy you are here. The following steps are required to become a Mendocino College student and must be completed in order. As you go through the matriculation process of application, orientation, placement, counseling and beginning coursework you will become better acquainted with our college. You will find our staff is friendly and helpful and that Mendocino College instructors are knowledgeable and approachable.



CONTACT INFORMATION

UKIAH CAMPUS
Admissions & Records
707.468.3101
Counseling Department
707.468.3048
Financial Aid
707.468.3110 or
financialaid@mendocino.edu
Learning Center
707.468.3046

LAKE CENTER
707.263.4944

NORTH COUNTY CENTER
707.459.6224

WebAdvisor Help Desk
707.468.3101 or
webaccess@mendocino.edu

1 SUBMIT APPLICATION FOR ADMISSION & LOG INTO WEBADVISOR

The application for admission may be submitted online through OPENCCC or a paper application may be submitted to the Office of Admissions and Records on the Ukiah Campus, Lakeport Center or North County Center.

WebAdvisor is your online access for viewing your student educational plan (SEP), registering for classes and viewing class offerings, viewing financial aid information, accessing grades and transcripts, viewing and printing your class schedule and much more. Your WebAdvisor account will be created and accessible within 48 hours of the submission of the application for admission.

2 APPLY FOR FINANCIAL AID

Apply online for federal financial aid at <https://fafsa.gov/>. Check WebAdvisor periodically to check the status of your financial aid application and contact the Financial Aid Office directly regarding any questions you may have regarding eligibility for aid and the approval process.

3 COMPLETE ORIENTATION

Orientation is required for all new students and eases your transition to Mendocino College and provides you with information on college programs, services, policies and procedures. Students may complete orientation online or in person. For more information please contact the Counseling Department.

4 TAKE PLACEMENT TEST & SUBMIT TRANSCRIPTS

Placement results help you and your counselor determine which classes are most appropriate. You may be exempt from this requirement if you have completed a placement test within the previous three years at another college, successfully completed math or English coursework at an accredited college or university, received an Associate degree or higher, or completed certain exams or coursework in high school. Contact the Office of Admissions and Records for more information.

Submit all high school and college transcripts for all schools you have attended to the Office of Admissions and Records. These transcripts will be used to determine prerequisite eligibility and support placement exemption requests.

5 MEET WITH A COUNSELOR

A counselor will review your academic and career goals, majors, transfer requirements and review placement scores or transcripts to ensure enrollment in appropriate classes. A counselor will also assist you in scheduling classes and in the development of a student educational plan (SEP). A variety of specialized services are available. Please contact the Counseling Office for additional information.

6 REGISTER FOR CLASSES & PAY FEES

Registration and payment of fees can be completed online through WebAdvisor or in person at the Ukiah Campus, Lakeport Center or North County Center. Please visit the Mendocino College website and click on "Registration and Application Information" for available registration services days and times. Fees are due at the time of registration.

7 CHECK OUT ADDITIONAL RESOURCES

The College offers a number of resources to support your success at Mendocino College. Please visit mendocino.edu, and select "For Students" for more information.

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STUDENT SERVICES

1. ADMISSIONS AND RECORDS

The Office of 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, evaluation of transfer work, 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 (707) 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.
- U.S citizen who resides in a foreign country and meets all of the following requirements:
 1. Demonstrates a financial need for exemption.

2. Has a parent or guardian who has been deported or was permitted to depart voluntarily under the federal Immigration and Nationality Act.
3. Moved abroad as a result of the deportation or voluntary departure.
4. Lived in California immediately before moving abroad.
5. Attend a public or private secondary school in California for three or more years.
6. Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education.
7. Will be living in California and will file an affidavit with the college stating that he or she intends to establish residency in California as soon as possible.

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.

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 \$200 per semester unit beginning Fall 2015. Fees and tuition are due and payable in full no later than the end of day of registration.

College Fees

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

Enrollment Fee

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

- \$46.00 per unit (or \$23.00 per half unit).
- For current fees please refer to the District website at www.mendocino.edu.
- Per Board of Trustee action, special part-time K-12 grade students are exempt from paying the enrollment fee. Other potential enrollment fee waivers are listed in the Class Schedule.

Enrollment Fee Assistance

California community colleges provide Board of Governors Waiver (BOGW) for students who qualify to have their enrollment fees waived. If 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 Office of Admissions and Records 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.
- 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). Refunds 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 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, soccer, and golf. The intercollegiate teams for men are football, baseball, basketball, and soccer.

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 27 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 27 semester/36 quarter units to be completed, 21 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 (707) 468-3048, or contact the Athletic Director or specific coach at (707) 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:

Monday-Thursday	8:30 am - 5:00 pm
Friday	9:00 am - 12:00 pm

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. 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 and can also 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 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.

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 (707) 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 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 website (www.mendocino.edu/CWEE) or call the CWEE office in Ukiah (707) 468-3047 or email Dan Jenkins at 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 the Community Extension web page online at 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 and assist in the development of student education plans (SEP). 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 including 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.

Online Counseling: Distance Education student may call (707) 467-1000 to receive online counseling support.

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 digital recorders, ASL interpreters, 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 at (707) 468-3031 or adiebold@mendocino.edu.

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 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 (707) 467-1024 or by visiting our website at www.mendocino.edu/distanceeducation.

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:

Ukiah	468-3155
Lake Center	263-4944
North County Center	459-6224

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 Fee Waivers. Information is available on the Mendocino College Portal or Website or at the Financial Aid Office, MacMillan Hall, Room 1130, Ukiah Campus, (707) 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. A recent 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 are 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: (707) 468-3106 or (707) 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 his or her fee waiver eligibility if he/she does 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.

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 are allowed to apply for a Board of Governors' (BOG) waiver, a Cal Grant, scholarships and acceptance into the EOPS Program. They are required to meet the program eligibility requirements. All eligibility starts with a DREAM Application. For more information, go to the Financial Aid portal or website or come by the Financial Aid Office, McMillan Hall, Room 1130, Ukiah Campus, (707) 468-3110.

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 which became effective 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 (707) 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 work study waitlist.

Scholarships

In 2013-2014 scholarships and awards totaling over \$205,000 were given to students. Scholarships at Mendocino College recognize deserving students for academic achievement, financial need, academic field of study, community service, campus activities and outside interests. At Mendocino College, scholarships are offered annually to incoming, continuing, and transferring students.

Mendocino College scholarship applications are available January 2 in the Foundation Office in the CVPA building, on the Ukiah Campus, or at the Lake and North County Centers. Additionally, the application packet will be available online at www.mendocino.edu. The annual deadline to apply for scholarships is March 1. Contact the Scholarship Coordinator in the Mendocino College Foundation Office for more information. (Students can find computerized information on statewide scholarships and financial aid in the Student Center.)

Both the Mendocino College Annual Spring Awards Ceremony and the Mendocino College 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 recipients and celebrate their achievements.

Becas Académicas

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

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

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 Financial Aid Office. Each appeal will be reviewed on a case by case basis. 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 Counseling Office.

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 4110 in the Library Learning Center (LLRC) 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 and Cal-Works students
- All at no cost!

Computer Use

- Computers and printers available for student use, with a small fee for printing.

Testing Services

- Placement Tests for new and current students
- Extended time testing for students who qualify
- 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)

Special Services

- Study materials for ESL students
- Grammar videos for brush-up and practice
- Instructor materials on reserve
- The Reading and Writing Lab, English 60, 160 and 560 are held in the Learning Center

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. Placement 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. 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 an official piece of identification with a photo on it, for example: a driver's license, passport, state issued identification card or high school ID card, their Mendocino College student ID number and all new students must have completed an online or campus orientation.

When are the placement tests scored?

Tests are scored immediately, and students will be given their course 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 one time 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 a Mendocino College Counselor or Math or English instructor's 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.

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. Please check the Learning Center's webpage at www.mendocino.edu or call the Learning Center for placement testing days and times at (707) 468-3046.

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 Office of Admissions and Records on the Ukiah Campus.
2. Completion of an Accuplacer placement test taken at another Community College within the last 3 years. To verify this, students should submit test scores to the Learning Center Ukiah Campus.
3. Completion of an English or Math course at another college with a "C" or better. Students should submit their college transcript to the Office of Admissions and Records.
4. 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 Office of Admissions and Records.
5. Passing or receiving a "conditional pass" on the English and/or Math Assessment portion of the -EAP test in high school. If a student's test report says that he/she qualifies for CSU-level English or Math or receives a "conditional pass" then he/she could be eligible to enroll in English 200 and/or a college level

Math course at Mendocino College. Students should submit their EAP Test Report to the Office of Admissions and Records on the Ukiah Campus.

6. Earning a "C" or better in college-prep 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 Office of Admissions and Records.

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 136,000 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: (707) 468-3158 or Reference Desk: (707) 468-3245 or visit library.mendocino.edu for more information.

19. Lost & Found

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

20. Student Success and Support Program

The Student Success and Support Program brings the District and a student into agreement for the purpose of realizing the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan (SEP).

Students Subject to the Student Success and Support Program Services

All new (first-time freshmen and first-time transfers), credit students shall participate in orientation, assessment, and counseling services prior to registration.

Students Exempted from Student Success and Support Program Services

Though all students are given the opportunity to participate in these services, a student may be exempted from participation in orientation, assessment, counseling/advising and student educational plan development. Students satisfying any of the following criteria may be exempted from portions of, or all Student Success and Support Program Services:

1. Student has completed an AA degree or higher;
2. Student is enrolling at the college for a reason other than career development or advancement, transfer, attainment of a degree or certificate of achievement, or completion of a basic skills or English as a Second Language course sequence;
3. Student has completed Student Success and Support Program services at another community college within the previous 365 days;
4. Student is enrolling at the college solely to take a course that is legally mandated for employment as defined in section 55000 or necessary in response to a significant change in industry or licensure standards;
5. Student has enrolled at the college as a special admit student pursuant to Education Code section 76001;
6. Student has successfully completed (minimum grade "C") college level coursework in English, math or reading or have completed a course placement assessment at another California Community College, within the past three (3) years.

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 (707) 468-3155 in Ukiah or by notifying the personnel at the North County Center (707) 459-6224 or Lake Center (707) 263-4944.

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

Public information regarding sex offenders may be obtained by accessing the Megan's Law website at 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 Michael Padilla at (707) 468-3096 or email at mpadilla@mendocino.edu.

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

To be considered for EOPS, a student must:

- be an undergraduate
- be a California resident as determined by Admissions 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 and/or a DREAM 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

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 contact the CAMP Counselor, Alicia Mendoza at (707) 468-3112 or by email amendoza@mendocino.edu.

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.



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 (707) 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. Veterans Assistance

Mendocino College is an approved educational institution by the California Department of Consumer Affairs Bureau for Private & Vocational Education under United States Code, Title 38. Students eligible for veterans' benefits while attending college must meet with the designated School Certifying Official in the Office of Admissions and Records for Certification of Enrollment to the US Department of Veterans Affairs. 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.

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, the School Certifying Official (SCO) 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 SCO of any change in their status for VA Educational Benefits. It is important to be aware that benefits may change when courses are dropped.

The SCO 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 2015 - 2016 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 Counseling Office. Also see the Student Grievances section below.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

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.
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 follow the grievance process outlined in AP 534.1.

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 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)

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 with 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 AND OTHER ASSULTS ON CAMPUS

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (See also AP 533.1 titled Standards of Student Conduct.)

"Sexual assault" includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

"Domestic violence" includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse of the victim;
- a person with whom the victim shares a child in common;
- a person who is cohabitating with or has cohabitated with the victim as a spouse;
- a person similarly situated to a spouse of the victim under California law; or
- any other person against an adult or youth victim who is protected from that person's acts under California law.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

It is the responsibility of each person involved in sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

“Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. (For physical assaults/violence, see also AP 3500, 3510, and 3515.)

All students, faculty members or staff members who allege they are the victims of domestic violence, dating violence, sexual assault or stalking on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the Office of the Dean of Student Services, which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Dean of Student Services is authorized to release such information.

The Dean of Student Services shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with the following:

- A copy of the District's policy and procedure regarding domestic violence, dating violence, sexual assault or stalking;
- A list of personnel on campus who should be notified and procedures for such notification, if the alleged victim consents;
- Information about the importance of preserving evidence and the identification and location of witnesses;
- A description of available services, and the persons on campus available to provide those services if requested. Services and those responsible for providing or arranging them include:
 - transportation to a hospital, if necessary;
 - counseling by the Counseling Center;
 - notice to the police, if desired;
 - a list of other available campus resources or appropriate off-campus resources.
- A description of each of the following procedures:
 - criminal prosecution;
 - civil prosecution (i.e., lawsuit);
 - District disciplinary procedures, both student and employee;
 - modification of class schedules;
 - tutoring, if necessary.

The Dean of Student Services should be available to provide assistance to District law enforcement unit employees regarding how to respond appropriately to reports of sexual violence.

The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3435.1, regardless of whether a complaint is filed with local law enforcement.

All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through the Office of the Vice President of Education and Student Services of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:

- The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
- The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.

In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:

- The complainant was asleep or unconscious.
- The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
- The complainant was unable to communicate due to a mental or physical condition.

The District shall maintain the identity of any alleged victim, witness, or third-party reporter of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence unless the alleged victim, witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on District property shall be referred to the District's Office of Community Relations and Communication, which shall work with the Office of the Dean of Student Services to assure that all confidentiality rights are maintained.

Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sex offenses and procedures that should be followed after a sex offense occurs. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking;
- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported;
- Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests;
- Information for students about existing on- and off-campus counseling, mental health, or other student services for victims of sex offenses;
- Notice to students that the campus will change a victim's academic situation after an alleged domestic violence, dating violence, sex offense, or stalking and of the options for those changes, if those changes are requested by the victim and are reasonably available;
- Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sex offense, or stalking including a clear statement that:
 - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
 - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged sex offense. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.

- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence, or stalking.

Education and Prevention Information

The Office of the Dean of Student Services shall:

- Provide, as part of each campus' established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault, and stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations, and shall include the District's sexual assault policy and prevention strategies including empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.
- Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

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.

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 Human Resources, 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 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 (707) 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.

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.

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.

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 Dean of Student Services to determine whether to prohibit the student from the second class session and/or whether to initiate additional disciplinary process. The Dean of Student Services will consult with the Dean of Instruction and notify the student in writing of when and under what conditions the student may return to class. If the student is under 18 years of age, a parent conference must be held with the student, the Dean of Student Services, and possibly the faculty member to discuss the conduct and removal as soon as possible.

Campus Emergency

The President may declare a state of campus emergency and implement any necessary procedures.

Withdrawal for Psychiatric Reasons or Contagious Disease Conditions of physical or mental disability, filthy or vicious habits, or contagious or infectious disease (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 Dean of Student Services, who will investigate and take appropriate action. The Dean of Student Services may also initiate disciplinary action on behalf of the College.
- B. **NOTICE OF CONFERENCE.** A student charged with misconduct shall be given written notice to meet with the Dean of Student Services 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 Dean of Student Services or designated administrative officer, the student shall hear the evidence against him/her and provide rebuttal evidence.

The Dean of Student Services/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 Dean of Student Services' decision to the Student Appeals Committee.

SUSPENSION OR EXPULSION

If the Dean of Student Services/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 Dean of Student Services. 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 Dean of Student Services may respond and make a statement concerning any aggravating circumstances. Unless the Student Appeals Committee request additional information, no other evidence shall be taken and the hearing shall end.

In other cases, the hearing shall proceed with the Dean of Student Services and/or his/her advisor presenting his/her case followed by the student and/or his/her advisor. Each shall have the opportunity to question witnesses, know the content and authorship of any written statements, and be given a chance to rebut. The Chairperson of the Committee shall conduct the hearing and make all rulings as to the conduct of the hearing and admissibility of evidence. An orderly hearing shall be maintained and abusive or disruptive people shall be ejected or excluded. Irrelevant and repetitious evidence may be excluded as determined by the Chairperson.

The hearing shall not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs. The Committee shall consider only the evidence received at the hearing and its findings should be based on a preponderance of the evidence.

The student shall not be required to give self-incriminating evidence at the hearing and no inference shall be drawn from his/her silence. The Dean of Student Services shall request students and employees to present evidence when appropriate.

Advisors: The student and Dean of Student Services may each be accompanied by an advisor of his/her choice, who may act on his/her behalf. If the student desires that this advisor be an attorney, then at least ten (10) working days' notice before the hearing must be given by the student in writing to the Dean.

Closed Hearings: Hearings shall be closed to everyone except the Student Appeals Committee; the student charged and one advisor; the Dean of Student Services; the Dean of Student Services 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.

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 AP 305.1. 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.

MENDOCINO COLLEGE 2015 - 2016 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 and website. 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 55061. 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.

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 55220, 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; C-, 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 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 Office of Admissions and Records 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 55003 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:

Honor’s List	3.16 GPA	President’s List	3.75 GPA
Dean’s List	3.50 GPA	Highest Honors	4.0 GPA

Grade Changes

In any course of instruction at Mendocino College for which grades are awarded, the instructor of the course shall determine the grade to be awarded to each student. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence as per California Education Code Section Number 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 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:

$$0.5 \text{ unit} \qquad 24 \text{ hours/semester}$$

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 in designated disciplines. Once the student has identified an instructor willing to supervise his/her Independent Study program, the Independent Studies Proposal, available from the Instruction Office, Office of Admissions and Records, or the Mendocino College website, 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 55021 and 55023, 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 2.0 (commencing with Section 51006) of Sub-chapter 1 of Chapter 6 of Title V as contained in the California Code of Regulations.

Probation & Disqualification

Standards

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

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

Removal from Probation

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

Progress Probation – 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 in 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.

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
Biology	BIO-200; 6 semester units	B2 & B3; 4 semester units	6 semester units	5B w/lab; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units
Calculus - AB Test	MTH-210; 5 semester units	B4; 3 semester units	3 semester units	2A; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units <i>maximum for all exams</i>
Calculus - BC Test	MTH-210, 211; 5 semester units	B4; 3 semester units	6 semester units	2A; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units <i>maximum for all Mathematics exams; 4 quarter/2.7 semester units max between AB and AB subscore</i>
Calculus BC/AB Subscore	No course equivalent; 5 semester units	B4; 3 semester units	3 semester units	None	None
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
Chinese Language & Culture	No Course Equivalent; None	C2; 3 semester units	6 semester units	None	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	No Course	B2, B3; 4	4 semester units	5A w/lab; 4	4 quarter/2.7 semester units

Science	Equivalent; None	semester units <i>Removed from GE Breadth F09</i>		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 <i>Removed from GE Breadth F09</i>	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 <i>Removed from GE Breadth F11</i>	6 semester units	6A, 3B; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units
French Language & Culture	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 <i>Removed from GE Breadth F11</i>	6 semester units	4 quarter/2.7 semester units	8 quarter/ 5.3 semester units
German Language & Culture	No Course Equivalent; None	C2; 3 semester units	6 semester units	6A, 3B; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units
Government & Politics -US	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 - US	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
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	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	No Course Equivalent; None	C2; 3 semester units	6 semester units		

ACADEMICS

Latin Literature	No Course Equivalent; None	C2; 3 semester units <i>Removed from GE Breadth F09</i>	6 semester units	3B and 6A; 4 quarter/2.7 semester units	4 quarter/2.7 semester units
Latin - Vergil	No Course Equivalent; None	C2; 3 semester units <i>Removed from GE Breadth F12</i>	3 semester units	3B and 6A; 4 quarter/2.7 semester units	4 quarter/2.7 semester units
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	6 semester units <i>Removed from GE Breadth F09</i>	None	8 quarter/ 5.3 semester units
Physics 1	No Course Equivalent; None	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
Physics 2	No Course Equivalent; None	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
Physics - B Test	No Course Equivalent; 6 semester units	B1, B3; 4 semester units <i>Removed from GE Breadth F13</i>	6 semester units	5A w/lab; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units <i>maximum for all Physics exams</i>
Physics - C Test (Electricity/Magnetism)	No Course Equivalent; 6 semester units	B1, B3; 4 semester units	4 semester units	5A w/ lab; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units <i>maximum for all Physics exams</i>
Physics - C Test (mechanics)	No Course Equivalent; 6 semester units	B1, B3; 4 semester units	4 semester units	5A w/ lab; 4 quarter/2.7 semester units	4 quarter/2.7 semester units
Psychology	PSY-205; 3 semester units	D9; 3 semester units	3 semester units	4I; 4 quarter/2.7 semester units	4 quarter/2.7 semester units
Seminar	No Course Equivalent; None	None; 3 semester units	None		
Spanish - Language & Culture (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 & Culture (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 & Culture	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
Studio Art - 2D	ART-213, 214; 6	None	3 semester units	None	8 quarter/ 5.3 semester

Design	semester units				units
Studio Art - Drawing	ART-210A, 210B; 6 semester units	None	3 semester units	None	8 quarter/ 5.3 semester units
Studio Art - 3D Design	No Course Equivalent; None	None; 3 semester units	None	None	8 quarter/ 5.3 semester units
World History	No Course Equivalent; None	C2 or D6; 3 semester units	6 semester units	3B/4F; 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 A.A.-T and A.S.-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 may apply for multiple degrees.
- 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, 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 257	Earth Science 203	Geology 203
Anthropology 200	Biology 259	Earth Science 206	Geology 208
Astronomy 200	Biology 260	Earth Science 208	Geology 210
Biology 200	Chemistry 200	Earth Science 210	Natural Resources 200
Biology 202	Chemistry 202	Earth Science 211	Physics 202
Biology 220	Chemistry 250	Earth Science 212	Physics 210
Biology 230	Chemistry 251	Earth Science 222	Physics 211
Biology 231	Chemistry 255	Geography 206	Physics 220
Biology 242	Chemistry 256	Geography 212	Psychology 255
Biology 243	Earth Science 200	Geography 222	
Biology 245	Earth Science 201	Geology 201	

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:

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

<u>AREA (C) - Humanities - Minimum of Three units selected from:</u>			
American Sign Language 200	English 265	Music 207	Spanish 210
American Sign Language 201	English 270	Music 208	Spanish 211
Art 150	History 200	Music 209	Theatre Arts 130A
Art 160	History 201	Music 210A	Theatre Arts 130B
Art 170A	History 202	Music 210B	Theatre Arts 200
Art 201	History 203	Music 210C	Theatre Arts 201
Art 202	History 205	Music 220	Theatre Arts 202
Art 205	History 206	Music 230A	Theatre Arts 204
Art 206	History 207	Music 230C	Theatre Arts 206
Art 210A	History 208	Music 256	Theatre Arts 210B
Art 213	History 220	Music 272	Theatre Arts 210D
Art 214	History 221	Music 280	Theatre Arts 220A
Art 231	History 222	Music 281	Theatre Arts 225A
Art 232	History 250	Music 285	Theatre Arts 230A
Art 240A	Humanities 200	Philosophy 210	Theatre Arts 234A
Art 250A	Journalism 180	Philosophy 220	Theatre Arts 238E
Child Development 125	Music 200	Philosophy 230	Theatre Arts 242A
English 201	Music 201A	Spanish 100	Theatre Arts 244A
English 210	Music 201B	Spanish 101	Theatre Arts 244B
English 225	Music 202A	Spanish 102	Theatre Arts 250
English 245	Music 202B	Spanish 200	Theatre Arts 260
English 246	Music 203	Spanish 201	
English 250	Music 204	Spanish 202	
<u>AREA (D) - Language and Rationality - Minimum of Three units selected from each area:</u>			
<i>Area 1 - English Composition:</i>			
English 200			
<i>Area 2 - Communication and Analytical Thinking:</i>			
Business Office Technology 170	Computer Science 201	Math 56	Math 215
Communication Studies 200	Computer Science 210	Math 120	Math 220
Computer Science 105	Computer Science 220	Math 121	Math 230
Computer Science 106	Computer Science 221	Math 200	Speech 200
Computer Science 130	Computer Science 222	Math 210	Speech 210
Computer Science 134	Computer Science 240	Math 211	
Computer Science 166	English 205	Math 212	
Computer Science 170	Human Services 154	Math 214	

Mendocino College Institutional Requirements:			
<i>Studies in Culture - Three units selected from:</i>			
Anthropology 201	English 265	History 220	Sociology 202
Art 201	Geography 201	History 222	Sociology 235
Art 202	Geography 202	Music 208	Sociology 241
Art 206	History 205	Philosophy 230	Theatre Arts 206
Child Development 202	History 206	Political Science 203	
Communication Studies 211	History 207	Psychology 220	
English 250	History 208	Sociology 201	
<i>Studies in Wellness - Three units selected from:</i>			
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 A.A.-T and A.S.-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. For assistance in interpreting articulation documents, students should see an academic counselor. Students who do not complete preparation for their transfer major may not be accepted to the school of their choice or may extend their time required to graduate.

Transfer Preparation

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

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

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

Transfer to Independent Colleges and Universities

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

TRANSFER TO THE CALIFORNIA STATE UNIVERSITY SYSTEM

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

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

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

ASSOCIATE DEGREES FOR TRANSFER

The Associate for Transfer (A.A.-T or A.S.-T) is a special, new degree offered at California Community Colleges. To pursue this special degree rather than a traditional A.A. or A.S. degree, students meet with a counselor to develop an education plan to start on the path toward the A.A.-T or A.S.-T degree

The guarantee itself means that student who earn an A.A.-T or A.S.-T degree and meet the CSU minimum eligibility requirements are guaranteed admission to a CSU, but not necessarily to a particular campus or major. In addition, once at the CSU, if admitted and enrolled in a designated similar degree program, students have the opportunity to complete your bachelor's degree with as little as 60 semester units or 90 quarter units of coursework.

Mendocino College currently offers the following Associate Degrees for Transfer:

- Associates in Science in Administration of Justice for Transfer
- Associate in Arts in Business Administration for Transfer
- Associate in Arts in Communication Studies for Transfer
- Associate in Science in Early Childhood Education for Transfer
- Associate in Arts in Economics for Transfer
- Associate in Arts in Elementary Teacher Education for Transfer
- Associate in Arts in English for Transfer
- Associate in Science in Geology for Transfer
- Associate in Arts in History for Transfer
- Associate in Arts in Kinesiology for Transfer
- Associate in Science in Mathematics for Transfer
- Associate in Arts in Political Science for Transfer
- Associate in Arts in Psychology for Transfer
- Associate in Arts in Sociology for Transfer
- Associate in Arts in Theatre Arts for Transfer

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.

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:

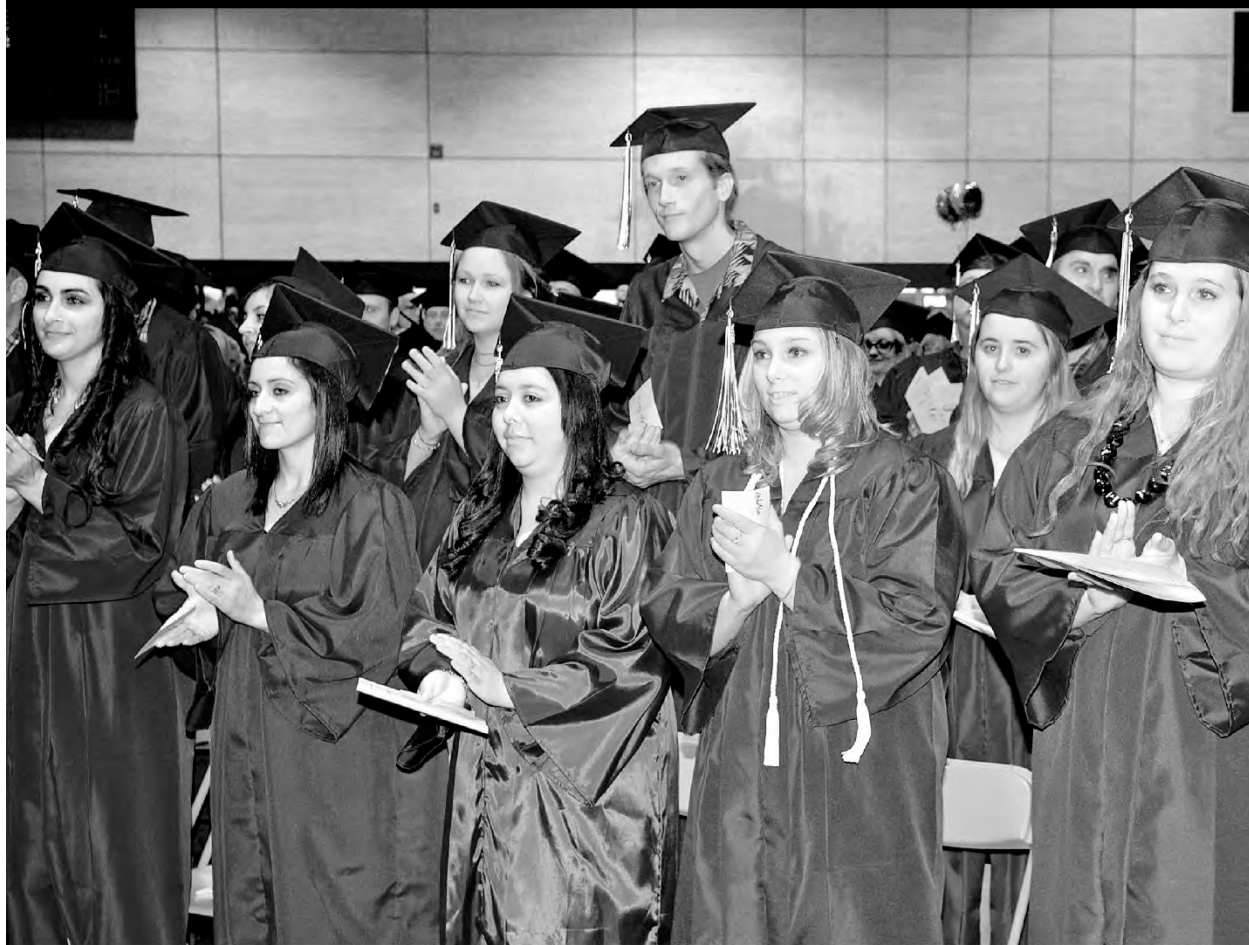
CSU – One (1) course each from category 1 and category 2 will meet the graduation requirement. Courses used for this purpose may not be used to fulfill IGETC requirements.

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.

MENDOCINO COLLEGE 2015 - 2016 CATALOG



PROGRAMS

MENDOCINO COLLEGE



Associate Degrees for Transfer

- Associate in Science in Administration of Justice for Transfer
- Associate in Arts in Business Administration for Transfer
- Associate in Arts in Communication Studies for Transfer
- Associate in Science in Early Childhood Education for Transfer
- Associate in Arts in Economics for Transfer
- Associate in Arts in Elementary Teacher Education for Transfer
- Associate in Arts in English for Transfer
- Associate in Science in Geology for Transfer
- Associate in Arts in History for Transfer
- Associate in Arts in Kinesiology for Transfer
- Associate in Science in Mathematics for Transfer
- Associate in Arts in Political Science for Transfer
- Associate in Arts in Psychology for Transfer
- Associate in Arts in Sociology for Transfer
- Associate in Arts in Theatre Arts for Transfer

Associate Degrees

- Administration of Justice
- Agriculture – Horticulture
- Alcohol and Other Drug Studies
- Art
 - Ceramics
 - Painting
 - Weaving
- Automotive Technology
- Biological Science
- Business
 - Accounting
 - Business Management
 - Real Estate
- Business Office Technology – Administrative Assistant
- Child Development/Family Relations
- Computer Science
- Computer Applications and Office Administration
- Earth Science
- Ethnic Studies
- Fire Science
- Health Sciences
- Human Services Paraprofessional
- Liberal Arts and Sciences with an Emphasis in
 - Education
 - Kinesiology and Health
 - Native American Studies
 - Social Science
- Music
 - Instrumental
 - Vocal
- Recording Arts and Technology
- Natural Resources
- Registered Nurse
- LVN to RN Career Ladder
- Psychology
- Theatre Arts
- Theatre Arts – Dance
- World Languages
 - Spanish for Native Speakers
 - Spanish for Non-Native Speakers

Continued on next page

Certificate of Achievements

- Administration of Justice
- Agriculture
 - Landscape Practices
 - Nursery Production
 - Sustainable Small Farms Management
 - Viticulture Skills
- Alcohol and Other Drug Studies
- Art
 - Ceramics – Master Technician
 - Textiles and Clothing Construction
 - Textiles/Weaving
- Automotive Technology
 - Automotive Chassis Specialist
 - Automotive Technician
 - Automotive Tune-up and Electronics Specialist
- Business
 - Accounting
 - Business Entrepreneurship
 - Business Management
 - Real Estate
 - Retail Management
- Business Office Technology
 - Administrative Assistant
 - Legal
 - Medical
 - Medical Billing and Coding
- Child Development
- Computer Applications and Office Administration
- Culinary Arts Management
- Human Service Worker
- Human Services Paraprofessional
- Recording Arts and Technology
- LVN to RN
- Sustainable Technology
 - Construction
 - Renewable Energy
 - Residential Performance

Certificates of Completion

- ESL Preparation

ADMINISTRATION OF JUSTICE

Office of Instruction • 707-468-3002

Degrees

A.S.-T Administration of Justice
A.S. Administration of Justice

Certificate of Achievement

Administration of Justice

ASSOCIATE IN SCIENCE IN ADMINISTRATION OF JUSTICE 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. The Associate in Science in Administration of Justice for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Administration of Justice or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses - Major:

		Units
ADJ 200	Introduction to Administration of Justice	3
ADJ 202	Concepts of Criminal Law	3

Plus 6 additional units selected from the following:

		Units
ADJ 104	Legal Aspects of Evidence	3
ADJ 106	Principles of Investigation	3
ADJ 204	Community Relations	3

Plus 6 - 7 additional units selected from the following or any not used above:

		Units
MTH 220	Statistics	4
PSY 205	Introductory Psychology	3
SOC 200	Introduction to Sociology	3

Total Major Units

18-19

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.

Career Opportunities in ADMINISTRATION OF JUSTICE

Completing the baccalaureate degree or graduate level work can lead to a variety of opportunities. An administration of justice degree is not limited to law enforcement. Administration of justice degree graduates can work in state law enforcement agencies. Examples of these agencies are crime laboratories, state crime commissions, narcotics bureaus and liquor control boards. Criminal justice degree graduates can also work in federal law enforcement divisions. These include the different Departments of Defense, Homeland Security, FBI, Veterans Affairs, Office of the Inspector General and Food and Drug Administration. They also have the option to work in private sectors such as detective agencies, insurance companies, safety officers units and security patrol.

Associate Degree for Transfer requirements pursuant to SB 1440:

- 60 semester or 90 quarter CSU-transferable units.
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.

- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis

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. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses – Major:		Units
ADJ 104	Legal Aspects of Evidence	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
Plus 3 additional units selected from the following:		Units
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:		Units
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

Certificate of Achievement

Landscape Practices
Nursery Production
Sustainable Small Farms Management
Viticulture Skills

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. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

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 75	Pruning	1
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
Plus 3 additional units selected from the following:		Units
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.

Required Courses:		Units
AGR 100	Plant Pest and Disease Management	3
AGR 102	Plant Propagation	3
AGR 108	Soils and Fertility Management	3
AGR 140	Introduction to Horticulture	3
AGR 144	Nursery Management and Practices	3
AGR 240	Plant Identification-Fall	3
AGR 241	Plant Identification-Spring	3
Plus 2-3 additional units selected from the following:		Units
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.

AGRICULTURE – SUSTAINABLE SMALL FARMS MANAGEMENT CERTIFICATE OF ACHIEVEMENT

The Small Farm Management Certificate Program will provide knowledge and skills for the next generation of farmers in sustainable, local and organic farming, and gardening practices. The core technical courses in this certificate offer a foundation for further training appropriate for farm-related employment opportunities. Students will gain fundamental skills that are applicable across disciplines while also having the opportunity to focus on specific areas of interest within the farm management topic. In addition an introduction to basic business and accounting skills, marketing and promotion, skills that are essential to the successful development of a small sustainable farm.

Required Courses:		Units
AGR 75	Introduction to Pruning	1
AGR 100	Plant Pest and Disease Management	3
AGR 108	Soils and Fertility Management	3
AGR 116	Sustainable Agricultural Systems	2
AGR 140	Introduction to Horticulture	3
AGR 180	Fall Sustainable Vegetable and Fruit Production	2
AGR 181	Sustainable Spring Vegetable Growing Practices	2
AGR 196	AGR-Occupational Work Experience Education	3
	OR	
AGR 197	Agriculture Internship	3
BUS 132	Entrepreneurial Management	3
SPN 100	Conversational Spanish: Level I	2
	OR	
SPN 101	Conversational Spanish: Level II	2
	OR	
SPN 102	Conversational Spanish: Level III	2
Plus 6 additional units selected from the following:		Units
AGR 40	Mushroom Cultivation	1
AGR 56	Small Farm Machinery Operations and Safety	2
AGR 76	Introduction to Grafting	1
AGR 196	AGR-Occupational Work Experience Education	1 - 3
	OR	
AGR 197	Agriculture Internship	1 - 3
BUS 150	Entrepreneurial Marketing	3
Total units required for Certificate		30

Program Level Student Learning Outcomes:

1. Describe the basic biological processes of plants.
2. Evaluate a small farm crop's maintenance needs including soil health, fertility, irrigation and pest management.
3. Develop a schedule for specific small farm crops in a rotational production system.

AGRICULTURE – VITICULTURE SKILLS CERTIFICATE OF ACHIEVEMENT

This certificate will give the student basic knowledge of the science involved in the growing of grapes, the practical hands-on applications of working with wine grapes and a basic understanding of the business aspects that are involved in the process of growing wine grapes.

Required Courses:		Units
AGR 56	Small Farm Machinery Operations and Safety	2
AGR 100	Plant Pest and Disease Management	3
AGR 108	Soils and Fertility Management	3
AGR 111	Introduction to Viticulture	3
AGR 112	Viticulture Practices	2
AGR 116	Sustainable Agricultural Systems	2

AGR 196	AGR-Occupational Work Experience Education OR	2
AGR 197	Agriculture Internship	2
BUS 132	Entrepreneurial Management	3
Total units required for Certificate		20

Program Level Student Learning Outcomes:

1. Describe the basic biological processes of plants.
2. Identify the important vineyard pests and disease problems and be able to suggest correct remedies.
3. Describe correct sustainable cultural practices for vineyards.
4. Safely operate small farm tractor equipment.

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. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses - Major:

	Units
AOD 151 Alcohol and Other Drugs: Overview	3
AOD 153 Physiology and Pharmacology of Alcohol and Other Drugs	3
AOD 158 AOD Practicum Preparation	1.5
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
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 Co-Occurring Disorders and Mental Health Issues	2
HUS 159 Intervention Theory and Techniques	2
HUS 160 Law, Ethics and Human Services	2
HUS 161 Introduction to Family Counseling Approaches	3
HUS 162 Community Prevention Theory and Practice	3
HUS 163 Professional Competency and Growth	2

Total Major Units	40.5
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.

Required Courses:

		Units
AOD 151	Alcohol and Other Drugs: Overview	3
AOD 153	Physiology and Pharmacology of Alcohol and Other Drugs	3
AOD 158	AOD Practicum Preparation	1.5
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
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	Co-Occuring Disorders and Mental Health Issues	2
HUS 159	Intervention Theory and Techniques	2
HUS 160	Law, Ethics and Human Services	2
HUS 161	Introduction to Family Counseling Approaches	3
HUS 162	Community Prevention Theory and Practice	3
HUS 163	Professional Competency and Growth	2

Total units required for Certificate

40.5 – 44.5

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 • 707-467-1003
Lisa Rosenstreich • 707-468-3022

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. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses - Major:

		Units
ART 201	World Art History I	3
ART 202	World Art History II	3
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:

PAINTING OPTION:

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

CERAMICS OPTION:

ART 240A	Ceramics I	3
	OR	

ART 240B	Ceramics II	3
ART 240C	Advanced Ceramics I	3
	OR	
ART 240D	Advanced Ceramics II	3
WEAVING OPTION:		
ART 170A	Weaving I	3
	OR	
ART 170B	Weaving II	3
ART 176A	Fabric Printing and Dyeing I	3
	OR	
ART 176B	Fabric Printing and Dyeing II	3
Total Major Units		21
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.

Required Courses:

		Units
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

Plus 9 additional units from the following:

		Units
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	3
ART 202	World Art History II	3
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

Total units required for Certificate **30**

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 variety 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 170A	Weaving I	3
ART 176A	Fabric Printing and Dyeing I	3
ART 191	Art and Craft Marketing	3
CLO 80	Beginning Clothing Construction	3
CLO 81	Intermediate Clothing Construction	3
CLO 82	Pattern Drafting	3
CLO 83	Tailoring	3
CLO 220	Textiles	3
Plus 3 additional units selected from the following:		Units
ART 150	Introduction to Fiber Arts	3
ART 170B	Weaving II	3
ART 173	Handwoven Garments	3
ART 176B	Fabric Printing and Dyeing II	3
ART 190	Textile History	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
Plus 3 additional units selected from the following:		Units
ART 173	Hand-woven Garments	3
ART 191	Art and Craft Marketing	3
ART 214	Three-Dimensional Art and Design	1.5 - 3

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 • 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
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Total units required for Certificate		18
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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:		Units
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
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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:		Units
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
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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. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses - Major:		Units
BIO 260	Cell and Molecular Biology	5
BIO 261	Diversity, Evolution, and Ecology	5
BIO 262	Biodiversity, Structure, and Function	5
CHM 250	General Chemistry I	5
CHM 251	General Chemistry II	5
Plus 8 additional 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 9-10 additional 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
<i>To fully benefit from the Biology program, students should also successfully complete one of the suggested optional electives listed below.</i>		
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. Analyze major biological concepts and discriminate how these concepts are connected within various areas of the biological and physical sciences.
2. Apply scientific methodology in the form of designing and conducting experiments and evaluating hypotheses.
3. Collect data through use of laboratory techniques that include, but are not limited to, light microscopy, gel electrophoresis, spectrophotometry, and demonstrate appropriate lab safety.

BUSINESS

Julie Finnegan • 707-468-3134

Degrees

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

Certificate of Achievement

Accounting
Business Entrepreneurship
Business Management
Real Estate
Retail Management

ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION 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. The Associate in Science in Business Administration for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Business Administration or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses - Major:

		Units
BUS 200	Financial Accounting	4
BUS 201	Managerial Accounting	4
BUS 212	The Legal Environment of Business	3
ECO 200	Principles of Macroeconomics	3
ECO 201	Principles of Microeconomics	3

Plus 3-4 additional units selected from the following:

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

Plus 6 additional units selected from the following or any course not used above:

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

Total Major Units

26-27

Total Degree Units

60

Career Opportunities in BUSINESS ADMINISTRATION

Completing the baccalaureate degree or graduate level work can lead to a variety of opportunities in business administration. Students completing a business baccalaureate program may be hired in the fields of accounting, finance, marketing, and management. Students may be hired for entry level positions in public and private accounting firms, capital investment firms, retail and commercial banks, sales and marketing departments, real estate companies, human resource departments, and other business administrative capacities.

Associate Degree for Transfer requirements pursuant to SB 1440:

- 60 semester or 90 quarter CSU-transferable units.
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.

- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis

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. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

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
Total Major Units		20
Total Degree Units		60

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. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses – Major:		Units
BUS 50	Mathematical Applications in Business	3
BUS 136	Introduction to Management	3
BUS 200	Financial Accounting	4
BUS 230	Introduction to Business	3
CSC 201	Computers and Computer Applications	3
Plus 6 additional units selected from the following:		Units
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
Total Major Units		22
Total Degree Units		60

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.

Required Courses - Major:		Units
BUS 151	Introduction to Marketing	3
BUS 230	Introduction to Business	3
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
Plus 3 additional units selected from the following:		Units
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 Major Units		24
Total Degree Units		60

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.

Required Courses:		Units
BUS 110	Payroll Taxation	3
BUS 111	Federal Tax Accounting	3
BUS 200	Financial Accounting	4
BUS 201	Managerial Accounting	4
CSC 201	Computers and Computer Applications	3
Plus 3 additional units selected from the following:		Units
BUS 50	Mathematical Applications in Business	3
BUS 134	Human Relations in Business	3
BUS 230	Introduction to Business	3
BOT 170	Written Communication for Business	3
SPE 210	Interpersonal Communication	3
Total units required for Certificate		20

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 ENTREPRENEURSHIP CERTIFICATE OF ACHIEVEMENT

This certificate offers a focused course of study for students who are interested in launching and growing a new business. Students develop skills and strategies for effectively planning, starting, and managing the growth of a new enterprise.

Required Courses:		Units
BUS 132	Entrepreneurial Management	3
BUS 150	Entrepreneurial Marketing	3
Plus 9-10 additional units selected from the following:		Units
BUS 50	Mathematical Applications in Business	3
BUS 106	Retail Management	3
BUS 135	Human Resource Management	3
BUS 174	Introduction to Green Business Principles and Practices	3
BUS 200	Financial Accounting	4
BUS 230	Introduction to Business	3
Total units required for Certificate		15 – 16

Program Level Student Learning Outcomes:

1. Students completing this certificate will be able to generate, develop, and assess the strengths and weaknesses of business ideas.

2. Students completing this certificate will be able to explain the entrepreneurial process and define common vocabulary related to entrepreneurship.
3. Students completing this certificate will be able to produce basic business and marketing plans and explain their function in the process of starting and managing a business.

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.

Required Courses:

	Units
BUS 50 Mathematical Applications in Business	3
BUS 136 Introduction to Management	3
BUS 200 Financial Accounting	4
BUS 230 Introduction to Business	3
CSC 201 Computers and Computer Applications	3
Plus 3 additional units selected from the following:	Units
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
Total units required for Certificate	19

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.

Required Courses:

	Units
BUS 151 Introduction to Marketing	3
BUS 230 Introduction to Business	3
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
Plus 3 additional units selected from the following:	Units
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 – RETAIL MANAGEMENT CERTIFICATE OF ACHIEVEMENT

The Business--Retail Management Certificate Program is a comprehensive program designed to prepare current and future retail employees and managers for the challenges in a competitive retail environment. This certificate is aligned with the Western Association of Food Chains certificate program. Students completing this certificate may also earn a certificate from the WAFC.

Required Courses:		Units
BUS 50	Mathematical Applications in Business	3
BUS 106	Retail Management	3
BUS 134	Human Relations in Business	3
BUS 135	Human Resource Management	3
BUS 136	Introduction to Management	3
BUS 151	Introduction to Marketing	3
BUS 200	Financial Accounting	4
BOT 170	Written Communication for Business	3
CSC 201	Computers and Computer Applications	3
SPE 210	Interpersonal Communication	3
Total units required for Certificate		31

Programs Level Student Learning Outcomes:

1. Appropriate assessment tools such as a combination of any of the following: exams, quizzes, written assignments, and presentations. Students will learn key concepts in Retail Management.
2. Appropriate assessment tools such as a combination of any of the following: exams, quizzes, written assignments, and presentations. Students will demonstrate knowledge of finance and accounting principles relevant to retail.
3. Appropriate assessment tools such as a combination of any of the following: exams, quizzes, written assignments, and presentations. Students will acquire vocabulary, writing, and presentation skills pertinent to retailing.
4. Appropriate assessment tools such as a combination of any of the following: exams, quizzes, written assignments, and presentations. Students will demonstrate knowledge of marketing and merchandising concepts pertinent to retailing.

BUSINESS OFFICE TECHNOLOGY

Office of Instruction • 707-468-3002

Degrees

A.S. Business Office Technology -
Administrative Assistant

Certificate of Achievement

Administrative Assistant
Legal
Medical
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:

		Units
BUS 108	Computerized Accounting	3
BUS 136	Introduction to Management	3
BOT 55	Machine Transcription	2
BOT 70	Business English	3
BOT 75	PowerPoint for Presentations	1.5
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
Plus 6.5 additional units selected from the following:		Units
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
Total Major Units		40
Total Degree Units		60

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.

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.

Required Courses:		Units
BOT 55	Machine Transcription	2
BOT 65	InDesign for Desktop Publishing	3
BOT 70	Business English	3
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 201	Computers and Computer Applications	3
CSC 164	Electronic Spreadsheets	3
Plus 3-4 additional units selected from the following:		Units
BUS 108	Computerized Accounting	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.

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.

Required Courses:		Units
BOT 55	Machine Transcription	2

BOT 70	Business English	3
BOT 90.1	Legal Office Procedures	1
BOT 90.2	History of Law	0.5
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
BUS 212	The Legal Environment of Business	3
CSC 164	Electronic Spreadsheets	3
Plus 4.5 additional units selected from the following:		Units
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.

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.

Required Courses:		Units
BOT 50	Medical Terminology	3
BOT 51	Medical Transcription I	2
BOT 52	Medical Transcription II	2
BOT 55	Machine Transcription	2
BOT 57	Medical Billing/Office Procedures	3
BOT 70	Business English	3
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
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.

**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.

Required Courses:		Units
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 57	Medical Billing/Office Procedures	3
BOT 58	Advanced Medical Coding	2
BOT 70	Business English	3
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 156	Medical Coding Internship Seminar	1
BOT 170	Written Communication for Business	3
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.

CHILD DEVELOPMENT

Conan McKay • 707-468-3029

Degrees

A.S.-T Early Childhood Education
A.S. Child Development/Family Relations

Certificate of Achievement

Child Development

ASSOCIATE IN SCIENCE IN EARLY CHILDHOOD EDUCATION FOR TRANSFER

The A.S.-T in Early Childhood Education prepares students to work as teachers with young children in public and private early care and education programs for children birth through five years of age. The Associate in Science in Early Childhood Education for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Early Childhood Education or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses – Major:		Units
CDV 100	Principles in Preschool Programs	3
CDV 101	Practices and Curriculum in Preschool Programs	3
CDV 107	Practicum in Child Development	4
CDV 108	Observation and Assessment	3
CDV 109	Child Health, Nutrition, and Safety	3
CDV 180	Child, Family and Community	3
CDV 200	Psychology of Development: Infancy through Adolescence	3
CDV 202	Multi-Cultural Perspective	3
Total Major Units		25
Total Degree Units		60

Career Opportunities in EARLY CHILDHOOD EDUCATION

Completing the baccalaureate degree or graduate level work can lead to a variety of opportunities including preschool education (private and public), social work, primary education intervention, and as para-professionals. Students would also be eligible to teach at the preschool level with the A.S.-T in Early Childhood Education.

Associate Degree for Transfer requirements pursuant to SB 1440:

- 60 semester or 90 quarter CSU-transferable units.
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis

Program Level Student Learning Outcomes:

1. Students will submit activity cards in CDV 101 representing the different activity areas. Identify, describe, and produce developmentally appropriate active learning experiences for individual areas: language and early literacy, arts and creative process, music and movement, math, science.
2. In CDV 180 the students will write of letter of advocacy in support or against a topic that is relevant to preschool and its unique needs. Demonstrate effective advocacy skills appropriate for young children, the programs, and the professionals who serve them.
3. Students will conduct several different types of observations and assessments of Child Growth and Development in CDV 108 Demonstrate skills in observing and recording behavior, assessing children's interest, and assessing skill development.
4. Students in CDV 109 will develop a menu for the week that will address the Nutritional and healthy eating practices for young children. Identify, define, and apply nutritional, healthy, and safe practices in the classroom.

- Students will conduct a childhood study on a child from birth to eight assessing the major milestones for the age of the child. Describe stages and developmental milestones of physical, cognitive, language, social and emotional development in children from birth to age 8.

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. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

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
<i>(All of the courses in this category are recommended for students transferring to a CSU major in Child Development)</i>		
CDV 106	Children with Special Learning Needs	3
CDV 107	Practicum in Child Development	4
CDV 108	Observation and Assessment	3
CDV 109	Child Health, Nutrition, and Safety	3
CDV 202	Multi-Cultural Perspective	3
Plus 6 additional units selected from the following or any course not used above:		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 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
Total Major Units		24
Total Degree Units		60

Program Level Student Learning Outcomes:

- 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.
- 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.
- 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.
- 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.
- Implement nutritional, healthy, and safe practices in the classroom.
- Apply the principles of inclusion in the curriculum through interactions with children, their families and staff members.
- Communicate effectively and respectfully with families and incorporate family input in curriculum planning and assessment.
- 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.

Required Courses*:		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 106	Children with Special Learning Needs	3
CDV 109	Child Health, Nutrition, and Safety	3
CDV 202	Multi-Cultural Perspective	3
Plus 9 additional units selected from the following or any course not used above:		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 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 161	Active Learning and Play	1
Plus 3-4 additional units selected from the following:		Units
CDV 107	Practicum in Child Development	4
CDV 108	Observation and Assessment	3

**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. This training is also available through local community agencies.*

Total units required for Certificate

27-28

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.

COMMUNICATION STUDIES

Jody Gehrman • 707-468-3150

Degrees

A.A.-T Communication Studies

ASSOCIATE IN ARTS IN COMMUNICATION STUDIES 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. The Associate in Arts in Communication Studies for Transfer is designed to prepare students for a seamless transfer into the CSU system to

complete a baccalaureate degree in Communication Studies or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses - Major:		Units
COM 202	Argumentation and Debate	3
SPE 200	Introduction to Public Speaking	3
SPE 210	Interpersonal Communication	3
Plus 6 additional units selected from the following:		
COM 200	Mass Media and Society	3
COM 201	Writing for the Mass Media	3
COM 211	Intercultural Communication	3
COM 250	Introduction to Communication Studies	3
THE 201	Introduction to Film	3
Plus 3 additional units selected from the following or any course not used above:		
		Units
ANT 201	Cultural Anthropology	3
COM 180	Writing for Publication	3
PSY 205	Introductory Psychology	3
SOC 200	Introduction to Sociology	3
Total Major Units		18
Total Degree Units		60

Career Opportunities in COMMUNICATION STUDIES

Completing the baccalaureate degree or graduate level work can lead to a variety of opportunities. Students completing a in Communication Studies are prepared for an entry level position in community relations, corporate media, communications consulting, public relations, lobbying, speech writing, public affairs or similar professions.

Associate Degree for Transfer requirements pursuant to SB 1440:

- 60 semester or 90 quarter CSU-transferable units.
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis

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.

COMPUTER SCIENCE

David Pai • 707-468-3126

Degrees

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

Certificate of Achievement

Computer Applications and Office Administration

COMPUTER APPLICATIONS AND OFFICE ADMINISTRATION ASSOCIATE OF SCIENCE

The Associate of Science in Computer Applications and Office Administration 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. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

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
BUS 108	Computerized Accounting	3
BUS 200	Financial Accounting	4
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
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. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses - Major:		Units
CSC 105	Introduction to Unix I	1.5
CSC 106	Introduction to Unix II	1.5
CSC 210	Computer Organization and Architecture	4
CSC 220	Introduction to Computer Science	4
CSC 221	Programming and Algorithms I	4
CSC 222	Programming and Algorithms II	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 Applications and Office Administration 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:		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
BUS 108	Computerized Accounting	3
BUS 200	Financial Accounting	4
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
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.

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:		Units
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 selected from the following:		Units
AGR 180	Fall Vegetable Gardening Practices	2
	OR	
AGR 181	Spring Vegetable Gardening Practices	2
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
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. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses - Major:		Units
CHM 250	General Chemistry I	5
EAS 201	Geology	3
	OR	
GEL 201	Geology	3
EAS 202	Geology Laboratory	1
	OR	
GEL 202	Geology Laboratory	1
MTH 210	Calculus and Analytic Geometry I	5
MTH 220	Statistics	4
Plus 12 additional units selected from the following:		Units
AGR 108	Soils and Fertility Management	3
BIO 242	Introduction to Oceanography	3
CHM 251	General Chemistry II	5
EAS 200	Environmental Science	3
	OR	
NRS 200	Environmental Science	3
EAS 203	Earth History	3
	OR	
GEL 203	Earth History	3
EAS 204	Earth History Laboratory	1
	OR	
GEL 204	Earth History Laboratory	1
EAS 206	Physical Geography	4
	OR	
GEO 206	Physical Geography	4
EAS 208	Environmental Geology	4
	OR	
GEL 208	Environmental Geology	4
EAS 210	Geology of California	4
	OR	
GEL 210	Geology of California	4
EAS 211	Weather and Climate	3
EAS 212	Introduction to Geographic Information Systems	3
	OR	
GEO 212	Introduction to Geographic Information Systems	3
EAS 222	Applied GIS	3
	OR	
GEO 222	Applied GIS	3
GEL 100	Earthquake Country	2
MTH 211	Calculus and Analytic Geometry II	5
NRS 115	The Coastal Redwoods	3
PHY 220	Physics for Scientists and Engineers I	4
PHY 221	Physics for Scientists and Engineers II	4

PHY 222	Physics for Scientists and Engineers III	4
Total Major Units		30
Total Degree Units		60

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.

ECONOMICS

Julie Finnegan • 707-468-3134

Degrees

A.A.-T Economics

ASSOCIATE IN ARTS IN ECONOMICS FOR TRANSFER

Economics is the study of how the individual or society allocates scarce resources to satisfy unlimited wants. The Associate in Arts in Economics for Transfer explores the principles of economic decision-making as it relates to the individual, firm, industry, government and entire society. The program's required coursework develops critical thinking and analytical skills in anticipation of the intermediate theoretical coursework of a 4-year economics degree. The Associate in Arts in Economics for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Economics or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses – Major:		Units
ECO 200	Principles of Macroeconomics	3
ECO 201	Principles of Microeconomics	3
MTH 210	Calculus and Analytic Geometry I	5
	OR	
MTH 230	Calculus for Business and Economics	3
MTH 220	Statistics	4
Plus 4-5 additional units selected from the following:		Units
BUS 200	Financial Accounting	4
BUS 201	Managerial Accounting	4
MTH 211	Calculus and Analytic Geometry II	5
Plus 4-5 additional units selected from the following or any course not used above:		Units
MTH 212	Calculus and Analytic Geometry III	5
MTH 214	Linear Algebra	4
Total Major Units		21-25
Total Degree Units		60

Career Opportunities: **ECONOMICS**

Students completing a bachelor's or more advanced degree in Economics may find employment as market researchers, educators, budget analysts, statisticians, economists, or government or banking employees.

Associate Degree for Transfer requirements pursuant to SB 1440:

- 60 semester or 90 quarter CSU-transferable units.

- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis

Program Level Student Learning Outcomes:

1. Use macroeconomic indicators to assess unemployment, inflation, taxation, economic growth and trade.
2. Assess the decision-making behavior of individuals, businesses, and government entities using microeconomic principles.
3. Use quantitative analysis to describe the dynamics of the basic economic models of supply and demand.

EDUCATION

Office of Instruction • 707-468-3002

Degrees

A.A.-T Elementary Teacher Education

ASSOCIATE IN ARTS IN ELEMENTARY TEACHER EDUCATION FOR TRANSFER

The Associate in Arts in Elementary Teacher Education for Transfer provides students with the breadth of skills and knowledge to pursue university level course work in education. The Associate in Arts in Elementary Teacher Education for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Liberal Studies, Education, or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses – Major:

		Units
BIO 200	Concepts of Biology	3
BIO 201	Concepts of Biology Lab	1
CDV 200	Psychology of Development: Infancy through Adolescence	3
EAS 206	Physical Geography	4
OR		
GEO 206	Physical Geography	4
EDU 200	Introduction to the Teaching Profession	3
ENG 200	Reading and Composition	3
ENG 201	Critical Thinking through Literature	4
GEO 202	World Regional Geography	3
HST 202	The United States to 1877	3
HST 205	World History to 1500	3
MTH 120	Math for Educators	3
POL 200	American Government and Politics	3
SCI 201	Survey of Chemistry and Physics	4
SPE 200	Introduction to Public Speaking	3
Plus 3 additional units selected from the following:		Units
COM 202	Argumentation and Debate	3
ENG 205	Critical Thinking	3
Plus 3 additional units selected from the following:		Units
MUS 207	Introduction to Music Appreciation	3
THE 200	Introduction to Theatre	3
Total Major Units		49

Total Degree Units**60**Career Opportunities in **EDUCATION**

Completing the baccalaureate degree or graduate level work can lead to a variety of opportunities in the education field; such as a school teacher, administrator, or in curriculum development.

Associate Degree for Transfer requirements pursuant to SB 1440:

- 60 semester or 90 quarter CSU-transferable units.
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis

Program Level Student Learning Outcomes:

1. Define and describe the basic theories and practices used in natural sciences.
2. Explain and apply quantitative and reasoning processes involved in mathematics problem solving.
3. Identify and analyze the key events in American Politics and History, and World History.
4. Effectively communicate in writing about literature and the arts, using critical analysis skills.
5. Explain basic principles in education and child development.

ENGLISH**Virginia Buccelli • 707-468-3137****Jaime Cechin • 707-468-3140****Lynn Haggitt • 707-468-3123****Bart Rawlinson • 707-468-3049****Degrees**

A.A.-T English

ASSOCIATE IN ARTS IN ENGLISH 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. The Associate in Arts in English for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in English or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses - Major:

	Units
ENG 201 Critical Thinking through Literature	4
ENG 210 Creative Writing	3
ENG 225 Introduction to Shakespeare	3
ENG 245 American Literature I	3
ENG 246 American Literature II	3

Plus 3 additional units selected from the following:

	Units
ASL 200 Elementary American Sign Language: Level I	3
ASL 201 Elementary American Sign Language: Level II	3
ENG 205 Critical Thinking	3
ENG 250 Contemporary World Literature	3
ENG 265 Introduction to California Literature	3
ENG 270 Children's Literature	3
SPN 200 Elementary Spanish: Level I	5
SPN 201 Elementary Spanish: Level II	5

SPN 202	Intermediate Spanish: Level III	5
SPN 210	Spanish for Spanish Speakers: Level I	3
SPN 211	Spanish for Spanish Speakers: Level II	3
THE 200	Introduction to Theatre	3
Total Major Units		19-21
Total Degree Units		60

Career Opportunities in ENGLISH

Completing the baccalaureate degree or graduate level work can lead to a variety of opportunities. Students completing the baccalaureate program or graduate work may be hired in the major or allied fields as a journalist, editor, information specialist, legislative assistant, public relations officer, teacher, advertising writer, lawyer or technical writer.

Associate Degree for Transfer requirements pursuant to SB 1440:

- 60 semester or 90 quarter CSU-transferable units.
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis

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.

Required Courses:

		Hours
ESL 511	English as a Second Language: Advanced	85

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: 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

Vivian Varela • 707-467-1024

Degrees

A.A. Ethnic Studies

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. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses – Major:		Units
ANT 201	Cultural Anthropology	3
SOC 202	Racial and Ethnic Relations	3
SOC 235	Mexican American Culture	3
SOC 241	Pacific Coast Indian Cultures	3
Plus 6 additional units selected from the following:		Units
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 - Major:

		Units
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:

		Units
FSC 50	Fire Instructor Training IA	2
FSC 51	Fire Instructor Training IB	2
FSC 52	Fire Prevention IA/Fire Inspector Practices	2
FSC 53	Fire Prevention IB/Code Enforcement	2
FSC 54	Fire Management I	2
FSC 55	Fire Command IA	2
FSC 56	Fire Command IB	2
FSC 59	Fire Investigation I	2
FSC 62	Basic Wildland Firefighting	2
FSC 65	Incident Command System (ICS) 300	1.5
FSC 196	FSC-Occupational Work Experience Education	1 - 8

Total Major Units	24-31
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

ASSOCIATE IN SCIENCE IN GEOLOGY 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. The Associate in Science in Geology for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Geology or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses – Major:		Units
CHM 250	General Chemistry I	5
CHM 251	General Chemistry II	5
GEL 201	Geology	3
	OR	
EAS 201	Geology	3
GEL 202	Geology Laboratory	1
	OR	
EAS 202	Geology Laboratory	1
GEL 203	Earth History	3
	OR	
EAS 203	Earth History	3
GEL 204	Earth History Laboratory	1
	OR	
EAS 204	Earth History Laboratory	1
MTH 210	Calculus and Analytic Geometry I	5
MTH 211	Calculus and Analytic Geometry II	5
Total Major Units		28
Total Degree Units		60

Career Opportunities in GEOLOGY

Completing the baccalaureate degree or graduate level work can lead to a variety of opportunities. Careers in geology are numerous and varied. From resource management to hazard assessment and mitigation, jobs in geology are available at the local, state and federal level.

Associate Degree for Transfer requirements pursuant to SB 1440:

- 60 semester or 90 quarter CSU-transferable units.
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis

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 SCIENCES

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. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses - Major:

		Units
BIO 231	Human Physiology	5
BIO 260	Cell and Molecular 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

ASSOCIATE IN ARTS IN HISTORY 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. The Associate in Arts in History for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in History or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses – Major:

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

Plus 6 additional units selected from the following: **Units**

HST 200	History of Western Civilization I	3
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OR

HST 205	World History to 1500	3
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AND

HST 201	History of Western Civilization II	3
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OR

HST 206	World History Since 1500	3
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Plus 3 additional units selected from the following or HST 205 or HST 206 if not used above: **Units**

HST 205	World History to 1500	3
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HST 206	World History Since 1500	3
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HST 207	Mexican American History	3
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HST 208	Women in American History	3
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HST 220	Mexican History	3
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HST 222	Native American History	3
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POL 205	Native Americans and Federal Indian Policy	3
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SOC 202	Racial and Ethnic Relations	3
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SOC 235	Mexican American Culture	3
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SOC 241	Pacific Coast Indian Cultures	3
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Plus 3 additional units selected from the following courses not previously used: **Units**

ANT 201	Cultural Anthropology	3
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HST 200	History of Western Civilization I	3
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HST 201	History of Western Civilization II	3
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HST 205	World History to 1500	3
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HST 206	World History Since 1500	3
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HST 221	California History	3
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HST 250	Contemporary America: The People and the Issues	3
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POL 200	American Government and Politics	3
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POL 201	Comparative Politics	3
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POL 203	International Relations	3
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POL 204	California Government and Politics	3
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POL 205	Native Americans and Federal Indian Policy	3
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SOC 201	Social Problems	3
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SOC 202	Racial and Ethnic Relations	3
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SOC 235	Mexican American Culture	3
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Total Major Units
Total Degree Units

18
60

Career Opportunities in **HISTORY**

Completing the baccalaureate degree or graduate level work can lead to a variety of opportunities such as educator, researcher, writer, editor, archivist, information manager, non-profit or government employee, foreign service officer, or a variety of positions within the legal field.

Associate Degree for Transfer requirements pursuant to SB 1440:

- 60 semester or 90 quarter CSU-transferable units.
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis

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 research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses – Major:

HUS 101 Introduction to the Helping Profession

Units

3

	OR	
HUS 170	Introduction to Social Work	3
HUS 103	Field Placement and Practicum Seminar	1.5
	OR	
AOD 164	Field Placement and Practicum Seminar I	1.5
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 197A	Human Service Worker Practicum	2 - 8
	OR	
HUS 197b	Human Service Paraprofessional Practicum	2 - 8
	OR	
AOD 197A	Alcohol and Other Drug Studies Program Practicum	2 - 8
PSY 205	Introductory Psychology	3
SOC 200	Introduction to Sociology	3
Total Major Units		21.5 – 27.5
Total Degree Units		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:		Units
HUS 101	Introduction to the Helping Profession <i>OR</i>	3
HUS 170	Introduction to Social Work <i>OR</i>	3
AOD 151	Alcohol and Other Drugs: Overview	3
HUS 103	Field Placement and Practicum Seminar <i>OR</i>	1.5
AOD 164	Field Placement and Practicum Seminar I	1.5
HUS 105	Field Placement and Practicum Seminar II <i>OR</i>	1.5
AOD 165	Field Placement and Practicum Seminar II Basic Skills for Human Service Workers	1.5HUS 152 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 197b	Human Service Paraprofessional Practicum <i>OR</i>	4 - 8
AOD 197A	Alcohol and Other Drug Studies Program Practicum	4 - 8
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:		Units
HUS 101	Introduction to the Helping Profession	3
HUS 103	Field Placement and Practicum Seminar	1.5
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 197A	Human Service Worker Practicum	2 - 8
HLH 103	Women's Health	3
	OR	
HLH 200	Health Education	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

Sue Blundell • 707-468-3144

Degrees

A.A.-T Kinesiology

ASSOCIATE IN ARTS IN KINESIOLOGY 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 degree will be provided with an integrated approach to the field that includes the biological, psychological, and social-humanistic perspectives. The Associate in Arts in Kinesiology for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Kinesiology or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses – Major:		Units
BIO 230	Human Anatomy	5
BIO 231	Human Physiology	5
KIN 200	Introduction to Kinesiology	3

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:

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

Total Major Units**22 – 27****Total Degree Units****60****Career Opportunities in KINESIOLOGY**

Completing the baccalaureate degree or graduate level work can lead to a variety of opportunities such as physical education specialist, athletic trainer, kinesiologist, personal trainer, exercise physiologist, biomechanist, coach, athletic administrator, or sport psychologist.

Associate Degree for Transfer requirements pursuant to SB 1440:

- 60 semester or 90 quarter CSU-transferable units.
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis

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 in 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 Courses – Major:

		Units
BIO 200	Concepts of Biology	3
	OR	
BIO 202	Human Biology	3
	OR	
BIO 260	Cell and Molecular Biology	5
HST 202	The United States to 1877	3
PSY 210	Life Span Developmental Psychology	3
	OR	
CDV 200	Psychology of Development: Infancy through Adolescence	3
SPE 200	Introduction to Public Speaking	3
	OR	
SPE 210	Interpersonal Communication	3

Choose 6 units from two disciplines (if not used above):

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

Total Major Units
Total Degree Units

18 – 20
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.

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

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

		Units
BIO 201	Concepts of Biology Lab	1
BIO 202	Human Biology	3
BIO 230	Human Anatomy	5
BIO 231	Human Physiology	5
BIO 259	Microbiology	5
BIO 260	Cell and Molecular Biology	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		21 – 23
Total Degree Units		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.

Required Courses – Major:		Units
ART 206	Introduction to Native American Art	3
HST 222	Native American History	3
SOC 241	Pacific Coast Indian Cultures	3
Plus 9 additional units selected from the following:		Units
HST 220	Mexican History	3
HST 221	California History	3
POL 205	Native Americans and Federal Indian Policy	3
SOC 202	Racial and Ethnic Relations	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 Courses - Major:		Units
<i>Choose 3 units from the following list of courses:</i>		
History		
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
<i>Choose 3 units from the following list of courses:</i>		
Political Science		Units
POL 200	American Government and Politics	3
POL 203	International Relations	3
POL 204	California Government and Politics	3
<i>Choose 6 units from the following list of courses:</i>		
Psychology, Society, and Culture		Units
CDV 200	Psychology of Development: Infancy through Adolescence	3
ECO 200	Principles of Macroeconomics	3
ECO 201	Principles of Microeconomics	3
PSY 205	Introductory Psychology	3
PSY 210	Life Span Developmental Psychology	3
PSY 250	Research Methods for the Social Sciences	3
SOC 200	Introduction to Sociology	3
SOC 202	Racial and Ethnic Relations	3
Plus 6 additional units selected from the following or any course not used above:		Units
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
Total Major Units		18
Total Degree Units		60

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

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Degrees

A.S.-T Mathematics

ASSOCIATE IN SCIENCE IN MATHEMATICS 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. The Associate in Science in Mathematics for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Mathematics or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses – Major:

		Units
MTH 210	Calculus and Analytic Geometry I	5
MTH 211	Calculus and Analytic Geometry II	5
MTH 212	Calculus and Analytic Geometry III	5

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

Career Opportunities in MATHEMATICS

Completing the baccalaureate degree or graduate level work can lead to a variety of opportunities including teaching, computer science, engineering, institutional research, accounting, encryption, and actuarial science.

Associate Degree for Transfer requirements pursuant to SB 1440:

- 60 semester or 90 quarter CSU-transferable units.
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis

Program Level Student Learning Outcomes:

1. Distinguish and execute the rules of differentiation of functions of one or more independent variables.
2. Distinguish functions by type and successfully integrate them with one or more appropriate integration techniques.
3. Select appropriate order and limits of double and triple integrals in various coordinate systems.
4. Calculate and analyze the characteristic equation of a matrix to determine eigenvalues and eigenvectors, or distinguish and utilize various techniques to solve differential equations and systems of differential equations.
5. Model and solve application problems such as related rates, centers of mass, calculations of work along a curve, long-term behavior of difference equations, or analysis of spring-mass systems.

MUSIC

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Degrees

A.A. Music – Instrumental
A.A. Music – Vocal
A.A. Recording Arts and Technology

Certificate of Achievement

Recording Arts and Technology

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. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses - Major:

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

	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 additional units from the following:

	Units
MUS 200 Fundamentals of Music	3
MUS 207 Introduction to Music Appreciation	3
MUS 208 Music in World Culture	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 256 Jazz Band	1
MUS 272 Symphonic Band	1

Total Major Units	35
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.

RECORDING ARTS AND TECHNOLOGY ASSOCIATE OF ARTS

The Mendocino College Music Program offers a comprehensive course of study that will lead to an Associate of Arts Degree in Recording Arts and Technology. The program is designed to provide technical, artistic, and historical experiences that prepare the student for career opportunities in the field of audio and for students who are currently employed in the field of audio and desire advancement. Possible career paths may include recording engineer, live sound reinforcement, recording artist, sound designer, Foley artist, and post production. There is no prerequisite or previous knowledge necessary to enter this program of study.

Required Courses:		Units
MUS 110	Recording Studio Techniques I <i>AND</i>	3
MUS 115A	Recording Studio Laboratory	1
MUS 111	Recording Studio Techniques II <i>AND</i>	3
MUS 115B	Recording Laboratory II	1
MUS 112	Recording Techniques III <i>AND</i>	3
MUS 115C	Recording Laboratory III	1
MUS 113	Recording Techniques IV <i>AND</i>	3
MUS 115D	Recording Laboratory IV	1
Plus 8 additional units selected from the following:		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
Plus 4 additional units selected from the following:		Units
MUS 210A	Piano: Beginning I	2
MUS 210B	Piano: Beginning II	2
MUS 210C	Piano: Intermediate I	2
MUS 210D	Piano: Intermediate II	2
Plus 3 additional units selected from the following:		Units
MUS 203	Music History and Literature I	3
MUS 204	Music History and Literature II	3
MUS 208	Music in World Culture	3
MUS 209	History of Rock and Jazz Styles	3
Total Major Units		31
Total Degree Units		60

Program Level Student Learning Outcomes:

1. Compose and analyze music based in tonal harmony.
1. Apply knowledge of music notation and piano performance technique to create performances of musical works.
2. Define and interpret the fundamentals of digital audio production.
3. Evaluate and apply various techniques utilizing recording equipment and hardware in order to create a best-usage practice with the end result being a professional quality product.

RECORDING ARTS AND TECHNOLOGY CERTIFICATE OF ACHIEVEMENT

The Mendocino College Recording Arts and Technology Program offers a comprehensive course of study that will lead to a Certificate in Music Technology. The program is designed to provide technical, artistic, and historical experiences that prepare the student for career opportunities in the field of audio and for students who are currently employed in the field of audio and desire advancement. Possible career paths may include recording engineer, live sound reinforcement, recording artist, sound designer, Foley artist, and post production.

Required Courses:		Units
MUS 110	Recording Studio Techniques I <i>AND</i>	3
MUS 115A	Recording Studio Laboratory	1
MUS 111	Recording Studio Techniques II <i>AND</i>	3
MUS 115B	Recording Laboratory II	1
MUS 112	Recording Techniques III <i>AND</i>	3
MUS 115C	Recording Laboratory III	1
MUS 113	Recording Techniques IV <i>AND</i>	3
MUS 115D	Recording Laboratory IV	1
Plus 8 additional units selected from the following:		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
Plus 4 additional units selected from the following:		Units
MUS 210A	Piano: Beginning I	2
MUS 210B	Piano: Beginning II	2
MUS 210C	Piano: Intermediate I	2
MUS 210D	Piano: Intermediate II	2
Plus 3 additional units selected from the following:		Units
MUS 203	Music History and Literature I	3
MUS 204	Music History and Literature II	3
MUS 208	Music in World Culture	3
MUS 209	History of Rock and Jazz Styles	3
Total units required for Certificate		31

Program Level Student Learning Outcomes:

4. Compose and analyze music based in tonal harmony.
5. Apply knowledge of music notation and piano performance technique to create performances of musical works.
6. Define and interpret the fundamentals of digital audio production.
7. Evaluate and apply various techniques utilizing recording equipment and hardware in order to create a best-usage practice with the end result being a professional quality product.

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. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses – Major:		Units
BIO 260	Cell and Molecular Biology	5
BIO 261	Diversity, Evolution, and Ecology	5
BIO 262	Biodiversity, Structure, and Function	5
EAS 200	Environmental Science	3
	OR	
NRS 200	Environmental Science	3
EAS 206	Physical Geography	4
	OR	
GEO 206	Physical Geography	4
	OR	
EAS 201	Geology	3
	AND	
EAS 202	Geology Laboratory	1
	OR	
GEL 201	Geology	3
	AND	
GEL 202	Geology Laboratory	1
Total Major Units		22
Total Degree Units		60

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

Fran Laughton - Assistant Director • 707-468-3109

Nora Danning • 707-467-1025

Lisa Woods • 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

BIO 230	Human Anatomy	Units
		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 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:		Units
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
<i>OR</i>	
HLH 115 Therapeutic Nutrition	3
Plus 1 of the following Required Prerequisite Psychology Courses:	Units
PSY 205 Introductory Psychology	3
<i>OR</i>	
PSY 210 Life Span Developmental Psychology	3
<i>OR</i>	
PSY 215 Psychology of Personal Growth	3
<i>OR</i>	
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
<i>OR</i>	
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
	Optional Courses:	Units
NUR 52C	Nursing Technical Lab III	1
NUR 52D	Nursing Technical Lab IV	1
	Total Major Units	26 - 28
	Total Degree Units	60

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

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

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 131	Leadership & Management II	1
NUR 132	Complex Medical/Surgical Nursing II	8
NUR 135	Pharmacology IV	1
Optional Courses:		Units
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
Total units required for Certificate		30 - 38

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

ASSOCIATE IN ARTS IN POLITICAL SCIENCE 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. The Associate in Arts in Political Science for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Political Science or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses – Major:		Units
POL 200	American Government and Politics	3
Plus 9-10 additional units selected from the following:		Units
POL 201	Comparative Politics	3
POL 203	International Relations	3
MTH 220	Statistics	4
Plus 6 additional units selected from the following or any course not used above:		Units
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

Total Major Units **18 - 19**
Total Degree Units **60**

Career Opportunities in **POLITICAL SCIENCE**

Completing the baccalaureate degree or graduate level work can lead to a variety of opportunities including activist/organizer, campaign manager/consultant, elected official, journalist/communications Director, lobbyist, attorney, government relations manager, mediator, teacher/professor, public administrator, foreign service or intelligence officer, civil service executive, and researcher/policy analyst.

Associate Degree for Transfer requirements pursuant to SB 1440:

- 60 semester or 90 quarter CSU-transferable units.
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis

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

A.A. Psychology

ASSOCIATE IN ARTS IN PSYCHOLOGY 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 is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Psychology or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses - Major:

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

Plus 3 additional units selected from the following:		Units
PSY 255	Introduction to Psychobiology	3
	OR	
BIO 200	Concepts of Biology	3
Plus 3 additional units selected from the following or any course not used above:		Units
PSY 210	Life Span Development Psychology	3
PSY 216	Social Psychology	3
Plus 3 additional units selected from the following or any course not used above:		Units
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		
Total Major Units		19
Total Degree Units		60

Career Opportunities in PSYCHOLOGY

Completing the baccalaureate degree or graduate level work can lead to a variety of opportunities such as, social worker; counselor in a wide variety of areas; teacher; therapist; criminal justice worker; rehabilitation therapist; mental health care provider; sexuality educator; and many other job and career options.

Associate Degree for Transfer requirements pursuant to SB 1440:

- 60 semester or 90 quarter CSU-transferable units.
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis

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. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses - Major:

		Units
PSY 205	Introductory Psychology	3
PSY 206	Human Sexuality	3
	OR	
PSY 220	Psychology of Gender	3
PSY 250	Research Methods for the Social Sciences	3
Plus 9 additional units selected from the following courses not used above:		Units
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 190	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 IN ARTS IN SOCIOLOGY 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. The Associate in Arts in Sociology for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Sociology or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses - Major:		Units
SOC 200	Introduction to Sociology	3
Plus 6-7 additional units selected from the following:		Units
MTH 220	Statistics	4
SOC 201	Social Problems	3
SOC 206	Introduction to Research Methods in Sociology	3
Plus 6 additional units selected from the following or any course not used above:		Units
PSY 216	Social Psychology	3
SOC 202	Racial and Ethnic Relations	3
SOC 210	Marriage and Family Relations	3
Plus 3 additional units selected from the following or any course not used above:		Units
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

Career Opportunities in SOCIOLOGY

Completing the baccalaureate degree or graduate level work can lead to a variety of opportunities including teaching, journalism, law, business, communications, non-profit management, corrections/law enforcement, social work, counseling, urban planning, public service, and politics.

Associate Degree for Transfer requirements pursuant to SB 1440:

- 60 semester or 90 quarter CSU-transferable units.
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis

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.

Required Courses:		Units
BUS 174	Introduction to Green Business Principles and Practices	3
BUS 230	Introduction to Business	3
BOT 61	Customer Service	0.5
CSC 201	Computers and Computer Applications	3
SST 162	Safety Standards for Construction	1.5
SST 164	Understanding Blueprints, Diagrams and Schematics	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
SST 200	Sustainability Overview	3
Business Electives (minimum 1):		Units
BUS 108	Computerized Accounting	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.

Required Courses:		Units
BUS 174	Introduction to Green Business Principles and Practices	3
BUS 230	Introduction to Business	3
BOT 61	Customer Service	0.5
CSC 201	Computers and Computer Applications	3
SST 162	Safety Standards for Construction	1.5
SST 164	Understanding Blueprints, Diagrams and Schematics	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
SST 200	Sustainability Overview	3
Business Electives (minimum of 1)		Units
BUS 108	Computerized Accounting	3
BUS 109	California Tax Accounting	1
BUS 132	Entrepreneurial Management	3
BUS 176	The New Green Economy: Trends and Opportunities	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.

Required Courses:		Units
BUS 174	Introduction to Green Business Principles and Practices	3
BUS 230	Introduction to Business	3
BOT 61	Customer Service	0.5
CSC 201	Computers and Computer Applications	3
SST 162	Safety Standards for Construction	1.5
SST 164	Understanding Blueprints, Diagrams and Schematics	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
SST 200	Sustainability Overview	3

Business Electives (minimum 1):		Units
BUS 108	Computerized Accounting	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):		Units
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
- A.A. Theatre Arts - Theatre
- A.A. Theatre Arts - Dance

ASSOCIATE IN ARTS IN THEATRE ARTS FOR TRANSFER

Through study in Theatre Arts and through completion of the college's Associate in Arts in Theatre Arts for Transfer, 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. The Associate in Arts in Theatre Arts for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Theatre Arts or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses - Major:		Units
THE 200	Introduction to Theatre	3
THE 210B	Beginning Acting	3
Plus 3 additional units selected from the following courses:		Units
THE 220A	Acting Performance I	3
THE 225A	Production Crew I	1 - 2
THE 225B	Production Crew II	1 - 2
THE 225C	Production Crew III	1 - 2
Plus 9 additional units selected from the following courses not used above:		Units
THE 202	Introduction to Dramatic Literature	3
THE 210C	Intermediate Acting: Scene Study	3
OR		
THE 210D	Acting Styles	3
THE 215A	Stagecraft	3

THE 215B	Stage Lighting	3
THE 217A	Costume Construction I	3
THE 220A	Acting Performance I	3
THE 225A	Production Crew I	1-2
THE 225B	Production Crew II	1-2
THE 225C	Production Crew III	1-2

Total Major Units 18
Total Degree Units 60

Career Opportunities in THEATRE ARTS

Completing the baccalaureate degree or graduate level work can lead to a variety of opportunities including actor, director, stage manager, production manager, education director, make-up artist, wigmaster, dramaturge, literary manager, technical director, costume designer, set designer, lighting designer, stage carpenter, stage electrician, prop master, house manager, theatre publicist, theatre teacher, theatre professor, stitcher, theatrical producer, scenic painter, and many other diverse artistic, technical and management positions related to the production of theatre, film and television.

Associate Degree for Transfer requirements pursuant to SB 1440:

- 60 semester or 90 quarter CSU-transferable units.
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis

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. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses – Major:		Units
THE 210B	Beginning Acting	3
THE 225A	Production Crew I	1 - 2
Plus 2 additional units selected from the following:		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 2 additional units selected from the following:		Units
MUS 220	Opera Theatre-Performance	1 - 3

THE 105B	Play Development I	1
THE 105C	Play Development II	1
THE 220A	Acting Performance I	3
THE 225B	Production Crew II	1 - 2
THE 225C	Production Crew III	1 - 2
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 3 additional units selected from the following:		Units
THE 215A	Stagecraft	3
THE 215B	Stage Lighting	3
THE 217A	Costume Construction I	3
Plus completion of the requirements below for either the theatre or dance emphasis:		
THEATRE OPTION*		Units
THE 200	Introduction to Theatre	3
Plus 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 217A	Costume Construction I	3
THE 217B	Costume Construction II	2
THE 217C	Costume Construction III	2
THE 217D	Introduction to Costume Design	3
THE 220C	Acting Performance III	3
THE 220D	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, 238E, 238F, 238G, 238H, 242A, 242B, 242C, and 242D) and voice (MUS 230A, 230B, and 230C) are also recommended for students with an acting focus.*

DANCE OPTION:

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

THE 206**	Dance in World Cultures	3
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
THE 250	Choreography	2
Plus 4 additional units selected from the following:		Units
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 238E	Jazz Dance: Beginning	2
THE 238F	Jazz Dance: Advanced Beginning	2
THE 238G	Jazz Dance: Intermediate	2
THE 238H	Jazz Dance: Advanced Intermediate	2
Plus 4 additional units selected from the following:		Units
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 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	21-22
Total Major Units – Dance Option	25-26
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. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete with the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses - Major:		Units
HST 207	Mexican American History	3
SOC 235	Mexican American Culture	3
SPN 196 *	SPN-Occupational Work Experience Education	2
SPN 202	Intermediate Spanish: Level III	4
SPN 210	Spanish for Spanish Speakers: Level I	3
SPN 211	Spanish for Spanish Speakers: Level II	3

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

Total Major Units 18
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.

WORLD LANGUAGES (Spanish for Non-Native Speakers)

ASSOCIATE OF ARTS

The 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. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete with the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses - Major:		Units
SPN 100	Conversational Spanish: Level I	2
SPN 101	Conversational Spanish: Level II	2
SPN 200	Elementary Spanish: Level I	4
SPN 201	Elementary Spanish: Level II	4
SPN 202	Intermediate Spanish: Level III	4
Plus one additional course selected from the following:		Units
HST 207	Mexican American History	3
SOC 235	Mexican American Culture	3
SPN 102	Conversational Spanish: Level III	2

Total Major Units 18-19
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.

MENDOCINO COLLEGE 2015 - 2016 CATALOG



ANNOUNCEMENT OF COURSES

ADMINISTRATION OF JUSTICE

ADJ-30 Drug Abuse Recognition

0.5 Units / 0.5 hours LEC

Credit course taken for Pass/No Pass only

This course is designed to provide students with knowledge, from a law enforcement perspective, of how to recognize alcohol and other drug symptoms of abuse, behaviors, and physiological effects. The instruction will include drug paraphernalia identification and applicable laws.

ADJ-31 National Incident Management System

0.5 Units / 0.5 hours LEC

Credit course taken for Pass/No Pass only

This course provides fundamental instruction in the National Incident Management System (NIMS), California's Standardized Emergency Management System (SEMS), and the Incident Management System (ICS). The course content is specifically designed to meet Federal Homeland Security training requirements for Incident Command System (ICS) 100, ICS 200, SEMS, and ICS 700. This course's curriculum has been approved by the State of California Commission on Peace Officer Standards and Training.

ADJ-52 PC 832 Arrest

1.5 Units / 1.0 hours LEC; 1.5 hours LAB

Credit course taken for Pass/No Pass only

This course will meet requirements for training in arrest methods, search and seizure, and arrest control techniques pursuant to California Penal Code Section 832. Firearms training will not be included in this course.

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

This course will examine the patrol function, the roles and responsibilities of the patrol officer to the agency, as well as to the community, and the skills, knowledge, and techniques an officer needs to function effectively and safely.

ADJ-104 Legal Aspects of Evidence

CSU

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will introduce students to the origin, development, philosophy and constitutional basis of evidence. Topics include: constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; and judicial decisions interpreting individual rights.

ADJ-106 Principles of Investigation

CSU

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will introduce the fundamentals of investigation including crime scene search and recording; collection and preservation of physical evidence; scientific aids and modus operandi; sources of information; interviews and interrogation; and follow-up and case preparation.

ADJ-107 Crime Scene and Laboratory Techniques

CSU

3.0 Units / 3.0 hours LEC***Credit course for grade or Pass/No Pass***

This course will examine the field of crime scene investigations; the role of the crime scene technician; the role of the crime laboratory in the administration of justice system; degrees and limits of scientific conclusions; technical equipment used in crime scene investigations; characteristics, properties and the means of analyzing various categories of physical evidence; the use of common types of cameras; and 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***

This course will provide an overview of the American criminal justice system that will cover the nature and causes of crime, the historical development of criminal law, and the roles of the various subsystems and agencies that operate within the justice system. This course covers the philosophy behind crime control measures, the prosecution of accused persons, incarceration and rehabilitation of convicted offenders and will also examine role expectations, ethics, education and training for professionalism within the justice system.

ADJ-202 Concepts of Criminal LawCSU (D8), UC, IGETC (4H),
MC (B2)**3.0 Units / 3.0 hours LEC*****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***

This course will explore the complex interrelationship and role expectations among the various agencies and the public in addressing crime and conflict. The challenges and prospects of administering justice within a diverse multicultural population is emphasized. The professional image of the criminal justice system is examined as well as the development of positive relationships between the system and the public. The fundamentals of community policing are a focus of the course.

AGRICULTURE**AGR-40 Mushroom Cultivation****1.0 Units / 0.5 hours LEC; 1.5 hours LAB*****Credit course for grade or Pass/No Pass***

This course will introduce the student 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

This course will instruct students how to identify many native California plants that can be used in the landscape. Learn the plants cultural needs and how to best integrate these plants into diverse landscape settings.

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,
MC (A)

3.0 Units/2.0 hours LEC; 3.0 hours LAB

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-116 Sustainable Agricultural Systems** CSU
2.0 Units / 1.5 hours LEC; 1.5 hours LAB
Credit course for grade or Pass/No Pass
 This course will cover the history, definitions, concepts, principles and practices of sustainable agricultural systems. The course will also examine case studies and expose the student to field-based learning through labs and field trips.
- 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
 This course will take the student through all aspects of nursery management including plant propagation; soil medias; transplanting; container, field and greenhouse growing situations; pest and disease management; irrigation and fertilizer estimations and applications. The administrative and financial management of a nursery business will be explored.
- AGR-147 Greenhouse Projects** CSU
3.0 Units / 2.0 hours LEC; 3.0 hours LAB
Credit course for grade or Pass/No Pass
 This course will instruct the student of the interworking of a greenhouse through growing of horticultural crops and gaining experiences in all facets of greenhouse operations and crop production.
- AGR-151 Landscape Irrigation** CSU
2.0 Units / 1.0 hours LEC; 3.0 hours LAB
Credit course for grade or Pass/No Pass
 This course will cover the 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. Time will be spent in the field and in the classroom on the subjects related to both spray systems and drip irrigation systems.
- 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 Sustainable Spring Vegetable Growing 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 spring vegetable growing practices for the small farmer and gardener. This includes plant propagation, soils and crop fertility, drip irrigation practices and scheduling, pest and disease management, heat management and laboratory field work. Principles of sustainable practices will be stressed.

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).

Recommended Preparation: AGR 140

Limitation on Enrollment: Requires Instructor consent. Student must meet criteria for internship work site.

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-151 Alcohol and Other Drugs: Overview**

CSU

3.0 Units / 3.0 hours LEC***Credit course for grade or Pass/No Pass***

This course will provide students with 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. Topics include the social and cultural factors that contribute to the use of alcohol and other drugs, the pattern and progression of substance use disorders, theories of harm reduction, prevention and treatment, and public policy and legislation.

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

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 qualification for 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 letter grade only

This course will prepare students seeking certificates or degrees in Alcohol and Other Drug Studies for their AODS internship. Students will be expected to demonstrate a basic level of skill and knowledge required for the internship. Students will also research and interview agencies which provide services in the field of substance abuse as potential internship sites.

Prerequisite: HUS 154, HUS 155, and HUS 156 with a minimum grade of C.

AOD-164 Field Placement and Practicum Seminar I CSU

1.5 Units / 1.5 hours LEC

Credit course for letter grade only

This course will provide classroom instruction to support the Alcohol and Other Drug Studies Program 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 AODS Program.

Corequisite: AOD 197A

AOD-165 Field Placement and Practicum Seminar II CSU

1.5 Units / 1.5 hours LEC

Credit course for letter grade only

This course will provide classroom instruction to support the second semester of the Alcohol and Other Drug Studies Program field placement practicum. Students will further enhance interpersonal and professional communication and problem solving skills as they further refine, integrate and apply additional knowledge and skills developed in the Alcohol and Other Drug Studies Program.

Prerequisite: AOD 164 with a minimum grade of C.

Corequisite: AOD 197A

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 / 3.0 - 24.0 hours LAB

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).

Recommended Preparation: HUS 152, HUS 154, and HUS 156 with a minimum grade of C.

AOD-197A Alcohol and Other Drug Studies Program Practicum CSU

2.0 - 8.0 Units / 6.0 - 24.0 hours LAB

Credit course for letter grade only

This course will provide 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.

Prerequisite: AOD 158 with a minimum grade of C.

Corequisite: AOD 164 or AOD 165

AOD-199 Independent Study

CSU

0.5 - 4.0 Units / 1.5 - 12.0 hours LAB

Credit course for grade or Pass/No Pass

This course will enable students to explore areas of interest independent of the usual instructional setting. Student and instructor agree upon a program of study, research, reading or activity which is individually tailored to the needs and interests of the student and which is outlined in an Independent Study Proposal. Units are earned based on satisfactory performance and completion of 48 hours of coursework per unit.

Limitation on Enrollment: The student must be enrolled and must have completed a minimum of 12 units of college work with a grade point average of 3.0 or better - The Independent Studies Proposal must be approved by the discipline instructor, area Dean, Director of Admissions and Records, and VP of Education and Student Services.

AMERICAN SIGN LANGUAGE

ASL-200 Elementary American Sign Language: Level I

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

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will introduce everyday communication in American Sign Language (ASL). Students will learn to exchange information, identify others, make requests, give reasons, provide simple directions, and ask for clarification. Topics will center around personal information and the immediate environment. This course will also introduce students 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),
MC (C)

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will continue the study of the fundamentals of American Sign Language (ASL), with an emphasis on communication skills, grammatical structure and practice in the expressive aspects of the language. Additionally, the course will further explore Deaf culture, including the American Deaf perspective, social norms and current issues in the Deaf community.

Prerequisite: ASL 200 with a minimum grade of C.

ANTHROPOLOGY

ANT-200 Physical Anthropology

CSU (B2), UC, IGETC (5B),
MC (A)

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will examine 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 will also be covered.

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

ANT-201 Cultural Anthropology

CSU (D1), UC, IGETC (4A),
MC (B2, Culture)

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.

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

This course will teach the basics of operating, constructing, maintaining, and repairing 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

This course will delve into the mysteries of ceramic glaze materials and the art and science of formulating them into glazes for pottery and sculpture. It is designed to be an entry level but comprehensive study of ceramic glaze technology.

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

This course will focus on the exciting new field of mid-range ceramic. It will be a hands-on lecture and lab investigation into the glazing and firing of both pottery and sculpture.

ART-86 Adobe PhotoShop Laboratory

3.0 Units / 1.5 hours LEC; 4.5 hours LAB

Credit course for grade or Pass/No Pass

This course will serve as an in-depth exploration of the current version of Adobe Photoshop, its tools, techniques and essential features. Students use Photoshop to create images in the most effective manner for print and web publishing. Students develop digital projects and learn appropriate file formats and terminology to effectively communicate with colleagues, printers, web developers in the field; learn how to apply visual design elements and principles; discover their personal style. They are also introduced to the evolving role of the Photoshop artist and designer working professionally today.

ART-140 Art Portfolio and Professionalism

3.0 Units / 1.5 hours LEC; 4.5 hours LAB

Credit course for letter grade only

This course will introduce art students to the process of creating a portfolio of work and moving that artwork from the studio to the show place. Through lectures and demonstrations the students will follow a portfolio of work from concept to presentation. Topics covered will be thesis concept development, digital artwork documentation, promotion, exhibition layout and lighting.

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

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.

**CSU,
MC (C)**

ART-160 Art Gallery Management & Exhibition

1.0 Unit / 0.5 hours LEC; 1.5 hours LAB

Credit course for grade or Pass/No Pass

This course will prepare students for a career in art gallery management. 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 will be covered.

**CSU,
MC (C)**

ART-170A Weaving I

3.0 Units / 1.5 hours LEC; 4.5 hours LAB

Credit course for grade or Pass/No Pass

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

**CSU (C1),
MC (C)**

- ART-170B Weaving II** CSU
3.0 Units / 1.5 hours LEC; 4.5 hours LAB
Credit course for grade or Pass/No Pass
 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 with a minimum grade of C.
Recommended Preparation: ART 213
- ART-176A Fabric Printing and Dyeing I** CSU
3.0 Units / 1.5 hours LEC; 4.5 hours LAB
Credit course for grade or Pass/No Pass
 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** CSU
3.0 Units / 1.5 hours LEC; 4.5 hours LAB
Credit course for grade or Pass/No Pass
 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** CSU
3.0 Units / 3.0 hours LEC
Credit course for grade or Pass/No Pass
 A survey of textiles from prehistory to the present. The course will consider the role of textiles in history and cultures. Some topics to be considered are: tools and techniques; belief systems; rituals; centers of production and trade; fashion and costume; design styles; aesthetics; and motifs. Several cultures/textiles will be studied in depth. Course may not meet major requirements at transfer institutions. See your counselor for more information.
- ART-191 Art and Craft Marketing** CSU
3.0 Units / 3.0 hours LEC
Credit course for grade or Pass/No Pass
 This course will cover pricing, portfolio presentation, marketing, bookkeeping, business and legal considerations for students who want to market their arts and crafts. Class lectures will be augmented by visits to galleries and shops, as well as presentations by arts and crafts professionals.
- 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-199 Independent Study** CSU
0.5 - 4.0 Units / 1.5 - 12.0 hours LAB
Credit course for grade or Pass/No Pass
 This course will enable students to explore areas of interest independent of the usual instructional setting. Student and instructor agree upon a program of study, research, reading or activity which is individually tailored to the needs and interests of the student and which is outlined in an Independent Study Proposal. Units are earned based on satisfactory performance and completion of 48 hours of coursework per unit.
Limitation on Enrollment: The student must be enrolled and must have completed a minimum of 12 units of college work with a grade point average of 3.0 or better - The Independent Studies Proposal must be approved by the discipline instructor, area Dean, Director of Admissions and Records, and VP of Education and Student Services.

ART-201 World Art History I CSU (C1), UC, IGETC (3A),
3.0 Units / 3.0 hours LEC MC (C, Culture)
Credit course for grade or Pass/No Pass
This course will cover 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.
Recommended Preparation: ENG 200

ART-202 World Art History II CSU (C1), UC, IGETC (3A),
3.0 Units / 3.0 hours LEC MC (C, Culture)
Credit course for grade or Pass/No Pass
This course will cover a global view of Art History from the fifteenth century through the present. Included are architecture, sculpture, painting, drawing, metal, textiles, ceramics, drawing, and jewelry of Europe, the Americas, India, China, Japan, Africa, and Pacific Cultures.
Recommended Preparation: ENG 200

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
This course will cover basic concepts of modern art as 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
This course will cover the history and cultural changes of traditional and contemporary art forms of the major indigenous cultural regions of North America and Canada.

ART-210A Fundamentals of Drawing CSU (C1), 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 with a minimum grade of C.

ART-213 Color and Composition CSU (C1), 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 provide a foundation for all subsequent art courses. It covers the application and appreciation of the principles and elements of design including: line, value, shape, texture, space, color and organization of pictorial space. Included is 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,
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 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
 This course will explore 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
 This course will explore advanced traditional and contemporary oil painting techniques in still life, landscape, and nonobjective painting, with emphasis on composition, and further skills development in the use of oil paints and related media, tools, and supplies.
Prerequisite: ART 218A with a minimum grade of C.
- 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
 This course will explore techniques, limits, and unique potentials of watercolor media in still life, landscape, and nonobjective painting. It includes instruction in color theory, tools, surfaces, and mixed 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
 This course will emphasize developing an understanding and appreciation of form, composition and personal expression while simultaneously improving skills in the use of watercolor paints and related media, tools and supplies.
Prerequisite: ART 222A with a minimum grade of C.
- ART-226A Painting-Acrylics I** CSU, UC
3.0 Units/1.5 hours LEC; 4.5 hours LAB
Credit course for grade or Pass/No Pass
 This course will cover 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.
Recommended Preparation: ART 210A
- ART-226B Painting-Acrylics II** CSU, UC
3.0 Units/1.5 hours LEC; 4.5 hours LAB
Credit course for grade or Pass/No Pass
 This course will cover 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.
Recommended Preparation: ART 226A
- ART-229 Portrait Painting** CSU, UC
3.0 Units/1.5 hours LEC; 4.5 hours LAB
Credit course for grade or Pass/No Pass
 This course will introduce the principles, elements, and practices of painting portraits. In this course students develop their ability to organize and apply the basic formal elements and principles of design to painting portraits from photographs as well as live models. Students will apply and expand their knowledge of color theory, paint mixing and technique, as well as lighting and composition for portraiture.
- 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 will cover 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,
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 basic printmaking techniques including Collograph, monotype, linoleum cut, wood cut, drypoint etching, image transfer, low-tech lithography and screen print.
- ART-240A Ceramics I** 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 provide students with a beginning studio experience and introduction to the ancient art of ceramics. Student will learn to make many ceramic projects while gaining an appreciation for both contemporary and historic ceramics.
- 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
 This course will provide further development of wheel and hand-built ceramic forms. In addition it will advance the student in the use of glazes, underglazes, overglazes and other types of decoration.
- 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
 This course will continue building on the lessons and techniques studied in 240A and 240B with a focus on developing a personal language expressed in completion of assigned ceramic projects.
- 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
 This course will provide an advanced study for students who demonstrate mastery of skills and principles in ceramics taught in ART 240A, B and C. Studies include: personalized projects, investigating clay and glaze composition, and advanced design problems.
- 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
 This course will introduce students to 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 will be covered.
- 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
 This course will teach the basic principles and practices of making molds and using them to produce ceramic forms and objects. Projects will include simple molds for plates, bowls and cups, and complex molds for sculptures and tea pots.
- ART-250A Beginning Sculpture** 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 focus on the hands-on act of creating sculpture projects as a means of understanding the language of three-dimensional form. Assignments inspired and directed by the instructor's demonstrations and lectures will use diverse materials and making techniques.
- 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
 This course will teach the basic concepts and techniques of clay as a sculptural material. Projects in relief and three-dimension with relation to form, line, and space will be demonstrated and assigned.

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***

This course will provide the advanced sculpture student with projects to promote a greater awareness of forms and their relationships to space.

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 will serve as an introduction to the exciting world of computer graphics. The student 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. Students will produce effective graphic design projects for web pages and print media, and learn how to create their own original artwork. The course will have an emphasis on graphic design and fine art principles, which is key to producing designs which communicate a 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),
MC (A)**3.0 Units / 3.0 hours LEC*****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, IGETC (5C)

1.5 Units / 1.0 hours LEC; 2.0 hours LAB***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 with a minimum grade of C.

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 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.

May be taken for a maximum of 4 enrollments.

ATH-205A Theory and Analysis of Basketball IA CSU, UC

1.0 Units / 1.0 hours LEC

Credit course for grade or Pass/No Pass

This course will cover the basic strategies, rationale and skill fundamentals involved in intercollegiate basketball.

ATH-205B Theory and Analysis of Basketball IB CSU, UC

1.0 Units / 1.0 hours LEC

Credit course for grade or Pass/No Pass

This course will further cover the basic strategies, rationale and skill fundamentals involved in intercollegiate basketball.

ATH-206A Theory and Analysis of Basketball IIA CSU, UC

1.0 Units / 1.0 hours LEC

Credit course for grade or Pass/No Pass

This course will cover the advanced strategies, rationale and skill fundamentals involved in intercollegiate basketball.

ATH-206B Theory and Analysis of Basketball IIB CSU, UC

1.0 Units / 1.0 hours LEC

Credit course for grade or Pass/No Pass

The course will further cover the advanced strategies, rationale and skill fundamentals involved in intercollegiate basketball.

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** 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.
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-230 Intercollegiate Golf** CSU, UC
2.0 Units / 10.0 hours LAB
Credit course for grade or Pass/No Pass
 This course will cover the skill fundamentals, game strategies, rules, regulations, and conditioning appropriate to golf 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.
May be taken for a maximum of 2 enrollments.
- ATH-231 Theory and Analysis of Golf I** CSU, UC
2.0 Units / 2.0 hours LEC
Credit course for grade or Pass/No Pass
 This course will cover the basic strategies, rationale and skill fundamentals involved in intercollegiate golf.
- ATH-232 Theory and Analysis of Golf 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 golf.
- ATH-240 Intercollegiate Volleyball** 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.

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**

This course will cover the principles of design and operation and the practices of diagnosis, inspection, service, and repair of modern automotive gasoline and diesel engines. This course prepares students for ASE (National Institute for Automotive Service Excellence) certification.

Prerequisite: Any previous AUT course with a minimum grade of C.

Corequisite: AUT 51

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**

This course will cover the 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. This course prepares students for ASE (National Institute for Automotive Service Excellence) certification.

Prerequisite: Any previous AUT course with a minimum grade of C.

Corequisite: AUT 51

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**

This course will cover the design, operation, diagnosis, service, and repair of modern automotive manual transmissions, transaxles, clutches, transfer cases, and rear axles. This course prepares students for ASE (National Institute for Automotive Service Excellence) certification.

Prerequisite: Any previous AUT course with a minimum grade of C.

Corequisite: AUT 51

AUT-145 Automatic Transmissions/Power Trains

CSU

4.0 Units / 2.0 hours LEC; 6.0 hours LAB**Credit course for grade or Pass/No Pass**

This course will cover design, operation, diagnosis, service, and repair of modern automotive automatic transmissions and transaxles. Students will also prepare for ASE certification in automatic transmissions.

Prerequisite: Any previous AUT course with a minimum grade of C.

Corequisite: AUT 51

AUT-146 Automotive Air Conditioning/Heating Systems

CSU

2.0 Units / 1.5 hours LEC; 1.5 hours LAB**Credit course for grade or Pass/No Pass**

This course will cover the 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. The course prepares students for ASE (National Institute for Automotive Service Excellence) certification.

Prerequisite: Any previous AUT course with a minimum grade of C.

Corequisite: AUT 51

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**

This course will cover 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.

Prerequisite: Any previous AUT course with a minimum grade of C.

Corequisite: AUT 51

AUT-166 Automotive Engine Performance

CSU

6.0 Units / 4.0 hours LEC; 6.0 hours LAB**Credit course for grade or Pass/No Pass**

This course will cover basic principles, theory and operation of automotive fuel delivery, ignition and emission control 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) is emphasized.

Prerequisite: AUT 162 with a minimum grade of C.

AUT-170 Advanced Automotive Engine Performance

CSU

6.0 Units / 4.0 hours LEC; 6.0 hours LAB**Credit course for grade or Pass/No Pass**

This course will include an advanced study of modern electronic engine and emission control systems; their operation, diagnosis and repair. The course 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 Program Certification.

Prerequisite: AUT 166 with a minimum grade of C.

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-199 Independent Study

CSU

0.5 - 4.0 Units / 1.5 - 12.0 hours LAB**Credit course for grade or Pass/No Pass**

This course will enable students to explore areas of interest independent of the usual instructional setting. Student and instructor agree upon a program of study, research, reading or activity which is individually tailored to the needs and interests of the student and which is outlined in an Independent Study Proposal. Units are earned based on satisfactory performance and completion of 48 hours of coursework per unit.

Limitation on Enrollment: The student must be enrolled and must have completed a minimum of 12 units of college work with a grade point average of 3.0 or better - The Independent Studies Proposal must be approved by the discipline instructor, area Dean, Director of Admissions and Records, and VP of Education and Student Services.

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.

BIOLOGICAL SCIENCES

BIO-200 Concepts of Biology

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will introduce students to the characteristics, structures and processes of living organisms as they relate to society and the environment

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

BIO-201 Concepts of Biology Lab

1.0 Units / 3.0 hours LAB

Credit course for grade or Pass/No Pass

This course will provide students with opportunities to conduct laboratory experiments and observations which investigate selected topics in the biological sciences.

Prerequisite: BIO 200 or BIO 202 with a minimum grade of C.

Corequisite: BIO 200 or BIO 202

CSU (B3), UC, IGETC (5C)

BIO-202 Human Biology

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will introduce the student to the characteristics, structure, and processes of the human body as they relate to personal health, 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

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, with a minimum grade of C, 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 qualification for MTH 121 through the assessment process.

Recommended Preparation: BIO 202 and BOT 50

**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, with a minimum grade of C, or qualification for ENG 200 through the assessment process and MTH 56 or qualification for MTH 121 or higher through the assessment process.

Recommended Preparation: CHM 200 and BIO 202

**CSU (B2, B3), UC, IGETC (5B, 5C),
MC (A)**

BIO-242 Introduction to OceanographyCSU (B2), UC, IGETC (5B),
MC (A)

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will cover the basic principles and processes of geological, physical, and biological oceanography. This course will also cover the distributional pattern of life in the world's oceans and the basic research tools and methods used by oceanographers.

BIO-243 Biology of Marine MammalsCSU (B2), UC,
MC (A)

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will introduce students to the biology, ecology, behavior, natural history and diversity of marine mammals.

BIO-245 Introduction to Environmental ToxicologyCSU, UC,
MC (A, Wellness)

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.

BIO-259 MicrobiologyCSU (B2, B3), UC, IGETC (5B, 5C),
MC (A)

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 260 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.

BIO-260 Cell and Molecular BiologyCSU (B2, B3), UC, IGETC (5B, 5C),
MC (A)

5.0 Units / 4.0 hours LEC; 4.0 hours LAB

Credit course for letter grade only

This course will cover structure and function, origin, evolution and diversity of cells, biochemistry, metabolism, Mendelian genetics, molecular genetics and biotechnology, cell regulation, cell differentiation and evolutionary development. The philosophy of science, methods of scientific inquiry and experimental design are foundational to the course. This course is intended for biology majors.

Prerequisite: CHM 250 with a minimum grade of C. MTH 56, with a minimum grade of C, or qualification for MTH 220 or higher through assessment process.

Recommended Preparation: ENG 80, with a minimum grade of C, or qualification for ENG 200 through assessment process.

BIO-261 Diversity, Evolution, and Ecology

CSU, UC

5.0 Units / 4.0 hours LEC; 4.0 hours LAB

Credit course for letter grade only

This course will cover the basic principles governing evolution of organisms and interactions between organisms and the environment. The biodiversity, distribution and abundance of life on Earth will be included. This course emphasizes ecological principles at the levels of the population, community, ecosystem and biosphere and covers microevolution and macroevolution. This course is intended for biology majors.

Prerequisite: BIO 260 with a minimum grade of C.

BIO-262 Biodiversity, Structure, and Function

CSU, UC

5.0 Units / 4.0 hours LEC; 4.0 hours LAB

Credit course for letter grade only

This course will survey of the basic biology and diversity of unicellular and multicellular organisms. It emphasizes general biological principles, classification, structure, function and evolutionary adaptations of organisms (including plants, fungi, animals, and unicellular organisms) to their environment. This course is intended for biology majors.

Prerequisite: BIO 260 with a minimum grade of C.

BUSINESS

BUS-50 Mathematical Applications in Business

3.0 Units / 3.0 hours LEC

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.

Recommended Preparation: MTH 11 with a minimum grade of C.

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 or BUS 201

BUS-106 Retail Management

CSU

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

BUS-108 Computerized Accounting

CSU

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will cover the use of computerized accounting software in the accounting cycle from account set-up to through closing process.

Recommended Preparation: Basic ability to use Windows-based computer.

BUS-109 California Tax Accounting

CSU

1.0 Units / 1.0 hours LEC

Credit course for grade or Pass/No Pass

This course will cover regulations, ruling and procedures for filing California Income Tax Returns. Students will learn to prepare current year California State Income Tax Returns.

BUS-110 Payroll Taxation

CSU

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will cover current Federal and California laws and regulations relating to the payroll function of a business. Using computerized payroll software, this course will cover the fundamentals of record keeping, calculations, deductions and required payroll tax form preparation.

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 the fundamentals of federal income taxation using current forms, regulations, rulings, and procedures. Additional topics include tax incidence of individual and business income, deductions, and credits.

BUS-132 Entrepreneurial Management

CSU

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will explore 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.

Recommended Preparation: ENG 80 with a minimum grade of C.

- 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
This course will examine the role of the supervisor/ manager and provides an understanding of how to work with people in an organizational setting. It will also emphasize perception, motivation, communication, leadership styles, group dynamics, decision making, teamwork and managing change.
Recommended Preparation: ENG 80 with a minimum grade of C.
- 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 with a minimum grade of C.
- 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, 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 with a minimum grade of C.
- BUS-150 Entrepreneurial Marketing** CSU
3.0 Units / 3.0 hours LEC
Credit course for grade or Pass/No Pass
This course will cover the nature, functions and importance of marketing as applicable to the entrepreneur. Topics will include analysis of the process of creating and distributing goods and services, and promotion activities.
Recommended Preparation: ENG 80 with a minimum grade of C.
- 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.
Recommended Preparation: ENG 80 with a minimum grade of C.
- 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 with a minimum grade of C.
- 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, with a minimum grade of C, or qualification for ENG 200 through the assessment process and SST 200 with a minimum grade of C.
- 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: ENG 80, with a minimum grade of C, or qualification for ENG 200 through the assessment process and SST 200 with a minimum grade of C.

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 cover financial accounting as a business information system. The course will focus on processing economic transactions through the accounting cycle according to Generally Accepted Accounting Principles (GAAP). Transactions processed will include revenues, expenses, assets, liabilities, equity and cash flows of a business. The course covers presentation and analysis of the income statement, balance sheet, and cash flow statements for service and merchandising businesses.

Recommended Preparation: BUS 50, knowledge of spreadsheet software, ENG 80, with a minimum grade of C, or qualification for 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 cover the use of accounting information by managers in making internal decisions relating to product and service cost systems. The course will cover business decision-making with the use analytical tools in the areas of: product pricing; profitability; cost behavior and allocation; operational, cash flow, and capital budgeting; performance analysis; and responsibility reporting.

Prerequisite: BUS 200 with a minimum grade of C.

Recommended Preparation: BUS 50, knowledge of spreadsheet software, ENG 80, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

BUS-212 Legal Environment of Business CSU, UC,

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will cover fundamental legal principles pertaining to transactions in the business environment. Legal topics include: the law as an instrument of social and political control in society; law and ethics; contract law; torts; agency; judicial and administrative processes; employment law; legal forms of business organizations; as well as domestic and international governmental regulations.

MC (B2)

BUS-230 Introduction to Business CSU, UC,

3.0 Units / 3.0 hours LEC

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 with a minimum grade of C.

MC (B2)

BUSINESS OFFICE TECHNOLOGY

BOT-50 Medical Terminology

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will provide students with an understanding of the language of medicine through the study of the basic word structures used in anatomical, pathological, and operative terms. The course will include terms used in the

integumentary, musculoskeletal, nervous, cardiovascular, respiratory, blood, lymphatic, digestive, endocrine, special senses, urinary, and male and female reproductive systems. Obstetrics, radiology, diagnostic imaging, oncology and pharmacology may also be covered.

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, a 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, a 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 a 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 a 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: A 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: A minimum typing speed of 25 wpm

BOT-70 Business English

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will cover the fundamentals of grammar, punctuation, spelling, proofreading, and capitalization within the business context.

Prerequisite: ENG 10, with a minimum grade of C, or qualification for ENG 12 through the assessment process.

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: 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: 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: 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: 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: 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: 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: 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: BOT 90.1 and BOT 90.2

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: A minimum typing speed of 40 wpm

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: A 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: A 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.

Prerequisite: BOT 53 and BOT 54 with a minimum grade of C

Corequisite: BOT 197B

BOT-170 Written Communication for BusinessCSU,
MC (D2)**3.0 Units/3.0 hours LEC****Credit course for grade or Pass/No Pass**

This course will cover effective written communications for the business environment. Students will apply writing skills to business letters, memoranda, and brief reports.

Prerequisite: ENG 12, with a minimum grade of C, or qualification for ENG 80 or BOT 70 through the assessment process.

Recommended Preparation: A minimum typing speed of 20 wpm

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).

Prerequisite: BOT 53 and BOT 54 with a minimum grade of C

Corequisite: BOT 156

Recommended Preparation: BOT 70

Limitation on Enrollment: Minimum typing speed of 20 wpm

BOT-199 Independent Study

CSU

0.5 - 4.0 Units/1.5 - 12.0 hours LAB**Credit course for grade or Pass/No Pass**

This course will enable students to explore areas of interest independent of the usual instructional setting. Student and instructor agree upon a program of study, research, reading or activity which is individually tailored to the needs and interests of the student and which is outlined in an Independent Study Proposal. Units are earned based on satisfactory performance and completion of 48 hours of coursework per unit.

Limitation on Enrollment: The student must be enrolled and must have completed a minimum of 12 units of college work with a grade point average of 3.0 or better - The Independent Studies Proposal must be approved by the discipline instructor, area Dean, Director of Admissions and Records, and VP of Education and Student Services.

CHEMISTRY**CHM-199 Independent Study**

CSU

0.5 - 4.0 Units/1.5 - 12.0 hours LAB**Credit course for grade or Pass/No Pass**

This course will enable students to explore areas of interest independent of the usual instructional setting. Student and instructor agree upon a program of study, research, reading or activity which is individually tailored to the

needs and interests of the student and which is outlined in an Independent Study Proposal. Units are earned based on satisfactory performance and completion of 48 hours of coursework per unit.

Limitation on Enrollment: The student must be enrolled and must have completed a minimum of 12 units of college work with a grade point average of 3.0 or better - The Independent Studies Proposal must be approved by the discipline instructor, area Dean, Director of Admissions and Records, and VP of Education and Student Services.

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, with a minimum grade of C, 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 or CHM 250 with a minimum grade of C.

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: CHM 200, with a minimum grade of C, or one year of high school chemistry, and MTH 56 with a minimum grade of C.

CHM-251 General Chemistry II

CSU (B1, B3), UC, IGETC (5A, 5C),
MC (A)

5.0 Units / 3.0 hours LEC; 6.0 hours LAB

Credit course for letter grade only

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 with a minimum grade of C.

CHM-255 Organic Chemistry I

CSU (B1, B3), UC, IGETC (5A, 5C),
MC (A)

5.0 Units / 3.0 hours LEC; 6.0 hours LAB

Credit course for letter grade only

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 with a minimum grade of C.

CHM-256 Organic Chemistry II

CSU (B1, B3), UC, IGETC (5A, 5C),
MC (A)

5.0 Units / 3.0 hours LEC; 6.0 hours LAB

Credit course for letter grade only

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 with a minimum grade of C.

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-70C Guidance and Discipline for 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 a framework for implementing positive guidance techniques for young children.

Limitation on Enrollment: Student must have a child enrolled in the Child Development Center.

CDV-70D Math and Science for Young Children

1.0 Units / 1.0 hours LEC

Credit course for grade or Pass/No Pass

This course will introduce philosophy, principles and implementation of math as well as natural and physical science experiences for young children.

Limitation on Enrollment: Student must have a child enrolled at 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

CSU

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will examine the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity.

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 present an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will examine a teacher's role in supporting development and engagement for all young children. This course provides strategies for developmentally-appropriate practice based on observation and assessments across the curriculum, including academic content areas; play, art, and creativity; and development of social-emotional, communication, and cognitive skills.

CDV-106 Children with Special Learning Needs

CSU

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will introduce students to the field of special education. Instruction focuses on accommodating and adapting the physical environment, instructional strategies and curriculum to meet the needs of differently able children from birth through third grade.

- CDV-107 Practicum in Child Development** CSU
4.0 Units / 2.0 hours LEC; 6.0 hours LAB
Credit course for grade or Pass/No Pass
 This course will allow students to practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of CDV faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children.
Prerequisite: CDV 100, CDV 101, CDV 180, and CDV 200, with a minimum grade of C
Limitation on Enrollment: Fingerprint clearance and negative Pulmonary Tuberculosis (TB) test results.
- CDV-108 Observation and Assessment** CSU
3.0 Units / 3.0 hours LEC
Credit course for grade or Pass/No Pass
 This course will focus on the appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored.
Limitation on Enrollment: Negative TB test and Good Health Statement required for enrollment.
- CDV-109 Child Health, Nutrition, and Safety** CSU
3.0 Units / 3.0 hours LEC
Credit course for grade or Pass/No Pass
 This course will introduce the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. This course will focus on integrating the concepts into everyday planning and program development for all children.
- 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 will be discussed.
- 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-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 examine administrative principles and practices for Early Childhood Programs. Topics covered include: licensing regulations, leadership skills, budget preparation and analysis, personnel management, parent

involvement programs and community resources. Professionalism and quality standard are emphasized. Partially fulfills licensing requirement for the director.

CDV-134 Advanced Administration of Preschools/Child Care Centers CSU
3.0 Units / 3.0 hours lecture.

Credit course for grade or Pass/No Pass

This course will introduce students to the principles of administration of an Early Childhood Program. Students analyze state and federal regulations and learn how to apply the information to developing and supervising a comprehensive, culturally sensitive, developmentally appropriate program. In addition, students learn about how to write grants and proposals for funds, use advocacy skills for community improvement, develop leadership skills and team management techniques, develop a comprehensive parent partnership, work with program evaluation tools, and understand legal issues. This course partially fulfills the licensing requirement for the director.

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

This course will explore methods and principles of supervising auxiliary staff and trainees in early childhood programs. It 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.

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 introduce students who are interested in working with school-aged children to the philosophies of programs for school children. This overview of programs and services covers the development of curriculum that is developmentally appropriate. Theories related to the growth and development of school age children and issues related to school age programs are explored.

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-180 Child, Family and Community CSU (D0),
MC (B2)
3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will examine the developing child in a societal context focusing on the interrelationship of family, school, and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families.

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-199 Independent Study CSU
1.0 - 4.0 Units / 1.5 - 12.0 hours LAB

Credit course for grade or Pass/No Pass

This course will enable students to explore areas of interest independent of the usual instructional setting. Student and instructor agree upon a program of study, research, reading or activity which is individually tailored to the needs and interests of the student and which is outlined in an Independent Study Proposal. Units are earned based on satisfactory performance and completion of 48 hours of coursework per unit.

Limitation on Enrollment: The student must be enrolled and must have completed a minimum of 12 units of college work with a grade point average of 3.0 or better - The Independent Studies Proposal must be approved by the discipline instructor, area Dean, Director of Admissions and Records, and VP of Education and Student Services.

CDV-200 Psychology of Development: Infancy through Adolescence

**CSU (D9, E), UC, IGETC (4I),
MC (B2, Wellness)**

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will examine the major physical, psychosocial, and cognitive/language developmental milestones for children both typical and atypical from conception through adolescence. There will be an emphasis on interactions between maturational process and environment factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages.

CDV-202 Multi-Cultural Perspective

**CSU, UC,
MC (B2, Culture)**

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will explore the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling.

CLOTHING

CLO-80 Beginning Clothing Construction

3.0 Units / 1.5 hours LEC; 4.5 hours LAB

Credit course for grade or Pass/No Pass

This course will introduce basic clothing construction techniques. Emphasis is on the development of sewing skills, the use and care of equipment, and selection of proper tools, patterns, and fabric. No previous sewing experience is required.

CLO-81 Intermediate Clothing Construction

3.0 Units / 1.5 hours LEC; 4.5 hours LAB

Credit course for grade or Pass/No Pass

This course will cover the construction of garments from natural and synthetic fibers with emphasis on novelty fabrics. Focus is on custom garment construction, proper fitting and alternations, and advanced sewing techniques. Some sewing experience required.

Recommended Preparation: CLO 80 or similar experience.

CLO-82 Pattern Drafting

3.0 Units / 1.5 hours LEC; 4.5 hours LAB

Credit course for grade or Pass/No Pass

This course will introduce drafting patterns from basic bodice, sleeve and skirt measurements as well as creating variations of collars, necklines, sleeves, bodices, skirts and pants. It will include how to use variations to modify commercial patterns for better fit and originality. Some sewing experience required.

Recommended Preparation: CLO 80, CLO 81, and MTH 45

CLO-83 Tailoring

3.0 Units / 1.5 hours LEC; 4.5 hours LAB

Credit course for grade or Pass/No Pass

This course will provide the student with intermediate to advanced sewing skills; specifically custom tailoring techniques used in the construction of coats, suits, and sport coats. Emphasis will be on simplified construction techniques used in the fashion industry including hand-tailoring processes, designer patterns, specialty fabrics, plaids, stripes, napped fabrics, and more complex sewing techniques.

Recommended Preparation: CLO 81

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-199 Independent Study

CSU

0.5 - 4.0 Units / 1.5 - 12.0 hours LAB

Credit course for grade or Pass/No Pass

This course will enable students to explore areas of interest independent of the usual instructional setting. Student and instructor agree upon a program of study, research, reading or activity which is individually tailored to the needs and interests of the student and which is outlined in an Independent Study Proposal. Units are earned based on satisfactory performance and completion of 48 hours of coursework per unit.

Limitation on Enrollment: The student must be currently enrolled and must have completed a minimum of 12 units of college work with a grade point average of 3.0 or better - The Independent Studies Proposal must be approved by the discipline instructor, area Dean, Director of Admissions and Records, and VP of Education and Student Services.

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: ENG 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 - 3.0 Units / 1.5 - 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-101 Career and Life Planning

CSU

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will assist students in establishing and achieving education, career, and life goals through a comprehensive approach to effective planning. Students will examine how psychological, social, physical and environmental factors impact career and life choices.

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

0.5 - 1.5 Units / 0.5 - 1.5 hours LEC

Credit course for grade or Pass/No Pass

This course will provide a brief overview of campus resources, requirements, and skills important to the success of new college students.

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: ENG 80 and computer literacy

CCS-221 Becoming a Master Student CSU, UC

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

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.

COMMUNICATION STUDIES

COM-180 Writing for Publication CSU,

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

MC (C)

This course will provide students with the opportunity to develop 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

COM-200 Mass Media and SocietyCSU (D7), UC, IGETC (4G),
MC (B2)

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, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

COM-201 Writing for the Mass Media

CSU, UC

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will introduce reporting and writing for media, including print, online and broadcast and will include the fundamentals of reporting, writing and critical thinking skills, with an emphasis on accuracy, balance, and ethics. Focus will also be on the skills needed to conceive, plan, report and write news and feature stories for print, online and broadcast, and coordinate stories with photographs or other multimedia illustrations.

Recommended Preparation: ENG 80, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

COM-202 Argumentation and DebateCSU (A3), UC, IGETC (1B),
MC (D2)

3.0 Units / 3.0 hours LEC

Credit course for letter grade only

This course will prepare students to present sound arguments and evaluate the arguments of others in both written and verbal formats. Students learn to assert a clear thesis and provide appropriate evidence in the context of verbal argument and debate. A series of writing assignments will focus on developing critical thinking skills, persuasive rhetoric, and sophisticated argumentative skills. The fundamentals of analysis, case building and dissent are discussed and applied to written assignments and oral presentations.

Prerequisite: ENG 200 with a minimum grade of C.

COM-211 Intercultural CommunicationCSU (D7), UC, IGETC (4G),
MC (B2), Culture

3.0 Units / 3.0 hours LEC

Credit course for letter grade only

This course will introduce students to the influence of culture on identity, perception, social organization, language and nonverbal messages in intercultural experiences in both domestic and global contexts.

Recommended Preparation: ENG 200

COM-250 Introduction to Communication StudiesCSU, UC,
MC (B2)

3.0 Units / 3.0 hours LEC

Credit course for letter grade only

This course will introduce students to the field of Communication Studies. Exploring communication theories and its foundational principles will help students recognize and use this complex, dynamic, and often misunderstood process. Students will also explore the various contexts of communication such as interpersonal, intercultural, gender, and group communication.

Recommended Preparation: ENG 80, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

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, basic word processing, and Internet and e-mail use.

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 continue the introduction to the computer and keyboard. Topics include basic computer terminology and skills, including keyboarding, operating system, word processor, Internet, spreadsheet, and PowerPoint. Students will learn keyboarding, simple document processing, Internet use, 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 with a minimum grade of C.

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 with a minimum grade of C.

CSC-105 Introduction to Unix I**1.5 Units / 1.25 hours LEC; 0.75 hours LAB*****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.

**CSU,
MC (D2)****CSC-106 Introduction to Unix II****1.5 Units / 1.25 hours LEC; 0.75 hours LAB*****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 with a minimum grade of C.

**CSU,
MC (D2)****CSC-130 Web Design and Development****3.0 Units / 2.5 hours LEC; 1.5 hours LAB*****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 with a minimum grade of C.

**CSU,
MC (D2)****CSC-134 Web Application Development****3.0 Units / 2.5 hours LEC; 1.5 hours LAB*****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 with a minimum grade of C.

Recommended Preparation: Some experience with computer programming, or CSC 221, CSC 203, or CSC 213.

**CSU,
MC (D2)****CSC-164 Electronic Spreadsheets****3.0 Units / 2.5 hours LEC; 1.5 hours LAB*****Credit course for grade or Pass/No Pass***

This course will cover the use of electronic spreadsheets to solve business problems. Students will create a variety of spreadsheets from simple to complex using data, formulas and "what if" scenarios.

Recommended Preparation: Computer literacy

CSU

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 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 with a minimum grade of C.

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).

Recommended Preparation: CSC 201 and CSC 220

Limitation on Enrollment: Student must meet criteria for internship work site.

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 with a minimum grade of C.

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**4.0 Units / 3.5 hours LEC; 1.5 hours LAB***Credit course for letter grade only*

This course will introduces 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.

CSU, UC,
MC (D2)**CSC-222 Programming and Algorithms II****4.0 Units / 3.5 hours LEC; 1.5 hours LAB***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 with a minimum grade of C.

CSU, UC,
MC (D2)**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, with a minimum grade of C, and MTH 56 or high school college-prep Algebra II with a minimum grade of C.

CSU (B4), UC, IGETC (2A),
MC (D2)**CSC-500 Computer Laboratory****0.0 Units / 3.0 hours LAB***Non-credit Course*

This course will provide Mendocino College students with personalized technical assistance on the use of the installed equipment and software on college desktop computers in order to facilitate student research, preparation, and completion of assignments from college courses.

Limitation on Enrollment: Concurrent enrollment in another Mendocino College course.

COOPERATIVE WORK EXPERIENCE

CED-50 Introduction to Work Experience**0.5 - 3.0 Units / Credit course for grade or Pass/No Pass**

This course will provide students credit for completing supervised, on-the-job learning experience, and is intended 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 and will assist them in acquiring desirable work habits, attitudes, and career awareness by achieving work-related learning objectives.

May be taken for a maximum of 2 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.

CSU

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

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 and CAM 52 with a minimum grade of C.

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: Ability to work with fractions and decimals.

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

Prerequisite: CAM 59A with a minimum grade of C.

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 with a minimum grade of C.

Corequisite: CAM 52

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 with a minimum grade of C.

CAM-59C Pastry and Desserts

1.0 Units / 0.5 hours LEC; 1.5 hours LAB

Credit course for grade or Pass/No Pass

This course will focus 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 which may include custards, puddings, fruit desserts, fried desserts, specialty cookies, trifles, mousses, and tortes.

Prerequisite: CAM 52 with a minimum grade of C.

Corequisite: CAM 52

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 LEC

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.

Prerequisite: CAM 54 or MTH 11 with a minimum grade of C.

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

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: CAM 52 with a minimum grade of C.

Corequisite: CAM 52

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 with a minimum grade of C.

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 with a minimum grade of C.

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 with a minimum grade of C.

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 with a minimum grade of C.

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 with a minimum grade of C.

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 will provide Culinary Arts Management certificate students the opportunity to apply knowledge, skills and attitudes learned in the classroom in an actual work setting.

Prerequisite: CAM 51A with a minimum grade of C.

EARTH SCIENCE**EAS-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***

This course will introduce students to Environmental Science, 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 is on sustainable use of Earth's resources and the reduction of pollution. The focus on both physical and biological principles is critical when dealing with complex environmental problems.

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

EAS-201 GeologyCSU (B1), UC, IGETC (5A),
MC (A)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will introduce modern geologic principles and use 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. Students needing an associated physical science laboratory should sign up for EAS 202 along with this course.

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

EAS-202 Geology Laboratory

CSU (B3), UC, IGETC (5C)

1.0 Units / 3.0 hours LAB***Credit course for grade or Pass/No Pass.***

This course will give students a chance for hands-on study of key geologic principles. Topics include plate tectonics, rock and mineral sample identification, geologic map analysis, and field investigations.

Prerequisite: EAS 201 with a minimum grade of C.

Corequisite: EAS 201 with a minimum grade of C.

EAS-203 Earth HistoryCSU (B1), UC, IGETC (5A),
MC (A)**3.0 Units / 3.0 hours LEC*****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. Students needing an associated physical science laboratory should sign up for EAS 204 along with this course.

Recommended Preparation: ENG 80 or qualification for ENG 200 through assessment process

EAS-204 Earth History LaboratoryCSU (B3), UC, IGETC (5C),
MC (A)**1.0 Units / 3.0 hours LAB*****Credit course for grade or Pass/No Pass***

This course will introduce the world of fossils and rocks and what they tell us about the history of the Earth. Using modern geologic principles, the Earth and its ancient history can be understood for a better appreciation of the solid Earth and the world around you. Required field trips may be scheduled.

Prerequisite: EAS 203 or GEL 203 with a minimum grade of C.

Corequisite: EAS 203 or GEL 203

EAS-206 Physical GeographyCSU (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***

This course will offer 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 GeologyCSU (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***

This course will introduce 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 CaliforniaCSU (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***

This course will focus 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 ClimateCSU (B1), UC, IGETC (5A),
MC (A)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will introduce 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 SystemsCSU, UC,
MC (A)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will introduce 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. The 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: ENG 80 or qualification for ENG 200 through the assessment process.

EAS-222 Applied GISCSU, UC,
MC (A)**3.0 Units / 2.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass/No Pass***

This course will focus 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 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

CSU (D2), UC, IGETC (4B),
MC (B2)

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will cover economic analysis of the theory of income determination; national income accounting, business cycles, monetary and fiscal policy, the national debt, the central banking system of the United States, and economic growth and development.

Prerequisite: MTH 56, with a minimum grade of C, or one year of college-prep Algebra II.

ECO-201 Principles of Microeconomics

CSU (D2), UC, IGETC (4B),
MC (B2)

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will cover 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, with a minimum grade of C, or one year of college-prep Algebra II.

EDUCATION

EDU-110 Tutoring Methods

CSU

1.0 Units / 1.0 hours LEC

Credit course for grade or Pass/No Pass

This course will cover effective tutoring techniques. Topics include planning the tutoring session; effective communication skills; reading, writing and study assistance; and techniques for working with disabled and culturally different students.

EDU-196 EDU-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.

EDU-200 Introduction to the Teaching Profession

CSU, UC

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will introduce students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 45 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher.

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

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

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.

EGR-199 Independent Study

CSU

0.5 - 4.0 Units / 1.5 - 12.0 hours LAB

Credit course for grade or Pass/No Pass

This course will enable students to explore areas of interest independent of the usual instructional setting. Student and instructor agree upon a program of study, research, reading or activity which is individually tailored to the needs and interests of the student and which is outlined in an Independent Study Proposal. Units are earned based on satisfactory performance and completion of 48 hours of coursework per unit.

Limitation on Enrollment: The student must be enrolled and must have completed a minimum of 12 units of college work with a grade point average of 3.0 or better - The Independent Studies Proposal must be approved by the discipline instructor, area Dean, Director of Admissions and Records, and VP of Education and Student Services.

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

This course will cover basic principles of engineering graphics. Orthographic projection, descriptive geometry, and geometric tolerancing will be introduced with an emphasis on solving 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 will be applied using design contexts.

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 or PHY 220 with a minimum grade of C.

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-41A English Bridge A

0.5 - 1.0 Units / 1.5 - 3.0 hours LAB

Credit course taken for Pass/No Pass only

This course will review basic rules of grammar, sentence structure, and language usage. Topics will also include support for reading and writing skills needed for success in English classes. Students will engage in work which supports them in success in their current English class and/or the class they expect to take in the following semester.

ENG-41B English Bridge B**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB*****Credit course taken for Pass/No Pass only***

This course will offer students a second semester bridge class to support their next level of English. Topics will include review of grammar, sentence structure, and language usage. Instruction will emphasize support for academic reading and writing skills needed for success in English classes. Students will engage in work which supports them in success in their current English class and/or the class they expect to take in the following semester.

ENG-41C English Bridge C**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB*****Credit course taken for Pass/No Pass only***

This course will offer students a third semester bridge class to support their next level of English. Topics will include any brush up needed of grammar and punctuation. Topics will emphasize reading and writing skills needed for success in transfer-level English classes. Students will engage in work which supports them in success in their current English class and/or the class they expect to take the following term.

ENG-60 Reading and Writing Laboratory**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB*****Credit course taken for Pass/No Pass only***

This course will provide support for students completing reading and writing assignments from any class. Students will have the opportunity to work on their assignments, get help as needed from an English instructor, and be directed toward other campus resources for reading and writing support.

ENG-80 Academic Reading and Writing**4.0 Units / 4.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will focus on the academic reading and writing skills necessary for success in college courses. A variety of genres will be explored with an emphasis on expository reading and writing assignments.

Prerequisite: BOT 70 or ENG 12, with a minimum grade of C, or qualification for ENG 80 through the assessment process.

Recommended Preparation: Concurrent enrollment in ENG 60 or ENG 560

ENG-160 Transfer-Level Reading and Writing Lab

CSU

0.5 - 1.0 Units / 1.5 - 3.0 hours LAB***Credit course taken for Pass/No Pass only***

This course will provide support for students completing reading and writing assignments from university level courses. Particular attention will be paid to assignments requiring documented research, argumentative writing, and other assignments requiring advanced writing and critical thinking skills. Students will have the opportunity to work on their assignments, get help as needed from an English instructor, and be directed toward other campus resources for reading and writing support.

Recommended Preparation: Students should be co-enrolled in a transfer level course with university level reading and/or writing assignments.

ENG-199 Independent Study

CSU

0.5 - 4.0 Units / 1.5 - 12.0 hours LAB***Credit course for grade or Pass/No Pass***

This course will enable students to explore areas of interest independent of the usual instructional setting. Student and instructor agree upon a program of study, research, reading or activity which is individually tailored to the needs and interests of the student and which is outlined in an Independent Study Proposal. Units are earned based on satisfactory performance and completion of 48 hours of coursework per unit.

Limitation on Enrollment: The student must be enrolled and must have completed a minimum of 12 units of college work with a grade point average of 3.0 or better - The Independent Studies Proposal must be approved by the discipline instructor, area Dean, Director of Admissions and Records, and VP of Education and Student Services.

ENG-200 Reading and CompositionCSU (A2), UC, IGETC (1A),
MC (D1)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will fulfill the requirements of the first semester of freshman composition at the university level. All sections are both writing and reading intensive. Topics covered include thesis development and support, writing essays in various rhetorical modes, close reading, and completion of a thorough, properly cited research paper.

Prerequisite: BOT 170 or ENG 80, with a minimum grade of C, 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, IGETC (1B, 3B),
4.0 Units / 4.0 hours LEC MC (C)

Credit course for grade or Pass/No Pass

This course will develop critical thinking, reading and writing skills beyond the level achieved in English 200. It emphasizes logical reasoning, analysis, and strategies of argumentation through the exploration of literature. Students completing this course will be able to understand and utilize important concepts employed in literary analysis as well as the rhetoric used in the study of formal logic.

Prerequisite: ENG 200 with a minimum grade of C.

ENG-205 Critical Thinking CSU (A3), UC, IGETC (1B),
3.0 Units / 3.0 hours LEC MC (D2)

Credit course for grade or Pass/No Pass

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 with a minimum grade of C.

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, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

Recommended Preparation: ENG 200

ENG-212 Intermediate Creative Writing CSU, UC
3.0 Units / 3.0 hours LEC

Credit course for letter grade only

This course will enable students to develop a broader understanding of the techniques for writing and revising in the major genres of fiction, poetry, drama, and creative nonfiction. Students will study and practice literary craft, and develop more advanced approaches to the exchange of verbal and written literary critique in a workshop setting.

Prerequisite: ENG 210 with a minimum grade of C.

ENG-225 Introduction to Shakespeare CSU (C2), UC, IGETC (3B),
3.0 Units / 3.0 hours LEC MC (C)

Credit course for grade or Pass/No Pass

This course will explore representative works of Shakespeare, including tragedies, comedies, histories, and sonnets. Students will develop an awareness of the various critical approaches to the Shakespearean texts. Students will engage in critical analysis of content, form, and style in assigned texts.

Prerequisite: ENG 200 with a minimum grade of C.

ENG-245 American Literature I CSU (C2), UC, IGETC (3B),
3.0 Units / 3.0 hours LEC MC (C)

Credit course for grade or Pass/No Pass

This course will introduce students to America's literary traditions from their beginnings to the second half of the nineteenth century.

Prerequisite: ENG 200 with a minimum grade of C.

ENG-246 American Literature II CSU (C2), UC, IGETC (3B),
3.0 Units / 3.0 hours LEC MC (C)

Credit course for grade or Pass/No Pass

This course will introduce students to a wide range of American authors and their relationship to major literary and intellectual movements from the second half of the nineteenth century to the present.

Prerequisite: ENG 200 with a minimum grade of C.

ENG-250 Contemporary World Literature CSU (C2), UC, IGETC (3B),
3.0 Units / 3.0 hours LEC MC (C, Culture)

Credit course for grade or Pass/No Pass

This course will explore contemporary world literature (fiction and non-fiction written between 1950 to the present) from around the world, including the United States, Asia, Africa, Caribbean, Europe, Latin America, and the Middle East, with emphasis on the diversity of common global issues. It will also explore the ways in which different cultures use literature to treat similar themes and problems such as politics, religion, cultural diversity, technology,

scientific discovery, and current cultural developments through the careful reading of selected texts from a range of cultures throughout the world.

Prerequisite: ENG 200 with a minimum grade of C.

ENG-265 Introduction to California Literature

**CSU (C2), UC, IGETC (3B),
MC (C, Culture)**

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will examine the literature of California in the context of its social, political, and historical evolution through the viewpoints of California authors. Content will include a range of literature (fiction/non-fiction, poetry, memoirs, essays, exploration accounts) which examine the diversity of the unique California experience.

Prerequisite: ENG 200 with a minimum grade of C.

ENG-270 Children's Literature

**CSU (C2), UC, IGETC (3B),
MC (C)**

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 with a minimum grade of 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

1.0 - 3.0 Units / 1.0 - 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will be a beginning to intermediate level 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

0.5 - 1.0 Units / 1.5 - 3.0 hours LAB

Credit course for grade or Pass/No Pass

This course will offer support for English as a Second Language (ESL) students in reading, writing, listening, and speaking 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 continue to promote the development of beginning grammar skills covered in ESL 7A, in the context of authentic language production. Coursework will include reading, writing, listening and speaking skills development. Students will expand upon vocabulary, 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 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: ESL 7A, with a minimum grade of C, and ESL 7B, with a minimum grade of C, or qualification for Level 9 through the 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 expand upon the development of skills in reading, writing, listening, and speaking that were covered in ESL 9A. This course will 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 ESL 9A will cover the grammar topics necessary to complete the Intermediate level of ESL.

Prerequisite: ESL 7A, with a minimum grade of C, and ESL 7B, with a minimum grade of C, or qualification for Level 9 through the 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: ESL 9A, with a minimum grade of C, and ESL 9B, with a minimum grade of C, or qualification for Level 11 through the 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 further promote the development of communicative competence in advanced grammar topics in the context of a variety of writing forms, reading comprehension and speaking covered in ESL 11A. Students will continue to 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: ESL 9A, with a minimum grade of C, and ESL 9B, with a minimum grade of C, or qualification for Level 11 through the 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***

This course will offer support for English as a Second Language (ESL) students in reading, writing, listening, and speaking through supplementary instruction and supervised practice.

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 Command 1A – Structure Fire Command Operations for the Company Officer

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-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, with a minimum grade of C, 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

The course will provide an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services.

FSC-112 Fire Behavior & Combustion

CSU

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will cover the theory and fundamentals of how and why fires start, spread, and are controlled. It will include an in-depth study of fire chemistry, fire characteristics of materials, extinguishing and fire control techniques.

FSC-113 Fire Protection Equipment & Systems

CSU

3.0 Units / 3.0 hours LEC**Credit course for grade or Pass/No Pass**

This course will cover the function and operation of portable fire extinguishing equipment; protection systems for special hazards; sprinkler systems, fire detection, and alarm systems.

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 will study of the components of building construction that relate to fire safety. The elements of construction and design of structures that are key factors when inspecting buildings, preplanning fire operations, and operating at fires will be covered in the course. The course will also review the development and evolution of building and fire codes, and studies in relationship to past fires in residential, commercial, and industrial occupancies.

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.

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.

GEOGRAPHY**GEO-201 Cultural 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 focus on the natural patterns of the earth and the human perception of the environment as a key to understanding regional cultural differences. Field trips to local cultural areas may be assigned. This course is recommended for those interested in elementary teaching, ecology, and the social sciences.

GEO-202 World Regional GeographyCSU (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 GeographyCSU (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**

This course will offer 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 assessment process.

GEO-212 Introduction to Geographic Information SystemsCSU, UC,
MC (A)**3.0 Units / 3.0 hours LEC****Credit course for grade or Pass/No Pass**

This course will introduce 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. The 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: ENG 80 or qualification for ENG 200 through the assessment process.

GEO-222 Applied GISCSU, UC,
MC (A)**3.0 Units / 2.0 hours LEC; 3.0 hours LAB****Credit course for grade or Pass/No Pass**

This course will focus 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 201 or equivalent 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**

This course will introduce real estate professionals and home owners to the geology of Lake and Mendocino Counties and provide information on specific geologic hazards, applicable regulations, and pertinent sources of information. 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.

GEL-100 Earthquake Country

CSU

2.0 Units / 2.0 hours LEC**Credit course for grade or Pass/No Pass**

This course will 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 why's" of earthquakes, as well as the steps to take before and after an earthquake strikes. Field trips may be scheduled.

GEL-201 GeologyCSU (B1), UC, IGETC (5A),
MC (A)**3.0 Units / 3.0 hours LEC****Credit course for grade or Pass/No Pass**

This course will introduce modern geologic principles and use 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. Students needing an associated physical science laboratory should sign up for GEL 202 along with this course.

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

GEL-202 Geology Laboratory

CSU (B3), UC, IGETC (5C)

1.0 Units / 3.0 hours LAB**Credit course for grade or Pass/No Pass**

This course will give students a chance for hands-on study of key geologic principles. Topics include plate tectonics, rock and mineral sample identification, geologic map analysis, and field investigations.

Prerequisite: GEL 201 with a minimum grade of C.

Corequisite: GEL 201 with a minimum grade of C.

GEL-203 Earth HistoryCSU (B1), UC, IGETC (5A),
MC (A)**3.0 Units / 3.0 hours LEC****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. Students needing an associated physical science laboratory should sign up for GEL 204 along with this course.

Recommended Preparation: ENG 80, with a minimum grade of C, or qualification for ENG 200 through assessment process.

GEL-204 Earth History Laboratory

CSU (B3), UC, IGETC (5C)

1.0 Units / 3.0 hours LAB

Credit course for grade or Pass/No Pass

This course will introduce the world of fossils and rocks and what they tell us about the history of the Earth. Using modern geologic principles, the Earth and its ancient history can be understood for a better appreciation of the solid Earth and the world around you. Required field trips may be scheduled.

Prerequisite: GEL 203 or EAS 203 with a minimum grade of C.

Corequisite: GEL 203 or EAS 203

GEL-208 Environmental Geology

**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

This course will introduce 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, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

GEL-210 Geology of California

**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

This course will focus 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, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

HEALTH

HLH-50 Community CPR and First Aid

0.5 Units / 0.25 hours LEC; 0.75 hours LAB

Credit course for grade or Pass/No Pass

This course will provide instruction on the knowledge and skills necessary to perform Adult, Child, and Infant cardiopulmonary resuscitation (CPR). Additional training will include use of an automated external defibrillator (AED) 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 2 years) and Basic First Aid (valid for 3 years).

HLH-56 EMT-I Refresher

1.0 Units / 0.8 hours LEC / 0.6 hours LAB

Credit course for grade or Pass/No Pass

This course will meet the minimum standards for 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-103 Women's Health

**CSU (E),
MC (Wellness)**

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will address 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.

Appropriate for the general public, as well as health care and human service providers.

HLH-114 Foods and Nutrition**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will introduce 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***

This course will present 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.

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: Provide proof of immunization to MMR and have at least started the HEP B vaccination series.

Advisory: A criminal background check, 10 panel drug screen and flu shot will be required to complete the field portion of class. This portion of class occurs sometime between the 12th and 16th weeks of the semester. While not required for enrollment in the course, they will be required by the time field internships start.

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-199 Independent Study**0.5 - 4.0 Units / 1.5 - 12.0 hours LAB*****Credit course for grade or Pass/No Pass***

This course will enable students to explore areas of interest independent of the usual instructional setting. Student and instructor agree upon a program of study, research, reading or activity which is individually tailored to the needs and interests of the student and which is outlined in an Independent Study Proposal. Units are earned based on satisfactory performance and completion of 48 hours of coursework per unit.

Limitation on Enrollment: The student must be enrolled and must have completed a minimum of 12 units of college work with a grade point average of 3.0 or better - The Independent Studies Proposal must be approved by the discipline instructor, area Dean, Director of Admissions and Records, and VP of Education and Student Services.

CSU

HLH-200 Health Education**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will study lifelong human health and explore 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 / 1.75 hours LEC; 2.25 hours LAB*****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
2.5 Units / 1.75 hours LEC; 2.25 hours LAB
Credit course for grade or Pass/No Pass

CSU (E), UC

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-199 Independent Study
0.5 - 4.0 Units / 1.5 - 12.0 hours LAB
Credit course for grade or Pass/No Pass

CSU

This course will enable students to explore areas of interest independent of the usual instructional setting. Student and instructor agree upon a program of study, research, reading or activity which is individually tailored to the needs and interests of the student and which is outlined in an Independent Study Proposal. Units are earned based on satisfactory performance and completion of 48 hours of coursework per unit.

Limitation on Enrollment: The student must be enrolled and must have completed a minimum of 12 units of college work with a grade point average of 3.0 or better - The Independent Studies Proposal must be approved by the discipline instructor, area Dean, Director of Admissions and Records, and VP of Education and Student Services.

HST-200 History of Western Civilization I
3.0 Units / 3.0 hours LEC
Credit course for grade or Pass/No Pass

CSU (C2, D6), UC, IGETC (3B, 4F),
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
Credit course for grade or Pass/No Pass

CSU (C2, D6), UC, IGETC (3B, 4F),
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
Credit course for grade or Pass/No Pass

CSU (C2, D6), UC, IGETC (3B, 4F),
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
Credit course for grade or Pass/No Pass

CSU (C2, D6), UC, IGETC (3B, 4F),
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
Credit course for grade or Pass/No Pass

CSU (C2, D6), UC, IGETC (3B, 4F),
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: ENG 200

HST-206 World History Since 1500**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will introduce students to modern and contemporary history from 1500 to the present. Topics to be covered include the impact of Western expansion on the Americas, Africa and Asia; the reaction of non-western people to Western expansion; the growth of nationalism; the industrial revolution; and the World Wars of the 20th century. Students will gain an understanding of the interconnectedness of historical events.

Recommended Preparation: ENG 200

**CSU (C2, D6), UC, IGETC (3B, 4F),
MC (B2, C, Culture)****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: ENG 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: ENG 200

**CSU (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***

This course will survey California history from the first peoples to inhabit this region through the present. This course explores the ways that the intersection of politics, the economy, society, culture, and geography has contributed to the formation for contemporary California. Special emphasis is given to the state's diversity.

Recommended Preparation: ENG 80, with a minimum grade of C, or placement into ENG 200 through the assessment process.

**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, with a minimum grade of C, or qualification for ENG 200 through assessment process.

**CSU (C2, D3, D6), UC, IGETC (3B, 4C, 4F),
MC (B1, B2, C, Culture)****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, with a minimum grade of C, or qualification for ENG 200 through assessment process.

**CSU (C2, D6), UC, IGETC (3B, 4F),
MC (B1, B2, C)**

HUMANITIES

HUM-199 Independent Study

CSU

0.5 - 4.0 Units /1.5 - 12.0 hours LAB

Credit course for grade or Pass/No Pass

This course will enable students to explore areas of interest independent of the usual instructional setting. Student and instructor agree upon a program of study, research, reading or activity which is individually tailored to the needs and interests of the student and which is outlined in an Independent Study Proposal. Units are earned based on satisfactory performance and completion of 48 hours of coursework per unit.

Limitation on Enrollment: The student must be enrolled and must have completed a minimum of 12 units of college work with a grade point average of 3.0 or better - The Independent Studies Proposal must be approved by the discipline instructor, area Dean, Director of Admissions and Records, and VP of Education and Student Services.

HUM-200 Humanities through the Arts

CSU (C2), UC, IGETC (3B),
MC (C)

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 with a more critical eye, striving to learn more about themselves, others and humanity.

Recommended Preparation: ENG 200

HUMAN SERVICES

HUS-101 Introduction to the Helping Professions

CSU

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will provide students with an overview of major human service delivery models and occupations. Students will examine the core skills and intervention techniques used in human services, as well as ethical and legal considerations when providing human services. This course is useful for those who wish to continue their studies in social work, mental health, counseling, and other human service professions.

Recommended Preparation: ENG 80, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

HUS-103 Field Placement and Practicum Seminar

CSU

1.5 Units / 1.5 hours LEC

Credit course for grade or Pass/No Pass

This course will provide students with classroom instruction supporting a supervised field experience. Students will develop their interpersonal and professional communication and problem solving skills as they integrate knowledge and skills developed in the Human Service Worker Program.

Corequisite: HUS 197A

HUS-105 Field Placement and Practicum Seminar II

CSU

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

Prerequisite: HUS 103 with a minimum grade of C.

Corequisite: HUS 197b

HUS-152 Basic Skills for Human Service Workers

CSU

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will introduce students to the basic counseling knowledge and skills necessary for effective helping relationships in human service settings. This course is also useful for parents, teachers, tutors, medical personnel, correctional personnel, or anyone interested in becoming an effective helper.

Recommended Preparation: SPE 210 and ENG 80, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

HUS-154 Fundamentals of Interviewing and CounselingCSU,
MC (D2)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will provide students with a non-authoritarian approach to motivating individuals to overcome ambivalence towards change, and to engage in healthy, pro-social lifestyles. 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: HUS 152 and ENG 80, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

HUS-155 Group Leadership and Group Process

CSU

3.0 Units / 3.0 hours LEC***Credit course for grade or Pass/No Pass***

This course will cover the dynamics of therapeutic groups as a means of motivating positive behavioral changes. Course content includes: types and purposes of groups; group rules, roles and norms; group development from formation to closure; and specific facilitator techniques and strategies for ensuring successful group outcomes. The knowledge and skills acquired from the course will help students prepare for diverse human services occupations and can be applied to a wide variety of service settings.

Recommended preparation: ENG 80, HUS 152, and HUS 154, all with a minimum grade of C.

HUS-156 Case Management and Documentation

CSU

3.0 Units / 3.0 hours LEC***Credit course for grade or Pass/No Pass***

This course will provide students with an overview of case management and documentation techniques used by human service agencies. Topics include: intake interviewing; assessment; orientation procedures; referral and follow-up; various methods of planning for treatment, relapse prevention, and aftercare activities. Emphasis is placed on the skills of observation and recording, and both written and oral communication. The knowledge and skills acquired from the course will help students prepare for diverse human services occupations and can be applied to a wide variety of service settings.

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

HUS-157 Co-Occurring 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 use disorders and mental illness. It 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: AOD 151, HUS 152, HUS 154, with a minimum grade of C and ENG 80, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

HUS-159 Intervention Theory and Techniques

CSU

2.0 Units / 1.5 hours LEC; 1.5 hours LAB***Credit course for grade or Pass/No Pass***

This course will provide an overview of the theories and practice of brief interventions appropriate for paraprofessional counseling. The course will blend motivational strategies with various brief intervention approaches used to address ambivalence and resistance to treatment and to support achievement of treatment goals.

Recommended Preparation: HUS 152, HUS 154, with a minimum grade of C and ENG 80, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

HUS-160 Law, Ethics and Human Services

CSU

2.0 Units / 2.0 hours LEC***Credit course for grade or Pass/No Pass***

This course will introduce students to professional ethics and provide an overview of the civil/criminal justice system as it relates to human services. A focus will be on the needs of paraprofessional counselors and human service workers.

Recommended Preparation: ENG 80, with a minimum grade of C, 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

This course will introduce students to methods used by human services paraprofessionals to assist families with a variety of psychosocial issues. Students will analyze the dynamics of problematic family relationships and will develop practical counseling strategies in an experiential class setting.

Recommended Preparation: HUS 154 and ENG 80, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

HUS-162 Community Prevention Theory and Practice CSU

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will cover theories and practices related to the prevention of harmful behaviors and the promotion of healthy assets at the community level. Risk and protective factors, science-based prevention strategies and model programs will be explored.

Recommended Preparation: ENG 80, with a minimum grade of C, 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 will examine the importance of self-care in human service professions. Strategies for personal and professional growth will be investigated. Early warning signs and techniques for avoiding stress, burn-out, and unhealthy relationship patterns in the work environment will be emphasized.

Recommended Preparation: ENG 80, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

HUS-170 Introduction to Social Work CSU,
MC (D2)

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 qualification for 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 / 6.0 - 24.0 hours LAB

Credit course for grade or Pass/No Pass

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.

Prerequisite: HUS 101, HUS 152 and HUS 156 with a minimum grade of C.

Corequisite: HUS 103 and HUS 154

HUS-197B Human Service Paraprofessional Practicum CSU

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 or HUS 105, with a minimum grade of C.

HUS-199 Independent Study

CSU

0.5 - 4.0 Units / 1.5 - 12.0 hours LAB

Credit course for grade or Pass/No Pass

This course will enable students to explore areas of interest independent of the usual instructional setting. Student and instructor agree upon a program of study, research, reading or activity which is individually tailored to the needs and interests of the student and which is outlined in an Independent Study Proposal. Units are earned based on satisfactory performance and completion of 48 hours of coursework per unit.

Limitation on Enrollment: The student must be enrolled and must have completed a minimum of 12 units of college work with a grade point average of 3.0 or better - The Independent Studies Proposal must be approved by the discipline instructor, area Dean, Director of Admissions and Records, and VP of Education and Student Services.

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 introduction to the interdisciplinary approach to the study of Kinesiology, the study of movement. The course will cover an overview of the historical, ethical, 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.

Prerequisite: ENG 80, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

LEARNING SKILLS

LRS-10 Reading Strategies for Students with Learning Disabilities

0.5 Units / 0.5 hours LEC

Credit course taken for Pass/No Pass only

This course will provide small group instruction for students with documented learning disabilities to improve their skills in the following areas: reading accuracy, vocabulary, and comprehension. Students will work to develop strategies for coping with academic challenges. Special instructional techniques are used to help students with learning disabilities.

Limitation on Enrollment: Requires instructor signature - student must be enrolled in a course in which the strategies can be applied.

May be taken for a maximum of 4 enrollments.

LRS-11 Writing Strategies for Students with Learning Disabilities

0.5 Units / 0.5 hours LEC

Credit course taken for Pass/No Pass only

This course will provide small group instruction for students with documented learning disabilities to improve their skills in the following areas: writing and spelling skills. Students will work to develop strategies for coping with academic challenges in writing. Special instructional techniques including software are used to help students with learning disabilities.

Limitation on Enrollment: Requires instructor signature - student must be enrolled in a course in which the strategies can be applied.

May be taken for a maximum of 4 enrollments.

LRS-12 Math Strategies for Students with Learning Disabilities**0.5 Units / 0.5 hours LEC*****Credit course taken for Pass/No Pass only***

This course will provide small group instruction for students with documented learning disabilities to improve their skills in the following areas: using a math textbook, taking math notes and preparing for math tests. Students will work to develop strategies for coping with academic challenges in math. Special instructional techniques are used to help students with learning disabilities.

Limitation on Enrollment: Requires instructor signature - student must be enrolled in a course in which the strategies can be applied.

May be taken for a maximum of 4 enrollments.

LRS-14 Mainstream Strategies for Students w/Learning Disabilities**0.5 Units / 0.5 hours LEC*****Credit course taken for Pass/No Pass only***

This course will provide small group instruction for students with documented learning disabilities to improve their skills in the following areas: note taking, reading comprehension, test taking, memorization, and basic library access skills. Students will work to develop strategies for coping with academic challenges. Special instructional techniques are used to help students with learning disabilities.

Limitation on Enrollment: Requires instructor signature - student must be enrolled in a course in which the strategies can be applied.

May be taken for a maximum of 4 enrollments.

LRS-23 Learning Skills Laboratory**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB*****Credit course taken for Pass/No Pass only***

This course will provide support for students with identified learning disabilities in completing assignments and accessing information from other college courses. Students will be able to identify and understand their learning disability and the appropriate accommodations needed in class for success. Students will be provided the opportunity to learn and adopt successful learning and study strategies to be successful in college level course work and to transfer skills to the work environment. Students will have the opportunity to learn and apply assistive technology and adaptive computer strategies in college courses. This is not a tutorial program.

Limitation on Enrollment: Requires instructor signature - student must be enrolled in a course in which the strategies can be applied.

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***

This course will combine lecture and small group instruction with self-paced practice to encourage adult learners with disabilities to reach their educational and employment goals. 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 is designed for adult learners with disabilities.

Course exempt from repeat provisions.

LRS-501 Theatre and Movement for Adult Learners with Disabilities**0 Units / 0.5 hours LEC; 2.5 hours LAB*****Non-credit Course***

This course will help students develop dramatic and expressive skills using voice and movement as tools for effective communication. Through the use of improvisation, pantomime, role-playing, dance, relaxation exercises, and expressive movement, students will develop greater self-confidence and self-esteem. This course is designed for adult learners with disabilities.

Course exempt from repeat provisions.

LRS-502 Art for Adult Learners with Disabilities**0 Units / 0.5 hours LEC; 1.5 hours LAB*****Non-credit Course***

This course will encourage adult learners with disabilities to enjoy art through experimentation and exploration. Create individualized projects using clay, chalk, collage, water-color, oil pastels, pen, pencil, and objects found in nature. Learn about different materials, gain experience by exploring, and enjoy the process of creating unique art. This course is designed for adult learners with disabilities.

Course exempt from repeat provisions.

LRS-503 Music Enrichment for Adults with Disabilities

0 Units / 0.5 hours LEC; 1.5 hours LAB

Non-credit Course

This course will incorporate music through interactive learning in a supportive environment. Basic theory and skills will be presented at all levels of music development. This course is designed for adult learners with disabilities.

Course exempt from repeat provisions.

LRS-523 Basic Learning Skills Laboratory

0 Units / 1.5 hours LAB

Non-credit Course

This course will provide support for students with identified learning disabilities in completing assignments and accessing information from any college course. Students will be able to identify and understand their learning disability and the appropriate accommodations needed in class for success. Students will be provided the opportunity to learn and adopt successful learning and study strategies to be successful in college level course work and to transfer skills to the work environment. Students will have the opportunity to learn and apply assistive technology and adaptive computer strategies in college courses. This is not a tutorial program.

Limitation on Enrollment: Instructor permission is required to enroll in course.

Course exempt from repeat provisions.

LIBRARY

LIB-200 Information and Research Competency

CSU, UC

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: ENG 80, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

MATHEMATICS

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 Pass/No Pass 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 Pass/No Pass 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 Pass/No Pass 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 Pass/No Pass 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 Pass/No Pass 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 Pass/No Pass 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 Pass/No Pass 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, with a minimum grade of C, or qualification for MTH 45 through the assessment process.

MTH-51 Algebra and Logic for Statistics

5.0 Units / 5.0 hours lecture.

Credit course for grade or Pass/No Pass

This course will cover the arithmetic, algebra, calculator usage, symbolic logic, quantitative language, and data analysis knowledge necessary to succeed in Elementary Statistics. Emphasis will be on critical thinking and preparation of effectively organized assignments. It is not intended for students majoring in math, science, computer science, or business.

Prerequisite: MTH 11, with a minimum grade of C, or one year of college-prep Algebra I or a higher-level math class, with a minimum grade of C, taken within three years of enrollment, or qualification for MTH 51 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 45, with a minimum grade of C, or one year of college-prep Algebra I or a higher-level math class, with a minimum grade of C, taken within three years of enrollment, or qualification for MTH 55 through the assessment process.

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 45, with a minimum grade of C, or one year of college-prep Algebra I or a higher-level math class, with a minimum grade of C, 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, with a minimum grade of C, or one year of college-prep Algebra I or higher-level math class, with a minimum grade of C, taken within three years of enrollment, or qualification for MTH 55.2 through the assessment process.

MTH-56 Intermediate Algebra**MC (D2)****5.0 Units / 5.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will cover fundamental properties and operations of the set of real and complex numbers; linear and quadratic equations and inequalities; polynomials; factoring polynomials; rational expressions; exponents and roots; relations, functions and inverse functions; the Cartesian Coordinate System and linear functions; conic sections; systems of equations and inequalities; and exponential and logarithmic functions.

Prerequisite: MTH 77 or MTH 55 or MTH 55.2, with a minimum grade of C, or one year of college-prep Algebra II or a higher-level math class, with a minimum grade of C, 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 or MTH 55 or MTH 55.2, with a minimum grade of C, or one year of college-prep Algebra II or a higher-level math class, with a minimum grade of C, 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, with a minimum grade of C, or one year of college-prep Algebra II or a higher-level math class, with a minimum grade of C, taken within three years of enrollment, 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***

This course will cover geometric concepts, deductive proof and logical arguments. Topics will include lines, angles, circles, triangles, similarity, congruence, coordinate geometry, volumes, and logic.

Prerequisite: MTH 55 or MTH 55.2, with a minimum grade of C, or one year of college-prep Algebra I or higher-level math class, with a minimum grade of C, taken within three years of enrollment, or qualification for MTH 77 through the assessment process.

MTH-120 Math for Educators**CSU (B4),****3.0 Units / 3.0 hours LEC****MC (D2)*****Credit course for grade or Pass/No Pass***

This course will provide an in-depth investigation of the quantitative reasoning skills recommended for students considering careers in education. The course will include topics such as patterns and sequences, inductive and deductive reasoning, problem solving, logic, set theory, the set of real numbers and its subsets.

Prerequisite: MTH 56, with a minimum grade of C, or one year of college-prep Algebra II or a higher-level math class, with a minimum grade of C, taken within three years of enrollment, or qualification for MTH 120 through the assessment process.

MTH-121 Trigonometry**CSU (B4),****4.0 Units / 4.0 hours LEC****MC (D2)*****Credit course for grade or Pass/No Pass***

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 MTH 56.2, with a minimum grade of C, or one year of college-prep Trigonometry or Pre-calculus or a higher-level math class, with a minimum grade of C, taken within three years of enrollment, or qualification for MTH 121 through the assessment process.

MTH-200 Precalculus Mathematics

**CSU (B4), UC, IGETC (2A),
MC (D2)**

5.0 Units / 5.0 hours LEC

Credit course for letter grade only

This course will cover polynomial, rational, exponential, logarithmic, radical, absolute value, and trigonometric functions and their graphs; analytic geometry, and polar coordinates.

Prerequisite: MTH 121, with a minimum grade of C, or qualification for MTH 200 through the assessment process.

MTH-210 Calculus and Analytic Geometry I

**CSU (B4), UC, IGETC (2A),
MC (D2)**

5.0 Units / 5.0 hours LEC

Credit course for letter grade only

This course will explore the basic concepts of analytic geometry, limits, derivatives, and the definite integral. The topics covered will include limits, derivatives of algebraic and transcendental functions, integration, graphing and optimization.

Prerequisite: MTH 200, with a minimum grade of C, or qualification for MTH 210 through the assessment process.

MTH-211 Calculus and Analytic Geometry II

**CSU (B4), UC, IGETC (2A),
MC (D2)**

5.0 Units / 5.0 hours LEC

Credit course for letter grade only

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 with a minimum grade of C.

MTH-212 Calculus and Analytic Geometry III

**CSU (B4), UC, IGETC (2A),
MC (D2)**

5.0 Units / 5.0 hours LEC

Credit course for letter grade only

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 with a minimum grade of C.

MTH-214 Linear Algebra

**CSU (B4), UC, IGETC (2A),
MC (D2)**

4.0 Units / 4.0 hours LEC

Credit course for letter grade only

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 with a minimum grade of C.

MTH-215 Differential Equations

**CSU (B4), UC, IGETC (2A),
MC (D2)**

3.0 Units / 3.0 hours LEC

Credit course for letter grade only

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 with a minimum grade of C.

MTH-220 Statistics

**CSU (B4), UC, IGETC (2A),
MC (D2)**

4.0 Units / 4.0 hours LEC

Credit course for letter grade only

This course will cover the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications may include data from disciplines including business, social sciences, psychology, life science, health science, and education.

Prerequisite: MTH 56, with a minimum grade of C, or one year of college-prep Algebra II or a higher-level math class, with a minimum grade of C, taken within three years of enrollment, or qualification for MTH 220 through the assessment process.

MTH-230 Calculus for Business and EconomicsCSU (B4), UC, IGETC (2A),
MC (D2)

3.0 Units / 3.0 hours LEC

Credit course for letter grade only

This course will examine applications of differential and integral calculus to the fields of business and economics.

*Prerequisite: MTH 56, with a minimum grade of C, or qualification for MTH 230 through the assessment process.***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 Math 11, 45, 55, 55.1, 55.2, 56, 56.1, and 56.2.

MUSIC**MUS-110 Recording Studio Techniques I**

CSU

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will focus on the study of recording, mixing, and producing music in a recording studio. Emphasis will be on the digital recording principles, acoustics, microphone selection and use, multi-track recording and basic mixing. Students will experience hands-on recording of studio sessions and concerts. The course includes an emphasis on the development of appreciation for the integrity of both emotional and intellectual responses to recordings of music from Western and non-Western cultures.

*Corequisite: MUS 115A***MUS-111 Recording Studio Techniques II**

CSU

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will focus on audio recording systems, components, and philosophies. There will be an emphasis on the daily workings of a recording studio with experience in microphone placement, the mixing console, synchronization, and analog, digital, and hard disk recording. Students will experience hands-on recording of studio sessions and concerts. It will include an emphasis on the development of an appreciation for the integrity of both emotional and intellectual responses to recordings of music from Western and non-Western cultures.

*Prerequisite: MUS 110 with a minimum grade of C.**Corequisite: MUS 115B***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.

*Prerequisite: MUS 111 and MUS 115B with a minimum grade of C.**Corequisite: MUS 115C***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.

*Prerequisite: MUS 112 and MUS 115C with a minimum grade of C.**Corequisite: MUS 115D***MUS-115A Recording Studio Laboratory**

CSU

1.0 Units / 3.0 hours LAB

Credit course for grade or Pass/No Pass

This course will focus on practical applications of recording techniques including the recording of rehearsals, performances, and class projects.

Corequisite: MUS 110

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.

Prerequisite: MUS 110 and MUS 115A with a minimum grade of C.

Corequisite: MUS 111

MUS-115C Recording Laboratory III

CSU

1.0 Units / 3.0 hours LAB

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

Prerequisite: MUS 111 and MUS 115B with a minimum grade of C.

Corequisite: MUS 112

MUS-115D Recording Laboratory IV

CSU

1.0 Units / 3.0 hours LAB

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.

Prerequisite: MUS 112 and MUS 115C with a minimum grade of C.

Corequisite: MUS 113

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-199 Independent Study

CSU

0.5 - 4.0 Units / 1.5 - 12.0 hours LAB

Credit course for grade or Pass/No Pass

This course will enable students to explore areas of interest independent of the usual instructional setting. Student and instructor agree upon a program of study, research, reading or activity which is individually tailored to the needs and interests of the student and which is outlined in an Independent Study Proposal. Units are earned based on satisfactory performance and completion of 48 hours of coursework per unit.

Limitation on Enrollment: The student must be enrolled and must have completed a minimum of 12 units of college work with a grade point average of 3.0 or better - The Independent Studies Proposal must be approved by the discipline instructor, area Dean, Director of Admissions and Records, and VP of Education and Student Services.

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

This course will focus on notation and primary elements of tonal music. It incorporates the following concepts: staff notation in treble and bass clefs, rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; and diatonic chords. Development of skills in handwritten notation is expected. 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.

- MUS-201A Music Theory/Musicianship I** CSU (C1), UC,
4.0 Units / 4.0 hours LEC MC (C)
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: MUS 200 or equivalent skill is strongly recommended.
- MUS-201B Music Theory/Musicianship II** CSU (C1), UC,
4.0 Units / 4.0 hours LEC MC (C)
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** CSU (C1), UC,
4.0 Units / 4.0 hours LEC. MC (C)
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
- MUS-202B Music Theory/Musicianship IV** CSU (C1), UC,
4.0 Units / 4.0 hours LEC MC (C)
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 mediant; 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
- MUS-203 Music History and Literature I** CSU (C1, C2), UC, IGETC (3A),
3.0 Units / 3.0 hours LEC MC (C)
Credit course for grade or Pass/No Pass
 This course will focus on the history of music in Western Civilizations including the Middle Ages, Renaissance, and Baroque style periods of music. The analysis of established musical forms will be included. It 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
- MUS-204 Music History and Literature II** CSU (C1), UC, IGETC (3A),
3.0 Units / 3.0 hours LEC MC (C)
Credit course for grade or Pass/No Pass
 This course will focus on 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 will be included. It also 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
- MUS-207 Introduction to Music Appreciation** CSU (C1), UC, IGETC (3A),
3.0 Units / 3.0 hours LEC MC (C)
Credit course for grade or Pass/No Pass
 This course will include the survey of art music in western civilization. Topics studied include but are not limited to elements of music, basic musical forms, music periods, styles, and the role of music and musicians in the western world. It 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

- MUS-208 Music in World Culture** CSU (C1), UC, IGETC (3A),
3.0 Units / 3.0 hours LEC. MC (C, Culture)
Credit course for grade or Pass/No Pass
 This course will cover the music of Polynesia, Africa, Asia, and the Americas through lecture, listening, film, and music-making, looking at musical instruments and the role of music in culture. The musical elements of rhythm, melody, texture, and form will be included. The 20th century music which incorporates styles of many cultures will be analyzed as well.
Recommended Preparation: ENG 200
- MUS-209 History of Rock and Jazz Styles** CSU (C1), UC, IGETC (3A),
3.0 Units / 3.0 hours LEC MC (C)
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
- MUS-210A Piano: Beginning I** CSU (C1), UC,
2.0 Units / 1.5 hours LEC; 1.5 hours LAB MC (C)
Credit course for grade or Pass/No Pass
 This course will focus on the introduction to playing the 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,
2.0 Units / 1.5 hours LEC; 1.5 hours LAB MC (C)
Credit course for grade or Pass/No Pass
 This course focuses on the 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.
Prerequisite: MUS 210A with a minimum grade of C.
- MUS-210C Piano: Intermediate I** CSU (C1), UC,
2.0 Units / 1.5 hours LEC; 1.5 hours LAB MC (C)
Credit course for grade or Pass/No Pass
 This course will include the instruction of piano technique at the intermediate level. It utilizes a Yamaha Clavinova Lab. Instruction includes reading music, ensemble experience and repertoire development. Students will study music of different styles, eras, and cultures.
Prerequisite: MUS 210B with a minimum grade of C.
- 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
 This course will include continued instruction of piano technique at the intermediate level. It utilizes a Yamaha Clavinova Lab. Instruction includes reading music, ensemble experience and repertoire development. Students will study music of different styles, eras, and cultures.
Prerequisite: MUS 210C with a minimum grade of C.
- MUS-220 Opera Theatre-Performance** CSU, UC,
1.0 - 3.0 Units / 3.0 - 9.0 hours LAB MC (C)
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
 This course will focus on the technique of guitar performance including: reading notation, chord construction and accompaniment patterns, scales and performance of melodies.

- 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.
 This course will focus on the instruction of techniques in guitar performance and is a continuation of Music 222A. Reading melodies and chord changes from lead-sheet and score notation, chord construction and accompaniment patterns using the arpeggiation of seventh chords will be learned enabling students to play music written for guitar.
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
 This course will focus on the technique of guitar performance and is a continuation of Music 222B. Reading chord changes and melody from lead-sheet and score notation, improvisation over blues progressions, and chord construction using sue chords and added note chords will be learned enabling students to play music written for guitar.
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
 This course will focus on the technique of guitar performance and is a continuation of Music 222C. Sight reading, chord construction, harmonization of melodies using chord inversions and cadential patterns and improvisation will be learned enabling students to play music written for guitar.
Recommended Preparation: MUS 222C
- MUS-230A Beginning Voice** CSU, UC,
MC (C)
1.0 Units / 0.5 hours LEC; 1.5 hours LAB
Credit course for grade or Pass/No Pass
 This course will focus on the art of singing with emphasis on the vocal mechanism and its care and use in solo and ensemble settings. Topics will include tone production, breath control, diction, and interpreting music notation.
- 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
 This course will focus on the art of singing with emphasis on the vocal mechanism and its care and use in solo and ensemble settings at the intermediate level. Topics will include tone production, breath control, diction, and interpreting music notation. It will include the interpretation of popular and classical repertoire, including foreign language repertoire.
Prerequisite: MUS 230A with a minimum grade of C.
- MUS-230C Singers' Repertoire** CSU, UC,
MC (C)
1.0 Units / 0.5 hours LEC; 1.5 hours LAB
Credit course for grade or Pass/No Pass
 This course will include the interpretation of classical and popular vocal repertoire. Material covered 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 in-class and public performance.
Prerequisite: MUS 230B with a minimum grade of C.
- 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; MUS 272; MUS 280; MUS 281; or MUS 285.
Limitation on Enrollment: Instructor permission required.
May be taken for a maximum of 4 enrollments.
- MUS-256 Jazz 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 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.

Recommended Preparation: Ability to play a band instrument

May be taken for a maximum of 4 enrollments.

MUS-280 Masterworks Chorale

CSU (C1), 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 accompanied by orchestra. The emphasis will be repertoire scored for an ensemble with multiple soprano, alto, tenor and bass part duplication. Attendance at scheduled rehearsals and performances is required.

May be taken for a maximum of 4 enrollments.

MUS-281 Concert Choir I

CSU (C1), UC,
MC (C)

1.0 Units / 3.0 hours LAB

Credit course for grade or Pass/No Pass

This course will focus on traditional choral music. The Concert Choir is a 40-60-voice mixed ensemble dedicated to the study, rehearsal, and performance of a cappella and accompanied choral literature from the Renaissance to the contemporary era. 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.

May be taken for a maximum of 4 enrollments.

MUS-285 Vocal Jazz Ensemble

CSU, UC,
MC (C)

1.0 Units / 3.0 hours LAB

Credit course for grade or Pass/No Pass

This course focuses on the study and interpretation of vocal jazz styles. Emphasis is on improvisation, solo, and ensemble technique. Attendance at scheduled rehearsals and performances is required.

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

This course will introduce students to the world famous redwood forests found only in California and the southwest corner of Oregon. The course focuses on reviewing the natural and cultural history of the redwoods. Field trips may be planned.

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-199 Independent Study

CSU

0.5 - 4.0 Units / 1.5 - 12.0 hours LAB**Credit course for grade or Pass/No Pass**

This course will enable students to explore areas of interest independent of the usual instructional setting. Student and instructor agree upon a program of study, research, reading or activity which is individually tailored to the needs and interests of the student and which is outlined in an Independent Study Proposal. Units are earned based on satisfactory performance and completion of 48 hours of coursework per unit.

Limitation on Enrollment: The student must be enrolled and must have completed a minimum of 12 units of college work with a grade point average of 3.0 or better - The Independent Studies Proposal must be approved by the discipline instructor, area Dean, Director of Admissions and Records, and VP of Education and Student Services.

NRS-200 Environmental ScienceCSU (B1, B2), UC, IGETC (5A),
MC (A)**3.0 Units / 3.0 hours LEC****Credit course for grade or Pass/No Pass**

This course will introduce students to Environmental Science, 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 is on sustainable use of Earth's resources and the reduction of pollution. The focus on both physical and biological principles is critical when dealing with complex environmental problems.

Recommended Preparation: ENG 80, with a minimum grade of C, 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 letter grade only**

This course will provide the concepts necessary to facilitate transition of the LVN to the changing role of the Registered Nurse. Emphasis will be on nursing process, role transitioning, evidence based practice and legal/ethical issues.

Prerequisite: Active California Licensed Vocational Nurse and formal admission to Mendocino College LVN to RN Program.

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

NUR-52B Nursing Technical Lab II**1.0 Units / 3.0 hours LAB****Credit course for grade or Pass/No Pass**

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 demonstrate advanced IV skills.

Corequisite: NUR 112

NUR-52C Nursing Technical Lab III**1.0 Units / 3.0 hours LAB****Credit course for grade or Pass/No Pass**

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

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

NUR-52T Nursing LVN-RN Transition Lab**1.0 Units / 3.0 hours LAB****Credit course for grade or Pass/No Pass**

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 developed.

Corequisite: NUR 50

NUR-102 Nursing Concepts and Skills I

CSU

10.0 Units / 5.0 hours LEC; 15.0 hours LAB

Credit course for letter grade only

This course will provide 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. Emphasis is on promoting optimum health across the health-illness continuum.

Limitation on Enrollment: Acceptance into the Mendocino College RN Program

NUR-105 Pharmacology I

CSU

1.0 Units / 1.0 hours LEC

Credit course for letter grade only

This course will provide an introduction to the concepts of pharmacology and theory of medication administration for the Registered Nurse. Students will begin building their knowledge base regarding specific agents used to treat infectious diseases, acute and chronic pain, and diabetes.

Limitation on Enrollment: Acceptance into the Mendocino College RN Program

NUR-111 Basic Cardiac Monitoring

CSU

2.0 Units / 2.0 hours LEC

Credit course for grade or Pass/No Pass

This course will familiarize nurses and other allied health team members with cardiac monitoring. This course provides a review of cardiac anatomy and physiology. Emphasis will be on normal and abnormal cardiac rhythms, medications, and treatment for cardiac dysrhythmias.

Recommended Preparation: Recommended for those who already have a basic understanding of the anatomy and physiology of the heart and cardiovascular system (such as nurses, EMTs, paramedics, and senior nursing students), and who want to extend their knowledge to cardiac dysrhythmias and treatment.

NUR-112 Nursing Concepts and Skills II

CSU

10.0 Units / 5.0 hours LEC; 15.0 hours LAB

Credit course for letter grade only

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, with a minimum grade of C, or equivalent.

NUR-115 Pharmacology II

CSU

1.0 Units / 1.0 hours LEC

Credit course for letter grade only

This course will include pharmacological considerations for the pediatric and obstetrical client, pediatric dosage calculations, use of local anesthetics, neuromuscular blocking agents, respiratory drugs, and endocrine system drugs.

Prerequisite: NUR 105, with a minimum grade of C, or equivalent.

Corequisite: NUR 112

NUR-116 Introduction to Nursing Seminar

CSU

1.0 Units / 1.0 hours LEC

Credit course for letter grade only

This course will introduce the second semester RN student to evidence based practice, patient teaching, and utilization of library and Internet resources to find professional nursing journal information.

Corequisite: NUR 112

NUR-121 Leadership and Management I

CSU

1.0 Units / 1.0 hours LEC

Credit course for letter grade only

This course will provide an introduction to the roles of the Registered Nurse as care provider and teacher. The semester focus will be on competencies expected of the graduate ADN, critical thinking skills, patient education, ethical dilemmas, and current issues in nursing.

Corequisite: NUR 122

- NUR-122 Complex Medical/Surgical Nursing I** CSU
8.0 Units / 4.0 hours LEC; 12.0 hours LAB
Credit course for letter grade only
 This course will address nursing of clients with acute and chronic illness. Learning is accomplished in both inpatient and outpatient or community settings. The study of common chronic and geriatric illnesses, adaption to, and acute episodes of these illnesses in the acute hospital setting are focus areas. Also included are physical assessment of the client, normal development and physiology, nutrition, pharmacology, sexuality, cultural factors, psychological issues, and prevention and early detection measures appropriate to the various nursing problems. Directed clinical experiences in hospitals and community health agencies is required.
Prerequisite: NUR 112, with a minimum grade of C, or NUR 50, with a minimum grade of C, for the LVN to RN Bridge Student entering as Advanced Standing.
- NUR-125 Pharmacology III** CSU
1.0 Units / 1.0 hours LEC
Credit course for letter grade only
 This course will continue the concepts of pharmacotherapy for the Registered Nurse. 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.
Prerequisite: NUR 115, with a minimum grade of C, or equivalent.
- NUR-126 Nursing Seminar I** CSU
2.0 Units / 2.0 hours LEC
Credit course for letter grade only
 This course will allow for integration of nursing knowledge and theory with concurrent experiences in gerontology, geriatrics, chronic illness, acute illness, outpatient mental health, and community/home nursing. This course includes practice in interpretation of research based nursing journal articles and in classroom presentations.
Corequisite: NUR 122
- NUR-131 Leadership & Management II** CSU
1.0 Units / 1.0 hours LEC
Credit course for letter grade only
 This course will allow students to further their knowledge in nursing leadership and management. The Registered Nurse's role in planning, organizing, staffing, and directing care will be a focus. Students will develop an individual plan for the prevention of burnout. Legal and ethical dilemmas will be explored through the context of the nurses role.
Corequisite: NUR 132
- NUR-132 Complex Medical/Surgical Nursing II** CSU
8.0 Units / 4.0 hours LEC; 12.0 hours LAB
Credit course for letter grade only
 This course will introduce 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.
Corequisite: NUR 135
- NUR-135 Pharmacology IV** CSU
1.0 Units / 1.0 hours LEC
Credit course for letter grade only
 This course will provide a continuation of the concepts of pharmacotherapy for the Registered Nurse. 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.
Prerequisite: NUR 125, with a minimum grade of C, or equivalent.
- NUR-136 Nursing Seminar II** CSU
2.0 Units / 2.0 hours LEC
Credit course for letter grade only
 This course will explore the integration of nursing knowledge and theory with concurrent clinical experiences in mental health, management, and acute medical surgical nursing.
Prerequisite: NUR 126 with a minimum grade of C, or equivalent.

PHILOSOPHY

PHL-210 Ethics

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will introduce theories of ethics related to morality, virtue, values and natural law with an emphasis on the critical evaluation of contemporary issues. The course will include both Western and non-Western perspectives. Students will study selected philosophical texts drawn from natural law, virtue, divine command, utilitarian and Eastern religious traditions.

CSU (C2), UC, IGETC (3B),
MC (C)

PHL-220 Introduction to Philosophy

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will explore philosophical ideas and methods as expressed through representative texts in the history of philosophy. Topics will include the theory of knowledge, the nature of reality, metaphysics, ethics, religion and logic. Students will develop skills in critical reading, interpretation, evaluation and analysis of philosophical texts. This course includes an introduction to Western and non-Western traditions.

CSU (C2), UC, IGETC (3B),
MC (C)

PHL-230 Religions of the World

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will investigate the major tenets, practices and cultural expressions of the major religions of the world. Emphasis is placed on the relationship between individual belief and practice, and appreciation of the diversity of religious beliefs in relation to one's own.

CSU (C2), UC, IGETC (3B),
MC (C, Culture)

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

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.

CSU, UC

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, IGETC (5A, 5C),
MC (A)
4.0 Units / 3.0 hours LEC; 3.0 hours LAB
Credit course for grade or Pass/No Pass
This course will introduce classical and modern physics without the use of mathematics. Topics of study include motion, momentum, energy, thermodynamics, relativity, light, electricity and magnetism, atomic and nuclear physics.

PHY-210 General Physics ICSU (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

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 with a minimum grade of C.

PHY-211 General Physics IICSU (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

This course will continue the non-calculus based introduction to classical physics of PHY 210. Topics include electric charge, field and potential, DC and AC circuits, magnetism, electromagnetic waves, light, optics, and modern physics. This course assumes knowledge of basic algebra and trigonometry and is recommended for students majoring in the life sciences.

Prerequisite: PHY 210 or PHY 220 with a minimum grade of C.

PHY-220 Physics for Scientists and Engineers ICSU (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 begin 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 with a minimum grade of C.

Recommended Preparation: PHY 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 will be 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.

Prerequisite: PHY 220 and MTH 211 with a minimum grade of C.

Corequisite: MTH 212

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 and MTH 211 with a minimum grade of C.

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, POL 201, POL 202, POL 203 or POL 204

POL-199 Independent Study

CSU

0.5 - 4.0 Units / 1.5 - 12.0 hours LAB**Credit course for grade or Pass/No Pass**

This course will enable students to explore areas of interest independent of the usual instructional setting. Student and instructor agree upon a program of study, research, reading or activity which is individually tailored to the needs and interests of the student and which is outlined in an Independent Study Proposal. Units are earned based on satisfactory performance and completion of 48 hours of coursework per unit.

Limitation on Enrollment: The student must be enrolled and must have completed a minimum of 12 units of college work with a grade point average of 3.0 or better - The Independent Studies Proposal must be approved by the discipline instructor, area Dean, Director of Admissions and Records, and VP of Education and Student Services.

POL-200 American Government and PoliticsCSU (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, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

POL-201 Comparative PoliticsCSU (D8), UC, IGETC (4H),
MC (B2)**3.0 Units / 3.0 hours LEC****Credit course for grade or Pass/No Pass**

This course will analyze different kinds of political systems, including their history, political institutions, processes and policies, the environments in which they occur, and their consequences.

Recommended Preparation: ENG 200

POL-202 Ideas and InstitutionsCSU (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, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

POL-203 International RelationsCSU (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, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

POL-204 California Government and PoliticsCSU (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 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, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

POL-205 Native Americans and Federal Indian PolicyCSU (D3, D8), UC, IGETC (4C, 4H),
MC (B2)**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.

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 Post-Traumatic Stress Disorder

1.0 Units / 1.0 hours LEC

Credit course for grade or Pass/No Pass

This course will examine 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. Origins, diagnosis, and treatment options will be explored.

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 will provide an overview of human stress response. It 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 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, with a minimum grade of C, or qualification for ENG 200 through the 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

This course will examine the research and theories surrounding the human experience of death, loss, and grief. Topics include healthy vs. unhealthy grieving, psychological reactions to death and loss, cultural and religious variations in grief reactions, historical perspectives on loss and death, the real-life applications of understanding the grief process, and students' own attitudes about loss and death.

Recommended Preparation: ENG 80, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

**CSU (D9),
MC (B2)**

PSY-190 Introduction to Counseling

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

The course will introduce students to the counseling profession by providing an overview of the psychological theories related to human behavior. It will address counseling methods and techniques in terms of the psychological theories employed (e.g., psychodynamic, existential, humanistic, cognitive, behavioral), as well as special topics in counseling (e.g., couples, child/adolescent, group career, school, mental health). Special attention will be focused on the student's application and implementation of appropriate methods in a variety of situations.

Recommended Preparation: ENG 80 with a minimum grade of C.

**CSU,
MC (B2)**

PSY-199 Independent Study

0.5 - 4.0 Units / 1.5 - 12.0 hours LAB

Credit course for grade or Pass/No Pass

This course will enable students to explore areas of interest independent of the usual instructional setting. Student and instructor agree upon a program of study, research, reading or activity which is individually tailored to the needs and interests of the student and which is outlined in an Independent Study Proposal. Units are earned based on satisfactory performance and completion of 48 hours of coursework per unit.

CSU

Limitation on Enrollment: The student must be enrolled and must have completed a minimum of 12 units of college work with a grade point average of 3.0 or better - The Independent Studies Proposal must be approved by the discipline instructor, area Dean, Director of Admissions and Records, and VP of Education and Student Services.

PSY-205 Introductory Psychology

**CSU (D9, E), UC, IGETC (4I),
MC (B2, Wellness)**

3.0 Units / 3.0 hours LEC

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

**CSU (D9, E), UC, IGETC (4I),
MC (B2, Wellness)**

3.0 Units / 3.0 hours LEC

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

PSY-210 Life Span Developmental Psychology

**CSU (D9, E), UC, IGETC (4I),
MC (B2, Wellness)**

3.0 Units / 3.0 hours LEC

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

PSY-212 Personality Theories

**CSU (D9), UC, IGETC (4I),
MC (B2)**

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will explore the major historical and contemporary theories of personality and the application of these theories to the understanding and analysis of human behavior.

Recommended Preparation: ENG 80, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

PSY-215 Psychology of Personal Growth

**CSU (D9), UC, IGETC (4I),
MC (B2)**

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will examine personal growth and adjustment. Some of the topics covered include: Self-image and self-esteem, assertiveness, recognizing and regulating emotions, interpersonal relationships, career/work, and fulfilling one's potential.

Recommended Preparation: ENG 200

PSY-216 Social Psychology

**CSU (D9), UC, IGETC (4I),
MC (B2)**

3.0 Units / 3.0 hours LEC

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 and PSY 205

PSY-218 Abnormal Psychology

**CSU (D9), UC, IGETC (4I),
MC (B2)**

3.0 Units / 3.0 hours LEC

Credit course for grade or Pass/No Pass

This course will provide 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.

Recommended Preparation: ENG 200

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 and MTH 220 with a minimum grade of C.

**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, genetics, human evolution and psychological disorders.

Prerequisite: PSY 205 with a minimum grade of C.

**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***

This course will survey the 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***

This course will introduce the student to practical knowledge needed by persons engaged in the real estate business, relating to brokerage, salesmanship, marketing, overall procedures, forms, and contracts. Fulfills State licensing requirements for Salespersons and Brokers.

Recommended Preparation: RLS 60

RLS-62 Real Estate Appraisal**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will introduce students and real estate professionals to 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. This course fulfills state license requirements for Salespersons and Brokers.

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***

This course will focus on the 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*

This course will introduce students to California Real Estate Law, including rights incident to property ownerships and management, agency, contracts and applications of real estate transfer, conveyances, probate proceedings, trust deeds, and foreclosure, community property as well as recent legislation and litigation governing real estate transactions.

RLS-65 Fundamentals of Home Inspections**1.0 Units / 1.0 hours LEC***Credit course for grade or Pass/No Pass*

This course will introduce real estate professionals and home owners to basic construction techniques and terminology that will allow for the recognition of the visual signs or indications of defects in a structure, including the property itself. Such trouble spots including drainage, foundations, roofs, electrical, plumbing and environmental constraints that can affect the desirability and value of a home.

RLS-67 Real Estate Economics**3.0 Units / 3.0 hours LEC***Credit course for grade or Pass/No Pass*

This course will examine the causes and effects of value fluctuations in real estate, including the 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. This course 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*

This course will introduce real estate professionals and home owners to the geology of Lake and Mendocino Counties and provide information on specific geologic hazards, applicable regulations, and pertinent sources of information. 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.

RLS-70 Property Management**3.0 Units / 3.0 hours LEC***Credit course for grade or Pass/No Pass*

This course will include the principles and practices of managing residential, commercial, industrial, and special purpose income properties. Covers nature and types of property management, leases and contracts, collections, rent schedules, tenant selection and supervision, budgets, and purchasing. This course 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*

This course will focus on the fundamentals of Real Estate Investments and provide the student an understanding of real estate market activities that fluctuate as a function of supply and demand. Students will learn how investing in real estate can be profitable and/or be utilized as a tax shelter. Students will examine the various types of investment properties, such as residential, commercial and industrial, including environmental issues associated with land development.

RLS-73 Real Estate Financial Calculations**0.5 Units / 0.5 hours LEC***Credit course for grade or Pass/No Pass*

This course will prepare the student who is considering buying a home or enhance the skills of real estate professionals who are actively engaged in the field of real estate. The student will learn to utilize the Calculated Industries Real Estate Calculator to compute real estate financial calculations found in a typical real estate transaction, such as down payment amounts, loan amortizations, and calculating interest payments.

RLS-74 Real Estate Licensing Preparation**1.0 Units / 1.0 hours LEC***Credit course for grade or Pass/No Pass*

This course will prepare students 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, title and escrow, taxation, appraisal and real estate mathematics. Additionally, the course will focus on test taking techniques and current content of the state 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 Pass/No Pass 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 Pass/No Pass 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 Pass/No Pass 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 Pass/No Pass 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 Pass/No Pass 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 Pass/No Pass 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.

SCI-201 Survey of Chemistry and Physics

CSU, UC

4.0 Units / 3.0 hours LEC; 3.0 hours LAB

Credit course for letter grade only

This course will investigate basic principles of physics and chemistry including matter, physical and chemical properties, energy, motion, light, atomic structure, bonding, solutions and chemical reactions. The inter-dependence of chemistry and physics will be emphasized. This course is intended for non-science majors.

Prerequisite: MTH 55 with a minimum grade of C.

SOCIOLOGY

SOC-200 Introduction to Sociology

CSU (D0), UC, IGETC (4J),

3.0 Units / 3.0 hours LEC

MC (B2)

Credit course for grade or Pass/No Pass

This introductory course provides a set of concepts and theories to describe and explain the social behavior of human beings and organization of society. Students examine subjects such as culture, deviance, sexuality, media, social stratification, and the institutions of the family, religion, education, politics, and the economy.

Recommended Preparation: ENG 80, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

SOC-201 Social Problems

CSU (D0), UC, IGETC (4J),

3.0 Units / 3.0 hours LEC

MC (B2, Culture)

Credit course for grade or Pass/No Pass

This course will provide an identification and analysis of contemporary social problems including the role of power and ideology in the definition of social problems, their causes and consequences, evaluations of proposed solutions, and methods of intervention.

Recommended Preparation: ENG 80, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

SOC-202 Racial and Ethnic Relations

CSU (D0, D3), UC, IGETC (4C, 4J),

3.0 Units / 3.0 hours LEC

MC (B2, Culture)

Credit course for grade or Pass/No Pass

This course will analyze historical experiences and relations among various racial, religious, national, and gender groups as they interact with racism, ethnocentrism and class in the U.S. and the world. Successful students will be able to analyze racial and ethnic relations using sociological theories, literature, and current events.

Recommended Preparation: ENG 80, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

SOC-206 Introduction to Research Methods in Sociology

CSU (D0), UC, IGETC (4J),

3.0 Units / 3.0 hours LEC

MC (B2)

Credit course for letter grade only

This course will introduce students to the primary research methods used by social scientists with an emphasis on the research methodologies of sociology through an understanding of theory, sociological paradigms and empirical research. Focus will be on how social research is designed, conducted and analyzed both scientific logic as these apply to the methodologies used in conducting qualitatively and quantitatively. Major sociological research studies will be critiqued. Students will analyze specific data collected in the field.

Prerequisite: SOC 200 with a minimum grade of C.

Recommended Preparation: MTH 220, with a minimum grade of C, or basic ability to perform statistical analysis highly recommended.

SOC-210 Marriage and Family Relations

CSU (D0, E), UC, IGETC (4J),

3.0 Units / 3.0 hours LEC

MC (B2, Wellness)

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.

SOC-235 Mexican American Culture

CSU (C2, D0, D3), UC, IGETC (3B, 4C, 4J),
MC (B2, 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: ENG 80, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

SOC-241 Pacific Coast Indian Cultures

CSU (D0), UC, IGETC (4J),
MC (B2, Culture)

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, with a minimum grade of C, or qualification for ENG 200 through the assessment process.

SPANISH

SPN-100 Conversational Spanish: Level I

CSU,
MC (C)

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.

SPN-101 Conversational Spanish: Level II

CSU,
MC (C)

2.0 Units / 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

SPN-102 Conversational Spanish: Level III

CSU,
MC (C)

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

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).

Recommended Preparation: SPN 210 or SPN 211

Limitation on Enrollment: Requires Instructor consent. Student must meet criteria for internship work site.

May be taken for a total of 16 units in any combination.

SPN-199 Independent Study

CSU

0.5 - 4.0 Units / 1.5 - 12.0 hours LAB

Credit course for grade or Pass/No Pass

This course will enable students to explore areas of interest independent of the usual instructional setting. Student and instructor agree upon a program of study, research, reading or activity which is individually tailored to the needs and interests of the student and which is outlined in an Independent Study Proposal. Units are earned based on satisfactory performance and completion of 48 hours of coursework per unit.

Limitation on Enrollment: The student must be enrolled and must have completed a minimum of 12 units of college work with a grade point average of 3.0 or better - The Independent Studies Proposal must be approved by the discipline instructor, area Dean, Director of Admissions and Records, and VP of Education and Student Services.

SPN-200 Elementary Spanish: Level I

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

4.0 Units / 4.0 hours LEC

MC (C)

Credit course for grade or Pass/No Pass

This course will begin the instruction in understanding, speaking, reading, and writing Spanish. The 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),

4.0 Units / 4.0 hours LEC

MC (C)

Credit course for grade or Pass/No Pass

This course will continue instruction in understanding, speaking, reading and writing in Spanish, through the 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, with a minimum grade of C, or two years of high school Spanish.

SPN-202 Intermediate Spanish: Level III

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

4.0 Units / 4.0 hours LEC

MC (C)

Credit course for grade or Pass/No Pass

The course will continue the instruction and deepen the understanding, speaking, reading and writing of Spanish at an intermediate level. Students will advance in their pronunciation, vocabulary and conversational skills within the context of the exploration of cultures, histories and peoples of the Spanish-speaking world.

Prerequisite: SPN 201, with a minimum grade of C, or three years of high school Spanish.

SPN-210 Spanish for Spanish Speakers: Level I

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

3.0 Units / 3.0 hours LEC

MC (C)

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.

SPN-211 Spanish for Spanish Speakers: Level II

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

3.0 Units / 3.0 hours LEC

MC (C)

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.

SPEECH

SPE-200 Introduction to Public Speaking

CSU (A1), UC, IGETC (1C),

3.0 Units / 3.0 hours LEC

MC (D2)

Credit course for letter grade only

This course will introduce students to the theories and techniques of public speaking in a democratic society.

Discovery, development, and criticism of ideas in public discourse through research, reasoning, organization,

composition, presentation, and evaluation of various types of speeches including informative and persuasive speeches will be explored.

Recommended Preparation: ENG 200

SPE-210 Interpersonal Communication

CSU (A1), UC, IGETC (1C),
MC (D2)

3.0 Units / 3.0 hours LEC

Credit course for letter grade only

This course will introduce the student to interpersonal communication theories, rational dialogue, and cooperative analysis of communicative events. Students will study communicative interactions, their symbolic processes, reasoning and advocacy, and the effects of communication on people and society.

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, with a minimum grade of C, or qualification for MTH 55 through the assessment process.

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

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, SST 164, ENG 80 and MTH 11

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, SST 164, SST 180 and MTH 11

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, SST 164 and SST 180

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, SST 164, ENG 80 and MTH 45 or qualification for MTH 55 through the assessment process.

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, SST 164, and MTH 11

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, SST 164, SST 186, and MTH 45 or qualification for MTH 55 through the assessment process.

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, SST 164, SST 189 and MTH 11

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, SST 164, SST 180 and MTH 45

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, SST 164, SST 193 and MTH 11

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, SST 164, SST 193, SST 194 and MTH 11

SST-196 SST 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.

SST-200 Sustainability Overview

**CSU (D7), UC, IGETC (4G),
MC (B2)**

3.0 Units / 3.0 hours LEC

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

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, with a minimum grade of C, 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, with a minimum grade of C, and successful audition / interview.
- THE-118 Introduction to Directing** CSU
3.0 Units / 3.0 hours LEC
Credit course for grade or Pass/No Pass
 This class will introduce fundamental principles of directing. Students will study and practice the directorial process including research, script analysis, conceptualization, casting and rehearsal techniques.
Corequisite: THE 225A, THE 225B, THE 225C, THE 225D, THE 105B, THE 105C or THE 105D
Recommended Preparation: THE 202, THE 210B and ENG 80
- THE-130A Hip Hop Dance: Beginning** CSU (E),
0.5 - 1.0 Units / 1.5 - 3.0 hours LAB MC (C)
Credit course for grade or Pass/No Pass
 This course will introduce students 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),
0.5 - 1.0 Units / 1.5 - 3.0 hours LAB MC (C)
Credit course for grade or Pass/No Pass
 This course will provide training in intermediate level Hip Hop dance technique with an emphasis on form, style 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
 This course will cover 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 will allow 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-199 Independent Study

CSU

0.5 - 4.0 Units / 1.5 - 12.0 hours LAB**Credit course for grade or Pass/No Pass**

This course will enable students to explore areas of interest independent of the usual instructional setting. Student and instructor agree upon a program of study, research, reading or activity which is individually tailored to the needs and interests of the student and which is outlined in an Independent Study Proposal. Units are earned based on satisfactory performance and completion of 48 hours of coursework per unit.

Limitation on Enrollment: The student must be enrolled and must have completed a minimum of 12 units of college work with a grade point average of 3.0 or better - The Independent Studies Proposal must be approved by the discipline instructor, area Dean, Director of Admissions and Records, and VP of Education and Student Services.

THE-200 Introduction to TheatreCSU (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 qualification for ENG 200 through the assessment process.

THE-201 Introduction to FilmCSU (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 history and key formal elements of film. It will help students cultivate an appreciation for the contributions made by actors, directors, writers and technicians in the film industry. Through examination of a variety of film styles and periods, students will become more familiar with the history and present day realities of the film industry.

THE-202 Dramatic Literature and Script AnalysisCSU (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 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 qualification for ENG 200 through the assessment process.

THE-204 History and Appreciation of DanceCSU (C1), UC, IGETC (3A),
MC (C)**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

THE-206 Dance in World CulturesCSU (C1), UC, IGETC (3A),
MC (C, Culture)**3.0 Units / 3.0 hours LEC****Credit course for grade or Pass/No Pass**

This course will explore dance around the world and how it interacts with customs and beliefs within specific cultural groups. The course explores dance as an expression of religious worship, social order, power, cultural mores, as a theatrical art form, and as an emblem of cultural identity.

Recommended Preparation: ENG 200

THE-210A Acting Improvisation

CSU, UC

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.

THE-210B Beginning ActingCSU (C1), UC,
MC (C)**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 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 Stanislavky'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***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.

*Prerequisite: THE 210B with a minimum grade of C.**Recommended Preparation: ENG 200***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 course 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 210B with a minimum grade of C.***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 course 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-217A Costume Construction I CSU, UC
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 history and style, color choices, and characterization are discussed as they relate to the play under construction.

THE-217B Costume Construction II CSU, UC
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 217A with a minimum grade of C.

THE-217C Costume Construction III 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 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 217B with a minimum grade of C.

THE-217D Introduction to Costume Design CSU, UC
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.
Prerequisite: THE 217C with a minimum grade of C.
Limitation on Enrollment: A successful interview is required for placement in this course.

THE-220A Acting Performance I CSU, UC,
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-220B Acting Performance II CSU, UC
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.
Prerequisite: THE 220A with a minimum grade of C.
Limitation on Enrollment: A successful audition is required.

THE-220C Acting Performance III CSU, UC
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.
Prerequisite: THE 220B with a minimum grade of C.
Limitation on Enrollment: An audition is necessary to ensure that an appropriate role exists for each student in the production.

THE-220D Acting Performance IV

CSU, UC

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.

Prerequisite: THE 220C with a minimum grade of C.

Limitation on Enrollment: A successful audition is required.

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-225A Production Crew ICSU, UC,
MC (C)**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-225B Production Crew II

CSU, UC

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.

Prerequisite: THE 225A with a minimum grade of C.

Limitation on Enrollment: Instructor approval required

THE-225C Production Crew III

CSU, UC

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.

Prerequisite: THE 225B with a minimum grade of C.

Limitation on Enrollment: Instructor approval required

THE-225D Production Crew IV

CSU, UC

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.

Prerequisite: THE 225C with a minimum grade of C.

Limitation on Enrollment: Instructor approval required

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

This course will provide instruction in beginning Pilates mat work. This technique emphasizes exercises for improved movement memory, body alignment, strength, flexibility, control, coordination and breathing.

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

This course will provide instruction in intermediate level Pilates mat work emphasizing exercises for improved movement memory, body alignment, strength, flexibility, control, coordination, and breathing

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 and/or THE 230B

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

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

This course will provide training in beginning tap dance technique with an emphasis on basic steps, rhythmic patterns, and style.

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

This course will provide instruction in 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-238E Jazz Dance: Beginning** CSU (C1), 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 jazz dance techniques that will increase body awareness, strength, flexibility, control and coordination. The history of jazz dance from its beginnings through the 1940's will be covered, focusing on key pioneers, styles and social dance forms that were influential during this time.
- THE-238F Jazz 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 jazz dance techniques that will increase body awareness, strength, flexibility, control and coordination. The history of jazz dance in the 1950's and 60's will be covered, focusing on key pioneers, styles and social dance forms that were influential during this time.
Recommended Preparation: THE 238E
- THE-238G Jazz 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 will provide training in intermediate level skills in jazz dance technique, with greater emphasis on the creative process and further development of the body as an instrument of expression. The history of jazz dance in the 1970's and 80's will be covered, focusing on key pioneers, styles and social dance forms that were influential during this time. An introduction to dance composition and dance criticism is included in this course.
Recommended Preparation: THE 238F
- THE-238H Jazz 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 jazz dance technique. The history of jazz dance in the 1990's through the present will be covered, focusing on key pioneers, styles and social dance forms that were and are influential during this time. 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 238G
- THE-242A Ballet: Beginning** CSU (C1), 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 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** 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 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
- THE-242C Ballet: Intermediate** CSU, UC
2.0 Units / 1.0 hours LEC; 3.0 hours LAB
Credit course for grade or Pass/No Pass
 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 and/or THE 242B
- THE-242D Ballet: Advanced Intermediate** CSU, UC
2.0 Units / 1.0 hours LEC; 3.0 hours LAB
Credit course for grade or Pass/No Pass
 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

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

This course introduces students to folk dances from various regions in Mexico. Students will learn various expressive dances covering basic Mexican folk dance technique, movement sequences, body alignment, and choreography.

CSU (E), UC,
MC (C)

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

This course will provide students with the technical skills to perform Ballet Folklorico. Students learn intermediate level dance techniques and various dances representing a variety of regions from Mexico, as well as body alignment, choreography and costuming techniques.

CSU (E), UC,
MC (C)

THE-250 Choreography

2.0 Units / 1.0 hours LEC; 3.0 hours LAB

Credit course for grade or Pass/No Pass

This course will introduce students to the basic theory and practice of dance composition in relation to design, dynamics, rhythm, theme, style, and musicality.

Recommended Preparation: THE 230

CSU (C1), UC,
MC (C)

THE-260 Dance Performance

1.0 - 3.0 Units / 3.0 - 9.0 hours LAB

Credit course for grade or Pass/No Pass

This course will introduce students to the theory and practice of performing in a dance production. Students will learn performance techniques that will help them obtain confidence and greater skill level as a performing artist.

Recommended Preparation: THE 230A, THE 230C, THE 238E and THE 238G

CSU, UC,
MC (C)

THE-262 Dance for Musical Theatre

1.0 - 3.0 Units / 3.0 - 9.0 hours LAB

Credit course for grade or Pass/No Pass

This course will introduce students to the theory and practice of performing dance in a musical theater production. Students will learn performance techniques that will help them obtain confidence and greater skill as a performing musical theater artist.

CSU, UC

THE-265A Dance Repertory: Apprentice

1.0 - 3.0 Units / 3.0 - 9.0 hours LAB

Credit course for grade or Pass/No Pass

This course will give students an opportunity to perform, in a limited way, in a dance performance. Students will gain experience with the audition process; how to prepare for an audition and be successful.

CSU, UC

THE-265B Dance Repertory

1.0 - 3.0 Units / 3.0 - 9.0 hours LAB

Credit course for grade or Pass/No Pass

This course will give students an opportunity to participate in a dance company and to choreograph and perform dances in a dance production. Students will learn and practice how to produce a dance performance.

Recommended Preparation: THE 250 and THE 260

Limitation on Enrollment: Instructor permission required. Retention based on successful audition.

CSU, UC

THE-268 Dance Rehearsal

0.5 - 2.0 Units / 1.5 - 6.0 hours LAB

Credit course for grade or Pass/No Pass

This course will provide students with an opportunity to develop a variety of rehearsal skills in preparation for a dance performance.

CSU, UC

THE-270 Afro-Cuban Dance

1.0 Units / 0.5 hours LEC; 1.5 hours LAB

Credit course for grade or Pass/No Pass

CSU, UC

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-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-61 Shielded Metal Arc Welding I (SMAW)

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 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 / 1.5 hours LEC; 4.5 hours LAB

Credit course for grade or Pass/No Pass

This course will continue the 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)

3.0 Units / 1.5 hours LEC; 4.5 hours LAB

Credit course for grade or Pass/No Pass

This course will cover the technical understanding of Gas Tungsten Arc Welding (TIG) fundamentals, arc characteristics, and welding safety. Development of the manual skills necessary to make high quality gas tungsten arc welds in all positions on mild steel, stainless steel, and aluminum will be covered.

WLD-66 Gas Tungsten Arc Welding (TIG II)

3.0 Units / 1.5 hours LEC; 4.5 hours LAB

Credit course for grade or Pass/No Pass

This course will cover the 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 is covered as well.

Recommended Preparation: WLD 65

WLD-70 Gas Metal Arc Welding Basic (MIG I)

3.0 Units / 1.5 hours LEC; 4.5 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.

Recommended Preparation: WLD 61 with a minimum grade of C.

WLD-71 Gas Metal Arc Welding Advanced (MIG II)

3.0 Units / 1.5 hours LEC; 4.5 hours LAB

Credit course for grade or Pass/No Pass

This course will include a technical understanding of Gas Metal Arc Welding (MIG) fundamentals, using spray and short circuiting mode. Continued development of the manual skills necessary to make high quality gas metal arc welds in all positions on aluminum, carbon and stainless steel is also covered.

Recommended Preparation: WLD 70 with a minimum grade of C.

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

This course will cover the technical understanding of Flux Cored Arc Welding fundamentals. Advanced development of the manual skills necessary to make high quality flux cored arc welds in all positions will be covered as well.

Recommended Preparation: WLD 70 and WLD 71

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.

WLD-199 Independent Study**CSU**

0.5 - 4.0 Units / 1.5 - 12.0 hours LAB

Credit course for grade or Pass/No Pass

This course will enable students to explore areas of interest independent of the usual instructional setting. Student and instructor agree upon a program of study, research, reading or activity which is individually tailored to the needs and interests of the student and which is outlined in an Independent Study Proposal. Units are earned based on satisfactory performance and completion of 48 hours of coursework per unit.

Limitation on Enrollment: The student must be enrolled and must have completed a minimum of 12 units of college work with a grade point average of 3.0 or better - The Independent Studies Proposal must be approved by the discipline instructor, area Dean, Director of Admissions and Records, and VP of Education and Student Services.

MENDOCINO COLLEGE 2015 - 2016 CATALOG



EMPLOYEES, PHONES & MAPS

ADMINISTRATION

OFFICE OF THE SUPERINTENDENT/PRESIDENT

J. Arturo Reyes

Superintendent/President
B.A. California State University-
Sacramento
M.A. California State University-
Sacramento

Mary Lamb

Executive Assistant II
Superintendent/President

Minerva Flores

Director of Institutional Research
B.A. University of California-Davis
M.A. Sonoma State University

Jessica Silva

Director of Community Relations
and Communications
B.A. Kent State University

OFFICE OF THE FOUNDATION

Katie Fairbairn

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

OFFICE OF EDUCATION AND STUDENT SERVICES

Virginia Guleff

Vice President of Education and
Student Services
B.A. California State University-San
Jose
M.A. California State University-San
Diego

Debra Polak

Dean of Instruction
B.A. University of California-
Berkeley
M.A. University of California-
Berkeley

Steve Hixenbaugh

Interim Dean of Career and
Technical Education
B.A. University of California-
Berkeley
M.S. San Francisco State University

Ketmani Kouanchao

Dean of Student Services
B.A. University of Minnesota
M.A. University of Minnesota
Ed.D. California State University-
Fullerton

Ulises Velasco

Director of Financial Aid
A.A. Santa Monica College
B.A. Columbia University
M.P.A. Arizona State University

Matt Gordon

Interim Athletic Director
A.A. Mendocino College
B.A. California State University –
Chico
M.A. Concordia University

Vacant

Director of MESA/Learning Center

Anastasia Simpson-Logg

Director of Admissions and Records
A.A. Mendocino College

Janis Wood

Director of Child Development
Center
A.A. Mendocino College
B.A. Humboldt State University

Monica Flores

Program Manager, CAMP
B.A. Stanford University
M.A. Stanford University

Jackeline Orozco

Program Manager, HEP
B.S. Universidad Autonoma De
Tamaulipas

Vacant

Center Operations Supervisor,
Lake Center

Peggy Randrup

Center Operations Supervisor,
North County Center

OFFICE OF ADMINISTRATIVE SERVICES

Eileen Cichocki

Vice President of Administrative
Services
A.A. Santa Rosa Junior College
B.A. Sonoma State University
M.B.A. Sonoma State University

Cindy Chapman

Executive Assistant I
Vice-President's
A.A. Mendocino College

Karen Christopherson

Director of Information Technology
B.S. California State University-
Sacramento

Sabrina Meyer

Interim Director of Human
Resources
A.A. Santa Rosa Junior College
B.S. University of San Francisco

Joe Atherton

Director of Fiscal Services
B.S. California State University -
Chico

Steve Oliveria

Director of Maintenance and
Operations
A.A. Mendocino College

Anthony Risch

Custodial Supervisor

FULL TIME FACULTY

Roger Ahders

Mathematics
A.S. Santa Rosa Junior College
B.A. Sonoma State University
M.S. Oregon State University

Jordan Anderson

Chemistry
B.S. California State University-
Fresno
Ph.D. University of Central
Florida

Leslie Banta

Mathematics
A.A. Mendocino College
B.A. Sonoma State University
M.S. Dominican College

Timothy Beck

Physics and Astronomy
B.A. Lawrence University
M.S. University of California-
Santa Cruz
Ph.D. University of California-
Santa Cruz

Suzette Blundell

Biological Sciences
B.S. University of Illinois
M.S. University of Illinois

Doug Boswell

Automotive Technology
B.A. California State University-
Los Angeles

Douglas Browe

Ceramics
B.A. New College of California
M.A. California State University-
Sacramento

Virginia Buccelli

English
A.A. Santa Rosa Junior College
B.A. Sonoma State University
M.A. Antioch University

Steve Cardimona

Earth Science
B.S. University of Wisconsin
Ph.D. University of Texas

Jaime Cechin

English
A.A. Golden West College
B.A. University of California,
Berkeley
M.A. California State University,
Long Beach

Maria Cetto

Spanish
B.A. Boston Conservatory of
Music
M.A. University of Iowa

Kurt Combs

Counselor/Articulation Officer
B.A. California State University-
Sacramento
M.A. Sonoma State University

Steve Crossman

Counselor
B.S. California Polytechnic
University
M.A. California Polytechnic
University
M.A. University of California-San
Francisco

Nora Danning

Nursing
A.S. Long Beach City College
B.S.N. California State
University-Long Beach

Rachel Donham

Biological Sciences
A.A. Shasta College
B.S. University of California,
Davis
Ph.D. University of California,
Davis

Reid Edelman

Theatre Arts
B.A. Stanford University
Ed.M. Harvard University

Jason Edington

Mathematics
A.A. Saddleback
B.A. California State University-
Fullerton
M.A. California State University-
Fullerton

Julie Finnegan

Accounting/Economics
B.A. Saint Mary's College
M.A. University of Bocconi, Italy

Marcus Frederickson

Chemistry
B.S. University of California-
Santa Cruz
Ph.D. University of California-
Santa Cruz

Jody Gehrman

English/Speech
B.A. University of California-
Santa Cruz
M.A. West Washington University
M.P.W. University of Southern
California

Rodney Grisanti

Music
B.A. University of Memphis
M.A. University of Michigan
D.M.A. University of Michigan

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English & Reading
B.A. Sonoma State University
M.A. Sonoma State University

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Health
B.S. San Jose State University
M.A. San Jose State University
Ph.D. University of New Mexico

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Psychology
B.A. U.S. International University
M.S. California State University-
San Diego
Ph.D. University of California-San
Diego

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Disabled Student Programs and
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B.A. University of California-
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M.S. Credential Humboldt State
University
M.A. Sonoma State University

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Psychology/Health
B.A. California State University-
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M.A. University of San Francisco
M.S. Texas A & M University

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Instructor/Director, Cooperative
Work Experience
B.A. New College of California
M.A. California State University-
Dominguez Hills

John Koetzner

Librarian
B.A. California State University
Dominguez Hills
M.A. Sonoma State University
M.L.S. San Jose State University

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Nursing
 B.S.U. California State University
 Dominguez Hills
 M.S.N. Sonoma State University

Conan McKay

Child Development
 B.A. Whittier College
 M.A. California State University-
 Bakersfield

Alicia Mendoza

CAMP Counselor
 A.A. Mendocino College
 B.A. University of California-Los
 Angeles
 M.A. / P.P.S.-Sonoma State
 University

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History/Political Science
 B.A. Santa Clara University
 M.A. University of Texas, Austin
 Ph.D. University of Texas, Austin

David Pai

Computer Science
 B.S. California State Polytechnic
 University-San Luis Obispo
 M.A. California State University-
 Sacramento
 Ph.D. University of Hawaii-Manoa

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Culinary Arts
 Certificate in Culinary Arts-
 California Culinary Academy-San
 Francisco
 Chef/Owner-18 years experience

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Music
 B.S. South Dakota State
 University
 M.M. University of Northern
 Colorado

Bart Rawlinson

English
 B.A. San Francisco State
 University
 M.F.A. San Francisco State
 University

Lisa Rosenstreich

Art
 B.A. Antioch College
 M.F.A. California State
 University-Chico

Jean Stirling

Counselor
 A.A. Woodland Hills
 B.S. California Polytechnic
 University
 M.A. California Polytechnic
 University
 M.A. Mills College

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Sociology / Distance Education
 B.A. California State University-
 Chico
 M.S. California State University-
 Hayward
 M.A. California State University-
 Bakersfield

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English as a Second Language
 B.A. University of California -
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 M.A. New York University

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Political Science
 B.A. University of Memphis
 M.A. University of South Carolina

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Biological Sciences
 B.S. Humboldt State University
 M.A. California State University-
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 B.A. Antioch University
 M.A. Sonoma State University

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Disabled Student Programs and
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 Learning Disabilities Specialist
 B.S. University of California-
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 M.S. California State University-
 Sacramento

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Mathematics
 B.A. Swarthmore College
 M.S. Stanford University

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Nursing
 A.D.N. Santa Rosa Junior
 College
 B.S.N. Sonoma State University
 M.S. University of California-San
 Francisco

Jim Xerogeanes

Instructor/Director Agriculture
 B.S. Humboldt State University



CLASSIFIED STAFF

Erik Alfin
Programmer/Analyst

Kris Bartolomei
Human Resources Specialist

Jackie Blacklock
Child Development Specialist

Kevin Burtness
Computer Lab Technician

David Bushway
Instructional Technology
Specialist
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Nursing Program Support
Specialist
B.A. from Eastern Illinois
University

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B.A. Sonoma State University
M.A.Ed. University of Phoenix

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Financial Aid Coordinator
A.S. Mendocino College

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Athletic Program Specialist

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Custodian, Maintenance and
Operations

Salvador Delgado
Painter/Utility Worker,
Maintenance and Operations

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Administrative Assistant I, Disability
Resource Center

Doug Dippel
Computer Support Technician

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A.S. West Valley College,
Saratoga

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Scholarship Coordinator

Applied Graphics Certificate,
SRJC

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Instruction
B.A. University of Wisconsin
M.A. University of Phoenix

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Human Resources

Manual Galicia
HEP Outreach Specialist
B.S. National Polytechnic Institute

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Services

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Financial Aid/EOPS

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M.A. University of Phoenix

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Financial Aid Technician

Nancy Heth
EOPS/CARE Specialist

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Athletic Trainer
B.A. Osaka Sangyo University -
Japan
M.A. California State University -
Chico

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Administrative Assistant II,
Instruction

Stephen King
Security/Utility Worker

Morgan Knight
Child Development Specialist

A.S. Mendocino College
B.S. Pacific Union College

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B.A. California State University
Sacramento

Beronica Leon
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Specialist

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A.A. Santa Rosa Junior College
Child Development Certificate,
Santa Rosa Junior College

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A.S. Mendocino College

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B.S. California Polytechnic
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A.A. Mendocino College

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B.A. Humboldt State University

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Programmer/Analyst

Susan Orozco
Assistive Technology/Alternative
Media Technician

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Services

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Library Specialist
A.S. Mendocino College

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Center Assistant, North County
Center

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Office Services Assistant,
Duplicating

Mark Rauch
Maintenance Technician,
Maintenance and Operations

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Operations

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Custodian, Maintenance and
Operations
Certificate of Study, School of
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Custodian, Maintenance and
Operations

Dennis Sawle
Maintenance Technician,
Maintenance and Operations

Johnny Smith
Groundskeeper, Maintenance and
Operations

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Financial Aid
A.A. Mendocino College

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Library Assistant

Tim Todd
Programmer/Analyst
B.S. George Fox University

Antonio Toste
Maintenance Technician,
Maintenance and Operations

Leticia Trejo
Admissions and Records
Specialist I

Juvenal Vasquez
Special Populations Outreach
Specialist, Financial Aid/EOPS

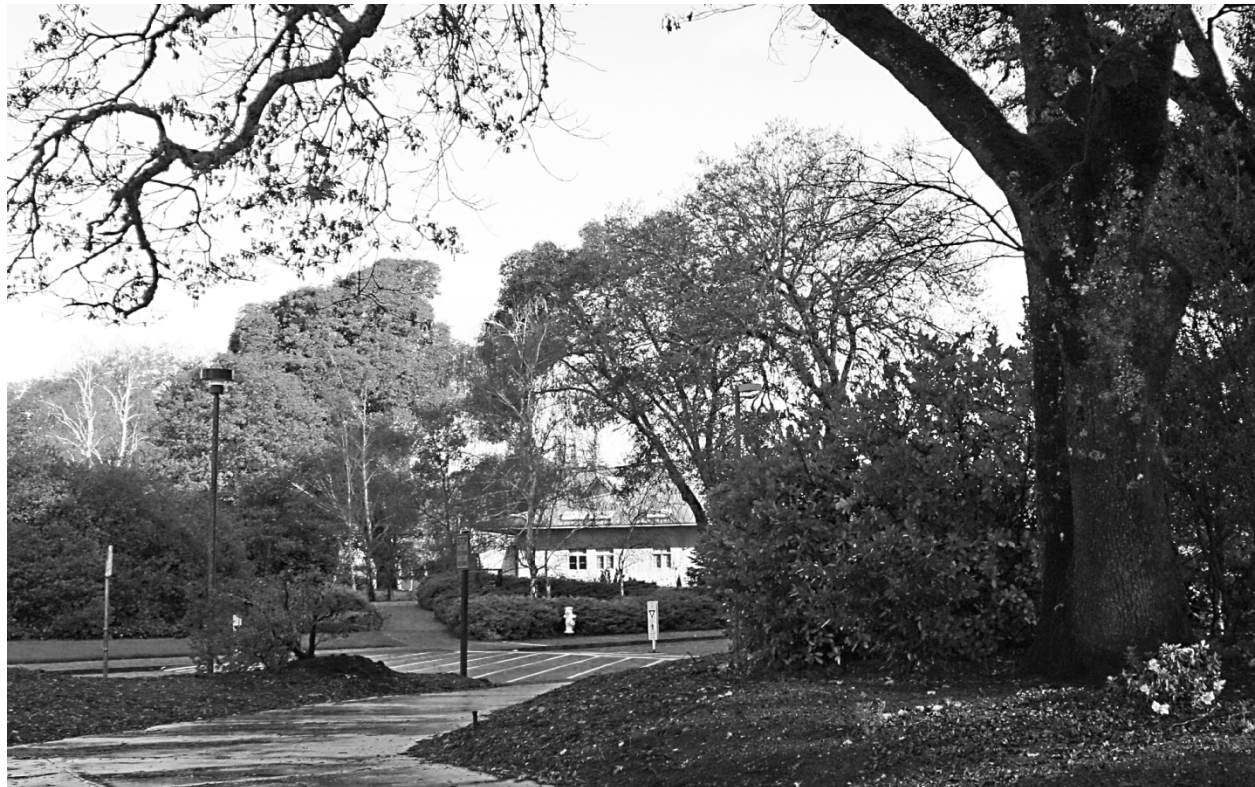
Yolanda Vazquez
HEP/CAMP Administrative
Assistant
B.A. California State University -
Chico
B.S. California State University -
Chico

Dean Vickers
Laboratory Technician, Biology
B.A. & M.A. Humboldt State
University

Stan Willburn
Groundskeeper, Maintenance and
Operations

Cyndi Woskow
Administrative Assistant II, Career
& Technical Education
B.S. California State Polytechnic
University-Pomona

Ninna Zanardi
Accounting Specialist, Fiscal
Services



TELEPHONE NUMBERS

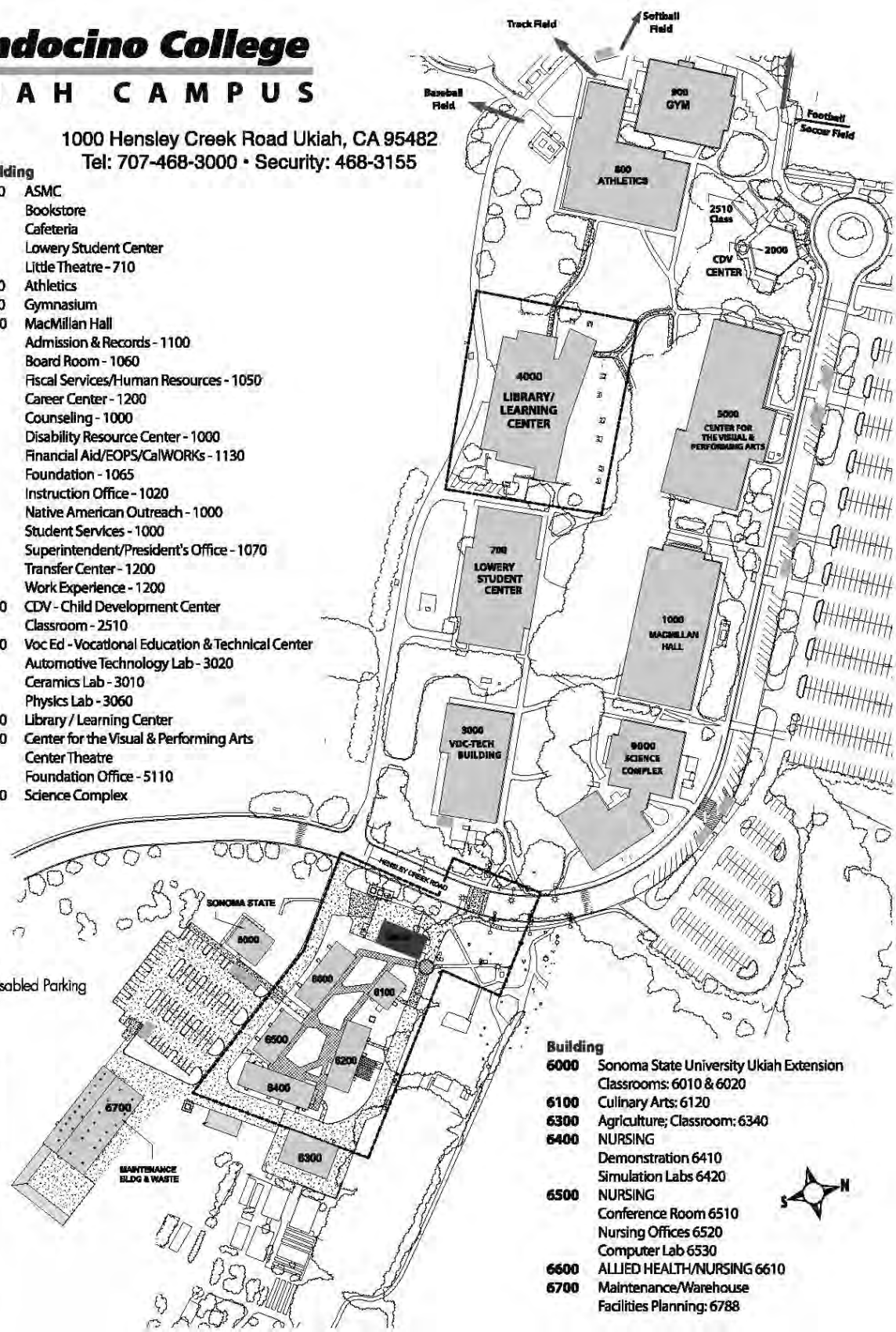
Admissions & Records.....	468-3101	Learning Center-Tutorial Services	468-3046
Art Gallery	468-3207	Library.....	468-3053
ASMC-Student Activities	467-1019	Maintenance and Operations	468-3076
Assessment Testing.....	468-3046	MESA.....	468-3023
Athletics		Native American Outreach	468-3223
Athletic Office.....	468-3036	Scholarships	467-1018
Team Sports-Baseball	468-3142	Security.....	468-3155
Team Sports-Men’s Basketball	468-3028	Student Services	468-3105
Team Sports-Women’s Basketball.....	468-3166	Superintendent/President	468-3071
Team Sports-Football.....	468-3141	Transfer Center	468-3045
Team Sports-Soccer	468-3006	Veterans Services	468-3101
Team Sports-Softball	468-3130	Work Experience	468-3047
Team Sports-Volleyball	468-3163	Lake Center	
Athletic Trainer	468-3037	2565 Parallel Drive	
Bookstore	467-9127	Lakeport	263-4944 or 468-3084
Business Office		North County Center	
Accounts Payable	468-3061	372 E. Commercial Street	
Accounts Receivable	468-3060	Willits	459-6224 or 468-3082
Administrative Services	468-3068	Fax Numbers	
CAMP.....	467-1008	Admissions & Records	468-3430
Career Center-Student Employment	468-3044	Bookstore	467-9349
Child Development Center	468-3089	Business Office	468-3350
Counseling	468-3048	CDV/Ukiah	468-3363
Disabled Student Services	468-3031 or 3032	Financial Aid.....	468-3197
TDD	468-3179	Human Resources.....	467-0123
Distance Education	467-1024	Instruction Office	463-6529
Financial Aid/EOPS	468-3110	Lake Center	263-1908
Foundation	467-1018	President’s Office	468-3074
Human Resources	468-3062	Ukiah Campus	468-3120
Payroll	468-3066	North County Center	459-6225
Instruction Office	468-3002		

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

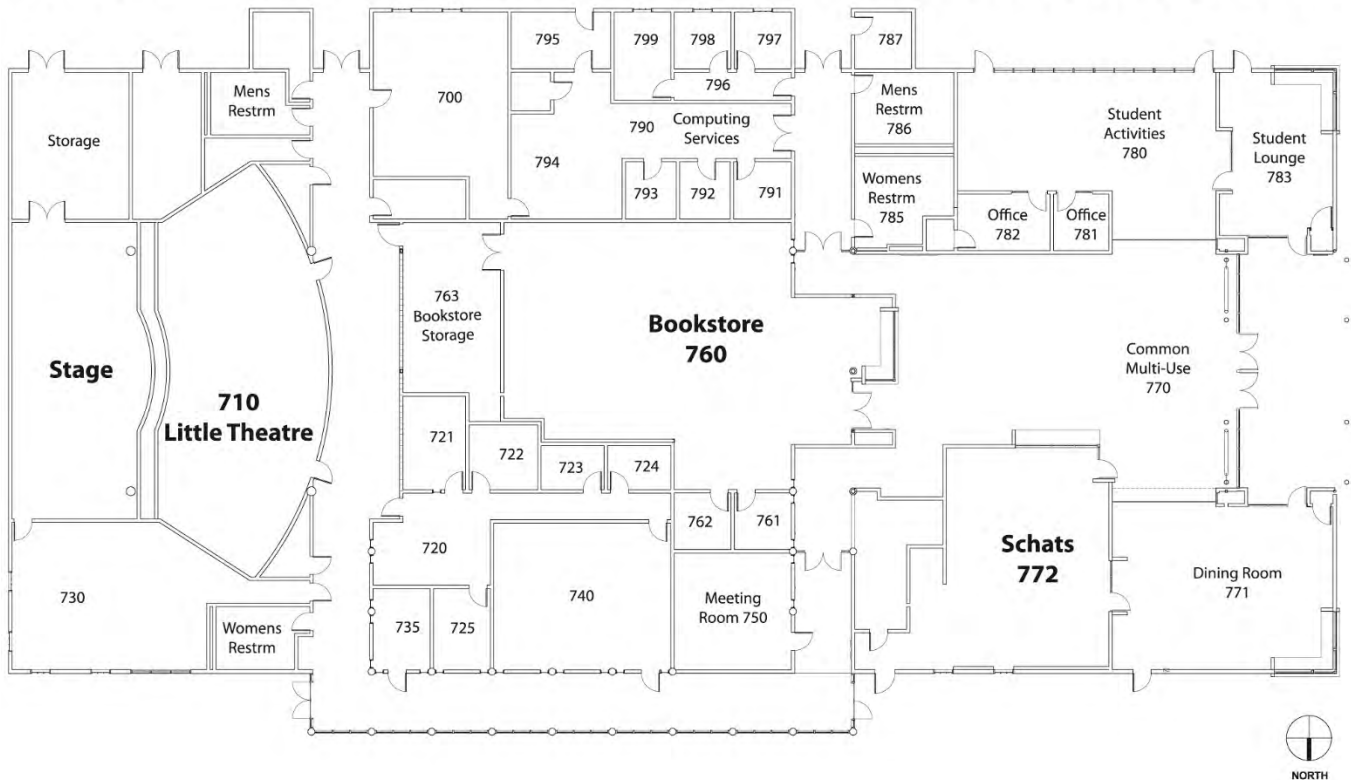
- 6000
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- 6780
- 6790

- | | |
|-----------------|--|
| 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 |



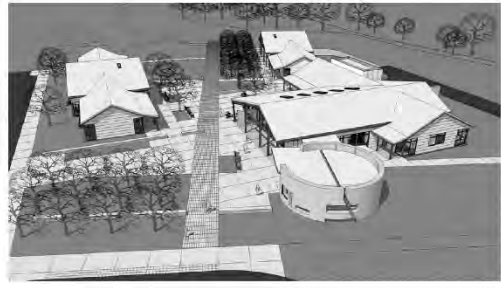


MENDOCINO COLLEGE LOWERY STUDENT CENTER

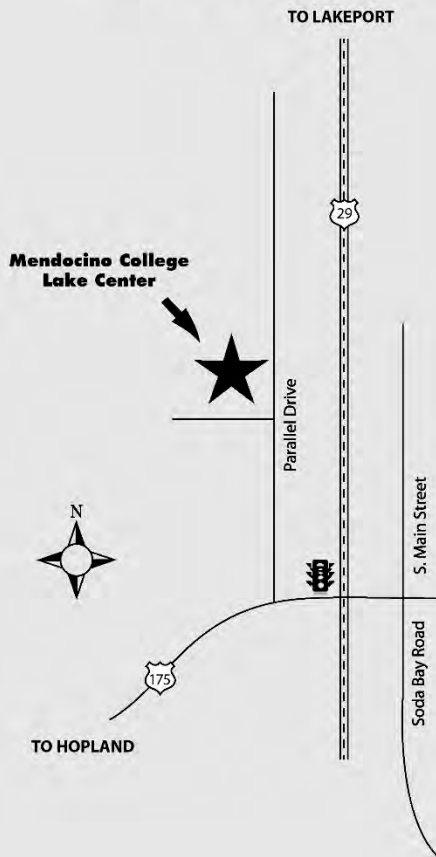


LAKE & NORTH COUNTY CENTER MAPS

Lake Center



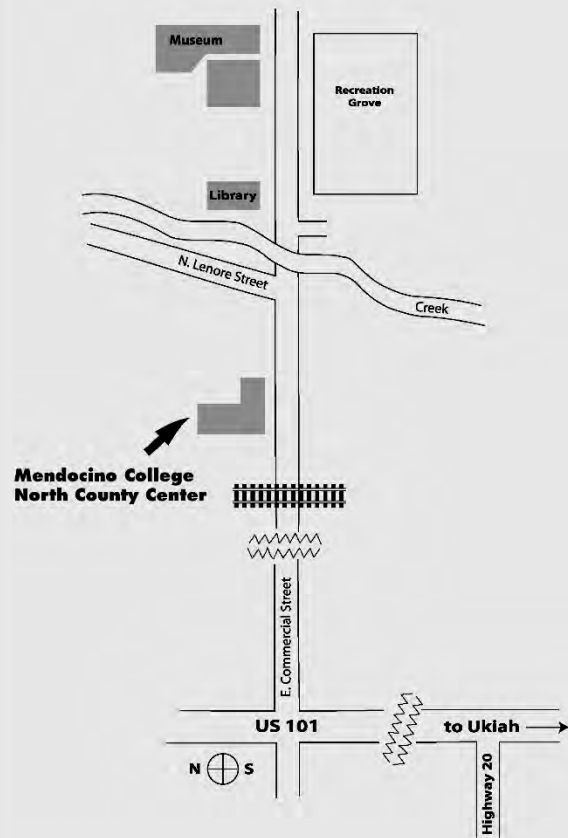
2565 Parallel Drive
Lakeport, CA 95453



North County Center



372 E. Commercial Street
Willits, CA 95490





MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

LAKE CENTER

2565 PARALLEL DR.
LAKEPORT, CA 95453
707.263.4944

UKIAH CAMPUS

1000 HENSLEY CREEK RD.
UKIAH, CA 95482
707.468.3000

NORTH COUNTY CENTER

372 E. COMMERCIAL ST.
WILLITS, CA 95490
707.459.6224

WWW.MENDOCINO.EDU