

# MENDOCINO COLLEGE

2024 - 2025 Catalog



MENDOCINO COLLEGE CATALOG 2024 - 2025



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



# **Indigenous Land Acknowledgement**

## **Honoring Native Peoples and Lands**

In the spirit of community, we acknowledge that Mendocino-Lake Community College District encompasses the ancestral and present homeland of the indigenous nations of Mendocino and Lake Counties, including the Cahto, Concow, Nomlaki, Pomo, Pit River, Sinkyone, Wailacki, and Yuki. We recognize, honor, and respect these nations as the traditional stewards of the lands and water on which the District is now present. As a community we acknowledge this legacy.

We recognize that Mendocino College has benefited and continues to benefit from the use of this land. Consistent with our values we will work to strengthen our relationship with native peoples.

By offering this Land Acknowledgement, we recognize, support, and advocate for their sovereignty and will work to hold Mendocino-Lake College District more accountable to the educational needs of local first nations and indigenous people. We take this opportunity to acknowledge the land and our responsibility to the original people and tribal nations of Mendocino and Lake Counties.







# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

## GENERAL CATALOG 2024 - 2025

Ukiah Campus  
1000 Hensley Creek Rd.  
Ukiah, CA 95482  
707.468.3000

Lake Center  
2565 Parallel Dr.  
Lakeport, CA 95453  
707.263.4944

North County Center  
372 E. Commercial St.  
Willits, CA 95490  
707.459.6224

Coast Center  
1211 Del Mar Dr.  
Fort Bragg, CA 95437  
707.961.2200



# WELCOME - BIENVENIDOS

## TIMOTHY KARAS

### SUPERINTENDENT/PRESIDENT

## MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

### Welcome to Mendocino College:

Mendocino College takes pride in being a community college with outstanding academics and exceptional support programs. We are guided by our mission to partner with a dynamic community of diverse students to help them achieve their educational goals. Engagement, inclusion, community, and students will continue to be at the forefront of all we do at Mendocino College.

We provide educational opportunities at our Ukiah Campus, Lake County Center, North County Center, Coast Center, online, and in partnership with many local school districts. Our purpose is to provide you with a world-class education so that you too can achieve your dreams. You are a member of a caring and inspiring learning community.

Our faculty, staff, and administrators are committed to providing supportive and empowering experiences inside and outside of the classroom that allows you to see your own highest potential as a learner and global citizen. Whether you are interested in pursuing a workforce certificate or a transfer degree, we will provide you with the foundational knowledge and skills you need to succeed. Our students have a long history of going on to fulfill their educational goals whether they be in the arts and letters, agriculture, the sciences, health care, social and human services, business, technology, or as a first responder. Mendocino College prepares students for life in the new economy. Whether your goal is to become a college professor or a childcare provider, we provide you with high-quality training to prepare you for the next step of transferring to a four-year institution or employment.

I wish you an affirming, positive and inspiring journey while here at Mendocino College. We are all here to ensure that you have one. Welcome!

### Bienvenidos al Colegio de Mendocino:

Mendocino College se enorgullece de ser un colegio comunitario con programas académicos excepcionales y servicios de apoyo. Somos guiados por nuestra misión de asociarnos con una comunidad dinámica y estudiantes de origen diverso para ayudarles a realizar sus metas educativas. La participación, inclusión, comunidad y estudiantes seguirán siendo prioridad en todo lo que hacemos en Mendocino College.

Proveemos oportunidades educativas en nuestros campus de Ukiah, Lake Center, North County Center, Coast Center, en línea y en colaboración con nuestros distritos escolares locales. El propósito es de brindarle una educación de primera clase para que pueda alcanzar sus sueños. Usted es miembro de una comunidad de aprendizaje inspiradora.

Nuestra facultad, personal y administradores están para brindarles experiencias de apoyo y empoderamiento dentro y fuera del salón, los cuales permiten que visualice su potencial como estudiante y ciudadano global. Ya sea que esté interesado en obtener un certificado técnico o título de transferencia, le proveeremos el conocimiento y habilidades fundamentales que necesitará para tener éxito. Nuestros alumnos tienen una larga historia de cumplir sus metas educativas, sea en las artes y las letras, agricultura, las ciencias, salud, servicios sociales y humanos, negocios, tecnología o de socorrista. Mendocino College prepara estudiantes para la vida en la nueva economía. Ya sea que su meta sea de ser facultad universitaria o proveedor de cuidado infantil, le proveemos entrenamiento de alta calidad para prepararse y que tome los primeros pasos en transferencia a una universidad de cuatro años o empleo.

Les deseo un sendero afirmativo, positivo e inspirado mientras estén en Mendocino College. Cuento con nosotros. ¡Bienvenidos!

TIMOTHY KARAS, ED.D • SUPERINTENDENT/PRESIDENT

707.468.3071 • tkaras@mendocino.edu



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# 2024 - 2025 Academic Calendar

Please see our website for updates: [www.mendocino.edu/academic-calendar](http://www.mendocino.edu/academic-calendar)

## Summer 2024

JUN 10	Summer session begins
JUN 19	Juneteenth holiday
JUL 4	Independence Day holiday
AUG 1	Summer session ends

## Fall 2024

AUG 16	Inservice Day (No classes)
AUG 19	Fall Semester begins
AUG 26	Instructor permission required to add semester length classes
AUG 30	Add and Refund deadline for semester-length classes. <i>Petition to add required after this date.</i>
SEP 2	Labor Day holiday
SEP 20	Non-holiday observance of Native American Day
OCT 12	Instructional Day
NOV 8	Deadline to apply for Fall graduation
NOV 11	Veteran's Day holiday (observance)
NOV 18	Priority registration for Spring 2025
NOV 22	Open registration begins for Spring 2025
NOV 27	Faculty Inservice Day (No classes)
NOV 28-29	Thanksgiving holiday
DEC 13	Fall Semester ends
DEC 16-31	Winter Break

## Spring 2025

JAN 2-10	Winter Break continues
JAN 17	Inservice Day (No classes)
JAN 20	Martin Luther King Jr. Day holiday
JAN 21	Spring Semester begins
JAN 27	Instructor permission required to add semester length classes
JAN 31	Add or Refund deadline for semester length classes. <i>Petition to add required after this date.</i>
FEB 14	Lincoln's Day holiday
FEB 17	Washington's Day holiday
MAR 8	Instructional Day
MAR 24-28	Spring Break
MAR 28	Non-holiday observance of Cesar Chavez Day
APR 14	Deadline to apply for Spring graduation
APR 14	Priority registration begins for Summer 2025
APR 18	Open registration begins for Summer 2025
APR 19	Instructional Day
APR 28	Priority registration for Fall 2025
MAY 2	Open registration for Fall 2025
MAY 23	Spring Semester ends
MAY 23	Commencement

FULL SEMESTER-LENGTH CLASS DEADLINES			FOR SUMMER SESSION AND SHORT-TERM	
	FALL	SPRING	<b>Dates are calculated by the variables below:</b>	
REFUND	Aug 30	Jan 31	REFUND	10% of course length
ADD	Aug 30	Jan 31	ADD	20% of course length
DROP w/o W	Aug 30	Jan 31	DROP w/o W	20% of course length minus 1 day
PASS/NO PASS	Dec 13	May 23	PASS/NO PASS	30% of course length
DROP w/W	Nov 8	Apr 18	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 fifth 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 available electronically on the district website at [mendocino.edu](http://mendocino.edu) and in the Superintendent/President's office. 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:

**Barbara Rice**  
Fort Bragg/Piercy  
Term 2023-2024

**Xochilt Martinez**  
Ukiah  
Term 2023-2026

**Robert Jason Pinoli**  
Hopland/Boonville/Mendocino  
Term 2021-2024

**Loree Lewis Crandall**  
Upper Lake/Lucerne  
Term 2023-2026

**Marie L. Myers**  
Calpella/Redwood Valley/Potter Valley  
Term 2021-2024

**Noel O'Neill**  
Willits/Laytonville/Round Valley  
Term 2021-2024

**TeMashio Anderson**  
Lakeport/Kelseyville  
Term 2021-2024

**Lacretia Tadeo**  
Student Trustee  
Term 2024-2025

The Board generally meets the second Wednesday of the month at 4:00 pm (unless otherwise announced) in Room 4210 in Library Learning Resource Center, 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 [mendocino.edu](http://mendocino.edu).

## OUR MISSION

Mendocino College partners with a dynamic community of diverse students to help them achieve their educational goals. Informed by research, reflection, dialogue, equity and anti-racist practices the College is committed to student success and achievement. Mendocino College embraces its role as an intellectual, economic and cultural anchor for the region.

## OUR VISION

Mendocino College encourages and nurtures student success through instructional excellence, social justice, and anti-racist practices. Mendocino College instruction and services are an inclusive, caring, and accessible learning environment based on individualized student needs.

## OUR CORE VALUES

***Anti-Racism:*** We support anti-racist practices and policies through institutional actions. We are actively working to dismantle systemic and structural racism through professional development, ongoing dialogue, analysis, and reflection.

***Collaboration:*** We promote collaboration among and across many groups: students, faculty, staff, and our community partners.

***Continuous Improvement:*** We are committed to inquiry, professional development, and reflection. We adjust our practices and embrace new tools and methods to provide equitable opportunities and outcomes.

***Diversity:*** We value the creativity and insight that emerge from multiple perspectives and we recognize the importance of equity and diversity in achieving our goals. As an institution we are strengthened by our many communities, cultures, and traditions.

***Equity:*** We work towards achieving equity in student educational outcomes, regardless of race, ethnicity, ability, gender identity, geographical location, and socio-economic status. We move beyond issues of access and place success outcomes for racially minoritized students as our focus. We aim to remove barriers to educational success and embrace student abilities.

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

***Respect:*** We recognize the inherent value of each individual. We work and communicate collegially, creating working and learning environments which are conducive to the open exchange of ideas.

***Student Success:*** Students come to us with rich experiences, goals and backgrounds. We create meaningful learning environments to support each student in developing and accomplishing their personal, educational and career goals and to prepare them for a lifetime of learning and achievement.

***Sustainability:*** We are responsible stewards of fiscal, natural and human resources. We recognize that climate change is an active and direct threat to our students and community. We are actively working to incorporate a culture of sustainability and resiliency through professional development, ongoing dialogue, analysis and reflection.



# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

## **District Priorities 2022-2024** *(Adopted August 10, 2022)*

Support the Superintendent/President and College to retain focus on student success by:

- Strengthening educational opportunities and sustaining enrollments for the Mendocino-Lake Community College District through collaborations with schools, business/industry, civic organizations, government, non-profits, and other community groups while always considering the best use of our available resources.
- Strengthen educational opportunities and pathways to Native American communities to achieve the highest percentage of Native American students in the California Community College system.
- Supporting equity-minded professional development opportunities, instructional and student service strategies and practices that facilitate student success and addressing structural racism to ensure that college communities and students have access to an equal opportunity.
- Demonstrate purposeful allocation of resources, make strategic investments in technology, infrastructure, facilities, and strengthen sustainable and resilient practices to create a supportive and collaborative 21st Century learning environment.

## INDIGENOUS LAND ACKNOWLEDGEMENT

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In the spirit of community, we acknowledge that Mendocino-Lake Community College District encompasses the ancestral and traditional homeland of the first nations of Mendocino and Lake Counties. We recognize, honor, and respect these nations as the traditional stewards of the lands and water on which the District is now present. As a community we acknowledge this legacy.

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# MENDOCINO COLLEGE

## 2024 - 2025 CATALOG



## GENERAL INFORMATION

## General Information

Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success. The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates three fully equipped centers in Willits, Lakeport and Fort Bragg, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, and occupational programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, learning support services, and dedicated faculty and staff.

### 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 seven 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.

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 as follows:

1. The catalog which was in effect at the time the student began his/her/their 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 Administrative Procedure 4100.2

- Graduation requirements according to the catalog in effect at the time of their first enrollment. Each new catalog year begins with the fall semester. If a student enrolls in summer, they have rights under the catalog in effect for the previous year.
- Graduation requirements under the Mendocino College catalog in effect for any year between the date of their first enrollment and the date they petition to graduate as long as continuous enrollment is maintained during that time.

Enrollment must be in a credit course and must be continuous (at least one course is taken each academic year) for graduation requirements to be taken from the catalog in effect at the time of first enrollment. Students transferring into Mendocino College from another accredited institution of higher education and meeting the above definition of continuous enrollment shall not lose their original catalog rights. In other words, they may follow the requirements in the Mendocino College catalog that were in effect at the time of their first enrollment in the other higher education institution. When a break in enrollment occurs, graduation requirements are applied according to the catalog in effect at the time of re-entry into continuous enrollment.

Students may not complete general education requirements under one catalog and major requirements under another catalog.

Students may petition for an exception to this policy through the Office of Admission and Records.

## Completion and Transfer Rates

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2018, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed in the table below.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 2018 to Spring 2021. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer prepared' during a five-semester period, from Spring 2019 to Spring 2021, are transfer students.

The table below compares Mendocino College's Completion and Transfer Rates to the statewide community college average.

2018 Student Right-To-Know Cohort		
Metric	Mendocino College	Statewide
Completion Rate	24.10%	34.75%
Transfer Rate	8.43%	8.99%

These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period. For additional information please go to: <http://srtk.cccco.edu/index.asp>

### 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 Academic Affairs at 707.468.3068.



### SPANISH AND OTHER LANGUAGE VERSIONS OF OUR CATALOG CONTENT

Content from the catalog can be viewed on our website in Spanish or other languages by using the *Translate* feature located on the top of our web pages at [www.mendocino.edu](http://www.mendocino.edu).

### LA VERSION EN ESPAÑOL Y EN OTROS IDIOMAS ESTÁN EN EL CONTENIDO DE NUESTRO CATÁLOGO

El contenido del catálogo se puede ver en nuestro sitio web en español o en otros idiomas utilizando la función Traducir ubicada en la parte superior de nuestras páginas web en [www.mendocino.edu](http://www.mendocino.edu).

## Institutional Student Learning Outcomes

**Introduction:** The ISLOs describe the learning students will achieve while completing an Associate Degree at Mendocino College and are designed to recognize that the skills we foster in our students are applicable across disciplines and describe the entirety of the student experience at Mendocino College. Each one is explained with a “definition,” a “goal” for student learning and more specific and measurable bullet points beginning with the heading, “Students will be able to...” The bullet points are the focus of the ISLOs and will be assessed institutionally.

### Creative and Critical Thinking:

**Definition:** Creative and critical thinking represents students’ ability to analyze and evaluate texts, materials, experiences, and positions, as well as to develop solutions to problems and issues.

**Goal:** Students will be able to develop, evaluate, and explore ideas and opinions with appropriate evidence and argument; maintain the ability to reevaluate positions based on new evidence; and solve problems.

#### Students will be able to:

- Identify and apply multiple methods for addressing issues and solving problems
- Consider issues from multiple perspectives
- Reevaluate positions based on new evidence
- Compare and contrast texts, ideas, opinions, experiences, and beliefs
- Evaluate sources for validity, bias and applicability to research topics

## GENERAL INFORMATION

### Inquiry and Analysis:

**Definition:** Inquiry and analysis represents students' ability to gather and interpret research, information, or data using systematic, discipline-specific approaches, along with asking meaningful questions that expand on existing ideas.

**Goal:** Students will be able to develop systematic methods for gathering research; designing and performing experiments; exploring ideas, issues or artifacts; and interpreting data, arguments, or information.

**Students will be able to:**

- Apply numeric reasoning to mathematic and scientific issues
- Create research questions and hypotheses
- Develop research methods or experiments to gather information or data
- Craft and support an argument with informed evidence
- Examine and analyze cause and effect relationships
- Use appropriate technology to collect, display, and analyze results
- Analyze the factors that lead to global, social, and cultural changes or issues

### Communication:

**Definition:** Communication is meaningful exchange. Students communicate in diverse situations to deliver, interpret, express, and question information, ideas, and experiences.

**Goal:** Students will be able to communicate effectively in at least one language or medium to accomplish relevant academic and professional tasks for various objectives. They will do so with an awareness of their audience or interlocutor, including the ways race, ethnicity, economic class, culture, gender identity, ability, and language background contribute to the construction of meaning.

**Students will be able to:**

- Written, spoken, and signed communication: Convey ideas clearly, accurately, and logically, incorporating relevant evidence and citing credible, pertinent sources.
- Interpersonal collaboration: Meaningfully foster interpersonal communication to complete relevant academic and professional tasks in group and/or partner settings.
- Aesthetic and creative expression: Engage in the creative process while following respective conventions to produce work in disciplines and/or genres of interest.
- Digital Literacy: Effectively use digital programs, services, platforms, and tools for applicable academic and professional purposes and technological communication.

### Lifelong Wellness:

**Definition:** Lifelong wellness represents students' ability to capably pursue physical, emotional, and social health.

**Goal:** Students will develop the knowledge and skills to effectively advocate for their own and their communities' emotional and physical wellbeing. Students will practice resiliency strategies to maintain lifelong wellness.

**Students will be able to:**

- Identify and practice the components of a physically healthy lifestyle
- Identify and practice the components of socially and emotionally healthy lifestyles
- Identify and access appropriate resources for academic success
- Recognize trauma and identify strategies to develop the resilience necessary to overcome adversity



## Intercultural Knowledge:

**Definition:** Intercultural knowledge represents the awareness of global diversity in culture, art, language, religion, and history with respect toward the ability to interact across cultures. \

**Goal:** Students will study different governments, economies, artistic and literary traditions, religions, and other cultural institutions and how they are produced. They will develop the ability to recognize how cultural expectations impact interactions, to consider how culture shapes human experiences and perceptions, and to identify, analyze, and challenge their own cultural assumptions.

**Students will be able to:**

- Articulate aspects of cultures, religions, and ethnic groups throughout the world
- Evaluate and analyze interactions between global communities both historically and in the modern world
- Recognize and reflect on the cultural experience of others
- Interact with diverse cultures

## 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.

**Consequences for Violation:** 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 3050.1*

# WELCOME TO MENDOCINO COLLEGE!

## • 6 steps to becoming a student • • 6 pasos para convertirse en un estudiante •

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.

**UKIAH CAMPUS**  
Admissions & Records  
707.468.3101

**Counseling Department**  
707.468.3048

**Financial Aid**  
707.468.3110 or  
financiaid@mendocino.edu

**Learning Center**  
707.468.3046  
placement@mendocino.edu

**LAKE CENTER**  
707.263.4944

**NORTH COUNTY CENTER**  
707.459.6224

**MENDOCINO COAST CENTER**  
707.961-2200

**WebAdvisor Help Desk**  
707.468.3101 or  
webaccess@mendocino.edu



Go to: [www.mendocino.edu/admissions](http://www.mendocino.edu/admissions)

### Step 1 APPLY

Submit an application.

# 1

### Paso 1 SOLICITA

Completa una solicitud.

### Step 2 APPLY FOR FINANCIAL AID

Complete your FAFSA or  
Dream Act application.

# 2

### Paso 2 SOLICITAR AYUDA FINANCIERA

Completa tu solicitud de  
FAFSA o Dream Act.

### Step 3 ORIENTATION

Complete an  
orientation online.

# 3

### Paso 3 ORIENTACIÓN

Completa una orientación  
por la red.

### Step 4 PLACEMENT

Complete the Placement Tool at  
[mendocino.edu/mathandenglish](http://mendocino.edu/mathandenglish)  
and/or submit High School  
transcripts.

# 4

### Paso 4 EVALUACIÓN

Completa el cuestionario de  
colocación en línea y/o entrega  
tu historial académico.  
[mendocino.edu/mathandenglish](http://mendocino.edu/mathandenglish)

### Step 5 EDUCATION PLAN & COUNSELING

Create an education plan with  
a counselor. 707.468.3048.

# 5

### Paso 5 PLAN DE ESTUDIO Y CONSEJERÍA

Desarrolla un plan educativo  
con un consejero académico.

### Step 6 REGISTER

Enroll in classes.

# 6

### Paso 6 REGÍSTRATE

Regístrate en tus clases.

MENDOCINO.EDU



# MENDOCINO COLLEGE 2024 - 2025 CATALOG



## SUPPORT SERVICES



## Admissions and Records

The Office of Admissions and Records, located on the Ukiah Campus, maintains the official college record for each student and provides students with information, processes and directs the following district-wide functions: applying for admission, residency determination, adding or dropping of classes, verifying prerequisites, enrollment verifications, applying for graduation, evaluating and awarding degrees and certificates, credit eligibility for prior learning, official withdrawal from the college, coordinating the annual commencement ceremony, and release of transcripts.

### ADMISSIONS

#### Eligibility for Admission

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 or possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Superintendent/President or his or her designee are capable of profiting from the instruction offered.
- Persons who are apprentices as defined in Section 3077 of the Labor Code.

#### Special Admission Students (9<sup>th</sup> - 12<sup>th</sup> Graders)

In accordance with California Education Code regulations (48800, 76001, 76002), a limited number of 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. 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.

#### Fine Woodworking Program

Special supplemental application procedures and admission criteria apply to this program. Contact the Woodworking Program at 707.964.7056 for more information.

#### Physical Therapist Assistant Program

Special supplemental application procedures and admission criteria apply to this program. Contact the Physical Therapist Assistant Program at 707.467.1062 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 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 they:

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 their 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 their 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 Vice President of Student Services or designee.

## SUPPORT SERVICES

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

1. Students, other than one with United States Citizenship and Immigration Services (USCIS) nonimmigrant visa status who satisfies the four requirements (below), shall be exempt from paying nonresident tuition:
  - a. The student must have: attended a combination of California high school, adult school, and California Community College for the equivalent of three years or more. or attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years.
  - b. The student must have: graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam), or completed an associate degree from a California Community College or completed the minimum requirements at a California Community College for transfer to the California State University or the University of California.
  - c. The student must register as an entering student at, or current enrollment at, an accredited institution of higher education in California.
  - d. The student must file an affidavit with the college or university stating that if the student is a non-citizen without current or valid immigration status, the student has filed an application to legalize immigration status or will file an application as soon as the student is eligible to do so.
2. Full-time credentialed employee of a California public school enrolling in college for purposes of fulfilling credential-related requirements.
3. 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).
4. 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.
5. Special admission students (9th – 12th grade) recommended by the principal or designee of the pupil’s school, have parental permission to attend a community college, and are enrolled in 11.0 units or fewer. Students residing outside California or on a nonimmigrant visa are not eligible for this exemption.
6. Member of the Armed Forces of the United States domiciled or stationed in California on active duty and their dependents.
7. 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.
8. Individuals qualifying to use Chapter 30, Chapter 31, or Chapter 33 education benefits and considered a “covered individual” as defined in the Veterans Access, Choice, and Accountability Act of 2014 (VACA Act as amended by Pub. L. No 115-251) as follows:
  - a. A Veteran who lives in the state in which the institution of higher learning is located (regardless of their formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more; or
  - b. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of their formal state of residence) and enrolls in the school within 3 years of the transferor’s discharge from a period of active duty service of 90 days or more; or
  - c. An individual eligible for transferred educational benefits while the transferor is on active duty who resides (lives) in California (regardless of their formal state of residence) as

- described in 38 USC 3679(c)(2)(B)(ii)(II). The 3-year enrollment period limitation does not apply to eligible dependents of active duty service members; or
- d. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship, who lives in the state in which the institution of higher learning is located (regardless of their formal state of residence;
  - e. After expiration of the three-year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain “covered individual” status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees.
9. U.S citizen who resides in a foreign country and meets all of the following requirements:
    - a. Demonstrates a financial need for exemption.
    - b. Has a parent or guardian who has been deported or was permitted to depart voluntarily under the federal Immigration and Nationality Act.
    - c. Moved abroad as a result of the deportation or voluntary departure.
    - d. Lived in California immediately before moving abroad.
    - e. Attend a public or private secondary school in California for three or more years.
    - f. Upon enrollment, will be in their first academic year as a matriculated student in California public higher education.
    - g. 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.
  10. Eligible Special Immigrant Visa (SIV) holders and refugee students who settled in California upon entering the United States. This exemption is granted for one year from the date of the student settled in California upon entering the United States and applies to the following:
    - a. Iraqi citizens or nationals (and their spouses and children) who were employed by or on behalf of the United States Government in Iraq (Pub.L.No. 110-181, Section 1244).
    - b. Afghan and Iraqi translators (and their spouses and children) who worked directly with the United States Armed Forces (Pub.L.No. 109-163, Section 1059).
    - c. Afghanistan nationals who were employed by or on behalf of the U.S. government or in the International Security Assistance Force (ISAF) in Afghanistan (Pub.L.No. 111-8, Sec. 602).
    - d. Refugee students admitted to the U. S. under Section 1157 of Title 8 of the United States Code.

## Admission of International Students

To qualify for admission, international students must complete the equivalent of high school with better than average grades and pass the Test of English as a Foreign Language (TOEFL).

In addition, they must demonstrate adequate financial resources to complete their education without outside employment. International students must pay nonresident tuition fee of \$332.00 per unit (plus the \$46 per unit enrollment fee) and are required to have health and accident insurance. Approximate expenses for one school year are \$33,522.00. Total expenses are subject to change and financial aid is not available for international students. For more information, please contact the Office of Admissions and Records.



## SUPPORT SERVICES

### How to Apply

To be considered as an international student all the following documents must be submitted by the specified deadline:

1. Mendocino College International Student Application;
2. Official copies of transcripts from all secondary schools and colleges attended. These transcripts must be in English and correspond to the American Grading System.
3. A financial statement showing that you or your sponsor has the financial resources to pay your tuition and related expenses while you attend Mendocino College;
4. A certified health evaluation form completed by a physician;
5. If transferring from another U.S. school, a transfer notification form must also be submitted.

International transcripts must be evaluated by an approved international evaluation service. Agencies identified on the National Associate of Credential Evaluation Services (NACES) website are considered approved services. For more information, please visit: [www.naces.org](http://www.naces.org)

### When to Apply

To be considered, the international student application and all required documents must be submitted by the following deadlines.

**Fall Semester:** Submit all materials by June 1.

**Spring Semester:** Submit all materials by October 1.

### English Proficiency

Most classes will be conducted in English, so you must demonstrate English Proficiency when you apply for admissions. If your native language is not English, you must take either the TOEFL or IELTS. International students are provided with an orientation to the college and with academic and personal counseling. Additional information regarding admission may be obtained by contacting the Office of Admissions and Records.

## REGISTRATION

The registration process includes two parts: Application for Admission and Enrollment in Classes. Definitions of New, Returning, Transfer, 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.
- **Transfer Student:** a student transferring from another college or university that has never attended Mendocino College.
- **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. 9<sup>th</sup> - 12<sup>th</sup> grade 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 veteran's 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 an admitted student has filed official transcripts and a request form with the Office of Admissions and Records.

### Early Registration Recommended

Because enrollments in certain classes may be limited due to facilities or demand, students are encouraged to complete registration as soon as possible. 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 instructor of record 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 \$332.00-per semester unit beginning Fall 2024. Fees and tuition are due and payable in full no later than the end of day of registration.

### College Fees

All registration fees are due at the time of registration. See below for California College Promise Grant information.

### Enrollment Fee

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

- \$46.00 per unit (or \$23.00 per half unit).
- For current fees please refer to the District website at [www.mendocino.edu](http://www.mendocino.edu).
- Per Board of Trustee action, special part-time 9<sup>th</sup> – 12<sup>th</sup> 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 California College Promise Grants [formerly the Board of Governors (BOG) Fee Waiver] for students who qualify to have their enrollment fees waived. If students are California residents, they may be eligible for a California College Promise Grant 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 California College Promise Grant.

If students become eligible for the California College Promise Grant after they pay enrollment fees they will be reimbursed, and any additional units will be covered by the California College Promise Grant. Once a student has qualified for a California College Promise Grant, their 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, as long

## SUPPORT SERVICES

as the student remains in good academic standing. 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.

### Mendocino College Promise

Mendocino College is invested in your success and as a part of our efforts to make college affordable and attainable to all students within our community, we offer the Mendocino College Promise. All California residents and AB 540 students can have their enrollment fees covered by a combination of grants and other funds if they enroll full-time.

Full-time students who do not qualify for the California College Promise Grant can qualify for a scholarship to cover their out-of-pocket enrollment fee charges. More at: [www.mendocino.edu/promise](http://www.mendocino.edu/promise)

### 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. The College does not assume any responsibility for student accident or injury beyond the coverage provided by the student accident insurance policy.

CC Promise Grant Method A eligible 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 the Office of Admissions and Records.

Per Board of Trustee action, special part-time 9<sup>th</sup> - 12<sup>th</sup> grade students are exempt from paying the health fee.

### 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 Office of Admissions and Records at 707.468.3101. Per Board of Trustee action, special part-time 9<sup>th</sup> - 12<sup>th</sup> grade students are exempt from paying the student center fee.

### Student Representation Fee

A fee of \$2.00 will be charged to all students to fund student advocacy. For exemption criteria, contact the Office of Admissions and Records at 707.468.3101. Per Board of Trustee action, special part-time 9<sup>th</sup> - 12<sup>th</sup> grade students are exempt from paying the student representation fee.

### Refunds

Refunds are processed beginning the third week of the semester 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 MyMendo, or at Admissions and Records on the Ukiah Campus, Lake, North County, or Coast 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 canceled 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 canceled 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, enrollment in future terms may not be allowed until all fees are paid.

#### 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.



# Student Support Programs

## ASMC - Associated Students of Mendocino College

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 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 funds for scholarships. Additionally, 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 paid 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, call 707.467.1019, or email [ask.asmc@gmail.com](mailto:ask.asmc@gmail.com) for more information.

## 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 ASMC Office (room 750 in the Lowery Building) or the Eagle Support Center.

## Basic Needs Center

The Basic Needs Center acts as hub that provides and connects students to essential support and services. We define Basic Needs as the essential resources needed by students that impact their holistic health, sense of belonging, persistence, and overall well-being. Through the Basic Needs Center students can access:

- Food Pantry
- CalFresh Application Assistance
- Lending Library Information
- Emergency Funding
- Information regarding many other community resources

For more information, students can email Naoto Horiguchi at [nhoriguc@mendocino.edu](mailto:nhoriguc@mendocino.edu) or call 707.467.1081 or visit the Eagle Support Center in the Lowery building, on the Ukiah campus.

## Career Hub

The Career Hub is an on-campus service dedicated to assisting Mendocino College students with career education and guidance.

Services include:

- Career Assessment
- Job Searching
- Resume & Cover Letter Assistance
- Mock Interview Coaching
- Employment Connections On- & Off-Campus
- Career-Related Workshops & Events
- Career Fairs

The Career Hub is located in MacMillan Hall, room 1250. Our office is open 9:00 AM – 5:00 PM Monday thru Friday for appointments and walk-ins. You can also contact us at [careerhub@mendocino.edu](mailto:careerhub@mendocino.edu) or by calling 707.468.3044.

## Child Development Center

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

The facility on the Ukiah Campus is licensed for 57 children from 18 months through 5 years. 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 as well as two high-quality, trained Associate Teachers.

The Child Development Center is open to students, college employees and community families. The Child Development Center offers childcare subsidies for families who are eligible through the Department of Education and Department of Social Services. Private pay slots are also available. To enroll a child, an application for admission can be submitted by coming into the center to pick up an application or by obtaining one on the college website.

For information, a tour of the center or to obtain an application form call 707.468.3089. Apply as soon as you have interest, student parents do have a priority in enrollment however slots fill quickly.

## Work Experience Education (WEE)

Work Experience Education (WEE) (formerly Cooperative Work Experience Education) is a simultaneous educational and occupational approach that turns work-based learning experiences into college credit. Learning occurs on the job, there are no classroom meetings (other than an initial orientation), and you do not have to be enrolled in other courses in order to enroll in a WEE course. This is an Open-Enrollment course. You can earn up to 8 units in one semester, for a total of 16 units that apply to Certificates, Discipline and Degree-Based pathways of study, and are CSU transferable.

For information call 707.621.6430 or email [mthomas@mendocino.edu](mailto:mthomas@mendocino.edu).

## Counseling

### Academic 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.

If you are seeking to earn a certificate, degree, or plan to transfer to another college or university, we encourage you to meet with a counselor to develop an education plan. An education plan will lay out the courses you will need to accomplish your educational goal. Creating an education plan ensures that you understand the requirements for your goal and can save you time and money. Meeting with a counselor to create a plan is also one of the requirements to qualify for priority registration.

Counselors also connect students with District services through the Early Alert Program. The Early Alert program is a web-based referral system which enables faculty and staff to make referrals that connect students in need of academic or personal support with campus services, such as counseling, academic advising, and many other resources. Students are encouraged to make an appointment with a counselor if they receive a notice that their instructor has reached out to connect them with support services. The counselors are located in MacMillan Hall, Room 1000 in Ukiah, as well as in the Lake, Coast, and North County Center main offices. To schedule an appointment with a counselor:

Email: [counselingappointments@mendocino.edu](mailto:counselingappointments@mendocino.edu) or Call: 707.468.3048

**Bilingual Counseling - Spanish:** Si usted necesita una cita de consejería en español, por favor de llamar al Departamento de Consejería al 707.468.3048.

### Career Counseling

Career counseling services can assist students with their educational and career choices. Support for students includes assistance with exploring career plans and life goals, selecting a major, recommendation of career assessments and resources, educational planning, and workshops. All undeclared/undecided students are strongly encouraged to meet with a career counselor prior to their first semester or during their first year. You are also recommended to utilize the Career Hub for additional career exploration support and resources. To schedule an appointment with a career counselor, call 707.468.3105 or email: [counselingappointments@mendocino.edu](mailto:counselingappointments@mendocino.edu). Additional information regarding career counseling services is available by visiting [www.mendocino.edu/career-counseling](http://www.mendocino.edu/career-counseling).

### Disability Resource Center (DRC)

The Disability Resource Center (DRC) provides resources for Mendocino College students with a verified disability. Students are encouraged to bring a verification of disability when enrolling in the DRC. Through the interactive process, a review of documentation, and student self-report, DRC staff can certify students with a disability. The California Community College Chancellor's office recognizes the following disabilities: physical, deaf and hard of hearing, blind and low vision, learning disability, acquired brain injury, attention deficit hyperactive disorder, intellectual disability, autism spectrum, mental health and other health conditions and disabilities.

Students are assisted by DRC Counselors and/or a Learning Disability Specialist in developing an Academic Accommodation Plan based on the educational limitations associated with the disability. DRC also works with the Department of Rehabilitation, Veteran's Administration, Regional Center and community rehabilitation programs, and other agencies.

DRC services may include disability-related counseling, registration assistance, loan of digital recorders, ASL interpreters, alternative media, testing accommodations, and specialized equipment. Assessment of students to determine a possible learning disability is available. The Learning Skills Lab on the Ukiah campus provides

a setting for students to receive assistance with study skills, learning strategies, and use of computers with specialized software and hardware.

The DRC encourages student autonomy, independence, and responsibility. Therefore, students must initiate contact with the DRC in order to receive services. 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 Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. In accordance with the Family Educational Rights and Privacy Act, all disability-related contacts within 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, [drc@mendocino.edu](mailto:drc@mendocino.edu), or by visiting the Ukiah campus in Room 4130 of the Library and Learning Resource Center.

## Dream Center

The mission of the Mendocino College Dream Center is to assist undocumented/AB540 students and students from mixed-status families achieve their academic goals. The Dream Center provides services, resources, and support to address the unique barriers students face in their pursuit of higher education.

We assist with completing the following:

- Assisting Undocumented, DACA, and AB540 students with the application and enrollment process
- Residency forms
- California Dream Act Application (CADAA)
- Financial aid guidance and scholarship information
- Connections to other programs on campus
- Referrals to outside agencies

Our resources and services are available to all undocumented and Dreamer students (with or without DACA). Visit us in the Eagle Support Center in the Lowery Building or our web page at: [www.mendocino.edu/dreamers](http://www.mendocino.edu/dreamers). For more information, call us at 707.467.1026, or email us at [dreamcenter@mendocino.edu](mailto:dreamcenter@mendocino.edu).

## Financial Aid

The Financial Aid Office offers free financial aid assistance with grants, work-study, loans, and the California College Promise Grant. Information is available on the Mendocino College Website by visiting [www.mendocino.edu/financial-aid](http://www.mendocino.edu/financial-aid) 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, Lake, and Coast Centers.

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) or California Dream Act Application (CADAA).

### FINANCIAL AID PROGRAMS

#### Grants

**California College Promise Grant:** This fee waiver is available to eligible California residents or AB-540 students. Every California resident should complete a FAFSA because many more students qualify than might be expected. AB-540 students should complete the California Dream Act Application.

**PLEASE NOTE:** A student can lose their CC Promise Grant eligibility if the student is placed on academic or progress probation or any combination thereof for two consecutive primary terms (see academic standards). For more information visit: [www.mendocino.edu/california-college-promise-grant](http://www.mendocino.edu/california-college-promise-grant)



## SUPPORT SERVICES

**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.

**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 or CADAA must be completed by March 2nd. Recent high school graduates must have a GPA verification form submitted from their high school by the March 2<sup>nd</sup> deadline. Continuing college students must have their FAFSA or CADAA completed by September 2<sup>nd</sup>.

**Student Success Completion Grant:** The Student Success Completion Grant (SSCG) award provides students receiving a Cal Grant with additional financial aid when students take 12 or 15 units or more per semester. This award cannot be guaranteed, as it is a limited fund.

**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.

## Direct Student Loans

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. Students who are interested in a loan must complete the FAFSA application process and submit a loan application. Loan students must be enrolled in at least 6 units at the time of the loan. Special applications and processes are required for these loans. Students are encouraged to plan ahead. Students with additional questions 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

Offered through the Mendocino College Foundation, scholarships at Mendocino College recognize deserving students for academic achievement, financial need, academic field of study, community service, campus activities and outside interests. Scholarships are offered annually to incoming, continuing, and transferring students.

Mendocino College scholarship application opens the first Monday in December via [www.mendocinocollege.awardspring.com](http://www.mendocinocollege.awardspring.com). The annual deadline to apply for scholarships is March 1. Contact the Scholarship Coordinator in the Mendocino College Foundation Office for more information at [scholarship@mendocino.edu](mailto:scholarship@mendocino.edu).

Additional outside scholarships may be available to Mendocino College students. All opportunities are listed at [mendocino.edu/scholarships](http://mendocino.edu/scholarships) as they become available.

## Finish Line Scholars Program

The California Community Colleges Finish Line Scholars Program supports students to ensure they stay on track with their education and complete a degree, certificate, or transfer to a four-year college or university.

The program is intended to help eliminate regional educational gaps through distribution of emergency financial aid to students facing unexpected hardships and scholarships to students who are well on their way toward a finish line goal of transferring to a college or university or completing a certificate or degree.

Eligible students may receive a scholarship of up to \$5,000 to help them reach the finish line. For additional information and eligibility criteria visit [www.mendocino.edu/finish-line](http://www.mendocino.edu/finish-line). Funds are limited.

## The Learning Center (LRC)

The Learning Center offers free academic support services for students in a friendly and helpful setting. For more information, please visit the Library Learning Resource Center (LLRC) building located in room 4110 or call 707.468.3046 or online: [www.mendocino.edu/learning-center](http://www.mendocino.edu/learning-center).

The Learning Center provides the following services:

### Free Tutoring Services and Other Useful Resources

- Math and English in-person drop-in peer tutoring – check out the schedule posted in the Learning Center and online.
- Online peer-tutoring via Cranium Cafe is available on the Learning Center’s page.
- Online, most all subjects are available through NetTutor- Go to your instructor’s Canvas page to access NetTutor online services.
- Math Lab 540 and 541 are held in the Learning Center
- A variety of free school supplies
- Free healthy student snacks, grab something before or after class.
- Math textbooks and English writing resources are available to use in the Learning Center.

### Computer Use and Study Space

- Computers are available for homework or to access Zoom course meetings.
- Free printing is available.
- Study spaces for individuals and small groups.

### Testing Services

- Proctored testing services are available for students with approved accommodations from the Disability Resource Center
- Make-up tests are available with the approval of your instructor.
- Proctored testing services for other schools and programs are available for a fee.

### Math and English Placement Tool Support

- Information regarding the Placement Tool process for Math and English is available at the Learning Center website above.

## Health & Wellness Services

Mendocino College Health & Wellness Services offers a variety of support for students, including individual and group therapy, crisis management, life coaching and skill building, wellness activities, and case management to support the referral to community mental health providers.

To schedule an appointment with a Health & Wellness therapist, you can access the online scheduling link located on the Health & Wellness web page: [www.mendocino.edu/wellness](http://www.mendocino.edu/wellness); you can email [wellness@mendocino.edu](mailto:wellness@mendocino.edu) or call (707) 621-MIND (6463) to request an appointment. Appointments are available in-person or virtually. Please indicate your preference when requesting an appointment. Located in Room 735, Lowery building, Ukiah campus.

If you are experiencing a mental health crisis, please call 9-8-8 or 1-800-273-TALK (8255). If you are experiencing a life-threatening emergency, please call 9-1-1.

## Library

The Mendocino College Library, located in the Library Learning Resource Center is a popular place for study and research. Facilities include the main reading room, nine group study rooms, a copy center, media viewing area, numerous computers, 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, North County, and Coast Centers.

Equipment available for use in the Ukiah branch library includes computers for general use, computers for accessing Adobe Suite software, a color photocopier/printer and a black and white photocopier/printer, calculators, and media viewing stations. All computers have internet access and a wireless network is available for students with their own laptop computers and wireless devices.

The library subscribes to about 75 magazines, journals, and newspapers. Additional subscription databases with full-text journals, magazines, newspapers, and eBooks are accessible for research both on-campus and through the library's homepage. The College Library collects materials that will support and enrich students' classroom learning. The collection includes over 35,000 physical materials and more than 560,000 eBooks and articles related to courses taught at the College.

In addition, the lending library collection allows students to check out textbooks, calculators, Chromebooks, and wireless hotspots for an entire semester (please contact the library for availability).

All Mendocino College students who are currently enrolled and attending classes, college faculty, and staff may borrow materials from the library.

For more information, please call the Circulation Desk: 707.468.3053 or email [librarian@mendocino.edu](mailto:librarian@mendocino.edu).

To browse and access the library's collection from home, please visit the library's homepage at [www.mendocino.edu/library](http://www.mendocino.edu/library).

## Native American Student Resource Center

The Native American Student Resource Center's purpose is to provide academic and personal support services to prospective and current Native American Students. We are committed to hosting a space for any Native American Student to connect with their community, participate in cultural activities, and success.

The center offers:

- Pomo Pathway
- Peer Mentorship
- Lecture Series/Cultural Awareness Activities
- Community Resources
- Tutoring
- Computer Use
- Free Printing
- Student Support
- Retention Services
- Healthy Snacks
- Networking Opportunities

For more information, please call the 707.468.4603 or visit [www.mendocino.edu/nasrc](http://www.mendocino.edu/nasrc), or visit our office in the Eagle Support Center.

## Student Success and Retention Center

The Student Success and Retention Center staff work to provide students with the individualized support they need to accomplish their personal, academic, and career goals. The Center staff assists students on identifying course textbooks, registering for courses, navigating Canvas, as well as providing students with other types of support.

For more information call 707.468.3232 or visit us in MacMillan Hall Room 1260, Ukiah campus, Room 101A at the Coast Center, or Room 7023 at the Lake Center.

## Transfer Center

The Mendocino College Transfer Center is here to prepare students to transfer to a bachelor's degree program. We offer a set of coordinated activities, talks, counseling services, and more! Some of our services include:

- Transfer Outreach Events
- Transfer Counseling
- Transfer Education Planning
- Transfer Information Workshops
- University Application Assistance
- University Representative Visits
- College and University Fairs

Transferring is a multifaceted process that can be full of complexities and nuances! We will partner with you as you navigate through the university application process so that you can transfer successfully!

We are located in the Lowery Building on the Ukiah campus. We also hold office hours at the Lake, Coast, and North County Centers. Visit our webpage for current info: [www.mendocino.edu/transfer](http://www.mendocino.edu/transfer).



# Special Programs

## CalWORKs

California Work Opportunity and Responsibility to Kids (CalWORKs) is a federally mandated, state-funded Welfare-to-Work program. The goal of the program is to assist participants with the transition from public assistance to self-sufficiency. Mendocino College CalWORKs provides eligible students with academic, personal, career and employment-related assistance. In addition to county-required educational planning and counseling, we also help students navigate the community college system and collaborate with other on- and off-campus services such as financial aid, work-study, job placement services or childcare services to maximize your benefits. We aim to help our students form a clear educational and career pathway to enter the workforce at the highest level possible!

Please call the Mendocino College CalWORKs Program at 707.467.1034 for an appointment at any of our campus locations, by phone or via Zoom! You can also visit the CalWORKs office located in the Counseling Department, MacMillan Hall, Ukiah Main Campus.

### Services Offered:

- Priority Registration
- Maximize benefits through financial aid and county programs
- One-on-one academic, career, and personal counseling services
- Coordination with EOPS/CARE and college financial aid
- Help maintain CalWORKs' 20/30/35 participation hour requirement
- Verify participation hours and approved educational plans with the county
- Assistance in completing county paperwork: attendance verification, progress reports, childcare and ancillary requests
- Obtain HS Diploma or equivalent and/or enroll in Basic Skills Classes
- Prepare and assist with transfer requirements to a university
- Assistance with books, supplies and fees
- Paid part-time work-study jobs on- and off- campus (does not affect cash aid)
- Lending Library- required books, recorders & calculators
- Tutoring for Math and English
- Additional support through case management, progress monitoring, student success strategies, and monthly newsletter
- Referrals for medical, mental health, and legal aid services
- Advocate for student rights

### To be eligible for CalWORKs, a student must:

- must be enrolled in a county CalWORKs program receiving the adult portion of cash aid
- must have or be in the process of developing a Welfare-to-Work Plan
- can be Self-Initiated Program (SIP) or Exempt status
- must have a dependent child under the age of 18, living at home

Mendocino and Lake County families can apply for CalWORKs online at C4Yourself:

[www.c4yourself.com/c4yourself/index.jsp](http://www.c4yourself.com/c4yourself/index.jsp) There is just one application for CalWORKs, CalFresh, and Medi-Cal programs! Once accepted, let your county worker know that you are interested in attending college, or are already enrolled! Have questions, or need help? Check out our website at: [www.mendocino.edu/calworks](http://www.mendocino.edu/calworks) or contact us any time by phone at: 707.467.1034.

## CalFresh

CalFresh is a nutrition assistance program sponsored by the USDA that helps people purchase healthy foods. The program issues monthly electronic benefits on an EBT card that can be used at most grocery stores and farmers markets. Individuals who qualify could receive up to \$281 per month in EBT benefits.

Apply using our school's URL [www.getcalfresh.org/en/s/mendocinocollege](http://www.getcalfresh.org/en/s/mendocinocollege). As soon as you apply using our college's URL, you will be contacted by Mendocino College's CalFresh Team and they will help you every step of the way! (*NOTE: make sure to use this specific link or we will not be notified of your application.*)

### Services our CalFresh Team provides:

- Application Assistance
- Submitting documents and verifications
- Follow ups with you and Mendocino County
- Interview preparation
- And more!

For additional info: email [CalFreshoutreach@mendocino.edu](mailto:CalFreshoutreach@mendocino.edu) or visit [www.mendocino.edu/calfresh](http://www.mendocino.edu/calfresh) on our Basic Needs web page or our office in the Eagle Support Center, Lowery Building, Ukiah campus.

## Extended Opportunity Programs and Services (EOPS)

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

### Upon successful completion of the EOPS Orientation, services include:

1. Priority registration each semester	6. Extra tutoring
2. Extensive Educational Planning (including transfer)	7. Assistance with purchasing required materials
3. Continuous support via EOPS counselors	8. Essential course supplies each semester
4. Book voucher or EOPS Grant each semester	9. Graduation package including graduation robes
5. Lending Library (textbooks and calculators)	10. Support for single parents/cash aid recipient

### To be considered for EOPS, a student must:

- 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 California College Promise Grant application and/or a California DREAM ACT application
- have submitted an EOPS application
- Have completed less than 60-degree applicable college credits
- meet at least one of the educational barriers stipulated in the EOPS state regulations

For further information about the EOPS program or to apply, students should call 707.468.3113, email us at: [eops-mc@mendocino.edu](mailto:eops-mc@mendocino.edu) or visit the EOPS/CARE Office, Room 1130 in MacMillan Hall, or visit the website at [www.mendocino.edu/eops](http://www.mendocino.edu/eops)

## 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 dependent 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 or to apply, students should call 707.468.3113, visit the EOPS/CARE Office, Room 1130 in MacMillan Hall on the Ukiah campus, or visit the website at: [www.mendocino.edu/care](http://www.mendocino.edu/care)

## NextUp

The EOPS Office offers NextUp program services. This program is intended to provide additional academic and personal support to current and former foster youth. To be eligible, a student must have entered the foster care system on or after their 13<sup>th</sup> birthday, be under the age of 26 at the start of receiving services from the NextUp program and must be enrolled in at least 9 units. NextUp can provide assistance to help with:

- Academic and Personal Counseling
- Child Care Support
- Food and Housing
- Transportation
- Financial Support

For further information about the NextUp program or to apply, students should call 707.468.3113, email us at: [eops-mc@mendocino.edu](mailto:eops-mc@mendocino.edu) or visit the EOPS/CARE/NextUp Office, Room 1130 in MacMillan Hall on the Ukiah campus, or visit the website at [www.mendocino.edu/eops](http://www.mendocino.edu/eops)

## HEP - High School Equivalency Program

The High School Equivalency Program (HEP) is a federally funded program designed to assist migrant and seasonal farmworkers and their families in obtaining the equivalent of a high school certificate and then, to gain employment or begin postsecondary education or training.

HEP provides assistance with academic preparation, tutoring, workshops, books, paid examination, access to health and financial support.

### **The requirements to qualify for the HEP program are:**

- Be at least 18 years old and have not earned a high school diploma in the United States.
  - Have worked at least 75 days within the last two years in agriculture as a migrant or seasonal farmworker.
- OR
- Be eligible to participate or have participated within the past two years in the Migrant Education Program or WIOA 167.

You may also qualify for the HEP program if your parents, legal guardian or spouse meet the requirements described above. For more information, please contact the HEP Program at 707.467.1032 or by email at [mchep@mendocino.edu](mailto:mchep@mendocino.edu) or by visiting our webpage at [www.mendocino.edu/hep](http://www.mendocino.edu/hep)

## MESA - Mathematics, Engineering and 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 STEM-based field. For more information about the MESA program, please call the MESA office at 707.468.3023, come by room 4120 in the Library Learning Center, Ukiah Campus and visit [www.mendocino.edu/mesa](http://www.mendocino.edu/mesa).

## Pomo Pathway

Pomo Pathway is a two-semester sequence of classes offered by Mendocino College to Native American Students. This pathway ensures completion of transfer-level English and Math courses within the student's first year and prepares them to pursue a degree. Students who participate in the Pomo Pathway Program are supported with school supplies, cultural activities, and community.

Visit [www.mendocino.edu/pomopathway](http://www.mendocino.edu/pomopathway) or contact [nativeamerican@mendocino.edu](mailto:nativeamerican@mendocino.edu) for more information.

## Veterans Assistance – Veterans Resource Center

The Veteran Resource Center, located in room 1240 of MacMillan Hall on the Ukiah Campus, is available to all Veterans and dependents. Students can receive assistance applying to the college and completing the steps to become a student, applying for and learning about available VA Educational Benefits, receive academic counseling, borrow textbooks and Chromebooks, and more.

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 a Mendocino College School Certifying Official 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. As per the Veterans Benefit and Transition Act of 2018, Section 103, any students using VA Education Chapter 33 (Post-9/11 GI Bill®)\* or Chapter 31 (Vocational Rehabilitation) benefits, will not be prevented from enrollment, assessed a late penalty fee, or be required to secure alternative additional funding while payment to the institution is pending from the VA. Students will have access to any resources (classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the college. To qualify for this provision, students are required to submit a VA certificate of Eligibility or an eBenefits Statement of Benefits and provide a request to be certified to a School Certifying Official.



## SUPPORT SERVICES

It is the responsibility of students using educational benefits to notify a School Certifying Official of any change in their status for VA Educational Benefits. It is important to be aware that benefits may change when courses are dropped. A School Certifying Official will notify the VA whenever a Veterans' or dependent's registered units fall below those certified or whenever the veteran withdraws from all classes.

A student may pursue a dual major as part of a single objective. In all cases, both majors must be approved, and only courses required to complete the dual major will be certified.

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.

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 Veteran Resource Center at [veterans@mendocino.edu](mailto:veterans@mendocino.edu) or 707.468.3000 ext. 4602. You can also visit the webpage at: [www.mendocino.edu/veterans](http://www.mendocino.edu/veterans).

*\*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.*

# MENDOCINO COLLEGE 2024 - 2025 CATALOG



## **POLICIES, RULES & REGULATIONS**

# Statement on Student Rights and 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.

## STUDENT RIGHTS

Students are guaranteed the privileges of exercising their rights without fear or prejudice. Such rights include the following:

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.

## 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.



# Regulations Related to Student Rights

## UNLAWFUL DISCRIMINATION

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, immigration status, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. 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. (Board Policy 3410)

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.

Any person who desires to file a complaint based on discrimination, harassment or access should contact the District Compliance Officer, Director of Human Resources, by phone at (707) 468- 3065 or in person at the District's Human Resources Department, 1000 Hensley Creek Road, Ukiah, California, 95482. A complete copy of the District's complaint procedure, Administrative Procedure 3435.1, can be found at the District's Human Resources Department, Room 1160 in MacMillan Hall, and the Library, Room 4220 in the Library/Learning Center, both at the Ukiah Campus and on the District's website at <http://www.mendocino.edu>. (Administrative Procedure 3410.1)

## 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.

## ENGLISH LANGUAGE KNOWLEDGE

According to federal laws regarding civil rights, every educational opportunity will be offered without any aspect concerning race, color, national origin, sex or incapacitation.

According to these same laws, the lack of the English language will not be an obstacle to be able to enroll in the school.

The school has bilingual staff to serve you during business hours.



## FAMILY EDUCATIONAL RIGHTS &amp; PRIVACY ACT (FERPA)

The Mendocino Lake Community College District shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records. The District will establish and maintain information on students relevant to admissions, registration, academic history, career, student benefits services, extra-curricular activities, counseling and guidance, discipline or matters relating to student conduct and shall establish and maintain such other information as required by law.

- The Superintendent-President or designee shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records;
- The Superintendent-President or designee may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so;
- Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District;
- No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory of information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws;
- Students shall be notified of their rights with respect to student records, including the definition of directory information and that they may limit the information;
- Federal and State laws provide that the college may release certain types of “Directory Information” unless the student submits a request, in writing, to the Registrar that certain or all such information is not to be released without his/her/their consent. Directory information shall include:
  - Student’s name and dates of attendance;
  - Student participation in officially recognized activities and sports including weight, height and high school graduation of athletic team members;
  - Degrees and awards received, including honors, scholarship awards, athletic awards, and Dean’s List recognition.
- In addition to the directory information provided in policy, the Mendocino College Foundation shall have access to the following student information for students that have completed the requirements for a certificate and/or degree:
  - Name
  - Date of Birth
  - Last known address
  - Last known telephone number
  - Year degree/certificate was conferred

## 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/their educational records must submit a written request to the Director of Admissions and Records requesting the right to inspect and review his/her/their educational records.

# Selected Board Policies & Procedures

For the complete and most recent versions of board policies and administrative procedures, see the college website at [www.mendocino.edu](http://www.mendocino.edu).

## ACADEMIC HONESTY GUIDELINES

Students are required to adhere to the Mendocino College Academic Honesty Guidelines (AP 5500.2). 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 5500.2) available on the college website.

## STUDENT GRIEVANCES

Student complaints concerning 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 5530/AP 5530.1). For further information, contact the Dean of Counseling & Student Programs, Room 1000 MacMillan Hall or 707.468.3105.

### Student Grievance and Due Process Policy (BP 5530)

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. This grievance policy does not apply to students who allege violations of the District's nondiscrimination policy, including allegations of sexual harassment or sexual assault. See Board Policies 3410 (Nondiscrimination), 3430 (Prohibition of Harassment), and 3540 (Sexual and Other Assaults on Campus) and their associated Administrative Procedures for allegations of discrimination, harassment, or assault. Students are responsible for complying with all College regulations and for completing 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 Rights and Grievances (AP 5530.1)

#### 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.

## POLICIES, RULES & REGULATIONS

### 2. Terms:

- a. Party - The student or respondent(s) together with their representatives, which may include the Student Rights Advocate. "Party" shall not include the Grievance Hearing Committee or the Grievance Officer.
  - b. Superintendent/President - The Superintendent/President or a designated representative of the Superintendent/President.
  - c. Student - A currently enrolled student, a person who has filed an application for admission to the College, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).
  - d. Grievant - A student who has filed a grievance.
  - e. Respondent - Any person claimed by a grievant to be responsible for the alleged wrongdoing.
  - f. Day - Unless otherwise provided, "day" shall mean a day during which the College is in session and regular classes are held, excluding Saturdays, Sundays, and public holidays.
  - g. Grievance Officer - Human Resources Director. Serves as an assistant to students in seeking resolution.
  - h. Student Rights Advocate - ASMC elected position.
3. 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 (Note: This is the process for student grievances, NOT student discipline):

- Step 1:** Initial Level—Any student with a grievance (the grievant) should discuss the problem directly with the person with whom the student has a grievance (the respondent). This discussion must take place within ten (10) days of the alleged incident or ten (10) days after the student learns of the alleged incident, whichever is later.
- Step 2:** If the grievance is not resolved in Step 1, the grievant must complete the Student Grievance Form, Section A and submit to the immediate supervisor of the respondent. The immediate supervisor will meet with the grievant and make every effort to resolve the problem with the grievant and the respondent. This discussion shall take place within 10 days of completion of Step 1. The supervisor has ten (10) days to respond to the grievance.

### **C. Formal Stage**

If the grievant feels the matter has not been resolved by the informal conferences in

Steps 1-2 the grievant may submit a signed Student Grievance Form within three (3) days after Step 2 to the appropriate supervising Vice President.

The Vice President may render a final decision or refer grievances to the Grievance Hearing Committee. If the Vice President refers the grievance to the Grievance Hearing Committee, the student has three (3) days to submit the Grievance Hearing Form to the Grievance Officer. The committee will conduct a formal hearing within ten (10) days (except where the grievant specifically agrees in writing to a longer period). No person who was involved in any prior step should participate in the committee deliberations. The committee will render a final decision and send it to the Vice President who will inform the grievant.

## STANDARDS OF CONDUCT (BP 5500 / AP 5500.1)

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.

Students' conduct shall not infringe on the rights of others, and shall conform to District student 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:

- 1.1. 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. (Administrative Procedure 5500.2)
- 1.2 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.
- 1.3 Use by any student of any electronic listening or recording device in any classroom without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to students who have a college-approved disability accommodation of which the institution has been notified. Willful violation is a misdemeanor. Ed Code Section 78907.
- 1.4 Theft, attempted or threatened theft, or damage to, or threat of damage to, property.
- 1.5 Unauthorized entry to, or use of, College facilities, supplies, or equipment.
- 1.6 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.
- 1.7 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.
- 1.8 Disorderly conduct, including, but not limited to, alcoholic intoxication, or lewd, indecent, or obscene conduct.
- 1.9 Use, possession or distribution of alcohol on campus, except as provided by College policy.
- 1.10 Unlawful possession or use of firearms, explosives, other weapons or dangerous chemicals on College premises or at College-sponsored activities.
- 1.11 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.

## POLICIES, RULES & REGULATIONS

- 1.12 Theft or other abuse of phones, electronic devices or computer time, including but not limited to:
- Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
  - Unauthorized transfer of a file.
  - Unauthorized use of another individual's identification and password.
  - Unauthorized use of electronic devices in the classroom, including but not limited to, headphones, cellular phones, and pagers.
  - Use of computing facilities to interfere with the work of another student, faculty member or Mendocino College official.
  - Use of computing facilities to send obscene or abusive messages.
  - Use of computing facilities to interfere with normal operation of Mendocino College computing systems.
- 1.13 Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- 1.14 Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

## STUDENT DISCIPLINE PROCEDURES (AP 5520.1)

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which ensures to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies. These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

### Definitions

**District** – The Mendocino-Lake Community College District

**Student** – Any person currently enrolled as a student at any college or in any program offered by the District.

**Instructor** – Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

**Short-term Suspension** – Exclusion of the student by the Dean of Student Services or designated administrator for good cause from one or more classes for a period of up to ten consecutive days of instruction.

**Long-term Suspension** – Exclusion of the student by the Dean of Student Services or designated administrator for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

**Expulsion** – Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms.

**Removal from class** – Exclusion of the student by an instructor for the day of the removal and the next class meeting.

**Written or verbal reprimand** – An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.



**Withdrawal of Consent to Remain on Campus** – Withdrawal of consent by the Dean of Student Services or designated administrator for any person to remain on campus in accordance with California Penal Code Section 626.4 where the Dean of Student Services or designated administrator has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

**Day** – Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

Procedures

**Short-term Suspensions, Long-term Suspensions, and Expulsions:** Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

- **Notice** – The Dean of Student Services or the designated administrator will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:
  - the specific section of the Standards of Student Conduct that the student is accused of violating.
  - a short statement of the facts supporting the accusation.
  - the right of the student to meet with the Dean of Student Services or designee to discuss the accusation, or to respond in writing.
  - the nature of the discipline that is being considered.
- **Time limits** – The notice must be provided to the student within five working days of the date on which the conduct took place; in the case of continuous, repeated or ongoing conduct, the notice must be provided within five working days of the date on which conduct occurred which led to the decision to take disciplinary action.
- **Meeting** – If the student chooses to meet with the Dean of Student Services, the meeting must occur no sooner than five days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond verbally or in writing to the accusation.

**Short-term Suspension** – Within five days after the meeting described above, the Dean of Student Services shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Dean’s decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Dean’s decision on a short-term suspension shall be final.

**Long-term Suspension** – Within ten days after the meeting described above, the Vice President of Education and Student Services shall, pursuant to a recommendation from the Dean of Student Services, decide whether to impose a long-term suspension. Written notice of the Vice President of Education and Student Services’ decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of this policy describing the procedures for a hearing.

**Expulsion** – Within ten days after the meeting described above, the Superintendent/President shall, pursuant to a recommendation from the Vice President of Education and Student Services, decide whether to recommend expulsion to the Board of Trustees. Written notice of the Superintendent/President’s decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this policy describing the procedures for a hearing.

**Hearing Procedures** – Request for Hearing

Within five days after receipt of the Vice President of Education and Student Services or Superintendent/President’s decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Superintendent/President or designee.

**Schedule of Hearing** – The formal hearing shall be held within ten days after a formal request for hearing is received.

**Student Appeals Committee Hearing Panel** – The Student Appeals Committee hearing panel for any disciplinary action 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 Vice President of Education and Student Services, the president of the Academic Senate, and the Associated Students of Mendocino College president shall each, at the beginning of the academic year, establish a list of at least five persons who will serve on student disciplinary hearing panels. The Vice President of Education and Student Services shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

**Hearing Panel Chair** – The Vice President of Education and Student Services shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.

#### Conduct of the Hearing

The members of the hearing panel shall be provided with a copy of the written notice of the conduct and any written response provided by the student before the hearing begins.

The facts supporting the accusation shall be presented by a college representative who shall be the Dean of Student Services or designated administrator.

The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his, her, or their evidence. The burden shall be on the college representative to prove by the preponderance of the evidence that the facts alleged are true.

The student may represent himself/herself, and may also have the right to be represented by a person of his/her/their choice except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Hearings shall be closed and confidential with the exception of law enforcement that shall be allowed if the college determines there is a potential threat to the Student Appeals Committee hearing panel and/or the campus in general or if the student requests that it be open to the public. Any such request must be made no less than five days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

The hearing shall be recorded by the District and this shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. The hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses

to identify themselves by name. The recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the recording. The college may provide a copy of the recording upon request as required by law.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.

Within ten days following the close of the hearing, the hearing panel shall prepare and send to the Superintendent/President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

Superintendent/President's Decision

**Long-term suspension** – Within ten days following receipt of the hearing panel's recommended decision, the Superintendent/President shall render a final written decision. The Superintendent/ President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Superintendent/President modifies or rejects the hearing panel's decision, the Superintendent President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President shall be final.

**Expulsion** – Within ten days following receipt of the hearing panel's recommended decision, the Superintendent/President shall render a written recommended decision to the Board of Trustees. The Superintendent/President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Superintendent/President modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The Superintendent President decision shall be forwarded to the Board of Trustees.

**Board of Trustees Decision:** The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures (Education Code Section 72122).

The student shall be notified in writing, by registered or certified mail or by personal service, at least three days prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.

The Board may accept, modify or reject the findings, decisions and recommendations of the Superintendent/President or the hearing panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

**Immediate Interim Suspension** (Education Code Section 66017): The Vice President of Education and Student Services or designated administrator may order immediate suspension of a student where he/she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.

**Removal from Class** (Education Code Section 76032): Any instructor may order a student removed from his/her/their class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Vice President of Education and Student Services and the Dean of Student Services. The Dean of Student Services shall arrange for a conference between the student and the instructor regarding the removal. The Dean of Student Services shall oversee the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Dean of Student Services from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

**Withdrawal of Consent to Remain on Campus:** The Dean of Student Services may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he/she must promptly leave or be escorted off campus. If consent is withdrawn by the Dean of Student Services a written report must be promptly made to the Vice President of Education and Student Services and the Superintendent/President.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.

Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (Penal Code Section 626.4).

**Time Limits:** Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

References: Education Code Sections 66017, 66300, 72122, 76030, and 76030 et seq.; Penal Code Section 626.4

## SEXUAL AND OTHER ASSAULTS 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 5500.1 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, her, or their 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 3540.1.]

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.

## PROHIBITION OF HARASSMENT

The District has a board approved prohibition of harassment policy (BP 3430) available in the President’s office, the Ukiah library, the Office of Student Services and online at [mendocino.edu](http://mendocino.edu).

### Prohibition of Harassment (AP 3430.1)

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any administrator, staff or faculty member or student within the District.

This procedure and the related policy protects students, employees, unpaid interns, and volunteers 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, a District bus, or at a class or training program sponsored by the District at another location.

## Academic Freedom

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. (See BP 4030 Academic Freedom). This procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

## Definitions

**General Harassment:** Harassment based on race, religious creed, color, national origin, ancestry, immigration status, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive, persistent, or severe that a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his, her, or their ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

**Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.

**Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

**Visual or Written:** The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

**Environmental:** A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses

unlawful harassment in his/her/their immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

**Sexual Harassment:** In addition to the above, sexual harassment consists of 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 when:

- submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, progress, internship, or volunteer activity;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- 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 (as more fully described below); or
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

*"Quid pro quo"* sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

*"Hostile environment"* sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

### Consensual Relationships

Romantic or sexual relationships between supervisors and employees they directly supervise, and between faculty and students when a student is enrolled in a faculty's class are prohibited. There is an inherent imbalance of power and potential for exploitation in such relationships. Also, in general, romantic or sexual relationships between or among administrators, faculty, or staff members and students are discouraged. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that allowed relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the authority of one over the other, or of a teacher over a student in allowable settings (non-classroom). Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

### **District Actions**

The District seeks to prevent sexual harassment from occurring, takes allegations of sexual harassment seriously, conducts thorough and impartial investigations when it becomes aware of potential problems, and takes appropriate steps to resolve problems. The District includes notice of the prohibition to discrimination and sexual harassment, including sexual violence, in the materials it provides to students and employees and to prospective students and employees. The District provides training in sexual harassment prevention to its supervisors and as part of its ongoing program of addressing sexual harassment. The District prohibits retaliation against any person who reports allegations of discrimination, including sexual harassment or who participates in investigations or otherwise opposes sexual harassment. If sexual harassment takes the form of sexual assault, the District notifies the complainant of the right to file a criminal complaint and provides support as described in Administrative Procedures 3435.1 (Discrimination and Harassment Complaints and Investigations).

The District's complaint/grievance procedure for discrimination, including sexual harassment, is set out in Administrative Procedures 3435.1 and is overseen by the District's Equal Employment Opportunity Officer/Title IX Coordinator. The Equal Employment Opportunity Officer/Title IX Coordinator is also responsible for responding to inquiries regarding the District's prohibition to discrimination and sexual harassment.

### **ALCOHOL & DRUG USE POLICY**

The campus has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Responsible Security Official. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District. For more information, review BP 3560 and AP 3560.1.

### **USE OF TOBACCO AND TOBACCO RELATED PRODUCTS (AP 3570.1)**

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 AP 3570.1. 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.

### **SERVICE ANIMALS**

The college does not permit animals on campus except as provided for in Board Policy 3440 and Administrative Procedure 3440.1. 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.



# MENDOCINO COLLEGE

## 2024 - 2025 CATALOG



## ACADEMICS

# Academic Standards

## ACADEMIC RIGOR

Academic rigor is supported at Mendocino College through faculty dedicated to a student-centered learning environment. For every lecture 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 lecture 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 and are also available on the college website. Program-level student learning outcomes and Institutional-level student learning outcomes are provided through the college catalog and 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 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 [www.mendocino.edu/distance-education](http://www.mendocino.edu/distance-education).

# Academic Policies

## 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.

## 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 their 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 assignments. 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 MyMendo 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 TRIPS

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 last class meeting.

## ACADEMICS

### 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.

**Advisories on recommended preparation** - indicates knowledge or skills that will be of great advantage to a student prior to enrollment in a specific course but are not required.

### 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 Mendocino College website or Admissions and Records Offices at the Ukiah campus, 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 5, section 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

## GRADES & GRADE POINTS

All grades awarded at Mendocino College conform to the following:

<b>SYMBOL</b>	<b>DEFINITION</b>	<b>GRADE POINTS PER UNIT</b>
<b>A</b>	<b>EXCELLENT</b>	<b>4</b>
<b>B</b>	<b>GOOD</b>	<b>3</b>
<b>C</b>	<b>SATISFACTORY</b>	<b>2</b>
<b>D</b>	<b>PASSING, LESS THAN SATISFACTORY</b>	<b>1</b>
<b>F</b>	<b>FAILING</b>	<b>0</b>
<b>P</b>	<b>PASS</b> (at least grade C or better – units awarded not counted in GPA)	<b>0</b>
<b>NP</b>	<b>NO PASS</b> (less than satisfactory, or failing – units not counted in GPA)	<b>0</b>
<b>SP</b>	<b>SATISFACTORY PROGRESS</b> (Used for noncredit courses only and is not supplanted by any other symbol)	<b>0</b>
<b>ID, IF, INP</b>	<b>INCOMPLETE</b> Incomplete with in lieu of grade D* Incomplete with in lieu of grade F* Incomplete with in lieu of grade NP*	<b>0</b>
<b>IP</b>	<b>IN PROGRESS</b>	<b>0</b>
<b>W</b>	<b>WITHDRAWAL</b>	<b>0</b>
<b>MW</b>	<b>MILITARY WITHDRAWAL</b>	<b>0</b>
<b>RD</b>	<b>REPORT DELAYED</b>	<b>0</b>
<b>EW</b>	<b>EXCUSED WITHDRAWAL</b>	<b>0</b>

## 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, EW, 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 "ID," "IF" or "INP" 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.

Incompletes must be made up no later than one year following the end of the term in which it was assigned. Students making up an incomplete must work with the faculty of record to make up outstanding work and



## ACADEMICS

may not re-enroll in the class as a means of making up the work. The final grade for incomplete work that is not made up within the one-year period will revert to the grade earned at the conclusion of the course as indicated by the “in lieu of” grade assigned at the end of the term (D, F, or NP).

Incompletes 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,” and that assignment of an evaluative symbol (grade) must await its completion. Final grades for in progress courses will be assigned in the term the course concludes.

## WITHDRAWAL

See Dropping and Grades of Withdrawal.

## SEMESTER HONORS LIST

Students earning 12 or more credit units in one semester shall receive recognition of their academic achievements with an honors designation. Courses taken Pass/No Pass will not be considered part of the 12 credit units. Semester honors designations are assigned at the conclusion of the fall and spring semesters. Honors designations are not assigned for the summer semester. The designations are:

**President’s List 3.75 + GPA**

**Dean’s List 3.50-3.74 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 Instructional Dean.

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

Students may access final grade reports on MyMendo or request a copy from the Office of Admissions and Records.

## 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 graduating students. All students wishing to graduate must file an “Application for Graduation” through MyMendo or the Office of Admissions and Records, the deadlines for which are included on the Academic Calendar. Students may apply for multiple degrees and certificates.

Students earning a cumulative grade point average of one of the three honor designations will be so recognized upon graduation. The cumulative grade point average for graduation honors is based upon all Mendocino College units and units awarded through the transfer work evaluation process. Academic renewal cannot be used to raise the grade point average in order to qualify for graduation honors unless approved by appeal to the Academic Review Committee. Honors are not awarded for Certificates of Achievement.

Students receiving associate degrees may graduate with honors as indicated below. Honors designations for graduation are based upon the cumulative grade point average and include all grades earned at all colleges attended. The designations are:

**Highest Honors 4.0 + GPA    High Honors 3.75-3.99 GPA    Honors 3.50-3.74 GPA**

If there are any questions on graduation requirements, please contact the Office of Admissions and Records at 707.468.3101 or Counseling Department at 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 9<sup>th</sup> - 12<sup>th</sup> grade 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, the Lake Center 707.263.4944, or the Mendocino Coast Center 707.961.2200.

## 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 last day of the current term 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; 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.

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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.

## 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:

<b>0.5 unit</b>	<b>24 hours/semester</b>
<b>1.0 unit</b>	<b>48 hours/semester</b>
<b>2.0 units</b>	<b>96 hours/semester</b>
<b>3.0 units</b>	<b>144 hours/semester</b>
<b>4.0 units</b>	<b>192 hours/semester</b>

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 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 approval is not required, except in closed classes. Beginning with the second week, faculty approval is 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."

*MyMendo* 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, North County or Coast Centers. A student may withdraw from all classes by submitting a request in writing to the Office of Admissions and Records prior to the withdrawal 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. "EW" symbols will be assigned when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

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

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

## COURSE REPETITION

A course repetition occurs when a student who has previously received an evaluative symbol (i.e. A, A-, B+, B, B-, C+, C, D+, D, D-, F, W, P/NP, CR/NC, RD, I) in a credit course, re-enrolls in that course and receives an evaluative symbol OR attempts a course and receives an evaluative or non-evaluative symbol for the course (i.e. A, A-, B+, B, B-, C+, C, D+, D, D-, F, W, P/NP, CR/NC, RD, I) and wishes to enroll again in the same course. All course attempts in a student's academic record count toward this enrollment limitation.

If a student receives a grade of D, F, NC, NP, or W in a course that is not designated as repeatable the student may repeat the course to improve the grade; however, the listing of the original grade will remain on the student's permanent record. A student may repeat a course no more than two times (three enrollments total) unless there is another provision that allows the repetition. When a student has repeated courses to alleviate substandard coursework, the first two substandard grades may be excluded in computing the student's grade point average (GPA). The course repetition will be annotated on the

## ACADEMICS

transcript and all work will remain legible insuring a true and complete academic history. 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 REPEATS IN SUBJECT FAMILIES

Course Families are established by the Curriculum Committee, and identified in the college catalog, for active participatory courses in physical education/kinesiology and visual or performing arts with similar educational activities. Although a course cannot be repeated, a student may attempt up to four courses in a subject family. This limitation applies even if the student receives a substandard grade (i.e., D+, D, D-, F, NP, NC) or a W. Enrollment limitations are monitored district wide for a subject family.

### COURSE REPETITION SPECIAL CIRCUMSTANCES

Title 5, section 55041-55045 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. the course is required for legally mandated training; or
3. the course is a special class for students with disabilities which the student needs to repeat for a reason described in Title 5, section 56029; or
4. another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question, and where at least 36 months have elapsed since the student last took the course; or
5. A significant change in industry or licensure standards necessitates repetition of the course for employment or licensure.

### REPEATABLE COURSES

Courses designated as repeatable are identified in the college catalog and shall include the number of times a course may be repeated. Courses may be deemed repeatable if they meet one of the following exceptions:

1. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. The District shall retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
2. Intercollegiate athletics courses in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the District, or a conditioning course which supports the organized competitive sport; and
3. Intercollegiate academic or vocational competition courses designed specifically for participation in non-athletic competitive events between students from different colleges and sanctioned by a formal collegiate or industry governing body. The participation in the event must be directly related to the course content and objectives.

Enrollment in these courses is limited to no more than four times, even if the student receives a substandard grade or W during one or more of the enrollments.

### 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 5 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", "NP" 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 shall be subject to dismissal if the student earns a cumulative grade point average of less than 2.00 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 their college email address within two weeks of the end of the spring and fall semesters. The notification will include, at a minimum, reference to Administrative Procedures 4250.1 and 4255.1, explanation of what probation and dismissal means, procedure for reinstatement, and the procedure to appeal dismissal.

#### Reinstatement

1. Students may request reinstatement after an absence of one semester. The Academic Review Committee will consider counselor recommendations for student reinstatements based upon documented extenuating circumstances, improved GPA, marked improvement, and formal or information educational experiences since the dismissal.
2. Dismissed students may attend Summer Session to improve their deficiencies for readmission.

#### Right of Appeal

1. Students have the right to appeal a proposed dismissal action if there are circumstances which warrant an exception to the dismissal action. A written petition of appeal must be submitted to the Office of Admissions and Records within 30 days of notification.
2. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence/documentation supporting the reasons.



## ACADEMICS

3. Petitions will be reviewed by the Academic Review Committee and the committee's action will be communicated to the student within five days of receipt of the decision.
4. Students may appeal the decision of the Academic Review Committee in writing to the Superintendent/President or designee within ten days of notification of the Academic Review Committee decision. The decision of the Superintendent/President or designee is final.
5. Students dismissed after enrolling for the following semester, that do not successfully appeal the dismissal, 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: \$3.00 per copy, maximum 15 working days processing time; \$6.00 per copy, maximum five working days processing

time. Electronic transcripts may be requested for participating members of eTranscript California for a fee of \$5.00 per transcript. Each student shall receive two official transcripts at no charge.

## UNIT OF CREDIT

### Basic Skills Unit Limit

Title V regulation 55756.5 limits units earned in pre-collegiate 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

### CREDIT FROM OTHER COLLEGES

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. Official transcripts must be submitted to the Office of Admissions and Records, along with a request for evaluation, to have transfer credit course work applied to a Mendocino College degree, certificate, or for transfer evaluations. Transcripts delivered in a sealed envelope or by email directly from the issuing college or university are considered official. All students using educational benefits through the US Department of Veterans Affairs must submit all transcripts of previous college work for evaluation to the Office of Admissions and Records.

### FOREIGN COURSE WORK

Students who have satisfactorily completed course work from an accredited foreign college or university may be able to apply those course credits toward an Associate degree or certificate at Mendocino College. Course work must be evaluated by an approved credentials evaluation agency and then reviewed by an evaluator in the Office of Admissions and Records.

An official transcript, along with a detailed evaluation from an approved agency, must be submitted along with a request for evaluation to the Office of Admissions and Records. Mendocino College does not determine course transferability to other colleges or universities.

## Credit for Prior Learning

Credit for prior learning may be earned for eligible courses approved by the District for students who satisfactorily pass an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, military service/ training, the evaluation of industry recognized credentials, student created portfolios, and credit by examination.

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a score of 3 or higher on an Advanced Placement (AP) examination;
- Achievement of a satisfactory score on the College Level Examination Program (CLEP);  
Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog;
- Evaluation of military service Joint Service Transcripts (JST);
- Evaluation of industry recognized credential documentation;
- Evaluation of student-created portfolios;
- Satisfactory completion of a standardized exam.

## ACADEMICS

### DETERMINATION OF ELIGIBILITY FOR CREDIT FOR PRIOR LEARNING

- The student must be currently registered in the college and in good standing;
- The student may not have earned college credit in a more advanced subject matter;
  - The student must satisfy all stated prerequisite(s)/corequisite(s);
- The student must have an education plan on file;
- The course must be approved for Credit by Assessment through the curriculum process.

### PROCESS FOR CREDIT BY ASSESSMENT

- The student must complete and submit a Credit for Prior Learning petition to the Office of Admissions and Records.
- The petition must be approved by the appropriate Academic Dean.
- A student will not be charged a fee for Credit for Prior Learning.
- The student will not be enrolled in the course for which the student seeks Credit for Prior Learning
- Credits acquired for prior learning are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans' or Social Security Benefits.
- Credits acquired through prior learning shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.
- Credit by Examination can only be taken for a letter grade with the exception of those courses designated for pass/no pass only.
- Courses where Credit for Prior Learning is earned may not be repeated for credit by classroom attendance unless a substandard grade is earned (D, F or NP).
- The student's academic record will clearly indicate that the credit was earned by assessment.
- A grade of incomplete may not be assigned.
- Each approved course may be challenged only once.
- A maximum of 12 units of credit may be earned by assessment.
- The student may appeal the decisions related to the award of credit in cases of credit for prior learning through the regular appeals process.

### ADVANCED PLACEMENT (AP) EXAMINATION PROGRAM

The California Community College System, the CSU System, and the UC System all award credit for Advanced Placement (AP) Exams. Mendocino College grants credit toward its Associate degrees and CSU GE, and IGETC certification patterns to high school students who attain scores of 3, 4, or 5 on the Advanced Placement Examinations of the College Board. Students may earn a minimum of 3 semester units of credit for each AP exam satisfactorily passed. Review the current college catalog ([www.mendocino.edu/college-catalog](http://www.mendocino.edu/college-catalog)) to identify how AP exam credit can be applied. Students intending to transfer to a four-year institution should consult a counselor or the individual university regarding its AP credit policy. To receive credit, students must submit an official AP transcript to the Office of Admissions and Records Office along with a Credit for Prior Learning petition. For information on obtaining a transcript, contact the College Board. Information is available on the web at [www.collegeboard.com](http://www.collegeboard.com).

## ADVANCED PLACEMENT CHART 2024-2025

EXAM	Mendocino College Course Equivalent	Mendocino College General Education	Semester Credit Award
Art History	N/A	Area C	6
Biology	BIO-200	Area A	6
Calculus AB	MTH-210	Area D2	5
Calculus BC	MTH-210 & MTH-211	Area D2	5
AP Calculus BC (AB Subscore)	N/A	Area D2	5
Chemistry	CHM-200	Area A	6
Chinese Language and Culture	N/A	Area C	6
Comparative Government & Politics	N/A	Area B2	6
Computer Science A	N/A	N/A	6
Computer Science AB	N/A	N/A	6
Computer Science Principles	N/A	N/A	6
English Language and Composition	ENG-200	Area D1	6
English Literature & Composition	ENG-200 & ENG-201	Area C or Area D1	6
Environmental Science	N/A	Area A	6
European History	N/A	Area B2	6
French Language and Culture	N/A	Area C	6
German Language and Culture	N/A	Area C	6
Human Geography	N/A	Area B2	6
Italian Language and Culture	N/A	Area C	6
Japanese Language and Culture	N/A	Area C	6
Latin	NA	Area C	6
Macroeconomics	ECO-200	Area B2	6
Microeconomics	ECO-201	Area B2	6
Music Theory	N/A	Area C	6
Physics 1	N/A	Area A	6
Physics 2	N/A	Area A	6
Physics C (Electricity/Magnetism)	N/A	Area A	6
Physics C (Mechanics)	N/A	Area A	6
Precalculus	MTH 200	Area D2	5
Psychology	PSY-205	Area B2	3
Seminar	N/A	N/A	N/A
Spanish Language and Culture	SPN-200 & SPN-201	Area C	6
Spanish Language and Culture	SPN-200 & SPN-201 & SPN-202	Area C	6
Spanish Literature and Culture	N/A	Area C	6
Statistics	MTH-220	Area D2	4
Studio Art - 2D Design	ART-213 & ART-214	N/A	6
Studio Art - 3D Design	N/A	N/A	6
Studio Art - Drawing	ART-210A & ART-210B	Area C	6
US Government and Politics	POL-200	Area B1	6
US History	HST-202 & HST-203	Area B1	6
World History - Modern	HST-205 & HST-206	Area C	6

## ACADEMICS

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Mendocino College grants credit for successful completion of certain CLEP examinations to students who attain satisfactory scores. Students may earn a minimum of 3 semester units of credit for each exam satisfactorily passed. Students intending to transfer to a four-year institution should consult a counselor or the individual university regarding its CLEP credit policy.

To receive credit, students must submit an official CLEP transcript to the Office of Admissions and Records along with a Credit for Prior Learning petition. The University of California does not award units for CLEP. CLEP credits do not apply toward IGETC requirements. For information on obtaining a transcript, contact the College Board. Information is available at [www.collegeboard.com](http://www.collegeboard.com).

### MILITARY SERVICE/JOINT SERVICE TRANSCRIPTS

Mendocino College may award credit for schools and training completed while in the military. Typically, credit awarded is applied only toward the Associate degree, usually as elective units. However, completion of Basic/Recruit Training will meet the Wellness requirement for the Associate degree, and will meet the Area E requirement for CSU GE. Students may earn semester units for military schooling and training. Credit is awarded for work satisfactorily completed at the lower division baccalaureate and associate degree levels only. Students intending to transfer to a four-year institution should consult with the individual university regarding its military credit policy.

To receive credit, students must submit an official transcript to the Office of Admissions and Records along with a Credit for Prior Learning petition. Transcripts may include the following: Joint Services Transcript (JST); Sailor/Marine American Council on Education Registry Transcript (SMART); Army and American Council on Education Registry Transcript Service (AARTS); Community College of the Air Force (CCAF) transcript; Coast Guard Institute (CGI) transcript; official transcripts from DANTES/USAFI; Defense Language Institute Foreign language Transcripts (DLIFLC); Defense Manpower Data Center (DMDC) DLPT Examinee Results; DA Form 330 Language Proficiency Questionnaire; or verified copies of DD214 or DD295 military records.

### INDUSTRY RECOGNIZED CREDENTIALS

Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the appropriate discipline faculty:

- The student shall complete the Credit for Prior Learning petition available in the Counseling Office or Office of Admissions and Records.
- The Office of Admissions and Records may grant credit for industry recognized credential(s) evaluated and approved by the appropriate instructional dean or faculty designee.

### STUDENT-CREATED PORTFOLIO ASSESSMENT

Students interested in Credit for Prior Learning using a student created portfolio shall receive credit as recommended by the appropriate discipline faculty under the following circumstances:

- The student shall complete the Credit for Prior Learning petition available in the Counseling Office or Office of Admissions and Records.
- The student meets with the assigned discipline faculty to receive further instructions for student-created portfolio assessment.
- The student submits all portfolio documents to the discipline faculty for assessment of prior learning.

If the instructional dean or faculty designee determine the student created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, faculty shall sign the petition with the appropriate grade and forward it to the Office of Admissions and Records to be recorded on the student transcript and kept on file.

### CREDIT BY EXAMINATION FROM WITHIN THE DISTRICT

Students wishing to challenge a course through Credit by Examination must submit a completed Credit for Prior Learning petition to the Office of Admissions and Records. Admissions and Records staff will verify the student is currently registered with the college, has satisfied course prerequisites and/or corequisites, and that the desired course is included on the Credit by Assessment Approval List. The Credit for Prior Learning petition must be completed prior to the end of the current semester or session. International Students (F-1 Visa) petitioning for Credit by Examination must be full-time, enrolled in 12 or more units (excluding the credit by exam course).

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.

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 Associate in Arts for Transfer and Associate in Science for Transfer 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.

Students may be awarded multiple degrees and certificates.

#### 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.



## ACADEMICS

*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.

### 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:** Satisfactory completion of Mathematics 79, 80, 121, 170, 178, 200, 210, 211, 212, 220 or 230 with a "C" or better. Satisfactory completion of High School Algebra II or the equivalent 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

Students who do not intend to transfer to a university must meet the general education pattern and institutional requirements listed below, along with completing a major and enough electives to total 60 college-level units, to earn an associate degree. See the Mendocino College catalog at [mendocino.edu](http://mendocino.edu) for major requirements.

## Mendocino College General Education 2024-2025

### INSTITUTIONAL REQUIREMENTS

Studies in Culture. Select one course. Courses with * can double count in Area 2 or Area 3 or Area 4 or Area 4A.		
ANT 201* Cultural Anthropology (3 units) ART 206* Introduction to Native American Art (3 units) ART 209* Art Appreciation (3 units) CDV 202* Culture and Diversity in Early Childhood Education (3 units) COM 211* Intercultural Communication (3 units) ENG 250* Survey of Contemporary World Literature (3 units) ENG 265* Introduction to California Literature (3 units) ETH 241* Pacific Coast Indian Cultures (3 units) GEO 201* Cultural Geography (3 units)	HST 205* World History to 1500 (3 units) HST 206* World History Since 1500 (3 units) HST 207* Mexican American History (3 units) HST 208* Women in American History (3 units) HST 209* African American History (3 units) HST 220* Mexican History (3 units) HST 222* Native American History (3 units) HUS 172 Working in Tribal Communities (3 units) MTH 170* Mathematics in Native American Culture (3 units) MUS 208* Music in World Culture (3 units)	PHL 230* Religions of the World (3 units) POL 203* International Relations (3 units) PSY 220* Psychology of Gender (3 units) SOC 201* Social Problems (3 units) SOC 203* Introduction to LGBTQ+ Studies (3 units) SPN 212* Spanish Language and Culture through Cinema (3 units) THE 206* Dance in World Cultures (3 units)
Wellness. Select one course. Courses with a * can double in Area 4 or Area 5. Students can also submit four months active military service verified by submission of form DD-214.		
BIO 245* Introduction to Environmental Toxicology (3 units) CCS 101 Career and Life Planning (3 units) CDV 200* Child Growth and Development: Conception through Adolescence (3 units)	EMS 202 First Aid, Emergency Care, and Cardiopulmonary Resuscitation (3 units) HLH 103 Women's Health (3 units) HLH 200 Health Education (3 units) HLH 214 Foods and Nutrition (3 units)	PSY 205* Introductory Psychology (3 units) PSY 206* Human Sexuality (3 units) PSY 208* Psychology of Loss and Death (3 units) PSY 210* Psychology of Life Span Development (3 units) SOC 210* Sociology of Families (3 units)

### GENERAL EDUCATION REQUIREMENTS

*Courses that are listed in multiple areas can only be used to meet the requirements of a single area*

**AREA 1 English Communication.** Select a minimum of three semester units from Area 1A and Area 1B.

Area 1A English Composition		
ENG 200 College Composition (4 units)		
Area 1B Oral Communication and Critical Thinking		
COM 202 Argumentation and Debate (3 units) COM 203 Introduction to Public Speaking (3 units) COM 210 Interpersonal Communication (3 units)	CSC 104 Computers and Computer Applications (3 units) CSC 130 Web Design and Development (3 units) ENG 205 Critical Thinking (3 units)	HUS 154 Fundamentals of Interviewing and Counseling (3 units)

**AREA 2 Mathematical Concepts and Quantitative Reasoning.** Select one course.

CSC 134 Web Application Development (3 units) CSC 166 Database (3 units) CSC 170 Mobile Application Development (3 units) CSC 210 Computer Organization and Architecture (3 units) CSC 220 Introduction to Computer Science (4 units) CSC 221 Programming and Algorithms I (3 units) CSC 222 Programming and Algorithms II (3 units) CSC 240 Discrete Structures (3 units)	MTH 79 Mathematics for Technical Fields (3 units) MTH 80 Intermediate Algebra for STEM and Business Majors (5 units) MTH 121 Trigonometry (4 units) MTH 170 Mathematics in Native American Culture (3 units) MTH 200 Precalculus Mathematics (5 units) MTH 205 Math for Liberal Arts (4 units)	MTH 210 Calculus and Analytic Geometry I (5 units) MTH 211 Calculus and Analytic Geometry II (5 units) MTH 212 Calculus and Analytic Geometry III (5 units) MTH 214 Linear Algebra (4 units) MTH 215 Differential Equations (3 units) MTH 220 Statistics (4 units) MTH 228 Introduction to Data Science (5 units) MTH 230 Calculus for Business and Economics (4 units)
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**AREA 3 Arts and Humanities.** Select three (3) units. *(Continues on next page.)*

ASL 200 Elementary American Sign Language: Level I (3 units) ASL 201 Elementary American Sign Language: Level II (3 units) ART 205 Modern Art History (3 units) ART 206 Introduction to Native American Art (3 units) ART 207 Survey of Western Art from Prehistory through the Middle Ages (3 units) ART 208 Survey of Western Art from the Renaissance to the Contemporary Period (3 units) ART 209 Art Appreciation (3 units) ART 210A Fundamentals of Drawing (3 units) ART 213 Color and Composition (3 units) ART 214 Three Dimension Art and Design (3 units) ART 231A Beginning Figure Drawing (3 units) ART 232 Introduction to Printmaking (3 units) ART 240A Ceramics I (3 units) ART 250A Beginning Sculpture (3 units) CDV 125 Creative Activities (3 units)	ENG 201 Critical Thinking Through Literature (4 units) ENG 210 Creative Writing (3 units) ENG 212 Intermediate Creative Writing (3 units) ENG 225 Introduction to Shakespeare (3 units) ENG 245 American Literature I (3 units) ENG 246 American Literature II (3 units) ENG 250 Survey of Contemporary World Literature (3 units) ENG 265 Introduction to California Literature (3 units) ENG 270 Children's Literature (3 units) ETH 235 Mexican American Culture (3 units) ETH 241 Pacific Coast Indian Cultures (3 units) HST 200 History of Western Civilization I (3 units) HST 201 History of Western Civilization II (3 units) HST 202 The United States to 1877 (3 units) HST 203 Modern United States History (3 units) HST 205 World History to 1500 (3 units) HST 206 World History Since 1500 (3 units) HST 207 Mexican American History (3 units)	HST 208 Women in American History (3 units) HST 209 African American History (3 units) HST 220 Mexican History (3 units) HST 221 California History (3 units) HST 222 Native American History (3 units) HST 250 Contemporary America: The People and the Issues (3 units) ITA 200 Elementary Italian: Level I (4 units) ITA 201 Elementary Italian: Level II (4 units) MUS 200 Fundamentals of Music (3 units) MUS 201A Music Theory/Musicianship I (4 units) MUS 203 Music History and Literature I (3 units) MUS 204 Music History and Literature II (3 units) MUS 207 Introduction to Music Appreciation (3 units) MUS 208 Music in World Culture (3 units) MUS 209 History of Rock and Jazz Styles (3 units) PHL 210 Introduction to Ethics (3 units) PHL 220 Introduction to Philosophy (3 units) PHL 230 Religions of the World (3 units)
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## ACADEMICS

### AREA 3 Arts and Humanities (Continued)

<b>SPN 200</b> Elementary Spanish: Level I (4 units) <b>SPN 201</b> Elementary Spanish: Level II (4 units) <b>SPN 202</b> Intermediate Spanish: Level I (4 units) <b>SPN 203</b> Intermediate Spanish: Level II (4 units) <b>SPN 210</b> Spanish for Spanish Speakers: Level I (4 units) <b>SPN 211</b> Spanish for Spanish Speakers: Level II (4 units)	<b>SPN 212</b> Spanish Language and Culture through Cinema (4 units) <b>THE 200</b> Introduction to Theatre (3 units) <b>THE 201</b> Introduction to Film (3 units) <b>THE 202</b> Dramatic Literature and Script Analysis (3 units) <b>THE 204</b> History and Appreciation of Dance (3 units)	<b>THE 206</b> Dance in World Cultures (3 units) <b>THE 210B</b> Beginning Acting (3 units) <b>THE 210D</b> Acting Styles (3 units) <b>THE 220A</b> Acting Performance I (3 units) <b>THE 232</b> History of American Musical Theatre (3 units)
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### AREA 4 Social and Behavioral Sciences. Select three (3) units.

<b>ADJ 200</b> Introduction to Administration of Justice (3 units) <b>ADJ 202</b> Concepts of Criminal Law (3 units) <b>ADJ 204</b> Community Relations (3 units) <b>ANT 201</b> Cultural Anthropology (3 units) <b>BUS 134</b> Human Relations in Business (3 units) <b>BUS 212</b> The Legal Environment of Business (3 units) <b>BUS 230</b> Introduction to Business (3 units) <b>CAM 260</b> The Meaning of Food: The Forces That Shape Our Food Culture (3 units) <b>CDV 200</b> Child Growth and Development: Conception through Adolescence (3 units) <b>CDV 202</b> Culture and Diversity in Early Childhood Education (3 units) <b>CDV 280</b> The Child, The Family, and The Community (3 units) <b>COM 200</b> Mass Media and Society (3 units) <b>COM 211</b> Intercultural Communication (3 units) <b>ECO 200</b> Principles of Macroeconomics (3 units) <b>ECO 201</b> Principles of Microeconomics (3 units) <b>ETH 202</b> Racial and Ethnic Relations (3 units) <b>ETH 235</b> Mexican American Culture (3 units) <b>ETH 241</b> Pacific Coast Indian Cultures (3 units) <b>GEO 201</b> Cultural Geography (3 units)	<b>GEO 202</b> World Regional Geography (3 units) <b>HST 200</b> History of Western Civilization I (3 units) <b>HST 201</b> History of Western Civilization II (3 units) <b>HST 202</b> The United States to 1877 (3 units) <b>HST 203</b> Modern United States History (3 units) <b>HST 205</b> World History to 1500 (3 units) <b>HST 206</b> World History Since 1500 (3 units) <b>HST 207</b> Mexican American History (3 units) <b>HST 208</b> Women in American History (3 units) <b>HST 209</b> African American History (3 units) <b>HST 220</b> Mexican History (3 units) <b>HST 221</b> California History (3 units) <b>HST 222</b> Native American History (3 units) <b>HST 250</b> Contemporary America: The People and the Issues (3 units) <b>HUS 170</b> Introduction to Social Work (3 units) <b>POL 200</b> American Government and Politics (3 units) <b>POL 201</b> Comparative Politics (3 units) <b>POL 202</b> Political Theory (3 units) <b>POL 203</b> International Relations (3 units) <b>POL 205</b> Native Americans and the U.S. Political System (3 units) <b>PSY 205</b> Introductory to Psychology (3 units)	<b>PSY 206</b> Human Sexuality (3 units) <b>PSY 208</b> Psychology of Loss and Death (3 units) <b>PSY 210</b> Psychology of Life Span Development (3 units) <b>PSY 212</b> Personality Theories (3 units) <b>PSY 215</b> Psychology of Personal Growth (3 units) <b>PSY 216</b> Social Psychology (3 units) <b>PSY 218</b> Abnormal Psychology (3 units) <b>PSY 220</b> Psychology of Gender (3 units) <b>PSY 250</b> Research Methods in Psychology (3 units) <b>PSY 290</b> Introduction to the Counseling Profession (3 units) <b>SOC 200</b> Introduction to Sociology (3 units) <b>SOC 201</b> Social Problems (3 units) <b>SOC 203</b> Introduction to LGBTQ+ Studies (3 units) <b>SOC 210</b> Sociology of Families (3 units) <b>SCT 200</b> Sustainability Overview (3 units)
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### AREA 4A American Institutions. Select three (3) units.

<b>HST 202</b> The United States to 1877 (3 units) <b>HST 203</b> Modern United States History (3 units) <b>HST 207</b> Mexican American History (3 units)	<b>HST 208</b> Women in American History (3 units) <b>HST 209</b> African American History (3 units) <b>HST 222</b> Native American History (3 units)	<b>HST 250</b> Contemporary America: The People and the Issues (3 units) <b>POL 200</b> American Government and Politics (3 units)
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### AREA 5 Natural Sciences. Select three (3) units.

<b>AGR 208</b> Soil Science (4 units) <b>ANT 200</b> Physical Anthropology (3 units) <b>AST 200</b> Astronomy (3 units) <b>BIO 200</b> Concepts of Biology (3 units) <b>BIO 202</b> Human Biology (3 units) <b>BIO 220</b> Marine Biology Lecture (3 units) <b>BIO 230</b> Human Anatomy (5 units) <b>BIO 231</b> Human Physiology (5 units) <b>BIO 243</b> Biology of Marine Mammals (3 units) <b>BIO 245</b> Introduction to Environmental Toxicology (3 units) <b>BIO 250</b> Cell and Molecular Biology (4 units)	<b>BIO 255</b> Botany, Plant Diversity, and Ecology (4 units) <b>BIO 257</b> Zoology, Animal Diversity, and Evolution (4 units) <b>BIO 259</b> Microbiology (5 units) <b>CHM 200</b> Introduction to Chemistry (5 units) <b>CHM 202</b> Introduction to Organic and Biochemistry (4 units) <b>CHM250</b> General Chemistry I (5 units) <b>CHM 251</b> General Chemistry II (5 units) <b>CHM 255</b> Organic Chemistry I (5 units) <b>CHM 256</b> Organic Chemistry II (5 units) <b>EAS 210</b> Geology of California (4 units)	<b>EAS 211</b> Weather and Climate (3 units) <b>GEO 206</b> Physical Geography (4 units) <b>GEL 201</b> Geology (3 units) <b>GEL 203</b> Earth History (3 units) <b>NRS 200</b> Environmental Science (3 units) <b>PHY 202</b> Introductory Physics (4 units) <b>PHY 210</b> General Physics I (4 units) <b>PHY 211</b> General Physics II (4 units) <b>PHY 220</b> Physics for Scientists and Engineers I (4 units) <b>PSY 255</b> Introduction to Psychobiology (3 units)
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### AREA 6 Ethnic Studies. Select three (3) units.

<b>ETH 202</b> Racial and Ethnic Relations (3 units)	<b>ETH 235</b> Mexican American Culture (3 units)	
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# Transfer Information

## ARTICULATION

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

## TRANSFER PREPARATION

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

While attending Mendocino College, students who plan to transfer to a university should take the courses required by the institution they are preparing to attend. A list of Mendocino College courses which qualify for baccalaureate credit may be obtained from a counselor or on the Internet at [www.assist.org](http://www.assist.org).

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.

## 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 <https://www.calstate.edu/apply/transfer>.

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 online.

## ASSOCIATE DEGREES FOR TRANSFER

The Associate for Transfer (A.A.-T or A.S.-T) is a degree offered at California Community Colleges. Students 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 the bachelor's degree with as little as 60 semester units or 90 quarter units of coursework. See Program section for a complete list of transfer degrees.

## CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS

CSU regulations require that to earn a Bachelor's Degree, each student must complete at least 48 units of General Education. Of these 48 units, 9 must be completed at the four-year institution (upper division).

CSU's require students to complete 60 transferable units and all 39 units of the following CSU GE pattern to transfer as juniors. It is also recommended that a student completely prepare for a university major by completing the appropriate coursework at a community college. **Transferring without completing major preparation may extend your time to graduation.** Many university programs have additional admission and graduation requirements. Refer to the appropriate CSU catalog, or your Mendocino College counselor, for additional information.



ACADEMICS

**California State University General Education Breadth 2024-2025**

*Courses that are listed in multiple areas can only be used to meet the requirements of a single area.*

**AREA A English Language and Communication and Critical Thinking.** Take 9 units. Take 3 units in A.1., 3 units in A.2., 3 units in A.3. All courses in Area A must be completed with grades of "C" or higher.

<b>Area A.1. Oral Communication (3 units)</b>		
COM 203 Introduction to Public Speaking (3 units)	COM 210 Interpersonal Communication (3 units)	
<b>Area A.2. Written Communication (3 units)</b>		
ENG 200 College Composition (4 units)		
<b>Area A.3. Critical Thinking (3 units)</b>		
COM 202 Argumentation and Debate (3 units)	ENG 201 Critical Thinking Through Literature (4 units)	ENG 205 Critical Thinking (3 units)

**AREA B Scientific Inquiry and Quantitative Reasoning.** At least 1 course each in Areas B.1., B.2., and B.4. A grade of "C" or higher is required for Area B.4. One lab activity related to one of the completed science courses required. Courses with an \* also satisfy Area B3.

<b>Area B.1. Physical Sciences (1 course)</b>		
AST 200 Astronomy (3 units) CHM 200* Introduction to Chemistry (5 units) CHM 202* Introduction to Organic and Biochemistry (4 units) CHM 250* General Chemistry I (5 units) CHM 251* General Chemistry II (5 units)	CHM 255* Organic Chemistry I (5 units) CHM 256* Organic Chemistry II (5 units) EAS 210* Geology of California (4 units) EAS 211 Weather and Climate (3 units) GEO 206* Physical Geography (4 units) GEL 201 Geology (3 units)	GEL 203 Earth History (3 units) NRS 200 Environmental Science (3 units) PHY 202* Introductory Physics (4 units) PHY 210* General Physics I (4 units) PHY 211* General Physics II (4 units) PHY 220* Physics for Scientists and Engineers (4 units)
<b>Area B.2. Life Sciences (1 course)</b>		
ANT 200 Physical Anthropology (3 units) BIO 200 Concepts of Biology (3 units) BIO 202 Human Biology (3 units) BIO 220 Marine Biology Lecture (3 units) BIO 230* Human Anatomy (5 units)	BIO 231* Human Physiology (5 units) BIO 243 Biology of Marine Mammals (3 units) BIO 250* Cell and Molecular Biology (4 units) BIO 255* Botany, Plant Diversity, and Ecology (4 units) BIO 257* Zoology, Animal Diversity, and Evolution (4 units)	BIO 259* Microbiology (5 units) NRS 200^ Environmental Science (3 units) PSY 255 Introduction to Psychobiology (3 units)
<b>Area B.3. Laboratory Activity</b>		
AST 200L Astronomy Observation (1 unit) BIO 200L Concepts of Biology Lab (1 unit) BIO 202L Human Biology Laboratory (1 unit)	BIO 220L Marine Biology Laboratory (1 unit) GEL 201L Geology Laboratory (1 unit) GEL 203L Earth History Laboratory (1 unit)	NRS 200L Environmental Science Laboratory (1 unit)
<b>Area B.4. Mathematics/Quantitative Reasoning (1 course)</b>		
CSC 240 Discrete Structures (3 units) MTH 121 Trigonometry (4 units) MTH 170 Mathematics in Native American Cultures (3 units) MTH 200 Precalculus Mathematics (5 units)	MTH 205 Math for Liberal Arts (4 units) MTH 210 Calculus and Analytic Geometry I (5 units) MTH 211 Calculus and Analytic Geometry II (5 units) MTH 212 Calculus and Analytic Geometry III (5 units) MTH 214 Linear Algebra (4 units)	MTH 215 Differential Equations (3 units) MTH 220 Statistics (4 units) MTH 228 Introduction to Data Science (5 units) MTH 230 Calculus for Business and Economics (4 units)

**AREA C Arts and Humanities.** Take 9 units. At least 3 units each from each Areas C.1. and C.2.

<b>Area C.1. Arts</b>		
ART 205 Modern Art History (3 units) ART 206 Introduction to Native American Art (3 units) ART 207 Survey of Western Art from Prehistory through the Middle Ages (3 units) ART 208 Survey of Western Art from the Renaissance to the Contemporary Period (3 units) ART 209 Art Appreciation (3 units)	ART 210A Fundamentals of Drawing (3 units) MUS 201A Music Theory/Musicianship I (4 units) MUS 203 Music History and Literature I (3 units) MUS 204 Music History and Literature II (3 units) MUS 207 Introduction to Music Appreciation (3 units) MUS 208 Music in World Culture (3 units) MUS 209 History of Rock and Jazz Styles (3 units)	THE 200 Introduction to Theatre (3 units) THE 201 Introduction to Film (3 units) THE 202 Dramatic Literature and Script Analysis (3 units) THE 204 History and Appreciation of Dance (3 units) THE 206 Dance in World Cultures (3 units) THE 232 History of American Musical Theatre (3 units)

Area C.2. Humanities		
<p>ASL 200* Elementary American Sign Language: Level I (3 units)                      ASL 201* Elementary American Sign Language: Level II (3 units)                      ENG 201 Critical Thinking Through Literature (4 units)                      ENG 210 Creative Writing (3 units)                      ENG 212 Intermediate Creative Writing (3 units)                      ENG 225 Introduction to Shakespeare (3 units)                      ENG 245 American Literature I (3 units)                      ENG 246 American Literature II (3 units)                      ENG 250 Survey of Contemporary World Literature (3 units)                      ENG 265 Introduction to California Literature (3 units)                      ENG 270 Children's Literature (3 units)                      ETH 235 Mexican American Culture (3 units)</p>	<p>ETH 241 Pacific Coast Indian Cultures (3 units)                      HST 200 History of Western Civilization I (3 units)                      HST 201 History of Western Civilization II (3 units)                      HST 202 The United States to 1877 (3 units)                      HST 203 Modern United States History (3 units)                      HST 205 World History to 1500 (3 units)                      HST 206 World History since 1500 (3 units)                      HST 207 Mexican American History (3 units)                      HST 208 Women in American History (3 units)                      HST 209 African American History (3 units)                      HST 220 Mexican History (3 units)                      HST 221 California History (3 units)                      HST 222 Native American History (3 units)                      HST 250 Contemporary America: The People and the Issues (3 units)</p>	<p>ITA 200* Elementary Italian: Level I (4 units)                      ITA 201* Elementary Italian: Level II (4 units)                      PHL 210 Introduction to Ethics (3 units)                      PHL 220 Introduction to Philosophy (3 units)                      PHL 230 Religions of the World (3 units)                      SPN 200* Elementary Spanish: Level I (4 units)                      SPN 201* Elementary Spanish: Level II (4 units)                      SPN 202 Intermediate Spanish: Level I (4 units)                      SPN 203 Intermediate Spanish: Level II (4 units)                      SPN 210 Spanish for Spanish Speakers: Level I (4 units)                      SPN 211 Spanish for Spanish Speakers: Level II (4 units)                      SPN 212 Spanish Language and Culture through Cinema (4 units)                      THE 232 History of American Musical Theatre (3 units)</p>

<p>ADJ 200 Introduction to Administration of Justice (3 units)                      ADJ 204 Community Relations (3 units)                      ANT 201 Cultural Anthropology (3 units)                      BUS 134 Human Relations in Business (3 units)                      CDV 200 Child Growth and Development: Conception through Adolescence (3 units)                      CDV 280 The Child, The Family, and The Community (3 units)                      COM 200* Mass Media and Society (3 units)                      COM 211 Intercultural Communication (3 units)                      ECO 200 Principles of Macroeconomics (3 units)                      ECO 201 Principles of Microeconomics (3 units)                      ETH 130 Introduction to Chicano Studies (3 units)                      ETH 140 Introduction to Native American Studies (3 units)                      ETH 202 Racial and Ethnic Relations (3 units)                      ETH 235 Mexican American Culture (3 units)                      ETH 241 Pacific Coast Indian Cultures (3 units)                      GEO 201 Cultural Geography (3 units)</p>	<p>HST 200 History of Western Civilization I (3 units)                      HST 201 History of Western Civilization II (3 units)                      HST 202 The United States to 1877 (3 units)                      HST 203 Modern United States History (3 units)                      HST 205 World History to 1500 (3 units)                      HST 206 World History since 1500 (3 units)                      HST 207 Mexican American History (3 units)                      HST 208 Women in American History (3 units)                      HST 209 African American History (3 units)                      HST 220 Mexican History (3 units)                      HST 221 California History (3 units)                      HST 222 Native American History (3 units)                      HST 250 Contemporary America: The People and the Issues (3 units)                      POL 200 American Government and Politics (3 units)                      POL 201 Comparative Politics (3 units)                      POL 202 Political Theory (3 units)                      POL 203 International Relations (3 units)                      POL 205 Native Americans and the U.S. Political System (3 units)</p>	<p>(3 units)                      PSY 205 Introductory Psychology (3 units)                      PSY 206 Human Sexuality (3 units)                      PSY 208 Psychology of Loss and Death (3 units)                      PSY 210 Psychology of Life Span Development (3 units)                      PSY 212 Personality Theories (3 units)                      PSY 215* Psychology of Personal Growth (3 units)                      PSY 216 Social Psychology (3 units)                      PSY 218 Abnormal Psychology (3 units)                      PSY 220 Psychology of Gender (3 units)                      PSY 250 Research Methods in Psychology (3 units)                      SOC 200 Introduction to Sociology (3 units)                      SOC 201 Social Problems (3 units)                      SOC 203 Introduction to LGBTQ+ Studies (3 units)                      SOC 210 Sociology of Families (3 units)                      SCT 200 Sustainability Overview (3 units)</p>
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**AREA 4 Social and Behavioral Sciences.** Take 6 units. Take two (2) courses from two (2) disciplines.

<p>ADJ 200 Introduction to Administration of Justice (3 units)                      ADJ 204 Community Relations (3 units)                      ANT 201 Cultural Anthropology (3 units)                      CDV 200 Child Growth and Development: Conception through Adolescence (3 units)                      COM 200* Mass Media and Society (3 units)                      COM 211 Intercultural Communication (3 units)                      ECO 200 Principles of Macroeconomics (3 units)                      ECO 201 Principles of Microeconomics (3 units)                      ETH 202 Racial and Ethnic Relations (3 units)                      ETH 235 Mexican American Culture (3 units)                      ETH 241 Pacific Coast Indian Cultures (3 units)                      GEO 201 Cultural Geography (3 units)                      HST 200 History of Western Civilization I (3 units)                      HST 201 History of Western Civilization II (3 units)                      HST 202 The United States to 1877 (3 units)                      HST 203 Modern United States History (3 units)                      HST 205 World History to 1500 (3 units)</p>	<p>HST 206 World History since 1500 (3 units)                      HST 207 Mexican American History (3 units)                      HST 208 Women in American History (3 units)                      HST 209 African American History (3 units)                      HST 220 Mexican History (3 units)                      HST 221 California History (3 units)                      HST 222 Native American History (3 units)                      HST 250 Contemporary America: The People and the Issues (3 units)                      POL 200 American Government and Politics (3 units)                      POL 201 Comparative Politics (3 units)                      POL 202 Political Theory (3 units)                      POL 203 International Relations (3 units)                      POL 205 Native Americans and the U.S. Political System (3 units)                      PSY 205 Introductory Psychology (3 units)                      PSY 206 Human Sexuality (3 units)                      PSY 208 Psychology of Loss and Death (3 units)</p>	<p>PSY 210 Psychology of Life Span Development (3 units)                      PSY 212 Personality Theories (3 units)                      PSY 215* Psychology of Personal Growth (3 units)                      PSY 216 Social Psychology (3 units)                      PSY 218 Abnormal Psychology (3 units)                      PSY 220 Psychology of Gender (3 units)                      PSY 250 Research Methods in Psychology (3 units)                      SOC 200 Introduction to Sociology (3 units)                      SOC 201 Social Problems (3 units)                      SOC 203 Introduction to LGBTQ+ Studies (3 units)                      SOC 210 Sociology of Families (3 units)                      SCT 200 Sustainability Overview (3 units)</p>
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<p>POL 200 American Government and Politics (3 units)</p> <p><i>and</i></p> <p>HST 202 The United States to 1877 (3 units)                      HST 203 Modern United States History (3 units)                      HST 207^ Mexican American History (3 units)</p>	<p>HST 208 Women in American History (3 units)                      HST 209 African American History (3 units)                      HST 222 Native American History (3 units)</p>	<p>HST 250 Contemporary America: The People and the Issues (3 units)</p>
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^ Course is approved for the indicated area through Summer 2025.  
 + Course is approved for the indicated area through Summer 2026.



ACADEMICS

CSU & UC TRANSFER GENERAL EDUCATION REQUIREMENTS – IGETC

Completion of Intersegmental General Education Transfer Curriculum (IGETC) prior to transfer (CSU or UC) may fulfill lower-division general education requirements at the receiving institution. All areas must be satisfied, and all courses must be completed with a grade of “C” or better before IGETC can be certified. IGETC is not appropriate for all programs and is not an admissions requirement to the UC system. Consult with a counselor for additional information about appropriate general education courses for your planned major and school.

**The UC system recommends major preparation over completion of General Education requirements.** Refer to resources such as a UC catalog or your Mendocino College counselor for appropriate pre-major coursework.

**Intersegmental General Education Transfer Curriculum 2024-2025**

*The IGETC pattern may be used for CSU, UC, and private institutions. All courses used on the IGETC pattern must be completed with grades of “C” or higher. Courses that are listed in multiple areas can only be used to meet the requirements of a single area.*

**AREA 1 English Communication.** For CSU, three (3) courses required: one course each from Group 1A, 1B, and 1C. For UC, two (2) courses required: one course each from Group 1A and 1B.

<b>Group 1A English Communication (3 units).</b> (CSU and UC transfer admission requirement.)		
ENG 200 College Composition (4 units)		
<b>Group 1B Critical Thinking and Composition (3 units).</b> (CSU and UC transfer admission requirement.)		
COM 202* Argumentation and Debate (3 units)	ENG 201 Critical Thinking Through Literature (4 units)	ENG 205 Critical Thinking (3 units)
<b>Group 1C Oral Communication (3 units).</b> (CSU only transfer admission requirement.)		
COM 203 Introduction to Public Speaking (3 units)	COM 210 Interpersonal Communication (3 units)	

**AREA 2 Mathematical Concepts and Quantitative Reasoning.** Take 3 units. (CSU and UC Transfer Admission Requirement)

CSC 240 Discrete Structures (3 units)	MTH 212 Calculus and Analytic Geometry III (5 units)	MTH 228 Introduction to Data Science
MTH 200 Precalculus Mathematics (5 units)	MTH 214 Linear Algebra (4 units)	MTH 230 Calculus for Business and Economics (4 units)
MTH 210 Calculus and Analytic Geometry I (5 units)	MTH 215 Differential Equations (3 units)	
MTH 211 Calculus and Analytic Geometry II (5 units)	MTH 220 Statistics (4 units)	

**AREA 3 Arts and Humanities.** Take 9 units. At least one (1) course from the Arts and one (1) course from the Humanities. (If you are completing the 7-Course Pattern for UC Admission, you will need to complete four (4) courses from two (2) different subject areas selected from Areas 3 to 5.)

<b>Group 3A Arts</b>		
ART 205 Modern Art History (3 units)	ART 209 Art Appreciation (3 units)	THE 200 Introduction to Theatre (3 units)
ART 206 Introduction to Native American Art (3 units)	MUS 203 Music History and Literature I (3 units)	THE 201 Introduction to Film (3 units)
ART 207 Survey of Western Art from Prehistory through the Middle Ages (3 units)	MUS 204 Music History and Literature II (3 units)	THE 202 Dramatic Literature and Script Analysis (3 units)
ART 208 Survey of Western Art from the Renaissance to the Contemporary Period (3 units)	MUS 207 Introduction to Music Appreciation (3 units)	THE 204 History and Appreciation of Dance (3 units)
	MUS 208 Music in World Culture (3 units)	THE 206 Dance in World Cultures (3 units)
	MUS 209 History of Rock and Jazz Styles (3 units)	THE 232 History of American Musical Theatre (3 units)
<b>Group 3B Humanities</b>		
ENG 201 Critical Thinking Through Literature (4 units)	HST 203 Modern United States History (3 units)	PHL 210 Introduction to Ethics (3 units)
ENG 225 Introduction to Shakespeare (3 units)	HST 205 World History to 1500 (3 units)	PHL 220 Introduction to Philosophy (3 units)
ENG 245 American Literature I (3 units)	HST 206 World History since 1500 (3 units)	PHL 230 Religions of the World (3 units)
ENG 246 American Literature II (3 units)	HST 207 Mexican American History (3 units)	SPN 201* Elementary Spanish: Level II (4 units)
ENG 250 Survey of Contemporary World Literature (3 units)	HST 208 Women in American History (3 units)	SPN 202 Intermediate Spanish: Level I (4 units)
ENG 265 Introduction to California Literature (3 units)	HST 209 African American History (3 units)	SPN 203 Intermediate Spanish: Level II (4 units)
ENG 270 Children's Literature (3 units)	HST 220 Mexican History (3 units)	SPN 210 Spanish for Spanish Speakers: Level I (4 units)
HST 200 History of Western Civilization I (3 units)	HST 221 California History (3 units)	SPN 211 Spanish for Spanish Speakers: Level II (4 units)
HST 201 History of Western Civilization II (3 units)	HST 222 Native American History (3 units)	SPN 212 Introduction to Latin-American Literature and Film (4 units)
HST 202 The United States to 1877 (3 units)	HST 250 Contemporary America: The People and the Issues (3 units)	THE 232 History of American Musical Theatre (3 units)

**AREA 4 Social and Behavioral Sciences.** Take 6 units. Take two (2) courses from two (2) disciplines.

ADJ 200 Introduction to Administration of Justice (3 units)	HST 206 World History since 1500 (3 units)	PSY 210 Psychology of Life Span Development (3 units)
ADJ 204 Community Relations (3 units)	HST 207 Mexican American History (3 units)	PSY 212 Personality Theories (3 units)
ANT 201 Cultural Anthropology (3 units)	HST 208 Women in American History (3 units)	PSY 215* Psychology of Personal Growth (3 units)
CDV 200 Child Growth and Development: Conception through Adolescence (3 units)	HST 209 African American History (3 units)	PSY 216 Social Psychology (3 units)
COM 200* Mass Media and Society (3 units)	HST 220 Mexican History (3 units)	PSY 218 Abnormal Psychology (3 units)
	HST 221 California History (3 units)	PSY 220 Psychology of Gender (3 units)



<b>COM 200*</b> Mass Media and Society (3 units) <b>COM 211</b> Intercultural Communication (3 units) <b>ECO 200</b> Principles of Macroeconomics (3 units) <b>ECO 201</b> Principles of Microeconomics (3 units) <b>ETH 202</b> Racial and Ethnic Relations (3 units) <b>ETH 235</b> Mexican American Culture (3 units) <b>ETH 241</b> Pacific Coast Indian Cultures (3 units) <b>GEO 201</b> Cultural Geography (3 units) <b>HST 200</b> History of Western Civilization I (3 units) <b>HST 201</b> History of Western Civilization II (3 units) <b>HST 202</b> The United States to 1877 (3 units) <b>HST 203</b> Modern United States History (3 units) <b>HST 205</b> World History to 1500 (3 units)	<b>HST 221</b> California History (3 units) <b>HST 222</b> Native American History (3 units) <b>HST 250</b> Contemporary America: The People and the Issues (3 units) <b>POL 200</b> American Government and Politics (3 units) <b>POL 201</b> Comparative Politics (3 units) <b>POL 202</b> Political Theory (3 units) <b>POL 203</b> International Relations (3 units) <b>POL 205</b> Native Americans and the U.S. Political System (3 units) <b>PSY 205</b> Introductory Psychology (3 units) <b>PSY 206</b> Human Sexuality (3 units) <b>PSY 208</b> Psychology of Loss and Death (3 units)	<b>PSY 220</b> Psychology of Gender (3 units) <b>PSY 250</b> Research Methods in Psychology (3 units) <b>SOC 200</b> Introduction to Sociology (3 units) <b>SOC 201</b> Social Problems (3 units) <b>SOC 203</b> Introduction to LGBTQ+ Studies (3 units) <b>SOC 210</b> Sociology of Families (3 units) <b>SCT 200</b> Sustainability Overview (3 units)
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**AREA 5 Physical and Biological Sciences.** Take 7-9 units. One (1) Physical Science course and one (1) Biological Science course. One (1) lab activity related to one of the completed science courses required. Courses with an \* also satisfies Group 5C.

<b>Group 5A Physical Sciences</b>		
<b>AST 200</b> Astronomy (3 units) <b>CHM 200*</b> Introduction to Chemistry (5 units) <b>CHM 202*</b> Introduction to Organic and Biochemistry (4 units) <b>CHM 250*</b> General Chemistry I (5 units) <b>CHM 251*</b> General Chemistry II (5 units)	<b>CHM 255*</b> Organic Chemistry I (5 units) <b>CHM 256*</b> Organic Chemistry II (5 units) <b>EAS 210*</b> Geology of California (4 units) <b>EAS 211</b> Weather and Climate (3 units) <b>GEO 206*</b> Physical Geography (4 units) <b>GEL 201</b> Geology (3 units)	<b>GEL 203</b> Earth History (3 units) <b>NRS 200</b> Environmental Science (3 units) <b>PHY 202*</b> Introductory Physics (4 units) <b>PHY 210*</b> General Physics I (4 units) <b>PHY 211*</b> General Physics II (4 units) <b>PHY 220*</b> Physics for Scientists and Engineers (4 units)
<b>Group 5B Biological Sciences</b>		
<b>ANT 200</b> Physical Anthropology (3 units) <b>BIO 200</b> Concepts of Biology (3 units) <b>BIO 202</b> Human Biology (3 units) <b>BIO 220</b> Marine Biology Lecture (3 units) <b>BIO 230*</b> Human Anatomy (5 units)	<b>BIO 231*</b> Human Physiology (5 units) <b>BIO 243</b> Biology of Marine Mammals (3 units) <b>BIO 250*</b> Cell and Molecular Biology (4 units) <b>BIO 255*</b> Botany, Plant Diversity, and Ecology (4 units) <b>BIO 257*</b> Zoology, Animal Diversity, and Evolution (4	units) <b>BIO 259*</b> Microbiology (5 units) <b>PSY 255</b> Introduction to Psychobiology (3 units)
<b>Group 5C Laboratory Science</b>		
<b>AST 200L</b> Astronomy Observation (1 unit) <b>BIO 200L</b> Concepts of Biology Lab (1 unit) <b>BIO 202L</b> Human Biology Laboratory (1 unit)	<b>BIO 220L</b> Marine Biology Laboratory (1 unit) <b>GEL 201L</b> Geology Laboratory (1 unit) <b>GEL 203L</b> Earth History Laboratory (1 unit)	<b>NRS 200L</b> Environmental Science Laboratory (1 unit)

**AREA 6 Language Other than English.** UC Requirement Only.

Competency requirement demonstrated by one of the following:

1. Completion of **2 years of the same foreign language** in high school with grades of "**C**" or higher.
2. Achieve a score of **3 or higher** on a **College Board Advanced Placement (AP) Examination** in a language other than English.
3. Achieve a score of **5 or higher** on an **International Baccalaureate (IB) Higher Level** examination in a language other than English.
4. Completion of **1** of the following courses with a grade of "**C**" or better:

<b>ASL 200*</b> Elementary American Sign Language: Level I (3 units) <b>ASL 201</b> Elementary American Sign Language: Level II (3 units)	<b>ITA 200</b> Elementary Italian: Level I (4 units) <b>ITA 201</b> Elementary Italian: Level II (4 units) <b>SPN 200</b> Elementary Spanish: Level I (4 units) <b>SPN 201</b> Elementary Spanish: Level II (4 units)	<b>SPN 202</b> Intermediate Spanish: Level I (4 units) <b>SPN 203</b> Intermediate Spanish: Level II (4 units) <b>SPN 210</b> Spanish for Spanish Speakers: Level I (4 units) <b>SPN 211</b> Spanish for Spanish Speakers: Level II (4 units)
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**AREA 7 Ethnic Studies.** Take 3 units. This course must be in ethnic studies or in a similar field provided that the course is cross-listed with ethnic studies.

<b>ETH 202</b> Racial and Ethnic Relations (3 units)	<b>ETH 235</b> Mexican American Culture (3 units)
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**CSU U.S. History, Constitution, and American Ideals.** Take 6 units. Complete POL 200 and one HST course listed below. The HST courses can be counted in either Area 3B or Area 4. POL 200 can also be counted for Area 4. This is a *CSU Graduation Requirement*. It can be completed after transfer.

<b>POL 200</b> American Government and Politics (3 units)		
<i>and</i>		
<b>HST 202</b> The United States to 1877 (3 units) <b>HST 203</b> Modern United States History (3 units) <b>HST 207*</b> Mexican American History (3 units)	<b>HST 208</b> Women in American History (3 units) <b>HST 209</b> African American History (3 units) <b>HST 222</b> Native American History (3 units)	<b>HST 250</b> Contemporary America: The People and the Issues (3 units)

\* Course is approved for the indicated area through Summer 2025.

\* Course is approved for the indicated area through Summer 2026.

The *IGETC pattern* may be used for CSU, UC, and private institutions. All courses used on the *IGETC pattern* must be completed with grades of "**C**" or higher. However, students transferring to major in engineering, biological science, or a physical science should focus on completing major preparation courses. *IGETC* might not be necessary to complete before transfer. Students who do not complete the *IGETC* prior to transfer will need to complete the *7-Course Pattern* for UC Admission along with their major preparation courses for admission.

# MENDOCINO COLLEGE

## 2024 - 2025 CATALOG



## PROGRAMS

## DEGREES AND CERTIFICATES

## Associate Degrees for Transfer

Administration of Justice  
 Art History  
 Biology  
 Business Administration 2.0  
 Chemistry (for UC Transfer)  
 Communication Studies 2.0  
 Computer Science  
 Early Childhood Education  
 Economics  
 English  
 Geology  
 History

Kinesiology  
 Mathematics  
 Music  
 Political Science  
 Psychology  
 Social Justice (Ethnic Studies)  
 Social Justice (General Studies)  
 Sociology  
 Spanish  
 Studio Arts  
 Theatre Arts

## Associate Degrees

Addiction and Recover Counseling  
 Administration of Justice  
 Agriculture – Horticulture  
 Art  
     Ceramics  
     Painting  
     Printmaking  
 Automotive Technology  
 Biological Science  
 Business  
     Accounting  
     Business Management  
 Child Development / Family Relations  
 Computer Science  
     Computer Applications and  
     Office Administration  
     Cybersecurity  
     Information Technology  
 Culinary Arts Management  
 Earth Science  
 Ethnic Studies  
 Fire Science  
 Health  
     Allied Health

Health Science  
 Human Services Paraprofessional  
 Liberal Arts & Sciences with emphasis in:  
     Education  
     Kinesiology and Health  
     Native American Studies  
     Social Science  
 Music  
     Instrumental  
     Recording Arts and Technology  
     Vocal  
 Natural Resources  
 Nursing  
     Registered Nurse  
     LVN to RN Career Ladder  
 Physical Therapist Assistant  
 Psychology  
 Real Estate  
 Spanish  
     Spanish for Native Speakers  
     Spanish for Non-Native Speakers  
 Theatre Arts  
     Dance  
     Theatre

DEGREES AND CERTIFICATES (cont.)

Certificates of Achievement

<b>Addiction and Recovery Counseling</b>	Network Defense
<b>Administration of Justice</b>	Penetration Test Professional
<b>Agriculture</b>	Web Development
Landscape Practices	<b>CSU GE Breadth</b>
Nursery Production	<b>Culinary Arts Management</b>
Sustainable Small Farms	<b>Digital Arts and Media</b>
Management	<b>Fire Science</b>
Viticulture Skills	Company Officer
<b>Art</b>	Fire Science
Ceramics – Master Technician	<b>Human Services</b>
Textiles and Clothing Construction	Human Service Worker
<b>Automotive Technology</b>	Human Services Paraprofessional
Advanced Automotive Hybrid and Electric Vehicles	<b>IGETC (Intersegmental General Education Transfer Curriculum)</b>
Automotive Chassis Specialist	<b>Music</b>
Automotive Technician	Recording Arts and Technology
Automotive Tune-up and Electronics Specialist	<b>Nursing</b>
<b>Business</b>	LVN to RN
Accounting	<b>Real Estate</b>
Business Entrepreneurship	<b>Sustainable Construction and Energy Technology</b>
Business Information Worker I	Construction
Business Information Worker II	Renewable Energy
Business Management	Building Efficiency and Performance
Retail Management	<b>Theatre Arts</b>
<b>Child Development</b>	Technical Theatre
<b>Computer Science</b>	<b>Woodworking</b>
Computer Applications and Office Administration	Fine Woodworking I
Digital Forensics	Fine Woodworking II
IT Specialist	

Certificates of Completion

<b>Automotive Technology</b>	<b>English as a Second Language</b>
Automotive Chassis Specialist	Advanced ESL Preparation
Advanced Automotive Chassis Specialist	Intermediate ESL Preparation
<b>Computer Science</b>	<b>Learning Skills</b>
Presentations	Employment Work Skills
Spreadsheets	<b>Sustainable Construction and Energy Technology</b>
Word Processing	Introduction to the Construction Trades

Certificates of Competency

<b>Basic Academic Skills</b>	<b>Communication Skills ESL Preparation</b>
<b>Basic Computer Skills</b>	

Certificates of Skills

<b>Culinary Arts</b>	<b>Learning Skills</b>
Beginning Baker	Practical Living
Intermediate Line Cook	
Line Cook	

# ADDICTION AND RECOVERY COUNSELING

Office of Instruction • 707.468.3002

## Degrees

A.S. Addiction and Recovery Counseling

## Certificate of Achievement

Addiction and Recovery Counseling

## ADDICTION AND RECOVERY COUNSELING ASSOCIATE OF SCIENCE

The Addiction and Recovery Counseling major addresses a wide range of issues in the field of addiction 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 Addiction and Recovery Counseling Program exceeds the minimal standards for Addiction Studies 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.

### Required Courses – Major:

	Units
ARC 151 Alcohol and Drugs: Overview	3
ARC 153 Physiology and Pharmacology of Alcohol and Drugs	3
ARC 158 ARC Practicum Preparation	1.5
ARC 164 Field Placement and Practicum Seminar I	1.5
ARC 165 Field Placement and Practicum Seminar II	1.5
ARC 197A Addiction and Recovery Counseling 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. Access, interpret, evaluate, and synthesize information using multiple resources, including current information technology.
2. Analyze, understand, and evaluate diverse ideas, beliefs, and behaviors.
3. 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.
4. Demonstrate responsibility for their actions and work effectively as individuals and as members of a team.



## PROGRAMS

### ADDICTION AND RECOVERY COUNSELING CERTIFICATE OF ACHIEVEMENT

The Addiction and Recovery Counseling major addresses a wide range of issues in the field of addiction 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 Addiction and Recovery Counseling Program exceeds the minimal standards for Addiction Studies 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 Addiction and Recovery Counseling 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
ARC 151	Alcohol and Drugs: Overview	3
ARC 153	Physiology and Pharmacology of Alcohol and Drugs	3
ARC 158	ARC Practicum Preparation	1.5
ARC 164	Field Placement and Practicum Seminar I	1.5
ARC 165	Field Placement and Practicum Seminar II	1.5
ARC 197A	Addiction and Recovery Counseling 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-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 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. Access, interpret, evaluate, and synthesize information using multiple resources, including current information technology.
3. 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.
4. Analyze, understand, and evaluate diverse ideas, beliefs and behaviors.

# 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, Crime Scene, and Laboratory Techniques	3
ADJ 204	Community Relations	3
ADJ 206	Juvenile Justice	3
ADJ 207	Corrections	3
Plus 6 additional units selected from the following or any not used above:		Units
ADJ 108	Patrol Procedures and Police Report Writing	3
ADJ 109	Victimology	3
ADJ 150	Public Safety Leadership	3
Total Major Units		18
Total Degree Units		60

### *Program Level Student Learning Outcomes:*

1. Use information of crime scene management and investigation, forensics analysis and information technology to conduct rudimentary criminal investigations.
2. Utilizing current demographic data on incarcerated persons, identify how race factors into current penal system models and the need for restorative justice models to be implemented.
3. 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.
4. Describe the scope of responsibilities of the various local, state, and federal law enforcement agencies beginning with arrest through parole and re-entry.
5. Identify changes in the criminal justice system to deal with different populations: elderly, juveniles, transgender persons, and people with different abilities.

### *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 officer units and security patrol.

## PROGRAMS

### *Associate Degree for Transfer Requirements:*

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of “C” (or “P”) for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

## 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	Patrol Procedures and 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 106	Principles of Investigation, Crime Scene, and Laboratory Techniques	3
ADJ 109	Victimology	3
ADJ 150	Public Safety Leadership	3
ADJ 206	Juvenile Justice	3
ADJ 207	Corrections	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.

### *Career Opportunities in ADMINISTRATION OF JUSTICE*

Completing the Associates Degree in Administration of Justice can lead to a variety of opportunities. Enforcement-Police, Sheriff's Deputy, Tribal Police, California Highway Patrol, Department of Justice, US Marshall, Fish and Game and Wildlife, FBI, CIA, ATFE, Military Police, Park Ranger, Dispatcher and more. The Court system has opportunities in: Probation and Parole, Bailiff, Corrections Deputy, Victim Witness Advocacy, Drug and Alcohol Counseling, Corrections Counseling, Legal Counsel and Court Clerking. The Legislative side provides for: Lawyers, Lobbyist, Police Associations, Peace Officer Standards in Training agency, State and Federal law enforcement agency activities.

## 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 104	Legal Aspects of Evidence	3
ADJ 106	Principles of Investigation, Crime Scene, and Laboratory Techniques	3
ADJ 108	Patrol Procedures and Police Report Writing	3
ADJ 109	Victimology	3
ADJ 150	Public Safety Leadership	3
ADJ 200	Introduction to Administration of Justice	3
ADJ 202	Concepts of Criminal Law	3
ADJ 204	Community Relations	3
ADJ 206	Juvenile Justice	3
ADJ 207	Corrections	3
Total units required for Certificate		30

### *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.

### *Career Opportunities in ADMINISTRATION OF JUSTICE*

Completing the Administration of Justice Certificate of Achievement can lead to a variety of opportunities, including but not limited to corrections officer, juvenile corrections officer, police officer, sheriff's deputy, bail agent, private security guard, public defended investigator, employment working for the courts and work in a legal office.

# AGRICULTURE

**Kurt Voigt • 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 140	Introduction to Horticulture	3
AGR 208	Soil Science	4
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 241	Plant Identification-Spring	3
WEE 196	Work Experience Education	1 - 8
Total Major Units		22
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 140	Introduction to Horticulture	3
AGR 142	Landscape Maintenance	3

AGR 151	Landscape Irrigation	2
AGR 154	Landscape Construction	3
AGR 208	Soil Science	4
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
BUS 132	Entrepreneurial Management	3
WEE 196	Work Experience Education	1 - 8
Total units required for Certificate		28

**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 140	Introduction to Horticulture	3
AGR 144	Nursery Management and Practices	3
AGR 208	Soil Science	4
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
BUS 132	Entrepreneurial Management	3
WEE 196	Work Experience Education	1 - 8
Total units required for Certificate		25 - 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, the program provides an introduction to basic business and accounting skills, marketing and promotion, and 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 140	Introduction to Horticulture	3
AGR 180	Fall Sustainable Vegetable and Fruit Production	2
AGR 181	Sustainable Spring Vegetable Growing Practices	2
AGR 197	Agriculture Internship	3
or WEE 196	Work Experience Education	3
AGR 208	Soil Science	4
AGR 216	Sustainable Agricultural Systems	2
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 56	Small Farm Machinery Operations and Safety	2
AGR 57	Mushroom Cultivation	1
AGR 61	Mushroom Identification – Fall	1
AGR 62	Mushroom Identification – Spring	1
AGR 197	Agriculture Internship	1 - 3
or WEE 196	Work Experience Education	1 - 3
BUS 150	Entrepreneurial Marketing	3
Total units required for Certificate		31

### ***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 112	Viticulture Practices	2
AGR 197	Agriculture Internship	2
or WEE 196	Work Experience Education	2
AGR 208	Soil Science	4
AGR 211	Introduction to Viticulture	3
AGR 216	Sustainable Agricultural Systems	2
BUS 132	Entrepreneurial Management	3
Total units required for Certificate		21

### *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.

## ART & ART HISTORY

Lisa Rosenstreich • 707.468.3022

Wesley Wright • 707.462.3002

### Degrees

A.A.-T Art History

A.A.-T Studio Arts

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

### Certificate of Achievement

Ceramics – Master Technician

Digital Arts and Media\*

Textiles & Clothing Construction

### ASSOCIATE IN ARTS IN ART HISTORY FOR TRANSFER

Courses in the Associate in Arts in Art History for Transfer major focus on an understanding of the history of visual art from Prehistory through Modern Western art including the arts of Asia, Africa, Oceania, and indigenous North America. The Associate in Arts in Art History for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Art 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
ART 206	Introduction to Native American Art	3
ART 207	Survey of Western Art from Prehistory through the Middle Ages	3
ART 208	Survey of Western Art from the Renaissance to the Contemporary Period	3
ART 210A	Fundamentals of Drawing	3
Plus 6 additional units selected from the following:		Units
ART 205	Modern Art History	3
ART 213	Color and Composition	3
ART 214	Three-Dimensional Art and Design	3
ART 240A	Ceramics I	3
ART 282	Introduction to Photography	3
DAM 205	Introduction to Digital Art and Design	3
Total Major Units		18
Total Degree Units		60

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

1. Define and use historical art terms.
2. Describe the relative and interrelationship of works of art with culture as a whole.
3. Identify time periods and stylistic characteristics of major art movements and cultures from Prehistory through the Modern age.
4. Apply knowledge gained from producing works of art to the study of historical works.

#### ***Career Opportunities in ART***

Completing the Associate in Arts in Art History for Transfer can lead to a variety of career opportunities. Students who complete a bachelor's or more advanced degree in Art History may find employment as art historians, educators, museum curators or preparators, art program administrators, gallery managers, and critics.

#### ***Associate Degree for Transfer Requirements:***

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

\*For information on the Digital Arts and Media Certificate of Achievement, see program details under Digital Arts and Media.

## ASSOCIATE IN ARTS IN STUDIO ARTS FOR TRANSFER

Courses in the Associate in Arts in Studio Arts for Transfer major focus on an understanding of the elements and principles of Art and the development of skills necessary for effective visual communication. The Associate in Arts in Studio Arts for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Studio 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.

<b>Required Courses – Major:</b>		<b>Units</b>
ART 208	Survey of Western Art from the Renaissance to the Contemporary Period	3
ART 210A	Fundamentals of Drawing	3
ART 213	Color and Composition	3
ART 214	Three-Dimensional Art and Design	3
<b>Plus 3 additional units selected from the following:</b>		<b>Units</b>
ART 205	Modern Art History	3
ART 207	Survey of Western Art from Prehistory through the Middle Ages	3
<b>Plus 9 additional units selected from 3 different curricular areas:</b>		<b>Units</b>
<b>DRAWING:</b>		
ART 210B	Intermediate Drawing	3
ART 231A	Beginning Figure Drawing	3
<b>PAINTING:</b>		
ART 228A	Beginning Painting I	3
<b>PRINTMAKING:</b>		
ART 232	Introduction to Printmaking	3
<b>DIGITAL ART:</b>		
DAM 205	Introduction to Digital Art and Design	3
<b>PHOTOGRAPHY:</b>		
ART 282	Introduction to Photography	3
<b>CERAMICS:</b>		
ART 240A	Ceramics I	3
<b>SCULPTURE:</b>		
ART 250A	Beginning Sculpture	3
Total Major Units		24
Total Degree Units		60

### *Program Level Student Learning Outcomes:*

1. Through the creation of works of art explore and express personal creativity.
2. Through group and individual critiques, verbally articulate elements and principles governing visual arts.
3. By completing portfolio requirements, create objects of art employing a variety of materials and techniques.
4. Through the creation of individual works of art that have personal importance and by viewing and critiquing other students work, describe the relativity of the arts in individual lives and culture as a whole.

### *Career Opportunities in ART*

Completing the Associate in Arts in Studio Arts for Transfer can lead to a variety of career opportunities. Students who complete a bachelor's or more advanced degree in studio arts may find employment as professional artists, arts educators, graphic designers, printmakers, art studio technicians, museum preparators, illustrators, photographers, fashion or interior designers.

### *Associate Degree for Transfer Requirements:*

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

## PROGRAMS

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

Through the Associate of Arts degree in Art, students will be introduced to the elements and principles governing the visual arts. They will express personal creativity through the creation of art with specific focus on a particular medium (ceramics, painting, or printmaking/drawing) while employing a variety of materials and techniques.

Required Courses – Major:		Units
ART 207	Survey of Western Art from Prehistory through the Middle Ages	3
ART 208	Survey of Western Art from the Renaissance to the Contemporary Period	3
ART 210A	Fundamentals of Drawing	3
ART 213	Color and Composition	3
ART 214	Three-Dimensional Art and Design	3
Plus 9 additional units selected from the following area of emphasis:		
CERAMICS OPTION:		Units
ART 240A	Ceramics I	3
ART 240B	Ceramics II	3
ART 240C	Advanced Ceramics I	3
ART 240D	Advanced Ceramics II	3
PAINTING OPTION:		Units
ART 228A	Beginning Painting I	3
ART 228B	Beginning Painting II	3
ART 228C	Intermediate Painting I	3
ART 228D	Intermediate Painting II	3
ART 229	Portrait Painting	3
PRINTMAKING OPTION:		
ART 210B	Intermediate Drawing	3
ART 232	Introduction to Printmaking	3
ART 234A	Beginning Etching	3
ART 234B	Intermediate Etching	3
ART 236A	Beginning Screen-printing	3
ART 236B	Intermediate Screen-printing	3
Total Major Units		24
Total Degree Units		60

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

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

## 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 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
THE 217A	Costume Construction I	3
Plus 2 – 3 additional units selected from the following:		Units
ART 176B	Fabric Printing and Dyeing II	3
ART 210A	Fundamentals of Drawing	3
THE 217B	Costume Construction II	2
Total units required for Certificate		23 – 24

### ***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.

### ***Career Opportunities in TEXTILES/CLOTHING***

Completing the Textiles/Clothing Construction Certificate of Achievement can lead to a variety of career opportunities. Students who complete the certificate may find employment as fabric and apparel makers, tailors, dressmakers, and custom sewers. Students who complete a bachelor's degree could pursue careers in fashion design.



## PROGRAMS

### 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 selected 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 207	Survey of Western Art from Prehistory through the Middle Ages	3
ART 208	Survey of Western Art from the Renaissance to the Contemporary Period	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 verity of materials and techniques that display advanced understanding of the medium.
3. Express their thoughts in a cohesive body of ceramic work.
4. Produce plaster and ceramic molds and employ them to produce mold formed ceramics.
5. Analyze their own and others ceramic works critically from a technical, artistic and historic platform.

# AUTOMOTIVE TECHNOLOGY

Michael Pratt • 707.468.3086

## Degrees

A.S. Automotive Technology

## Certificate of Achievement

Automotive Chassis Specialist

Automotive Technician

Automotive Tune-Up and Electronics Specialist

Advanced Automotive Hybrid and Electric Vehicles

## Certificate of Completion

Automotive Chassis Specialist

Advanced Automotive Chassis 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.

## PROGRAMS

### 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
Plus 3 additional units selected from the following:		Units
BUS 50	Mathematical Applications in Business	3
BUS 132	Entrepreneurial Management	3
BUS 150	Entrepreneurial Marketing	3
Total units required for Certificate		21

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

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

### AUTOMOTIVE 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
Plus 3 additional units selected from the following:		Units
BUS 50	Mathematical Applications in Business	3
BUS 132	Entrepreneurial Management	3
BUS 150	Entrepreneurial Marketing	3
Total units required for Certificate		24

#### ***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

Plus 3 additional units selected from the following:		Units
BUS 50	Mathematical Applications in Business	3
BUS 132	Entrepreneurial Management	3
BUS 150	Entrepreneurial Marketing	3

Total units required for Certificate	24
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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.

## ADVANCED AUTOMOTIVE HYBRID AND ELECTRIC VEHICLE CERTIFICATE OF ACHIEVEMENT

This certificate will include the theory and operation of hybrid and electric vehicle operation. Each of the major manufacturers' vehicles is discussed along with the safety and service procedures that apply to these vehicles. Hands-on activities include major service procedures and basic diagnostics on the most common hybrid and electric vehicles in the market today. with hands-on course provides an overview of both conventional and alternative fuels with their impact on vehicle emissions in gasoline engines. In addition, advanced vehicle technologies such as hybrid electric, direct injection, and fuel cells are explored. Topics include gasoline, E85, M85, CNG, LPG, RNG, RVs, HEVs, Fuel Cells, and dynamometer testing. Completion of this course helps students prepare for the Automotive Service Excellence (ASE) F1 Alternative Fuels Certification in addition to the ASE L3 Hybrid/Electric Vehicle Specialist Certification.

Required Courses:		Units
AUT 162	Automotive Electrical Systems	5
AUT 166	Automotive Engine Performance	6
AUT 180	Introduction to Hybrid and Alternative Fuel Vehicles	4
AUT 181	Hybrid Vehicles and Advanced Electric Vehicle Technology	4

Total units required for Certificate	19
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### ***Program Level Student Learning Outcomes:***

1. Explain the environmental impacts of fossil fuels, greenhouse gasses, and the need for alternative fuel sources.
2. Explain different manufactures and styles of electric and hybrid systems and explain how they function.
3. Perform high voltage system disable and enable procedures verifying the high voltage shutdown.
4. Demonstrate the appropriate use of high voltage personal protection equipment.
5. Perform a removal of, and the appropriate tests to, the high voltage battery.

## PROGRAMS

### AUTOMOTIVE CHASSIS SPECIALIST CERTIFICATE OF COMPLETION

This noncredit certificate program prepares students with the skills and knowledge necessary to perform basic 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 non-credit certificate program prepares students to pass ASE certification tests in the areas of A4 Automotive brakes, A5 Suspension/Steering, and A6 Automotive Electrical systems.

Required Courses:		Hours
AUT 542	Brakes/Suspension/Alignment	204
AUT 562	Automotive Electrical Systems	153
Total hours		357

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

1. Locate service information from available sources, determine specifications, locate procedures, determine parts and labor charges and accurately complete a repair order for chassis.
2. Describe the theory and operation of automotive suspension and brakes. 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 chassis and brake systems.
4. Demonstrate knowledge of safe working habits in an automotive repair facility such as lifts, air tools and brake lathes.

### ADVANCED AUTOMOTIVE CHASSIS SPECIALIST CERTIFICATE OF COMPLETION

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:		Hours
AUT 544	Manual Transmission/Power Trains	119
AUT 545	Automatic Transmission/Power Trains	136
Total hours		255

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

1. Locate service information from available sources, determine specifications, locate procedures, determine parts and labor charges and accurately complete a repair order on chassis, transmission, and transaxles.
2. Describe the theory and operation of automotive brakes, chassis, transmissions, and drivetrain.
3. Demonstrate competency in service and repair by being able to test, adjust, diagnose, repair, calibrate, and validate repairs on a variety of chassis, braking systems, drivetrains, and transmissions.
4. Demonstrate knowledge of safe working habits in an automotive repair facility for removing sub frames, transmissions, and differentials.

# BASIC SKILLS

**Office of Instruction • 707.468.3002**

Certificate of Competency  
Basic Academic Skills  
Basic Computer Skills

## BASIC ACADEMIC SKILLS CERTIFICATE OF COMPETENCY

This certificate will help prepare students to pass High School Equivalency standardized tests (GED and HiSET), enroll in classes at Mendocino College, and enter the workforce.

Required Courses:	Hours
BSK 501            Academic Skills/Pre-High School Equivalency	85
BSK 502            High School Equivalency Exam Preparation	85
<i>In order to receive the Basic Academic Skills Certificate, students must complete BSK 501 and BSK 502 with a noncredit grade of P.</i>	
<b>Total hours</b>	<b>170</b>

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

1. Solve multi-step numerical and word math problems from basic operations through beginning concepts in geometry and algebra.
2. Identify and summarize the main ideas and important details in short (1-2 page) reading selections, including fiction, essays, newspaper articles, material from textbooks, and informational websites.
3. Explain the basic concepts in the area of biology, chemistry, physics, space science, US history, geography, basic economic systems, and civics.
4. Demonstrate critical thinking and problem-solving skills.
5. Prepare for and apply appropriate test-taking strategies to standardized tests such as the GED, HiSET, English and Math Placement Tests and occupational skills tests.

## BASIC COMPUTER SKILLS CERTIFICATE OF COMPETENCY

This certificate will help prepare students to take credit courses in Computer Science and required for the Business Information Worker I Certificate of Completion. Students will gain keyboarding skills and a solid understanding of basic computer technology, file management, operation systems, effective Internet use and emailing.

Required Courses:	Hours
CSC 520            Beginning Computer Skills I	51
CSC 526            Beginning Computer Skills II	51
<b>Total hours</b>	<b>102</b>

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

1. Define computer terminology and explain computer concepts.
2. Touch type on a computer keyboard with a goal of 35 WPM with less than 5 errors.
3. Demonstrate efficient digital file management, both local and cloud-based.
4. Search and navigate the Internet using advanced search techniques and evaluate information found on the Internet for reliability and accuracy.
5. Send, receive, and organize email communications.
6. Describe the techniques to increase security and safety when using the computers and the Internet.



## BIOLOGICAL SCIENCE

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### Degrees

A.S.-T Biology  
 A.S. Biological Science

### ASSOCIATE IN SCIENCE IN BIOLOGY FOR TRANSFER

Biology is the scientific exploration of life. It allows students to study organisms from the molecular level to the communities in which they live. The program provides a foundation for further study in the life sciences and related fields of study, which includes, but is not limited to, medicine, dentistry, epidemiology, toxicology, genetics, microbiology, bioinformatics, botany, zoology, and ecology. If you are curious about how life works and have a passion for helping and protecting all living things, consider a career in biology. The Associate in Science in Biology for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Biology 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. Students pursuing this degree may follow either the CSU GE for STEM pattern or the IGETC for STEM pattern.

Required Courses – Major:		Units
BIO 250	Cell and Molecular Biology	4
BIO 255	Botany, Plant Diversity, and Ecology	4
BIO 257	Zoology, Animal Diversity and Evolution	4
CHM 250	General Chemistry I	5
CHM 251	General Chemistry II	5
MTH 210	Calculus and Analytic Geometry I	5
or MTH 230	Calculus for Business and Economics	4
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
Total Major Units		34 – 35
Total Degree Units		60

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

1. Use standard laboratory equipment, modern instrumentation, classical techniques, and appropriate safety protocols to carry out experiments.
2. Analyze major biological concepts and discriminate how these concepts are connected within various areas of the biological and physical sciences.
3. Apply scientific methodology in the form of designing and conducting experiments and evaluating hypotheses.

#### ***Career Opportunities in BIOLOGY***

Students who complete a baccalaureate degree in Biology or a similar major may be hired in the major or allied fields of medicine, dentistry, epidemiology, toxicology, genetics, microbiology, bioinformatics, botany, zoology, and ecology.

#### ***Associate Degree for Transfer Requirements:***

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of “C” (or “P”) for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

## 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 250	Cell and Molecular Biology	4
BIO 255	Botany, Plant Diversity, and Ecology	4
BIO 257	Zoology, Animal Diversity, and Evolution	4
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

*To fully benefit from the Biology program, students should also successfully complete one of the suggested optional electives listed below.*

These courses are not required for the major.		Units
BIO 220	Marine Biology Lecture	3
BIO 220L	Marine Biology Laboratory	1
BIO 243	Biology of Marine Mammals	3
BIO 245	Introduction to Environmental Toxicology	3

Total Major Units	39 – 40
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. Use standard laboratory equipment, modern instrumentation, classical techniques, and appropriate safety protocols to carry out experiments.

## BUSINESS

Julie Finnegan • 707.468.3134

Lisa Furlong • 707.468.3220

### Degrees

A.S.-T Business Administration 2.0

A.S. Accounting

A.S. Business Management

### Certificate of Achievement

Accounting

Business Entrepreneurship

Business Information Worker I

Business Information Worker II

Business Management

Retail Management

### ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION FOR TRANSFER 2.0

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
BUS 230 Introduction to Business	3
ECO 200 Principles of Macroeconomics	3
ECO 201 Principles of Microeconomics	3
MTH 220 Statistics	4
MTH 230 Calculus for Business and Economics	4
or MTH 210 Calculus and Analytic Geometry I	5

Total Major Units

28 – 29

Total Degree Units

60

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

1. Transfer successfully to university as a Business Administration major.
2. Demonstrate a broad exposure to general education topics that complement the Business Administration major.
3. Demonstrate a clear understanding of the 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.

#### *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:*

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of “C” (or “P”) for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

## BUSINESS – ACCOUNTING ASSOCIATE OF SCIENCE

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

Required Courses – Major:		Units
BUS 50	Mathematical Applications in Business	3
BUS 111	Federal Tax Accounting	3
BUS 200	Financial Accounting	4
BUS 201	Managerial Accounting	4
BUS 230	Introduction to Business	3
CSC 104	Computers and Computer Applications	3
Total Major Units		20
Total Degree Units		60

### *Program Level Student Learning Outcomes:*

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

## 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.

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 104	Computers and Computer Applications	3
Plus 6 additional units selected from the following:		Units
BUS 107	Customer Service	3
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 170	Business Communication Skills for Managers	3
BUS 201	Managerial Accounting	4
BUS 212	The Legal Environment of Business	3
CSC 164	Electronic Spreadsheets	3
WEE 196	Work Experience Education	1 – 8
Total Major Units		22
Total Degree Units		60

### *Program Level Student Learning Outcomes:*

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

## PROGRAMS

### 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 104	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 170	Business Communication Skills for Managers	3
BUS 230	Introduction to Business	3
COM 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 INFORMATION WORKER I CERTIFICATE OF ACHIEVEMENT

The Business Information Worker I Certificate of Achievement prepares students for entry-level office, computer, and administrative positions for a wide variety of industries including but not limited to Government, Education, Retail, Food Service, and Not for Profit Industries.

Required Courses:		Units
BUS 107	Customer Service	3
BUS 134	Human Relations in Business	3
BUS 170	Business Communication Skills for Managers	3
CSC 104	Computers and Computer Applications	3
CSC 116	Information and Communication Technology Essentials	4
Plus 3 – 4 additional units selected from the following:		Units
CSC 162	Microsoft Word, Advanced	3
CSC 164	Electronic Spreadsheets	3
CSC 220	Introduction to Computer Science	4
Total units required for Certificate		19 – 20

### ***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. Communicate effectively using various relevant technologies and methods in the business environment.
4. Analyze communication and information technology to increase sales, target marketing, and improve customer experience.

## BUSINESS INFORMATION WORKER II CERTIFICATE OF ACHIEVEMENT

The Business Information Worker II (BIW-II) Certificate of Achievement builds upon the Business Information Worker Certificate of Achievement providing students with advanced skills for the workplace. Additional skills that students can apply to the workplace include Accounting, database, and records management. This certificate provides students with skills for the next step in office, computer, and administrative positions for a wide variety of industries including but not limited to Government, Education, Retail, Food Service, and Not-For-Profit Industries.

Required Courses:		Units
BUS 107	Customer Service	3
BUS 108	Computerized Accounting	3
BUS 134	Human Relations in Business	3
BUS 170	Business Communication Skills for Managers	3
CSC 104	Computers and Computer Applications	3
CSC 116	Information and Communication Technology Essentials	4
CSC 164	Electronic Spreadsheets	3
CSC 166	Database	3
Plus 2 – 4 additional units selected from the following:		Units
CSC 162	Microsoft Word, Advanced	3
CSC 220	Introduction to Computer Science	4
WEE 196	Work Experience Education	2 - 4
Total units required for Certificate		27 – 29

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

1. Utilize and maintain electronic records in a small office environment.
2. Install, use, and maintain computerized accounting software for a business.
3. Analyze communication and information technology to increase sales, target marketing, and improve customer experience.
4. Communicate effectively using various relevant technologies and methods in the business environment.
5. Design, compose, edit, and maintain office-related documents and data.
6. Understand the basic functionality of computer systems and networks, at a high level.



## PROGRAMS

### 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 104	Computers and Computer Applications	3
Plus 3 additional units selected from the following:		Units
BUS 107	Customer Service	3
BUS 132	Entrepreneurial Management	3
BUS 134	Human Relations in Business	3
BUS 150	Entrepreneurial Marketing	3
BUS 151	Introduction to Marketing	3
BUS 170	Business Communication Skills for Managers	3
BUS 201	Managerial Accounting	4
BUS 212	The Legal Environment of Business	3
WEE 196	Work Experience Education	1 - 4
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 the 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 – 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 program is specifically designed for current and future retail professionals seeking both business education and career advancement. The curriculum covered in this program is aligned with recommendations made by the Western Association of Food Chains (WAFC). Students completing this 8-course Retail Management Certificate Program will be eligible for WAFC Retail Industry Management certification.

Required Courses:		Units
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 170	Business Communication Skills for Managers	3
BUS 200	Financial Accounting	4
CSC 104	Computers and Computer Applications	3
Total units required for Certificate		25

#### ***Programs Level Student Learning Outcomes:***

1. Students will describe the flow of retail goods and services in terms of inventory control, supply chain, and risk management.
2. Students will explain key concepts in Retail Management.
3. Students will compare and contrast traditional retailers and category specialists.
4. Students will evaluate the effectiveness of merchandising decisions in the retail industry.
5. Students will interpret and analyze retail operations and financial information for decision-making.

# CHEMISTRY

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## Degrees

A.S. Chemistry UCTP

### ASSOCIATE IN SCIENCE IN CHEMISTRY FOR UC TRANSFER

Chemistry is the study of matter, its composition, structure, properties, and changes. Central to natural and physical science majors, chemistry serves as a foundation subject for many disciplines while providing a pathway into chemical sciences and chemical industry. As a technical field of study that requires strong laboratory skills and experience, job opportunities span a broad range of sectors from education to research to industry to medicine. Upon successful completion of this degree, a student will qualify to be accepted to a University of California Chemistry program. Admission to the UC System will be guaranteed pending GPA requirements and application submission. Students completing this degree are exempt from Mendocino College Institutional Requirements. Students pursuing this degree must follow the UCTP-TMC for STEM GE pattern. Please check with a counselor for more specific transfer information.

Required Courses:		Units
CHM 250	General Chemistry I	5
CHM 251	General Chemistry II	5
CHM 255	Organic Chemistry I	5
CHM 256	Organic Chemistry II	5
MTH 210	Calculus and Analytic Geometry I	5
MTH 211	Calculus and Analytic Geometry II	5
MTH 212	Calculus and Analytic Geometry III	5
MTH 215	Differential Equations	3
PHY 220	Physics for Scientists and Engineers I	4
PHY 221	Physics for Scientists and Engineers II	4
PHY 222	Physics for Scientist and Engineers III	4
Total Major Units		50
Total Degree Units		66 – 70

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

1. Demonstrate mastery of a broad set of chemical knowledge concerning the fundamentals in the basic areas of the discipline (general, analytical, organic).
2. Know and follow the proper procedures and regulations for safe handling and use of chemicals.
3. Use standard laboratory equipment, modern instrumentation, and classical techniques to carry out experiments.
4. Demonstrate critical thinking when interpreting experimental results and evaluating the validity of a proposed solution.

#### *Career Opportunities in CHEMISTRY*

Completing the Associate in Science in Chemistry for UC Transfer can lead to a variety of opportunities. According to the American Chemical Society there is a wide range of career opportunities for chemical professionals that are categorized under five main sectors: Academia, Government, Entrepreneur, Industry, and Non-Profit and these sectors include areas of opportunities such as Research and Development, Quality Control/Regulatory, Manufacturing, Sales and Marketing, Law and Policy, Higher Education, and Public Health. Some examples of job opportunities may include but are not limited to the following: Chemical Information Management Specialist, Lab Researcher, High School Chemistry Teacher, Chemistry Professor; Environmental Protection, Chemical Health and Safety, Hazardous Waste Management, Forensic Chemist; Cheminformatics, Chemical Engineering, Formulation Chemist, and Technical Sales and Marketing.

# CHILD DEVELOPMENT

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## 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 Associate in Science in Early Childhood Education for Transfer prepares students to transfer and study child development and early childhood education. Students will complete lower-division coursework in principles and practices of early childhood education; curriculum; observation and assessment; child growth and development; and health and safety. 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 and Practices of Teaching Young Children	3
CDV 101	Introduction to Curriculum in Early Childhood Education	3
CDV 107	Practicum in Child Development	4
CDV 108	Observation and Assessment	3
CDV 109	Child Health, Nutrition, and Safety	3
CDV 200	Child Growth and Development: Conception through Adolescence	3
CDV 202	Culture and Diversity in Early Childhood Education	3
CDV 280	The Child, the Family, and the Community	3
Total Major Units		25
Total Degree Units		60

### *Program Level Student Learning Outcomes:*

1. Identify, describe, and facilitate developmentally appropriate active learning experiences for individual areas: language and early literacy, arts and creative process, music and movement, math, and science.
2. Demonstrate effective advocacy skills appropriate for young children, the programs, and the professionals who serve them.
3. Demonstrate skills in observing and recording behavior, assessing children's interest, and assessing skill development.
4. Identify, define, and apply nutritional, healthy, and safe practices in the classroom.
5. Describe stages and developmental milestones of physical, cognitive, language, social and emotional development in children from birth to age 8.

### *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 Associate in Science in Early Childhood Education for Transfer degree.

### *Associate Degree for Transfer Requirements:*

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

## 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 and Practices of Teaching Young Children	3
CDV 101	Introduction to Curriculum in Early Childhood Education	3
CDV 200	Child Growth and Development: Conception through Adolescence	3
CDV 280	The Child, the Family, and the Community	3
Plus 6 additional units selected from the following:		Units
(All of the courses in this category are recommended for students transferring to a CSU major in Child Development)		
CDV 106	Children with Exceptional 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	Culture and Diversity in Early Childhood Education	3
Plus 3 additional units selected from the following, or any course not used above:		Units
CDV 120	Infant and Toddlers Development and Care	3
CDV 121	Infant and Toddler Curriculum	3
CDV 125	Creative Activities	3
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	School-Aged Children and Youth	3
Total Major Units		21
Total Degree Units		60

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

1. Apply knowledge of children's physical, cognitive, social, and emotional development, while planning for children's individual needs and potentials.
2. Provide developmentally appropriate active learning experiences and environments for individual children and children in groups, in the areas of language and early literacy, arts and the creative process, music and movement, literature, social studies, dramatic play, math, science and the physical world.
3. Demonstrate skills in observing and recording behavior, assessing children's interests, and assessing children's needs and levels of skill development.
4. Apply techniques for setting and maintaining limits, supporting children's self-esteem, self-discipline, intellectual curiosity, creativity, problem solving abilities, and acceptance of self and others in their interactions with children.
5. Implement nutritional, healthy, and safe practices in the classroom.
6. Apply the principles of inclusion in the curriculum through interactions with children, their families, and staff members.
7. Communicate effectively and respectfully with families and incorporate family input in curriculum planning and assessment.
8. Serve as an advocate for young children and the programs and professionals who serve them and apply ethical standards of the profession.

### ***Career Opportunities in CHILD DEVELOPMENT***

Students who successfully complete this program may serve as early childhood educators in classrooms or as employees in other settings that require knowledge of child development and best practices in early care and education.

## PROGRAMS

### 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 and Practices of Teaching Young Children	3
CDV 101	Introduction to Curriculum in Early Childhood Education	3
CDV 200	Child Growth and Development: Conception through Adolescence	3
CDV 280	The Child, the Family, and the Community	3
Plus 3 additional units selected from the following:		Units
CDV 106	Children with Exceptional Needs	3
CDV 109	Child Health, Nutrition, and Safety	3
CDV 202	Culture and Diversity in Early Childhood Education	3
Plus 9 additional units selected from the following, or any course not used above:		Units
CDV 120	Infant and Toddlers Development and Care	3
CDV 121	Infant and Toddler Curriculum	3
CDV 125	Creative Activities	3
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	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, plan, and facilitate developmentally appropriate activities in all curricular areas for young children.
2. Describe stages and developmental milestones of physical, cognitive, language, social and emotional development of typically developing children from birth to age 8.
3. Describe the importance of culturally responsive, anti-bias, and exceptional education and adult attitudes in relation to the local and global community.
4. Describe practices and interactions for maximizing children's physical and mental well-being.
5. Express ideas with clarity, logic, and originality in both spoken and written English.

#### ***Career Opportunities in CHILD DEVELOPMENT***

Students who receive a Child Development Certificate of Achievement along with CPR certification are eligible for employment to provide care and instruction of children in a childcare and development program. Completing the certificate of achievement satisfies the unit requirement for a Child Development Permit issued by the Commission on Teaching Credentialing.

# COMMUNICATION STUDIES

Jody Gehrman • 707.468.3150

## Degrees

A.A.-T Communication Studies 2.0

### ASSOCIATE IN ARTS IN COMMUNICATION STUDIES FOR TRANSFER 2.0

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 200	Mass Media and Society	3
COM 202	Argumentation and Debate	3
COM 203	Introduction to Public Speaking	3
COM 210	Interpersonal Communication	3
COM 211	Intercultural Communication	3
Plus 3 additional units selected from the following:		Units
ANT 201	Cultural Anthropology	3
PSY 205	Introductory Psychology	3
SOC 200	Introduction to Sociology	3
Total Major Units		18
Total Degree Units		60

#### ***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.

#### ***Career Opportunities in COMMUNICATION STUDIES***

Completing the baccalaureate degree or graduate level work can lead to a variety of opportunities. Students completing a degree in Communication Studies are prepared for an entry level position in mass media (radio, music, TV, film, advertising, gaming, publishing, journalism), community relations, communications consulting, public relations, lobbying, speech writing, public affairs, or similar professions.

#### ***Associate Degree for Transfer Requirements:***

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of “C” (or “P”) for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

# COMPUTER SCIENCE

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## Degrees

A.S.-T Computer Science  
 A.S. Computer Applications and Office Administration  
 A.S. Cybersecurity  
 A.S. Information Technology

## Certificate of Achievement

Computer Applications and Office Administration  
 Digital Arts and Media\*  
 Digital Forensics  
 IT Specialist  
 Network Defense  
 Penetration Test Professional  
 Web Development

## Certificate of Completion

Presentations  
 Spreadsheets  
 Word Processing

## ASSOCIATE IN SCIENCE IN COMPUTER SCIENCE FOR TRANSFER

Graduates of the two-year degree program in Computer Science will have the skills in computer programming required for transfer to a four-year college. The Associate in Science in Computer Science for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Computer 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
CSC 210	Computer Organization and Architecture	3
CSC 221	Programming and Algorithms I	3
CSC 222	Programming and Algorithms II	3
CSC 240	Discrete Structures	3
MTH 210	Calculus and Analytic Geometry I	5
MTH 211	Calculus and Analytic Geometry II	5
PHY 220	Physics for Scientists and Engineers I	4
PHY 221	Physics for Scientists and Engineers II	4
or BIO 250	Molecular and Cell Biology	4
Total Major Units		30
Total Degree Units		60

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

1. Design, implement, test and debug small-scale programs that use fundamentals programming constructs with objects.
2. Meet the requirements to transfer to a four-year Computer Science program.

### ***Career Opportunities in COMPUTER SCIENCE***

Graduates with a bachelor's degree in Computer Science qualify for a wide variety of jobs. Some of the typical job titles include but are not limited to, Software Developer, Programmer Analyst, Systems Engineer, Information Technology Consultant, Web Developer, Business Analyst, Software Architect, Animator, Computer Programmer, Database Analyst, Software Engineer, Special Effects Specialist, Systems Analyst, Technical Sales Representative, Technical Support Representative, Technical Writer, and Webmaster. Additionally, the job market for Computer Science graduates spans almost all industries from Banks to Airlines to Defense Companies to Government Entities to Online service providers and more, including both the public and private sectors.

### ***Associate Degree for Transfer Requirements:***

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

\*For more information on the Digital Arts and Media Certificate of Achievement, see program details under Digital Arts and Media.



## 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, office support, computer support, records management and administrative support positions in a wide variety of fields. 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
BUS 107	Customer Service	3
BUS 108	Computerized Accounting	3
BUS 134	Human Relations in Business	3
BUS 170	Business Communication Skills for Managers	3
CSC 104	Computers and Computer Applications	3
CSC 105	Introduction to Linux I	1.5
CSC 116	Information and Communication Technology Essentials	4
CSC 130	Web Design and Development	3
CSC 164	Electronic Spreadsheets	3
CSC 166	Database	3
CSC 220	Introduction to Computer Science	4
Total Major Units		33.5
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.
4. Communicate effectively using various relevant technologies and methods in the business environment.
5. Analyze communication and information technology to increase sales, target marketing, and improve customer experience.
6. Demonstrate basic management principles for effectively managing records in a small office scenario.

## PROGRAMS

### CYBERSECURITY ASSOCIATE OF SCIENCE

This degree provides graduates with foundational cybersecurity skills across a wide range of modern cybersecurity pillars including digital forensics, network security and defense, and penetration testing. In this program students receive extensive hands-on experience and develop the knowledge and abilities necessary to succeed in protection of an organization's data and operations. It is a rigorous program designed to help students master the fundamentals of cybersecurity by applying industry-accepted and emerging practices to solve real-world security problems. Upon completion of the program, students will be able to evaluate security trends, recognize best practices, and understand Information Technology security products and threats. This program also provides preparation for several nationally recognized, high demand certifications in the field of Cybersecurity.

Required Courses – Major:		Units
CSC 116	Information and Communication Technology Essentials	4
CSC 117	Computer Network Fundamentals	3
CSC 118	Introduction to Information Systems Security	3
CSC 152	Network OS and Administration	3
CSC 154	Network Security	3
CSC 156	Digital Forensics Fundamentals	3
CSC 158	Introduction to Cybersecurity: Ethical Hacking	3
CSC 159	Fundamentals of Penetration Testing	4
CSC 161	Cloud Infrastructure and Security	3
CSC 221	Programming and Algorithms I	3
Plus 3 additional units selected from the following:		Units
BUS 107	Customer Service	3
BUS 134	Human Relations in Business	3
BUS 170	Business Communication Skills for Managers	3
Total Major Units		35
Total Degree Units		60

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

1. Define best practices for computer forensics investigations.
2. Define the requirements for proper evidence collection, chain of custody and investigation reporting.
3. Apply strategies for network defense using firewalls, routers, switches, and anti-malware tools.
4. Design organizational plans for securing data while maintaining the confidentiality, integrity, and availability (CIA) of the information transmitted over communication networks.
5. Define best practices for penetration testing.
6. Implement penetration testing across a wide range of scenarios including internal/external/perimeter network penetration testing, web application penetration testing, and cloud penetration testing.

#### ***Career Opportunities in COMPUTER SCIENCE***

This program prepares students for careers in the Cybersecurity field. Some common job titles and careers for this certificate include forensic analysts, cybercrime investigators, cyber defense forensic analysts, incident responders, information technology auditors, malware analysts, security consultants, IT Security analyst, security operations center (SOC) analyst, vulnerability analyst, cybersecurity specialist, threat intelligence analyst, security engineer, cybersecurity analyst, ethical hackers, penetration testers, network server administrators, firewall administrators, security testers, system administrators and risk assessment professionals, information security analyst, and network security penetration testers.

## INFORMATION TECHNOLOGY ASSOCIATE OF SCIENCE

Information Technology (IT) graduates can work in a great variety of fields and pursuits, including programming, systems analysis and administration, game design, project leadership, web design, technical support and many others. Students earning this degree will receive a solid foundation in computer hardware, software and programming to support small-to-medium sized business needs and have the opportunity to expand their knowledge in any of these areas. 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
BUS 134	Human Relations in Business	3
CSC 102	IT and Computer Science Career Exploration	1
CSC 105	Introduction to Linux I	1.5
CSC 106	Introduction to Linux II	1.5
CSC 109A	IT Support I	1
CSC 109B	IT Support II	1
CSC 116	Information & Communication Technology Essentials	4
CSC 117	Computer Network Fundamentals	3
CSC 220	Introduction to Computer Science	4
CSC 221	Programming and Algorithms I	3
CSC 221L	Programming and Algorithms I Lab	1
Plus 11 additional units selected from the following:		Units
CSC 118	Introduction to Information Systems Security	3
CSC 130	Web Design and Development	3
CSC 134	Web Application Development	3
CSC 166	Database	3
CSC 170	Mobile Application Development	3
CSC 175	3D Modeling and Printing	3
CSC 210	Computer Organization and Architecture	3
CSC 210L	Computer Organization and Architecture Lab	1
CSC 222	Programming and Algorithms II	3
CSC 222L	Programming and Algorithms II Lab	1
CSC 240	Discrete Structures	3
DAM 110	Digital Image Manipulation in Adobe Photoshop	3
DAM 125	Introduction to Desktop Publishing with Adobe InDesign	3
DAM 205	Introduction to Digital Art and Design	3
DAM 250	Introduction to Video Production	3
DAM 281	Digital Design Using Adobe Illustrator	3
MTH 210	Calculus and Analytic Geometry I	5
PHY 220	Physics for Scientists and Engineers I	4
Total Major Units		35
Total Degree Units		60

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

1. Design, implement, and test computer programs, using a variety of tools and methodologies.
2. Use a Linux-based tool chain to develop, host, and maintain programs and services.
3. Design, build, and analyze small Ethernet networks.

PROGRAMS

COMPUTER APPLICATIONS AND OFFICE  
ADMINISTRATION CERTIFICATE OF ACHIEVEMENT

The Computer Applications and Office Administration Certificate of Achievement prepares students for positions that combine technical knowledge with business aptitude. Career areas include the design, implementation and maintenance/management of IT systems, office support, computer support, records management and administrative support positions in a wide variety of fields.

Required Courses:		Units
BUS 107	Customer Service	3
BUS 108	Computerized Accounting	3
BUS 134	Human Relations in Business	3
BUS 170	Business Communication Skills for Managers	3
CSC 104	Computers and Computer Applications	3
CSC 105	Introduction to Linux I	1.5
CSC 116	Information and Communication Technology Essentials	4
CSC 130	Web Design and Development	3
CSC 164	Electronic Spreadsheets	3
CSC 166	Database	3
CSC 220	Introduction to Computer Science	4
Total units required for Certificate		33.5

***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.
4. Communicate effectively using various relevant technologies and methods in the business environment.
5. Analyze communication and information technology to increase sales, target marketing, and improve customer experience.
6. Demonstrate basic management principles for effectively managing records in a small office scenario.

## DIGITAL FORENSICS CERTIFICATE OF ACHIEVEMENT

This certificate provides graduates with the skills needed to prepare, execute, and document digital forensic plans for common information technologies. Students receive extensive hands-on experience and develop the knowledge and abilities necessary to implement a detailed and methodological approach to digital forensics and evidence analysis that also pivots around Dark Web, IoT, and Cloud Forensics. This program also provides preparation for several nationally recognized, high demand certifications in the field of Cybersecurity.

Required Courses:		Units
CSC 116	Information and Communication Technology Essentials	4
CSC 117	Computer Network Fundamentals	3
CSC 118	Introduction to Information Systems Security	3
CSC 152	Network OS and Administration	3
CSC 156	Digital Forensics Fundamentals	3
CSC 161	Cloud Infrastructure and Security	3
Plus 3 additional units selected from the following:		Units
BUS 107	Customer Service	3
BUS 134	Human Relations in Business	3
BUS 170	Business Communication Skills for Managers	3
Total units required for Certificate		22

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

1. Define best practices for computer forensics investigations.
2. Define the requirements for proper evidence collection, chain of custody and investigation reporting.
3. Apply appropriate tools and methodologies to identify the footprints of a breach and collect evidence for a prosecution.
4. Select the proper data acquisition and examination processes for any given set of conditions.
5. Explain and apply malware forensic processes to digital forensics.

### ***Career Opportunities in COMPUTER SCIENCE***

This program prepares students for careers in the digital forensics cybersecurity field. Some common job titles and careers for this certificate include forensic analysts, cybercrime investigators, cyber defense forensic analysts, incident responders, information technology auditors, malware analysts, and security consultants.

## PROGRAMS

### IT SPECIALIST CERTIFICATE OF ACHIEVEMENT

IT and networking professionals are a vital part of many businesses, and these skills are highly sought by such employers. The IT Specialist certificate helps prepare students for positions known variously as IT support, network/systems administrator, network/systems engineer, network/systems technician, and network/systems analyst.

Required Courses:		Units
CSC 102	IT and Computer Science Career Exploration	1
CSC 105	Introduction to Linux I	1.5
CSC 106	Introduction to Linux II	1.5
CSC 109A	IT Support I	1
CSC 116	Information and Communication Technology Essentials	4
CSC 117	Computer Network Fundamentals	3
CSC 118	Introduction to Information Systems Security	3
CSC 220	Introduction to Computer Science	4
Total units required for Certificate		19

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

1. Demonstrate the ability to explain and use secure network administration principles, identify and explain types of threats and vulnerabilities, and be able to explain key concepts in the area of access control and identity management.
2. Describe the function of each of the major hardware components of a computer system.
3. Install, configure, and troubleshoot various operating systems.
4. Explain the layers of the OSI model.
5. Identify characteristics of network topologies and protocols.
6. Demonstrate the ability to explain general cryptography concepts and use the appropriate cryptographic method for various scenarios.

## NETWORK DEFENSE CERTIFICATE OF ACHIEVEMENT

This certificate provides graduates with the skills needed to defend networks and information systems against cyber-attacks. Students receive extensive hands-on experience and develop the knowledge and abilities necessary to succeed in protection of an organization's data and operations. It is a rigorous program designed to help students master the fundamentals of cybersecurity by applying industry-accepted and emerging practices to solve real-world security problems. Upon completion of the program, students will be able to evaluate security trends, recognize best practices, and understand Information Technology security products and threats. This program also provides preparation for several nationally recognized, high demand certifications in the field of Cybersecurity.

Required Courses:		Units
CSC 116	Information and Communication Technology Essentials	4
CSC 117	Computer Network Fundamentals	3
CSC 118	Introduction to Information Systems Security	3
CSC 152	Network OS and Administration	3
CSC 154	Network Security	3
CSC 161	Cloud Infrastructure and Security	3
CSC 221	Programming and Algorithms I	3
Plus 3 additional units selected from the following:		Units
BUS 107	Customer Service	3
BUS 134	Human Relations in Business	3
BUS 170	Business Communication Skills for Managers	3
Total units required for Certificate		25

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

1. Apply strategies for network defense using firewalls, routers, switches, and anti-malware tools.
2. Define best practices for configuring cyber defense and countermeasures.
3. Compare and contrast the benefits of firewalls vs. intrusion detection devices and software.
4. Apply cyber defense and countermeasures as appropriate to mitigate potential risks.
5. Design organizational plans for securing data while maintaining the confidentiality, integrity, and availability (CIA) of the information transmitted over communication networks.

### ***Career Opportunities in COMPUTER SCIENCE***

This program prepares students for careers in the Cybersecurity field. Some common job titles and careers for this certificate include IT Security analyst, security operations center (SOC) analyst, vulnerability analyst, cybersecurity specialist, Threat intelligence analyst, security engineer, and cybersecurity analyst.



## PROGRAMS

### PENETRATION TEST PROFESSIONAL CERTIFICATE OF ACHIEVEMENT

This certificate provides graduates with best practices penetration testing skills to safeguard enterprises against modern cyber-attacks. Students receive extensive hands-on experience and develop the knowledge and abilities necessary to apply the tools and methods used by cyber criminals to the protection of an organization's data and operations. Upon completion of the program, students will develop penetration testing skills based on real-world training scenarios.

Required Courses:		Units
CSC 116	Information and Communication Technology Essentials	4
CSC 117	Computer Network Fundamentals	3
CSC 118	Introduction to Information Systems Security	3
CSC 152	Network OS and Administration	3
CSC 158	Introduction to Cybersecurity: Ethical Hacking	3
CSC 159	Fundamentals of Penetration Testing	4
CSC 161	Cloud Infrastructure and Security	3
CSC 221	Programming and Algorithms I	3
Plus 3 additional units selected from the following:		Units
BUS 107	Customer Service	3
BUS 134	Human Relations in Business	3
BUS 170	Business Communication Skills for Managers	3
Total units required for Certificate		29

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

1. Define best practices for penetration testing.
2. Define the requirements for proper planning, implementation, and documentation of penetration tests.
3. Implement penetration testing across a wide range of scenarios including internal/external/perimeter network penetration testing, web application penetration testing, and cloud penetration testing.

#### ***Career Opportunities in COMPUTER SCIENCE***

This program prepares students for careers in the Cybersecurity field. Some common job titles and careers for this certificate include ethical hackers, penetration testers, network server administrators, firewall administrators, security testers, system administrators and risk assessment professionals, information security analyst, and network security penetration tester.

## WEB DEVELOPMENT CERTIFICATE OF ACHIEVEMENT

The Web Development certificate prepares students for positions designing, implementing and maintaining web content. Skills include client and server-side web design and development, as well as programmatic interaction with databases.

Required courses:		Units
CSC 102	IT and Computer Science Career Exploration	1
CSC 105	Introduction to Linux I	1.5
CSC 106	Introduction to Linux II	1.5
CSC 130	Web Design and Development	3
CSC 134	Web Application Development	3
CSC 220	Introduction to Computer Science	4
Plus 3 additional units selected from the following:		Units
ART 282	Introduction to Photography	3
CSC 104	Computers and Computer Applications	3
CSC 170	Mobile Application Development	3
CSC 221	Programming and Algorithms I	3
CSC 221L	Programming and Algorithms I Lab	1
DAM 110	Digital Image Manipulation in Adobe Photoshop	3
DAM 125	Introduction to Desktop Publishing with Adobe InDesign	3
DAM 205	Introduction to Digital Art and Design	3
DAM 250	Introduction to Video Production	3
DAM 281	Digital Design Using Adobe Illustrator	3
MUS 110	Recording Studio Techniques I	3
MUS 115A	Recording Studio Laboratory	1
WEE 196	Work Experience Education	1 - 3
Total units required for Certificate		17

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

1. Write programs in a server-side web scripting language that interact with databases and generate content for and interact with client-side browsers and scripts.
2. Ensure that scripts avoid common security problems and protect against common attacks.
3. Construct web content using basic and advanced HTML per current W3C standards.
4. Make appropriate use of W3C standards-based technology to implement a separation of content from presentation.
5. Configure a Linux-based operating system as a platform for web-based and other applications.
6. Construct and utilize Linux commands to perform a wide variety of tasks.

## PROGRAMS

### PRESENTATIONS CERTIFICATE OF COMPLETION

The Presentations Certificate of Completion provides students the knowledge and skills to use Presentation applications as problem-solving tools. The program is appropriate for students seeking employment in a range of office settings and for community members and professionals looking to improve their use of a computer as a problem-solving tool.

Required Courses:		Hours
CSC 551	Presentation I	8.5
CSC 552	Presentation II	8.5
Total hours		17

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

1. Describe how presentation applications may be used as problem-solving tools.
2. Apply knowledge of presentation applications to create a variety of slide presentations which use features such as multiple slide layouts, ClipArt, slide master, headers/footers, transitions, animations, audio/video, Smart Art, and Hyperlinks.

### SPREADSHEETS CERTIFICATE OF COMPLETION

The Spreadsheets Certificate of Completion provides students the knowledge and skills to use spreadsheet applications as problem-solving tools. The program is appropriate for students seeking employment in a range of office settings and for community members and professionals looking to improve their use of a computer as a problem-solving tool.

Required Courses:		Hours
CSC 541	Spreadsheets I	8.5
CSC 542	Spreadsheets II	8.5
Total hours		17

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

1. Describe how spreadsheet applications may be used as problem-solving tools.
2. Apply knowledge of spreadsheet applications to create a variety of workbooks which include features formulas, financial functions, ClipArt, borders, shading, charts, headers/footers, and amortization tables.

### WORD PROCESSING CERTIFICATE OF COMPLETION

The Word Processing Certificate of Completion provides students the knowledge and skills to use Word Processing applications as problem-solving tools. The program is appropriate for students seeking employment in a range of office settings and for community members and professionals looking to improve their use of a computer as a problem-solving tool.

Required Courses:		Hours
CSC 531	Word Processing I	8.5
CSC 532	Word Processing II	8.5
Total hours		17

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

1. Describe how word processing applications may be used as problem-solving tools.
2. Apply knowledge of word processing applications to create a variety of documents which include features such as tables, lists, images, references, and watermarks.

# CULINARY ARTS

Nicholas Petti • 707.467.1052

Degrees  
Culinary Arts Management

Certificate of Achievement  
Culinary Arts Management

Certificate of Skills  
Beginning Baker  
Intermediate Line Cook  
Line Cook

## CULINARY ARTS MANAGEMENT ASSOCIATE OF SCIENCE

The hospitality industry is the number one employer nationwide. The Culinary Arts Management Associate of Science degree prepares students for higher levels of responsibility in the culinary field, such as chef, kitchen manager, district supervisor, general manager, and owner. This degree encompasses cooking skills and general education helpful for career advancement and mobility in the field.

Required Courses – Major:		Units
CAM 101	Culinary Skills I	3
CAM 102	Culinary Skills II	3
CAM 140	Working the Room: Dining Room Service and Management	2
CAM 152	Food and Equipment Safety and Sanitation	1
CAM 154	Food and Beverage Cost Control: Hot to Make (and Keep) Your Money	1.5
CAM 161	Food Start-ups: Business Planning for Restaurants, Caterers, and Food Trucks	3
CAM 197A	Culinary Arts Practicum	3
CAM 260	The Meaning of Food: The Forces That Shape Our Food Culture	3
Select 6 additional units selected from the following:		Units
AGR 180	Fall Vegetable Gardening Practices	2
AGR 181	Spring Vegetable Gardening Practices	2
BUS 132	Entrepreneurial Management	3
BUS 150	Entrepreneurial Marketing	3
CAM 58	Chocolate Confections	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 120	Let's Party: Introduction to Catering and Events	1
CAM 121A	Catering Lab I	0.5 - 1
CAM 121B	Catering Lab II	0.5 - 1
CAM 121C	Catering Lab III	0.5 - 1
CAM 130A	Baking I	2
CAM 130B	Baking II	2
CAM 130C	Pastry and Desserts	1
WEE 196	Work Experience Education	1 - 3
Total Major Units		25.5
Total Degree Units		60

## PROGRAMS

### *Program Level Student Learning Outcomes:*

1. Demonstrate a broad exposure of general education topics that complement the Culinary Arts Management major requirements.
2. Define culinary terms and describe culinary techniques.
3. Identify suitable career options in food service for their skills and interests.
4. Demonstrate professionalism in appearance, time management, interpersonal skills, teamwork, decision making, and initiative needed for foodservice.
5. Demonstrate station organization, purchasing, storage, menu writing, and sanitation principles as they apply to food handling.
6. Identify problems in food preparation and presentation and solve these problems.
7. Demonstrate skills and apply industry standards in food handling, beverage service, baking, food preparation, equipment selection, use, and maintenance.

## 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 101	Culinary Skills I	3
CAM 102	Culinary Skills II	3
CAM 140	Working the Room: Dining Room Service and Management	2
CAM 152	Food and Equipment Safety and Sanitation	1
CAM 154	Food and Beverage Cost Control: Hot to Make (and Keep) Your Money	1.5
CAM 161	Food Start-ups: Business Planning for Restaurants, Caterers, and Food Trucks	3
CAM 197A	Culinary Arts Practicum	3
CAM 260	The Meaning of Food: The Forces That Shape Our Food Culture	3
Plus 6 additional units selected from the following:		Units
AGR 180	Fall Vegetable Gardening Practices	2
or AGR 181	Spring Vegetable Gardening Practices	2
BUS 132	Entrepreneurial Management	3
BUS 150	Entrepreneurial Marketing	3
CAM 58	Chocolate Confections	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 120	Let's Party: Introduction to Catering and Events	1
CAM 121A	Catering Lab I	0.5 - 1
CAM 121B	Catering Lab II	0.5 - 1
CAM 121C	Catering Lab III	0.5 - 1
CAM 130A	Baking I	2
CAM 130B	Baking II	2
CAM 130C	Pastry and Desserts	1
WEE 196	Work Experience Education	1 - 3
Total units required for Certificate		25.5

***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.

**BEGINNING BAKER CERTIFICATE OF SKILLS**

The Beginning Baker Certificate of Skills prepares students for entry level positions in the baking industry.

Required Courses:		Units
CAM 130A	Baking I	2
CAM 130B	Baking II	2
CAM 152	Food and Equipment Safety and Sanitation	1
CAM 154	Food and Beverage Cost Control: How to Make (and Keep) Your Money	1.5
Total units required for Certificate		6.5

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

1. Explain and apply baking industry terminology.
2. Identify and properly use equipment and tools used in the baking industry.
3. Demonstrate industry standard scaling, mixing, and portioning procedures.
4. Produce and evaluate a variety of bakery products.

**LINE COOK CERTIFICATE OF SKILLS**

This certificate prepares students for entry level positions in the food-service industry.

Required Courses:		Units
CAM 101	Culinary Skills I	3
CAM 102	Culinary Skills II	3
CAM 152	Food and Equipment Safety and Sanitation	1
Total units required for Certificate		7.5

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

1. Define culinary terms and describe culinary techniques.
2. Identify suitable career options in food service for their skills and interests.
3. Apply industry standards in food preparation, equipment selection, use, and maintenance.

## PROGRAMS

### INTERMEDIATE LINE COOK CERTIFICATE OF SKILLS

The Intermediate Line Cook Certificate of Skills prepares students for mid-level positions in the food industry. This certificate builds on skills acquired in the Line Cook Certificate of Skills and provides students with basic skills needed for entry level kitchen management positions.

Required Courses:		Units
CAM 101	Culinary Skills I	3
CAM 102	Culinary Skills II	3
CAM 152	Food and Equipment Safety and Sanitation	1
CAM 154	Food and Beverage Cost Control: How to Make (and Keep) Your Money	1.5
Plus 4 additional units selected from the following:		Units
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 120	Let's Party: Introduction to Catering and Events	1
CAM 121A	Catering Lab I	0.5 - 1
CAM 121B	Catering Lab II	0.5 - 1
CAM 121C	Catering Lab III	0.5 - 1
CAM 130A	Baking I	2
CAM 130B	Baking II	2
CAM 130C	Pastry and Desserts	1
Total units required for Certificate		12.5

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

1. Apply industry standards in food handling, beverage service, baking, food preparation, equipment selection, use, and maintenance.
2. Demonstrate professionalism in appearance, time management, interpersonal skills, teamwork, decision-making, and initiative needed for foodservice.
3. Demonstrate station organization, purchasing, storage, menu writing, and sanitation principles as they apply to food handling.



# DIGITAL ARTS AND MEDIA

David Pai • 707.468.3126  
Lisa Rosenstreich • 707.468.3022

Certificate of Achievement  
Digital Arts and Media

## DIGITAL ARTS AND MEDIA CERTIFICATE OF ACHIEVEMENT

This certificate will prepare the student for employment in the field of digital design and media production. It consists of experiences in applied design, graphic design principles, layout and design, and multimedia production. The focus is upon an introduction to advertising thinking, visual communication, and skills in graphic design and preparing art for reproduction.

Required Courses:		Units
DAM 110	Digital Image Manipulation in Adobe Photoshop	3
DAM 125	Introduction to Desktop Publishing with Adobe InDesign	3
DAM 205	Introduction to Digital Art and Design	3
DAM 250	Introduction to Video Production	3
DAM 281	Digital Design Using Adobe Illustrator	3
Plus 2 – 3 additional units selected from the following:		Units
ART 191	Art and Craft Marketing	3
ART 210A	Fundamentals of Drawing	3
ART 282	Introduction to Photography	3
CSC 104	Computers and Computer Applications	3
CSC 130	Web Design and Development	3
CSC 170	Mobile Application Development	3
CSC 221	Programming and Algorithms I	3
CSC 221L	Programming and Algorithms I Lab	1
MUS 110	Recording Studio Techniques I	3
MUS 115A	Recording Studio Laboratory	1
THE 201	Introduction to Film	3
THE 216A	Stage Lighting I	3
THE 219	Introduction to Directing	3
WEE 196	Work Experience Education	2
Total units required for Certificate		17 – 18

### *Program Level Student Learning Outcomes:*

1. Generate artwork utilizing advanced principles of design and applying these to a multimedia environment.
2. Interpret terminology for effective generation and discussion of digital art projects.
3. Utilize software to generate digital art projects.
4. Edit audio, video, and graphic content in a digital environment.

# EARTH SCIENCE

**Steve Cardimona • 707.468.3219**

## Degrees

A.S. Earth Science

### EARTH SCIENCE ASSOCIATE OF SCIENCE

The Earth Science Associate of Science degree at Mendocino College reflects the many opportunities of this broad field, offering a suite of courses to prepare students with a sound physical science background via the application of scientific principles, problem solving techniques and critical thinking, with an emphasis on hands-on, experiential learning. Students will study the relationships among geographic places, natural systems and resources, and society, as applied to understanding the earth's history, evolution, our changing climate, and earth resources. Students can obtain the associate degree and build their knowledge base and resume for employment or transfer to a four-year institution to further their studies. As with all degree 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. Please check with a counselor for more specific transfer information.

Required Courses – Major:		Units
CHM 200	Introduction to Chemistry	5
or CHM 250	General Chemistry I	5
GEO 206	Physical Geography	4
or GEL 201	Geology	3
and GEL 201L	Geology Laboratory	1
MTH 210	Calculus and Analytic Geometry I	5
or MTH 230	Calculus for Business and Economics	4
MTH 220	Statistics	4
Plus 8 – 9 additional units selected from the following:		Units
AGR 208	Soil Science	4
CHM 251	General Chemistry II	5
EAS 210	Geology of California	4
EAS 211	Weather and Climate	3
GEL 201	Geology	3
GEL 201L	Geology Laboratory	1
GEL 203	Earth History	3
GEL 203L	Earth History Laboratory	1
GEO 201	Cultural Geography	3
GEO 206	Physical Geography	4
MTH 211	Calculus and Analytic Geometry II	5
NRS 200	Environmental Science	3
NRS 200L	Environmental Science Laboratory	1
PHY 210	General Physics I	4
PHY 211	General Physics II	4
PHY 220	Physics for Scientists and Engineers I	4
PHY 221	Physics for Scientists and Engineers II	4
Total Major Units		25 – 27
Total Degree Units		60

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

1. Utilize mathematical techniques for analytical problem solving.
2. Apply statistical analyses to address practical problems.
3. Utilize natural science laboratory and field methods to study physical problems.
4. Work on practical problems in geology and related physical science fields that have applications to the earth.

***Career Opportunities in EARTH SCIENCE***

Completing the Earth Science Associate of Science degree can lead to a variety of opportunities. As a branch of disciplines within STEM (Science, Technology, Engineering, Mathematics), Earth Science is a broad field offering personal satisfaction working on practical problems that are important for our modern society. Obtain the associates degree or tailor a transfer program in order to find employment in a broad spectrum of jobs including but not limited to hydrologist, geologist, geographer, urban planner, park ranger, planetary exploration scientist, environmental scientist, and alternative energy or pollution remediation contractor.

# 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	4
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	 22 – 25
Total Degree Units	60

#### ***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.

#### ***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:***

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

# EDUCATION

## Office of Instruction • 707.468.3002

Certificate of Achievement  
CSU GE Breadth  
IGETC

### CSU GE BREADTH CERTIFICATE OF ACHIEVEMENT

This Certificate of Achievement is designed for students planning to transfer to a California State University (CSU) campus. Earning a Certificate of Achievement-CSU GE Breadth will enable Mendocino College to officially acknowledge a significant educational achievement the student has completed. Completion of this certificate ensures that the student has met the lower division General Education requirements for all CSU campuses.

*Please visit your counselor for a current list of CSU GE Breadth requirements.*

Total units required for Certificate 39

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

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.

### IGETC CERTIFICATE OF ACHIEVEMENT

This Certificate of Achievement in the Intersegmental General Education Transfer Curriculum is designed for students who intend to transfer to the University of California or the California State University, or who are unsure if they will transfer to a UC or CSU. Earning a Certificate of Achievement-University IGETC will enable Mendocino College to officially acknowledge a significant educational achievement the student has completed. Students who complete this certificate will meet all lower division general education requirements for UC or CSU. Students transferring to CSU must complete a minimum of 9 additional upper division general education units after transfer. The IGETC may not be appropriate for some programs or high unit majors. Students should consult a counselor to make sure this is their best option.

*Please visit your counselor for a current list of IGETC requirements.*

Total units required for Certificate 37

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

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.

## ENGLISH

**Ginny Buccelli • 707.468.3137**

**Jaime Cechin • 707.468.3140**

**Jason Davis • 707.467.1050**

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**John Rall • 707.468.3018**

**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 critical and creative thinking skills required for university level study of literature, composition, and related disciplines in the social sciences, humanities, and business, among others. Students develop effective communication skills by exploring the relationship between reading and writing as a means of connecting to and better understanding our world. The Associate in Arts in English for Transfer is designed to prepare students for a 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. Please check with a counselor for more specific transfer information.

Required Courses – Major:		Units
ENG 201	Critical Thinking through Literature	4
ENG 245	American Literature I	3
ENG 246	American Literature II	3
ENG 250	Survey of Contemporary World Literature	3
ENG 270	Children’s Literature	3
Plus 3 additional units selected from the following:		Units
ENG 205	Critical Thinking	3
ENG 210	Creative Writing	3
ENG 212	Intermediate Creative Writing	3
ENG 225	Introduction to Shakespeare	3
ENG 265	Introduction to California Literature	3
THE 200	Introduction to Theatre	3
Total Major Units		19
Total Degree Units		60

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

1. Demonstrate proficiency in writing college-level essays in a variety of rhetorical modes; final drafts should include a clear, complex thesis statement, rigorous support, minimal sentence-level errors, logical organization, and consistent paragraph unity.
2. 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. Apply skills in elementary inductive and deductive reasoning and identify basic formal and informal fallacies of language and thought.
5. Cite sources using MLA style.

#### *Career Opportunities in ENGLISH*

Career opportunities include the field of education such as teaching, and educational administration; the field of media such as social media management, video game development, and web content creation; the field of writing such as technical writing, copywriting, freelance writing, playwriting, novel writing, editing, and journalism; the field of business such as investor relations, marketing and sales, advertising, and public relations. An English major is a solid basis for many Bachelor programs that could also lead to law and business schools and other graduate programs.

*Associate Degree for Transfer Requirements:*

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of “C” (or “P”) for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.



# ENGLISH AS A SECOND LANGUAGE

Sarah Walsh • 707.468.3122

Certificate of Competency  
Communication Skills ESL Preparation

Certificate of Completion  
Advanced ESL Preparation  
Intermediate ESL Preparation

## COMMUNICATION SKILLS ESL PREPARATION CERTIFICATE OF COMPETENCY

The Communication Skills ESL Preparation Certificate of Competency builds high-intermediate level listening and speaking skills needed for successful interaction in the workplace and in academic settings. In addition to a focus on language learning through listening and speaking skill development, students who complete this certificate will also build some high-intermediate level reading and writing skills.

Required Courses:	Hours
ESL 503A English as a Second Language: Communication Skills A	51
ESL 503B English as a Second Language: Communication Skills B	34
ESL 503C English as a Second Language: Communication Skills C	34
Total hours	119

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

1. Utilize accurate articulation of sound and word stress.
2. Give a presentation in English about an academic topic and provide feedback to peer presenters.
3. Develop an oral argument about a given topic.

### ***Career Opportunities in ESL***

With the completion of this certificate, students will build listening and speaking skills to the high intermediate level and be better prepared to communicate in English in future academic settings and in the workforce.

## INTERMEDIATE ESL PREPARATION CERTIFICATE OF COMPLETION

The Intermediate ESL Certificate provides students with intermediate level academic language skills needed for increased job opportunities and advanced level ESL coursework. This certificate prepares ESL students for advanced level courses. All courses in the certificate are noncredit.

Required Courses:	Hours
ESL 509A Intermediate English as a Second Language A	68
ESL 509B Intermediate English as a Second Language B	68

*In order to receive the Intermediate ESL Preparation Certificate, students must complete one semester of ESL 509A and one semester of ESL 509B with a noncredit grade of P.*

Based on appropriate guided self-placement, students can complete a minimum of 68 hours from the following ESL noncredit courses:

ESL 500A Introduction to English as a Second Language A	68
ESL 500B Introduction to English as a Second Language B	68
ESL 507A Beginning English as a Second Language A	68
ESL 507B Beginning English as a Second Language B	68

Total hours 136 – 408

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

1. Communicate with intermediate level accuracy in English speaking college and career settings.
2. Organize, draft, and revise academic written texts, including paragraphs.
3. Develop vocabulary and fluency needed to comprehend and respond to intermediate level academic texts.
4. Utilize English grammar structures at an intermediate level of language proficiency.

***Career Opportunities in ESL***

This certificate prepares ESL students to transition into advanced ESL coursework at Mendocino College. It also provides students with intermediate level English language proficiency useful in work settings in our community and beyond.

**ADVANCED ESL PREPARATION CERTIFICATE OF COMPLETION**

The Advanced ESL Certificate provides students with academic language skills needed for increased job opportunities and further study. This certificate prepares ESL students for courses in the English Department, and other certificate and degree programs at Mendocino College. All courses for this certificate are noncredit.

Required Courses:		Hours
ESL 511A	Advanced English as a Second Language A	68
ESL 511B	Advanced English as a Second Language B	68
<i>In order to receive the Advanced ESL Preparation Certificate, students must complete one semester of ESL 511A and one semester of ESL 511B with a noncredit grade of P, or one semester of ESL 511B and one semester of ESL 513 with a noncredit grade of P.</i>		
ESL 513	Bridge to English 200	85
Total hours		136 – 153

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

1. Communicate accurately and confidently in English-speaking college and career settings.
2. Organize, draft, and revise academic written texts, including essays.
3. Develop vocabulary and fluency needed to comprehend and respond to advanced-level academic texts.
4. Utilize English grammar structures at an advanced level of English-language proficiency.

***Career Opportunities in ESL***

This certificate prepares students to transition into the English Department at Mendocino College and prepares them for further study in certificate or degree programs. It also provides students with the English language skills needed for varied work opportunities in our community and beyond.

# ETHNIC STUDIES

Lori Thomas • 707.468.3019

## 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
ETH 202	Racial and Ethnic Relations	3
ETH 235	Mexican American Culture	3
ETH 241	Pacific Coast Indian Cultures	3
Plus 6 additional units selected from the following:		Units
ANT 200	Physical Anthropology	3
ART 206	Introduction to Native American Art	3
HST 207	Mexican American History	3
HST 209	African American History	3
HST 222	Native American History	3
SOC 200	Introduction to Sociology	3
Total Major Units		18
Total Degree Units		60

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

1. Articulate the basic concepts and theoretical perspectives of racial and ethnic relations.
2. Analyze the similarities and differences among the major ethnic and racial groups in the United States.
3. Demonstrate knowledge of the basic elements of culture, including understanding the theory and methods used in their identification and assessment.
4. Analyze racial and ethnic relations using sociological theories, literature, and current events.

# FIRE SCIENCE

## Office of Instruction • 707.468.3002

Degrees  
A.S. Fire Science

Certificate of Achievement  
Company Officer  
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
EMS 135*	Emergency Medical Technician	0 - 7
<i>*Current EMT I license can be substituted for this required course.</i>		
Plus 3 additional units selected from the following:		Units
ADJ 150	Public Safety Leadership	3
COM 211	Intercultural Communication	3
EMS 202	First Aid, Emergency Care, and Cardiopulmonary Resuscitation	3
FSC 50A	Training I: Instructional Methodology	2.5
FSC 50B	Training Instructor IB: Psychomotor Lesson Delivery	2.5
FSC 65	Incident Command System (ICS) 300	1.5
FSC 70A	Company Officer 2A: Human Resources Management for Company Officers	2.5
FSC 70B	Company Officer 2B: General Administrative Functions	1.5
FSC 70C	Company Officer 2C: Fire Inspections and Investigations	2.5
FSC 70D	Company Officer 2D: All-Risk Command Operations	2.5
FSC 70E	Company Officer 2E: Wildland Incident Operations for Company	2.5
FSC 80	Low Angle Rope Rescue Operational	0.5
FSC 81	Surf Rescue Operations	1
PSY 208	Psychology of Loss and Death	3
WEE 196	Work Experience Education	1 - 8
Total Major Units		18 - 25
Total Degree Units		60

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

1. Analyze the causes of fire, determine extinguishing agents and methods of extinguishment, differentiate the stages of fire, and compare methods of heat transfer.
2. Identify and comprehend 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 firefighter health and safety.
3. Describe fire behavior and how urban interface and climate changes impact fire seasons.

#### ***Career Opportunities in FIRE SCIENCE***

Completing the Fire Science Associates Degree can lead to a variety of opportunities in firefighting and protection service including but not limited to firefighting, defensible space management, fire prevention, fire officer, fire investigator and building inspection and Emergency Medical Technician.

## PROGRAMS

### COMPANY OFFICER CERTIFICATE OF ACHIEVEMENT

This certificate program provides a comprehensive understanding of the skills necessary for success as a Company Officer/first line supervisor in the Fire Service industry. This program is designed to meet the needs of in-service professionals interested in promoting to a supervisory position and for those seeking to advance their knowledge in this area. Students will gain knowledge of leadership, finance, human resources, developing policy and procedures and managing critical incidents.

Required Courses – Major:		Units
ADJ 150	Public Safety Leadership	3
FSC 50A	Training I: Instructional Methodology	2.5
FSC 70A	Company Officer 2A: Human Resources Management for Company Officers	2.5
FSC 70B	Company Officer 2B: General Administrative Functions	1.5
FSC 70C	Company Officer 2C: Fire Inspections and Investigations	2.5
FSC 70D	Company Officer 2D: All-Risk Command Operations	2.5
FSC 70E	Company Officer 2E: Wildland Incident Operations for Company	2.5
Total units required for Certificate		17

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

1. Explain the basic administrative functions in the fire service including budgeting, technology, and human resources.
2. Demonstrate competency in planning, safety and management of large-scale incidents.
3. Identify strategies to maintain a fire department's image and mission to the public.

#### ***Career Opportunities in FIRE SCIENCE***

Completing the Company Officer Certificate of Achievement can lead to career opportunities including but are not limited to: Fire Captain, Fire Engineer/Driver-Operator, or Lieutenant.

## FIRE SCIENCE CERTIFICATE OF ACHIEVEMENT

This certificate program provides a comprehensive understanding of the skills necessary for successful employment in the Fire Service industry. This program is designed to meet the needs of students interested in seeking entry-level firefighting positions by completing a California State Fire Training Accredited Region Training Fire Academy. Career opportunities include: Seasonal Firefighter, Intern Firefighter, Volunteer Firefighter, and Career Firefighter. A certificate is designed to provide career technical skills; it is not equivalent to an associate degree.

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
EMS 135*	Emergency Medical Technician	0 - 7
<i>*Current EMT I license can be substituted for this required course.</i>		
Plus 3 additional units selected from the following:		Units
ADJ 150	Public Safety Leadership	3
COM 211	Intercultural Communication	3
EMS 202	First Aid, Emergency Care, and Cardiopulmonary Resuscitation	3
FSC 50A	Training I: Instructional Methodology	2.5
FSC 50B	Training Instructor IB: Psychomotor Lesson Delivery	2.5
FSC 65	Incident Command System (ICS) 300	1.5
FSC 70A	Company Officer 2A: Human Resources Management for Company Officers	2.5
FSC 70B	Company Officer 2B: General Administrative Functions	1.5
FSC 70C	Company Officer 2C: Fire Inspections and Investigations	2.5
FSC 70D	Company Officer 2D: All-Risk Command Operations	2.5
FSC 70E	Company Officer 2E: Wildland Incident Operations for Company	2.5
FSC 80	Low Angle Rope Rescue Operational	0.5
FSC 81	Surf Rescue Operations	1
PSY 208	Psychology of Loss and Death	3
WEE 196	Work Experience Education	1 - 8
Total units required for Certificate		18 - 25

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

1. Analyze the causes, stages and methods of extinguishment for fires.
2. Describe fire behavior and urban interface.
3. Identify how climate change impacts fire seasons.
4. Identify laws, regulations, codes, and standards that influence fire operations and fire organizations.

### ***Career Opportunities in FIRE SCIENCE***

Completing the Fire Science Certificate Program can lead to a variety of opportunities in firefighting and protection service including but not limited: Seasonal Firefighter, Intern Firefighter, Volunteer Firefighter, Career Firefighter and Emergency Medical Technician.

# GEOLOGY

**Steve Cardimona • 707.468.3219**

Degrees  
A.S.-T Geology

## ASSOCIATE IN SCIENCE IN GEOLOGY FOR TRANSFER

The Associate in Science in Geology for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Geology. Students will gain physical science and mathematical skills applied to understanding the earth's history, geologic resources and our changing climate in order to study the relationships among geographic places, natural systems, earth resources and society. Geology students learn about and apply scientific principles, problem solving techniques and critical thinking, with an emphasis on hands-on, experiential learning. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements and should plan to complete the CSU GE Breadth pattern. Please check with a counselor for more specific transfer information.

Required Courses – Major:		Units
CHM 250	General Chemistry I	5
CHM 251	General Chemistry II	5
GEL 201	Geology	3
GEL 201L	Geology Laboratory	1
GEL 203	Earth History	3
GEL 203L	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

### *Program Level Student Learning Outcomes:*

1. Experience problem solving and utilizing different techniques in analytic geometry as demonstrated by satisfactory completion of two semesters of calculus.
2. Experience in laboratory methods and applications of chemistry as demonstrated by satisfactory completion of two semesters of general chemistry.
3. Exposure to, and gained knowledge of, basic concepts in geology as demonstrated by satisfactory completion of their physical and historical geology coursework.

### *Career Opportunities in GEOLOGY*

Completing the Associate in Science in Geology for Transfer degree can lead to a variety of opportunities. Geology is a STEM (Science, Technology, Engineering, Mathematics) field offering countless personal and professional opportunities to work on practical problems that are important for modern society. Careers for a geologist include a broad spectrum of possibilities from resource management to natural hazards assessment and mitigation, including but not limited to working as a hydrogeologist, geophysicist, environmental scientist, oceanographer, planetary scientist and meteorologist.

### *Associate Degree for Transfer Requirements:*

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

# HEALTH SCIENCES

Greg Hicks • 707.468.3133

## Degrees

A.S. Allied Health

A.S. Health Sciences

## ALLIED HEALTH ASSOCIATE OF SCIENCE

The Allied Health major is designed for students who plan to transfer to a community college allied health occupation program, such as Dental Hygiene, Physical Therapist Assistant, Radiologic Technology, Registered Nurse, or Respiratory Therapy. Students who plan to apply to a specific allied health occupation program at a community college must first complete a set of prerequisite courses. Students who complete the prerequisites for one of these programs will almost invariably complete this major in the process. Prerequisites can vary slightly from one school to another or may change from one year to the next, so students should check with the targeted school for the current prerequisites needed. Please check with a Mendocino College counselor for additional information about preparing to apply to a specific health occupation program. 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 230	Human Anatomy	5
BIO 231	Human Physiology	5
Plus 9 additional units selected from the following:		Units
BIO 202	Human Biology	3
BIO 259	Microbiology	5
CHM 200	Introduction to Chemistry	5
COM 211	Intercultural Communication	3
CSC 104	Computers and Computer Applications	3
HLH 214	Foods and Nutrition	3
HLH 215	Therapeutic Nutrition	3
PSY 205	Introductory Psychology	3
PSY 210	Psychology of Life Span Development	3
PSY 215	Psychology of Personal Growth	3
PSY 216	Social Psychology	3
WEE 196	Work Experience Education	1 – 2
Total Units		19
Total Degree Units		60

### *Program Level Student Learning Outcomes:*

1. Demonstrate critical thinking skills in interpreting scientific data.
2. Describe and explain structure and function of the various organ systems of the body.
3. Work safely and effectively in a laboratory setting.
4. Employ modern microbiological laboratory techniques to effectively isolate individual pathogens.
5. Apply formulas and/or dimensional analysis to solve word problems involving concepts in chemistry.

### *Career Opportunities in ALLIED HEALTH*

Completing the Allied Health Associate of Science degree can lead to a variety of opportunities in the allied health field. Students who complete the prerequisites and other admission requirements, can apply to a specific community college allied health program. Graduation from one of these programs leads to a career as a Dental Hygienist, Diagnostic Medical Sonographer, Physical Therapist Assistant, Radiologic Technologist, Registered Nurse, or Respiratory Therapist, depending on the program. There are numerous career opportunities in the allied health field. Some require less training than this and some require more. Please check with a Mendocino College counselor for more information about allied health careers.



## PROGRAMS

### HEALTH SCIENCES ASSOCIATE OF SCIENCE

Health Science is an interdisciplinary field that encompasses the study of biology, chemistry, epidemiology, kinesiology, natural science, nutrition, psychology, public health, research design, and statistics. It focuses on health-related issues, interventions, and outcomes. Health science programs often combine laboratory science courses with classes that are critical for understanding both individual and population health from a variety of perspectives. The Health Sciences Associate of Science 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. 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. Please check with a counselor for more specific transfer information.

Required Courses – Major:		Units
BIO 231	Human Physiology	5
BIO 250	Cell and Molecular Biology	4
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		28
Total Degree Units		60

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

1. Demonstrate critical thinking skills in interpreting scientific data.
2. Describe and explain the structure and function of the various organ systems of the body.
3. Work safely and effectively in a laboratory setting.
4. Employ modern microbiological laboratory techniques to effectively isolate individual pathogens.
5. Apply formulas and/or dimensional analysis to solve word problems involving concepts in chemistry.

#### ***Career Opportunities in HEALTH SCIENCE***

Completing the Health Sciences Associate of Science degree can lead to a variety of opportunities. A degree in health science is applicable to a large variety of health professions such as behavioral analyst, certified nursing assistant, community health or public health worker, dentist, dental hygienist, dietitian assistant, epidemiologist, forensic public health specialist/forensic epidemiologist, hearing aid specialist, health educator, mental health counselor, patient care advocate, pharmacy sales representative, physician, physician assistant, physical or occupational therapist, psychiatric technician, registered diagnostic medical sonographer, registered nurse, registered radiologic technologist, research assistant or associate, and registered dietitian. Many of these occupations will require clinical training and graduate education beyond a Health Science Associate of Science degree.

# HISTORY

Neeka Aguirre • 707.467.1030

## 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	Modern United States History	3
Plus 6 additional units selected from the following:		Units
HST 200	History of Western Civilization I	3
or HST 205	World History to 1500	3
HST 201	History of Western Civilization II	3
or HST 206	World History Since 1500	3
Plus 3 additional units selected from the following:		Units
ETH 202	Racial and Ethnic Relations	3
ETH 235	Mexican American Culture	3
ETH 241	Pacific Coast Indian Cultures	3
HST 207	Mexican American History	3
HST 208	Women in American History	3
HST 209	African American History	3
HST 220	Mexican History	3
HST 222	Native American History	3
POL 205	Native Americans and the U.S. Political System	3
Plus 3 additional units selected from the following courses not previously used:		Units
ANT 201	Cultural Anthropology	3
ETH 202	Racial and Ethnic Relations	3
ETH 235	Mexican American Culture	3
ETH 241	Pacific Coast Indian Cultures	3
HST 221	California History	3
HST 250	Contemporary America: The People and the Issues	3
POL 200	American Government and Politics	3
POL 201	Comparative Politics	3
POL 203	International Relations	3
POL 205	Native Americans and the U.S. Political System	3
SOC 201	Social Problems	3
Total Major Units		18
Total Degree Units		60

***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.

***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:***

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

# HUMAN SERVICES

**Office of Instruction • 707.468.3002**

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

Required Courses – Major:		Units
HUS 101	Introduction to the Helping Profession	3
or HUS 170	Introduction to Social Work	3
HUS 103	Field Placement and Practicum Seminar	1.5
or ARC 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 ARC 197A	Addiction and Recovery Counseling 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. Analyze the importance of ethical behavior, and of technical and cultural competence in the delivery of services in human service-related fields.
2. Accurately describe and analyze the historical and contemporary role of human service-related occupations in their communities and society at large.
3. Describe and analyze the principles and key concepts underlying human service-related occupations.
4. Identify, describe, and perform the basic duties and responsibilities of a human services paraprofessional.

### *Career Opportunities in HUMAN SERVICES*

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.

PROGRAMS

HUMAN SERVICES PARAPROFESSIONAL CERTIFICATE OF ACHIEVEMENT

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. 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	3
or HUS 170	Introduction to Social Work	3
or ARC 151	Alcohol and Drugs: Overview	3
HUS 103	Field Placement and Practicum Seminar	1.5
or ARC 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 160	Law, Ethics and Human Services	2
HUS 197A	Human Service Worker Practicum	2 - 8
or ARC 197A	Addiction and Recovery Counseling Practicum	2 - 8
Plus 18 additional units selected from the following:		Units
ADJ 200	Introduction to Administration of Justice	3
ADJ 204	Community Relations	3
CDV 202	Culture and Diversity in Early Childhood Education	3
CDV 280	Child, Family, and Community	3
COM 211	Intercultural Communication	3
ETH 202	Racial and Ethnic Relations	3
ETH 235	Mexican American Culture	3
ETH 241	Pacific Coast Indian Cultures	3
HST 207	Mexican American History	3
HST 208	Women in American History	3
HST 209	African American History	3
HST 222	Native American History	3
HUS 155	Group Leadership and Group Process	3
HUS 157	Dual Disorders and Mental Health Issues	2
HUS 159	Intervention Theory and Techniques	1.5
HUS 161	Introduction to Family Counseling Approaches	3
HUS 162	Community Prevention Theory and Practice	3
HUS 163	Professional Competency and Growth	2
HUS 171	Working with Transition Age Youth	2
HUS 172	Working in Tribal Communities	3
HUS 173	Mindfulness Practice in Human Services	3
PSY 208	Psychology for Loss and Death	3
PSY 215	Psychology of Personal Growth	3
PSY 216	Social Psychology	3
SOC 210	Sociology of Families	3
WEE 196	Work Experience Education	1 - 8

Total units required for Certificate 35.5 - 41.5

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

1. Perform essential, entry-level human service paraprofessional tasks in a competent and ethical manner, with an understanding of and sensitivity to diverse populations.
2. Describe and analyze the principles and key concepts underlying human service-related occupations.
3. Communicate effectively and professionally, verbally and in writing, with co-workers, supervisors and clients.
4. Analyze the historical and contemporary role human service-related occupations play in their communities and society at large.

***Career Opportunities in HUMAN SERVICES***

The Human Service Paraprofessional Certificate of Achievement (HUS-P) program prepares students for employment in human service agencies, such as Social Services; Mental Health, Public Health and Community-Based Organizations. 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.

**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. 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 Addiction and Recovery Counseling 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 Addiction and Recovery Counseling certificate or degree programs while employed.

Required Courses:		Units
HUS 101	Introduction to the Helping Profession	3
or HUS 170	Introduction to Social Work	3
or ARC 151	Alcohol and Drugs: Overview	3
HUS 103	Field Placement and Practicum Seminar	1.5
or ARC 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 ARC 197A	Addiction and Recovery Counseling Practicum	2 - 8
Plus 6 additional units selected from the following:		Units
ADJ 200	Introduction to Administration of Justice	3
ADJ 204	Community Relations	3
CDV 140	Working with School-Aged Children and Youth	3
CDV 202	Culture and Diversity in Early Childhood Education	3
COM 211	Intercultural Communication	3
ETH 202	Racial and Ethnic Relations	3
ETH 235	Mexican American Culture	3
ETH 241	Pacific Coast Indian Cultures	3
HUS 155	Group Leadership and Group Process	3
HUS 157	Dual Disorders and Mental Health Issues	2
HUS 161	Introduction to Family Counseling Approaches	3
HUS 163	Professional Competency and Growth	2
HUS 171	Working with Transition Age Youth	2
HUS 172	Working in Tribal Communities	3

## PROGRAMS

HUS 173	Mindfulness Practice in Human Services	3
PSY 208	Psychology for Loss and Death	3
PSY 215	Psychology of Personal Growth	3
PSY 218	Abnormal Psychology	3
SOC 210	Sociology of Families	3
WEE 196	Work Experience Education	1 - 8

Total units required for Certificate

21.5 – 27.5

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

1. Use verbal and writing skills to effectively and professionally communicate with co-workers, supervisors and clients.
2. Accurately describe and analyze the historical and contemporary role of behavioral health-related occupations in their communities and society at large.
3. Perform essential, entry-level behavioral health paraprofessional tasks in a competent and ethical manner, with an understanding of and sensitivity to the diverse populations which they will serve.
4. Describe and analyze the principles and key concepts underlying behavioral health-related occupations.

### ***Career Opportunities in HUMAN SERVICES***

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.

# 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. Please check with a counselor for more specific transfer information.

Required Courses – Major:		Units
BIO 230	Human Anatomy	5
BIO 231	Human Physiology	5
KIN 200	Introduction to Kinesiology	3
<i>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:</i>		
Combatives:		
PES 273A	Beginning Foil Fencing	1
PES 273B	Intermediate Foil Fencing	1
PES 274A	Self Defense	1
Team Sports:		
PES 204	Baseball	1
PES 208	Basketball	1
PES 224	Soccer	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
PEF 280	Physical Fitness	1
THE 228A	Conditioning for Dance: Pilates Mat I	1
Dance:		
THE 230A	Contemporary Dance: Beginning	2
THE 227A	Hip Hop Dance: Beginning	1
THE 238E	Jazz Dance: Beginning	2
THE 242A	Ballet: Beginning	2
Plus 6 – 9 additional units selected from the following:		Units
BIO 202	Human Biology	3
CHM 250	General Chemistry I	5
EMS 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 – 26
Total Degree Units		60



## PROGRAMS

### ***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 Arts in Kinesiology for Transfer degree will be eligible and prepared for admission (SB 1440 and Education Code 66746) to California State University system schools.

### ***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:***

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

# LEARNING SKILLS

Tascha Whetzel • 707.468.3151

Certificate of Completion  
Employment Work Skills

Certificate of Skills  
Practical Living

## EMPLOYMENT WORK SKILLS CERTIFICATE OF COMPLETION

The 6 non-credit course sequence provides an opportunity for students with disabilities to gain skills and confidence for a successful work experience. These courses will address basic computer skills, investigation of appropriate career pathways, preparation for a job interview, review of work skills including attitude, attire, ethics and time management, practice of verbal communication in the work place and basic concepts of customer service. Successful completion of these courses will earn students a Certificate of Completion.

Required Courses:		Hours
LRS 531	Basic Computer Skills	21.25
LRS 532	Vocational Exploration	21.25
LRS 533	Interview Skills	21.25
LRS 534	Work Place Skills	21.25
LRS 535	Work-Related Communication Skills	21.25
LRS 536	Customer Service Skills	21.25
Total hours		127.50

### *Program Level Students Learning Outcomes Required:*

1. Develop basic computer skills in aiding with the exploration of career as well as for use in a job setting.
2. Learn and demonstrate interview skills as well as job application and resume completion.
3. Explore and practice needed work skills within an office setting as well employment-specific communication needs.
4. Develop and practice appropriate skills with customers and a supervisor.

### *Career Opportunities in EMPLOYMENT WORK SKILLS*

Completing the Employment Work Skills Certificate of Completion certificate can lead to a variety of opportunities including but not limited to possible entry level positions in supported employment environments in the retail and service industries.

### PRACTICAL LIVING CERTIFICATE OF SKILLS

The 6 non-credit course sequence provides an opportunity for students with disabilities to improve their everyday living skills. The courses will address independent living skills in the areas of cooking, nutrition, being a consumer, social skills, self-advocacy and personal relationships. This may lead the students to have greater independence in their home and community life. Successful completion of the courses will earn the students a Practical Living Certificate of Skills.

Required Courses:		Hours
LRS 525	Cooking for Adult Learners with Disabilities	21.25
LRS 526	Nutrition for Adult Learners with Disabilities	21.25
LRS 527	Consumer Skills for Adult Learners with Disabilities	21.25
LRS 528	Social Skills for Adult Learners with Disabilities	21.25
LRS 529	Self-Advocacy for Adult Learners with Disabilities	21.25
LRS 530	Personal Relationships for Adult Learners with Disabilities	21.25
Total hours		127.50

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

1. Improve preparation and cooking skills and kitchen hygiene and safety; make healthy food choices as well as planning and preparing recipes; and learn about budgeting, restaurant and shopping etiquette.
2. Develop appropriate social skills in relation to school, work, and community interactions; develop advocate skills for life decisions; and understand personal hygiene, feelings and relationships.

# 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 IN EDUCATION ASSOCIATE OF ARTS

The Liberal Arts and Sciences with an Emphasis in 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 250	Cell and Molecular Biology	4
COM 203	Introduction to Public Speaking	3
or COM 210	Interpersonal Communication	3
HST 202	The United States to 1877	3
PSY 210	Psychology of Life Span Development	3
or CDV 200	Child Growth and Development: Conception through Adolescence	3
Plus 6 additional units from two disciplines from the following (if not used above):		Units
CHM 200	Introduction to Chemistry	5
EDU 103	Teaching Students in the Contemporary Classroom	3
EDU 130	Bilingual Education in the United States: Yesterday and Today	3
EDU 200	Introduction to the Teaching Profession	3
ENG 270	Children's Literature	3
ETH 202	Racial and Ethnic Relations	3
ETH 235	Mexican American Cultures	3
ETH 241	Pacific Coast Indian Cultures	3
GEL 201	Geology	3
MTH 220	Statistics	4
PHY 202	Introductory Physics	4
THE 200	Introduction to Theatre	3
Total Major Units		18 – 19
Total Degree Units		60

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

1. Apply the basic principles and theories of communication.
2. Explain human development theories and approaches.
3. Recognize biological processes and concepts.
4. Describe the important events and their impacts in the early history of the United States.

### ***Career Opportunities in EDUCATION***

Completing the Liberal Arts and Science with an Emphasis in Education is intended to help students prepare for possible majors within the education field, including instructional assistant, instructor and other educational staff positions. Completing the baccalaureate degree or graduate level work can lead to a variety of opportunities in education including teaching, educational specialist and educational administrators.

## 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 230	Human Anatomy	5
or BIO 231	Human Physiology	5
or BIO 202	Human Biology	3
and BIO 202L	Human Biology Laboratory	1
HLH 200	Health Education	3
or HLH 103	Women's Health	3
KIN 109	Fitness Instructor Training	3
or ATH/PEF/PES	Three (3) units from any course within the ATH, PEF, or PES designation	3
KIN 200	Introduction to Kinesiology	3
Plus 9 additional units from any of the courses listed below, excluding those used above:		Units
BIO 200L	Concepts of Biology Lab	1
BIO 202	Human Biology	3
BIO 202L	Human Biology Laboratory	1
BIO 230	Human Anatomy	5
BIO 231	Human Physiology	5
BIO 259	Microbiology	5
BIO 250	Cell and Molecular Biology	4
CHM 200	Introduction to Chemistry	5
CHM 202	Introduction to Organic and Biochemistry	4
CHM 250	General Chemistry I	5
CDV 200	Child Growth and Development: Conception through Adolescence	3
COM 203	Introduction to Public Speaking	3
COM 210	Interpersonal Communication	3
EMS 202	First Aid, Emergency Care, and Cardiopulmonary Resuscitation	3
HLH 103	Women's Health	3
HLH 200	Health Education	3
HLH 214	Foods and Nutrition	3
HLH 215	Therapeutic Nutrition	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	Psychology of Life Span Development	3
PSY 220	Psychology of Gender	3
Total Major Units		22 – 23
Total Degree Units		60

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

1. Describe scientific principles as they apply to physical activity, health, and wellness.
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, health, and wellness.
4. Evaluate the practice of physical activity and wellness, and compose physical activities to increase wellness.

## 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. 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
ETH 202	Racial and Ethnic Relations	3
HST 222	Native American History	3
HUS 172	Working in Tribal Communities	3
Plus 9 additional units selected from the following:		Units
ANT 201	Cultural Anthropology	3
ART 206	Introduction to Native American Art	3
ETH 241	Pacific Coast Indian Cultures	3
MTH 170	Mathematics in Native American Cultures	3
POL 205	Native Americans and the U.S. Political System	3
Total Major Units		18
Total Degree Units		60

### *Program Level Student Learning Outcomes:*

1. Identify and explain the culture and history of a variety of Indigenous tribes including the connections between Native American history and the contemporary state of Native America.
2. Explain the historical and contemporary relationship between the U.S. Government, state and local governments and "domestic dependent sovereign nations."
3. Explain the role of tribal government structures and the impact of tribal regulations on tribal members and families.
4. Evaluate how struggle, resistance, adaptation, solidarity, and liberation as experienced by Native Americans informs current Native American experience.

PROGRAMS

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:

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

History		Units
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	Modern United States History	3

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

Political Science		Units
POL 200	American Government and Politics	3
POL 203	International Relations	3

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

Psychology, Society, and Culture		Units
CDV 200	Child Growth and Development: Conception through Adolescence	3
ECO 200	Principles of Macroeconomics	3
ECO 201	Principles of Microeconomics	3
ETH 202	Racial and Ethnic Relations	3
PSY 205	Introductory Psychology	3
PSY 210	Psychology of Life Span Development	3
PSY 250	Research Methods in Psychology	3
SOC 200	Introduction to Sociology	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	Political Theory	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. Please check with a counselor for more specific transfer information.

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
Plus 7 – 8 additional units selected from the following with at least 3 units from Group A:		
Group A		Units
MTH 214	Linear Algebra	4
MTH 215	Differential Equations	3
Choose the remaining units (if needed) from Group B.		
Group B		Units
MTH 220	Statistics	4
PHY 220	Physics for Scientists and Engineers I	4
Total Major Units		22 – 23
Total Degree Units		60

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

1. 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.

#### *Career Opportunities in MATHEMATICS*

A degree in Mathematics prepares students for careers in mathematics and science-related fields, such as: statistics, data science, statistical analysis, cryptanalysis, teaching, accounting, actuarial science, financial analysis, medicine, dentistry, biostatistics, genetics, bioinformatics, research, engineering, forensics, and cybersecurity.

#### *Associate Degree for Transfer Requirements:*

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of “C” (or “P”) for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.



## MUSIC

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## Degrees

A.A.-T Music

A.A. Music – Instrumental

A.A. Music – Vocal

A.A. Recording Arts and Technology

## Certificate of Achievement

Recording Arts and Technology

## ASSOCIATE IN ARTS IN MUSIC FOR TRANSFER

Through study in Music and through completion of the college's Associate in Arts in Music for Transfer degree (AA-T), this degree program prepares the student to transfer to a California State University Music Program. Completing this degree along with the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements to total 60 units with a minimum grade point average (GPA) of 2.0 and a C in all classes assigned to the major will satisfy the requirements for transfer into corresponding departments at CSUs. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements. Please check with a counselor for more specific transfer information.

Required Courses – Major:		Units
MUS 201A	Music Theory/Musicianship I	4
MUS 201B	Music Theory/Musicianship II	4
MUS 202A	Music Theory/Musicianship III	4
MUS 202B	Music Theory/Musicianship IV	4
MUS 250	Applied Music – Individual Instruction	4
(Applied Music must be taken four times for a total of four units)		
Plus 4 additional units selected from the following repeatable courses:		Units
MUS 256	Jazz Band	1
MUS 272	Symphonic Band	1
MUS 276	Chamber Orchestra	1
MUS 278	Symphony Orchestra	1
MUS 280	Masters Chorale	1
MUS 281	Concert Choir I	1
MUS 285	Vocal Jazz Ensemble	1
Total Major Units		24
Total Degree Units		60

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

1. Demonstrate an understanding of the fundamental melodic, harmonic, and rhythmic structure of music through Music Theory.
2. Demonstrate fluency with the language of music in written and aural form through Musicianship.
3. Perform on their instrument (or voice) at college sophomore level.
4. Perform effectively in a musical ensemble through their major performing ensemble.

***Career Opportunities in MUSIC***

Completing baccalaureate degree or graduate level work can lead to a variety of opportunities including choir director, teacher, vocalist, entertainer, composer, lyricist, music therapist, music librarian, entertainer, arranger, composer or accompanist.

***Associate Degree for Transfer Requirements:***

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of “C” (or “P”) for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

## 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:		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

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

Plus 3 additional units selected 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) selected 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) selected from the following repeatable courses:		Units
MUS 256	Jazz Band	1
MUS 272	Symphonic Band	1
MUS 276	Symphony Orchestra	1
MUS 278	Chamber Orchestra	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.

PROGRAMS

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. 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:		Units
MUS 110	Recording Studio Techniques I	3
MUS 115A	Recording Studio Laboratory	1
MUS 111	Recording Studio Techniques II	3
MUS 115B	Recording Laboratory II	1
MUS 112	Recording Techniques III	3
MUS 115C	Recording Laboratory III	1
MUS 113	Recording Techniques IV	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.
2. Apply knowledge of music notation and piano performance technique to create performances of musical works.
3. Define and interpret the fundamentals of digital audio production.
4. Evaluate and apply various techniques utilizing recording equipment and hardware in order to create a best-practice with the end result being a professional quality product.

## RECORDING ARTS AND TECHNOLOGY CERTIFICATE OF ACHIEVEMENT

The Mendocino College Music Department offers a comprehensive course of study that will lead to a Certificate 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.

Required Courses:		Units
MUS 110	Recording Studio Techniques I	3
MUS 115A	Recording Studio Laboratory	1
MUS 111	Recording Studio Techniques II	3
MUS 115B	Recording Laboratory II	1
MUS 112	Recording Techniques III	3
MUS 115C	Recording Laboratory III	1
MUS 113	Recording Techniques IV	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:*

1. Compose and analyze music based in tonal harmony.
2. Apply knowledge of music notation and piano performance technique to create performances of musical works.
3. Define and interpret the fundamentals of digital audio production.
4. 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

The Natural Resources Associate of Science degree offers an introduction to the Earth's physical and life science systems through the application of scientific principles, problem solving techniques and critical thinking, with an emphasis on hands-on, experiential learning to address modern issues with our natural systems and society. Students will study relationships among natural systems, earth resources and society as applied to understanding biodiversity, our changing climate, and resource management. Students can use the Natural Resources Associate of Science degree to build their resume in support of finding their next local job, or it can prepare students for transfer to a four-year institution to major in environmental science or similar field. As with all degree 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. Please check with a counselor for more specific transfer information.

Required Courses – Major:		Units
BIO 255	Botany, Plant Diversity, and Ecology	4
CHM 200	Introduction to Chemistry	5
or CHM 250	General Chemistry I	5
GEO 206	Physical Geography	4
or GEL 201	Geology	3
& GEL 201L	Geology Laboratory	1
MTH 220	Statistics	4
NRS 200	Environmental Science	3
Plus 3 – 4 additional units selected from the following:		Units
AGR 208	Soil Science	4
EAS 211	Weather and Climate	3
PHY 210	General Physics I	4
Total Major Units		23 – 24
Total Degree Units		60

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

1. Apply problem solving methodology and utilize different laboratory and field techniques in the natural sciences.
2. Apply statistical analyses to address practical problems.
3. Apply natural science tools and methodology relevant to scientific analysis of the earth and its environment.

#### ***Career Opportunities in NATURAL RESOURCES***

Completing the Natural Resources Associate of Science degree can lead to a variety of opportunities. As a STEM (Science, Technology, Engineering, Mathematics) discipline, the Natural Resources Associate of Science degree is in line with some of the most critical science topics for the 21st century. With a natural resources degree, career opportunities would include but not be limited to environmental scientist, ecologist, sustainable resource manager, park naturalist, and water or air quality scientist.

# NURSING

**Suzanne Hewitt – Assistant Dean, Health Careers/Nursing Program Director •**

**707.468.3109**

**Heidi Crean • 707.468.3017**

**Lisa Leonard • 707.467.1055**

**Hope Moroni • 707.468.3231**

**Debra Summit • 707.467.1025**

## 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 (NCLEXRN). 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 calculates an applicant's overall college GPA, English prerequisite GPA, and prerequisite sciences GPA. Applicants who achieve the minimum score using this formula are then chosen by a random computerized selection process (lottery). For further details on admission criteria, see the Mendocino College Nursing Department webpages.

Required Courses – Prerequisites		Units
BIO 230	Human Anatomy	5
BIO 231	Human Physiology	5
BIO 259	Microbiology	5
ENG 200	College Composition	4
Plus 1 of the following Required Prerequisite Health Courses:		Units
HLH 214	Foods and Nutrition	3
HLH 215	Therapeutic Nutrition	3
Plus 1 of the following Required Prerequisite Psychology Courses:		Units
CDV 200	Child Growth and Development: Conception through Adolescence	3
PSY 205	Introductory Psychology	3
PSY 210	Psychology of Life Span Development	3
PSY 215	Psychology of Personal Growth	3
Plus 1 of the following Required Prerequisite ANT/ETH/SOC Courses:		Units
ANT 201	Cultural Anthropology	3
ETH 202	Racial and Ethnic Relations	3
SOC 200	Introduction to Sociology	3
SOC 201	Social Problems	3
Plus 1 of the following Required Prerequisite Speech Courses:		Units
COM 203	Introduction to Public Speaking	3
COM 210	Interpersonal Communication	3
Required Courses – Major:		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
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

## PROGRAMS

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
Total Major Units		51
Total Degree Units		88

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

1. Meets qualifications and obtains an AS Degree in Nursing.
2. Become eligible and succeed on state board examination (NCLEX-RN) leading to licensure.
3. Successfully passes ATIs in fundamentals, maternal/newborn, pediatrics, community health, mental health, medical/surgical, and leadership.
4. Successfully completes a minimum of 132 hours of individual clinical preceptorship as assigned in the final semester as outlined in Mendocino College RN Preceptor Handbook.
5. Practices within legal, ethical, and regulatory guidelines while adhering to standards of professional practice and accepting accountability for personal actions.

### ***Career Opportunities in NURSING***

Completing the associate's degree in nursing can lead to a variety of opportunities. Registered nurses (RNs) can work in a hospital, a clinic, in an extended care facility, as a case manager, in management positions, as a traveling nurse, as a school nurse, as a home health nurse, or as a hospice nurse. Areas of specialization in which nurses can focus include cardiac, obstetrics, emergency trauma, pediatrics, oncology, diabetes care, surgery, general medicine, wound care, geriatrics, and air ambulance. RNs can continue their education and obtain advanced degrees that give them even more career options such as Nurse Practitioner or Nurse Educator. The current job market makes nursing a career with many opportunities and choices.

## 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 calculates an applicant's overall college GPA, English prerequisite GPA, and prerequisite sciences GPA. Applicants who achieve the minimum 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	College Composition	4
Plus 1 of the following Required Prerequisite Health Courses:		Units
HLH 214	Foods and Nutrition	3
HLH 215	Therapeutic Nutrition	3
Plus 1 of the following Required Prerequisite Psychology Courses:		Units
PSY 205	Introductory Psychology	3
PSY 210	Psychology of Life Span Development	3
PSY 215	Psychology of Personal Growth	3
CDV 200	Child Growth and Development: Conception through Adolescence	3

Plus 1 of the following Required Prerequisite ANT/ETH/SOC Courses:		Units
ANT 201	Cultural Anthropology	3
ETH 202	Racial and Ethnic Relations	3
SOC 200	Introduction to Sociology	3
SOC 201	Social Problems	3
Plus 1 of the following Required Prerequisite Speech Courses:		Units
COM 203	Introduction to Public Speaking	3
COM 210	Interpersonal Communication	3
Required Courses – Major:		Units
NUR 50	LVN-RN Transition	1
NUR 52C	Nursing Technical Lab III	1
NUR 52D	Nursing Technical Lab IV	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
Total Major Units		28
Total Degree Units		65

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

1. Successfully passes ATIs in fundamentals, maternal/newborn, pediatrics, community health, mental health, medical/surgical, and leadership.
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.

***Career opportunities in NURSING***

Completing the associate's degree in nursing can lead to a variety of opportunities. Registered nurses (RNs) can work in a hospital, a clinic, in an extended care facility, as a case manager, in management positions, as a traveling nurse, as a school nurse, as a home health nurse, or as a hospice nurse. Areas of specialization in which nurses can focus include cardiac, obstetrics, emergency trauma, pediatrics, oncology, diabetes care, surgery, general medicine, wound care, geriatrics, and air ambulance. RNs can continue their education and obtain advanced degrees that give them even more career options such as Nurse Practitioner or Nurse Educator. The current job market makes nursing a career with many opportunities and choices.



## PROGRAMS

### LVN TO RN CERTIFICATE OF ACHIEVEMENT

The LVN-to-RN Certificate of Achievement 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 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 calculates an 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	5
BIO 259	Microbiology	5

#### Required Courses – Major:

		Units
NUR 50	LVN-RN Transition	1
NUR 52C	Nursing Technical Lab III	1
NUR 52D	Nursing Technical Lab IV	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

Total units required for Certificate 28

#### Program Level Student Learning Outcomes:

1. Successfully passes ATIs in fundamentals, maternal/newborn, pediatrics, community health, mental health, medical/surgical, and leadership.
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 and obtains LVN to RN Certificate of Achievement.

*This 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. This 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.*

#### **Career Opportunities in NURSING**

Completing the certificate of achievement in nursing can lead to a variety of opportunities. Nurses with this certificate can work in a hospital, a clinic, in an extended care facility, as a case manager, in management positions, as a traveling nurse, as a school nurse, as a home health nurse, or as a hospice nurse. Areas of specialization in which nurses can focus include cardiac, obstetrics, emergency trauma, pediatrics, oncology, diabetes care, surgery, general medicine, wound care, geriatrics, and air ambulance. Students who complete the LVN-RN 30-Unit Option certificate program, (as opposed to the degree program) may not be able to practice as a nurse outside the state of California or be accepted to advanced nursing education programs (such as BSN programs).

# PHYSICAL THERAPIST ASSISTANT

**Sara Bogner • 707.467.1062**

**Dustin Meier • 707.468.3168**

**Joe Munoz • 707.467.1064**

## Degrees

A.S. Physical Therapist Assistant

## ACCREDITATION STATUS

The Physical Therapist Assistant Program at Mendocino College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>. If needing to contact the program or the institution directly, please call Aura Weis at 707-467-1057 or email [PTA@mendocino.edu](mailto:PTA@mendocino.edu).

## PHYSICAL THERAPIST ASSISTANT ASSOCIATE OF SCIENCE

The Physical Therapist Assistant Program is designed to prepare graduates to meet the requirements to practice as a physical therapist assistant in a variety of health care settings. The student is awarded an Associate of Science degree upon successful completion of the program. The program is competency-based and provides sequential learning experiences progressing from theoretical to applied using patient simulations in the laboratory and finally to actual patient treatments in clinical education centers. The Physical Therapist Assistant Program is a total of 77-78 credit-hours, including general education requirements, and can be completed in five semesters. The program has four semesters of technical coursework (46 credit-hours) preceded by a pre-requisite semester. Included within the technical courses are two clinical education experiences. Students will complete theory classes online and attend lab classes on campus. Graduation from the program qualifies the student for examination for the National Physical Therapy Exam (NPTE) for Physical Therapist Assistants administered by The Federal of State Boards of Physical Therapy (FSBPT). After successful completion of the examination and all requirements of the Physical Therapy Board of California, graduates may be licensed to work as physical therapist assistants in California.

### Required Courses – Prerequisites:

	Units
BIO 230 Human Anatomy	5
BIO 231 Human Physiology*	5
or BIO 202 Human Biology*	3
& BIO 202L Human Biology Lab*	1
HLH 104 Medical Terminology	3
PTA 100 Introduction to Physical Therapy	1

\*Students must complete either BIO 231 or BIO 202 and BIO 202L

### Required Courses – Major:

	Units
COM 203 Introduction to Public Speaking	3
or COM 210 Interpersonal Communications	3
PSY 205 Introductory Psychology	3
or PSY 210 Psychology of Life Span Development	3
or CDV 200 Child Growth and Development: Conception through Adolescence	3
PTA 101 Physical Therapy Practice for the PTA	2
PTA 102 Pathology	3
PTA 103 Patient Care Skills Theory	2
PTA 103L Patient Care Skills Lab	1
PTA 104 Clinical Kinesiology Theory	2
PTA 104L Clinical Kinesiology Lab	1
PTA 105 Therapeutic Exercise Theory	2
PTA 105L Therapeutic Exercise Lab	1
PTA 106 Therapeutic Agents Theory	2
PTA 106L Therapeutic Agents Lab	1
PTA 107 Orthopedic Management Theory	2
PTA 107L Orthopedic Management Lab	1
PTA 108 Neurology and Development Theory	2
PTA 108L Neurology and Development Lab	1
PTA 109 Neurologic Management Theory	2

PROGRAMS

PTA 109L	Neurologic Management Lab	1
PTA 110	Advanced Procedures Theory	2
PTA 110L	Advanced Procedures Lab	1
PTA 111	Professional Integration	2
PTA 118	Clinical Development	3
PTA 121	Clinical Practicum I	6
PTA 122	Clinical Practicum II	6
Total Major Units		46
Total Degree Units		77 - 78

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

1. Work under the supervision of a physical therapist in an ethical, legal, and competent manner.
2. Demonstrate the ability to promote optimal outcomes for patients by competently performing assessment techniques and treatment interventions from within the physical therapist’s plan of care.
3. Recognize the relationship between concepts learned from liberal arts and basic science coursework and physical therapy knowledge and skills.
4. Demonstrate effective oral, written, and nonverbal communication in a culturally competent manner with patients and their families, colleagues, and other health care providers.
5. Demonstrate a commitment to professional growth and lifelong learning.

***Career Opportunities in PHYSICAL THERAPIST ASSISTANT***

Completing the Physical Therapist Assistant Associate of Science can lead to a variety of opportunities. Following graduation and successful completion of the licensure exam, physical therapist assistants (PTAs) can work in a wide variety of healthcare settings to provide physical therapy services under the supervision of a licensed physical therapist.

# 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. Please check with a counselor for more specific transfer information.

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 202 Political Theory	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 Modern United States History	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 205 Native Americans and the U.S. Political System	3
SOC 201 Social Problems	3
Total Major Units	18 – 19
Total Degree Units	60

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

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

#### **Career Opportunities in *POLITICAL SCIENCE***

Completing the Associate of Arts in Political Science for Transfer can lead to a variety of opportunities, including Attorney, Public Administrator, Researcher/Policy Analyst, Pollster, Lobbyist, Government Relations Manager, Activist/Organizer, Campaign Manager/Consultant, Elected Official, Teacher/Professor, Journalist, Communications Director, Mediator, Foreign Service or Intelligence Officer, Civil Service Executive, Labor Relations Specialist.

#### ***Associate Degree for Transfer Requirements:***

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of “C” (or “P”) for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

# PSYCHOLOGY

**Fernando Calderon • 707.468.3135**

**Dena Watson-Krasts • 707.462.3002**

## 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 in Psychology	3
Plus 3 additional units selected from the following:		Units
BIO 200	Concepts of Biology	3
PSY 255	Introduction to Psychobiology	3
Plus 3 additional units selected from the following, or any course not used above:		Units
PSY 210	Psychology of Life Span Development	3
PSY 216	Social Psychology	3
Plus 3 additional units selected from the following, or any course not used above:		Units
PSY 206	Human Sexuality	3
PSY 208	Psychology of Loss and Death	3
PSY 212	Personality Theories	3
PSY 215	Psychology of Personal Growth	3
PSY 218	Abnormal Psychology	3
PSY 220	Psychology of Gender	3
PSY 290	Introduction to the Counseling Profession	3
* Prerequisite for PSY 250		
Total Major Units		19
Total Degree Units		60

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

1. Analyze the strengths and weaknesses of the fundamental theories of theoretical human behavior (e.g., psychoanalytic, behavioral, cognitive, and humanistic).
2. Justify that Psychology is a science, apply scientific principles to evaluate and analyze human behavior.
3. Compare individual characteristics with theories of development and behavior, based on personal experiences, cultural influences and gender identification.
4. Compare and contrast the environmental and biological factors that influence mental health and wellness.
5. Determine and implement psychological principles to enhance mental health and wellness, personal growth, communication and social interactions.

### ***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:**

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of “C” (or “P”) for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

**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 in Psychology	3
Plus 9 additional units selected from the following courses not used above:		Units
PSY 206	Human Sexuality	3
PSY 208	Psychology of Loss and Death	3
PSY 210	Psychology of Life Span Development	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
PSY 290	Introduction to the Counseling Profession	3
Total Major Units		18
Total Degree Units		60

**Program Level Student Learning Outcomes:**

1. Define and use the major concepts, theoretical perspectives (i.e., psychoanalytic, behavioral, cognitive, and humanistic), empirical findings, and historical trends in psychology.
2. Apply psychological principles and an understanding of various theories to enhance mental and physical health, personal growth, effectiveness of interpersonal communication, and social interactions.
3. Articulate the biological processes underlying behavior including the interconnectedness of physical health and mental wellbeing.

**Career Opportunities in PSYCHOLOGY**

Completing an Associates of Arts (AA) in Psychology can lead to a variety of employment in various fields including human services, criminal justice, human resources, social work, and mental health. Career opportunities include Career Counselor, Case Manager, Childcare Worker, Educational Aide, Laboratory Assistant, Market Researcher, Psychiatric Technician, Probation and Parole Officer, Rehabilitation Specialist, Human Resource Specialist, and Social Service Specialists.

## REAL ESTATE

**Office of Instruction • 707.468.3002**

Degrees  
A.S. Real Estate

Certificate of Achievement  
Real Estate

### REAL ESTATE ASSOCIATE OF SCIENCE

The Real Estate Associate (A.S.) Degree prepares the student for a career in such fields as real estate sales, land development, real estate marketing, finance, mortgage lending, appraisal, escrow, and property management. The course requirements satisfy the educational requirements for both the real estate broker's license and the salesperson's license and provide 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 160      Real Estate Principles	3
RLS 161      Real Estate Practices	3
RLS 162      Real Estate Appraisal	3
RLS 163      Real Estate Finance	3
RLS 164      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 73      Real Estate Financial Calculations	0.5
RLS 74      Real Estate Licensing Preparation	1
RLS 167      Real Estate Economics	3
RLS 170      Property Management	3
RLS 172      Real Estate Investments	3
 Total Major Units	 24
Total Degree Units	60

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

1. Use 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's and Office of Real Estate Appraisers' educational requirements for state licensing.
3. Identify and apply California real estate laws to a variety of real property transactions, including sales, inspections, mortgage loan originations and mortgage processing.
4. Demonstrate the ability to communicate effectively and ethically with the principals involved in a real property transaction.
5. Describe the necessary skills required for marketing and negotiating real estate transactions.

#### ***Career Opportunities in REAL ESTATE***

Completing the Real Estate Associate (A.S.) Degree Program can lead to a variety of opportunities. These include careers in residential and commercial real estate sales, real estate appraisal, land development, and residential and commercial real property management. It can also include working in the fields of escrow and title insurance, as a mortgage loan officer, or other positions in real estate finance.

## REAL ESTATE CERTIFICATE OF ACHIEVEMENT

The Real Estate Certificate of Achievement program prepares a student for a career in real estate sales, 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 160	Real Estate Principles	3
RLS 161	Real Estate Practices	3
RLS 162	Real Estate Appraisal	3
RLS 163	Real Estate Finance	3
RLS 164	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 73	Real Estate Financial Calculations	0.5
RLS 74	Real Estate Licensing Preparation	1
RLS 167	Real Estate Economics	3
RLS 170	Property Management	3
RLS 172	Real Estate Investments	3
Total units required for Certificate		24

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

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

### ***Career Opportunities in REAL ESTATE***

Obtaining the Real Estate Certificate of Achievement Program can lead to a variety of opportunities. These include careers in residential and commercial real estate sales, real estate appraisal, land development, and residential and commercial real property management. It can also include working in the fields of escrow and title insurance, as a mortgage loan officer, or other positions in real estate finance.



# SOCIAL JUSTICE

**Vivian Varela • 707.467.1024**

## Degrees

A.A.-T Social Justice Studies for Transfer (Ethnic Studies)

A.A.-T Social Justice Studies for Transfer (General Studies)

## ASSOCIATE IN ARTS IN SOCIAL JUSTICE STUDIES FOR TRANSFER (ETHNIC STUDIES)

Social Justice Studies (Ethnic Studies) is an interdisciplinary program with a focus on equity and social change. The Associate in Arts in Social Justice Studies for Transfer (Ethnic Studies) (AA-T) degree at Mendocino College prepares students for seamless transfer into Ethnic Studies, Social Justice Studies, and related majors in the CSU system. Students who choose to major in Social Justice Studies and related fields have a wide range of career options: activists, community organizers, public policy analysts, conflict resolution specialists, human relations workers, NGO workers, human rights groups, political campaigners, workers in environmental organizations, alternative media, human rights groups, political campaigns, religious organizations, international agencies, mediators, rights advocates, journalists, lobbyists, and community organizers. Most careers require more than an Associate degree.

Required Courses – Major:	Units
ETH 202            Racial and Ethnic Relations	3
ETH 235            Mexican American Culture	3
SOC 203            Introduction to LGBTQ+ Studies	3
Plus 9 additional units selected from at least two of the following areas:	Units
<b>Area 1: History or Government</b>	
HST 207            Mexican American History	3
HST 209            African American History	3
HST 222            Native American History	3
<b>Area 2: Arts and Humanities</b>	
ART 206            Introduction to Native American Art	3
MUS 208            Music in World Culture	3
<b>Area 3: Social Science</b>	
ETH 241            Pacific Coast Indian Cultures	3
POL 205            Native Americans and the U.S. Political System	3
SOC 200            Introduction to Sociology	3
SOC 201            Social Problems	3
<b>Area 4: Quantitative Reasoning and Research Methods</b>	
MTH 220            Statistics	4
 Total Major Units	 18 – 19
Total Degree Units	60

### *Program Level Student Learning Outcomes:*

1. Evaluate and critically analyze social and environmental justice efforts/practices that address inequalities in communities and environments.
2. Establish conceptual linkages between empirical data and theoretical concepts.
3. Demonstrate reflexivity and praxis from varying frameworks of justice.

### *Career Opportunities in SOCIAL JUSTICE STUDIES*

Students who choose to major in Social Justice Studies and related fields have a wide range of career options: activists, community organizers, public policy analysts, conflict resolution specialists, human relations workers, NGO workers, human rights groups, political campaigners, workers in environmental organizations, alternative media, human rights groups, political campaigns, religious organizations, international agencies, mediators, rights advocates, journalists, lobbyists, and community organizers. Most careers require more than an Associate degree.

**Associate Degree for Transfer Requirements:**

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of “C” (or “P”) for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

## ASSOCIATE IN ARTS IN SOCIAL JUSTICE STUDIES FOR TRANSFER (GENERAL STUDIES)

Social Justice Studies is an interdisciplinary program with a focus on equity and social change. The Associate in Arts in Social Justice Studies for Transfer (AA-T) degree at Mendocino College prepares students for seamless transfer into Ethnic Studies, Gender Studies, Social Justice Studies, and related majors in the CSU system. Students who choose to major in Social Justice Studies and related fields have a wide range of career options: activists, community organizers, public policy analysts, conflict resolution specialists, human relations workers, NGO workers, human rights groups, political campaigners, workers in environmental organizations, alternative media, human rights groups, political campaigns, religious organizations, international agencies, mediators, rights advocates, journalists, lobbyists, and community organizers. Most careers require more than an Associate degree.

Required Courses – Major:		Units
ETH 202	Racial and Ethnic Relations	3
SOC 200	Introduction to Sociology	3
SOC 203	Introduction to LGBTQ+ Studies	3
Plus 9 additional units selected from at least two of the following areas:		Units
<b>Area 1: History or Government</b>		
HST 207	Mexican American History	3
HST 208	Women in American History	3
HST 222	Native American History	3
<b>Area 2: Social Science</b>		
COM 211	Intercultural Communication	3
SOC 201	Social Problems	3
<b>Area 3: Quantitative Reasoning and Research Methods</b>		
MTH 220	Statistics	4
Total Major Units		18 – 19
Total Degree Units		60

**Program Level Student Learning Outcomes:**

1. Evaluate and critically analyze social and environmental justice efforts/practices that address inequalities in communities and environments.
2. Establish conceptual linkages between empirical data and theoretical concepts.
3. Demonstrate reflexivity and praxis from varying frameworks of justice.

**Career Opportunities in SOCIAL JUSTICE STUDIES**

Students who choose to major in Social Justice Studies and related fields have a wide range of career options: activists, community organizers, public policy analysts, conflict resolution specialists, human relations workers, NGO workers, human rights groups, political campaigners, workers in environmental organizations, alternative media, human rights groups, political campaigns, religious organizations, international agencies, mediators, rights advocates, journalists, lobbyists, and community organizers. Most careers require more than an Associate degree.

**Associate Degree for Transfer Requirements:**

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of “C” (or “P”) for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

# 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
SOC 201	Social Problems	3
MTH 220	Statistics	4
Plus 6 additional units selected from the following:		Units
ETH 202	Racial and Ethnic Relations	3
SOC 203	Introduction to LGBTQ+ Studies	3
PSY 250	Research Methods in Psychology	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
ETH 235	Mexican American Culture	3
ETH 241	Pacific Coast Indian Cultures	3
Total Major Units		19
Total Degree Units		60

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

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

#### ***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:***

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

# SPANISH

Valentina Velázquez-Zvierkova • 707.468.3019

## Degrees

A.A.-T Spanish

A.A. Spanish for Native Speakers

A.A. Spanish for Non-Native Speakers

## ASSOCIATE IN ARTS IN SPANISH FOR TRANSFER

Studying a language other than one's native tongue improves the ability to communicate, expand general knowledge, and promote appreciation for other cultures. Students completing the Associate in Arts for Transfer in Spanish will be able to communicate in Spanish with native speakers, and develop cultural awareness and understanding of Spanish-speaking cultures. Students will be prepared to pursue a degree in a four-year institution while enhancing their job skills for different career fields. The Associate in Arts in Spanish for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Spanish or similar major. Priority admission with junior status to the CSU system will be granted. As with all programs, students who intend to transfer to a four-year institution should research the transfer institutions' requirements.

Required Courses – Major:		Units
SPN 200	Elementary Spanish: Level I	4
SPN 201	Elementary Spanish: Level II	4
SPN 202	Intermediate Spanish: Level III	4
or SPN 210	Spanish for Spanish Speakers: Level I	4
SPN 203	Intermediate Spanish: Level II	4
or SPN 211	Spanish for Spanish Speakers: Level II	4
Plus 3 additional units selected from the following:		Units
ETH 235	Mexican American Culture	3
HST 220	Mexican History	3
SPN 212	Spanish Language and Culture through Cinema	4
Students who test out of courses in the required major section can choose courses from the following list to reach 19 units or choose from the courses listed above.		Units
ANT 201	Cultural Anthropology	3
ASL 200	Elementary American Sign Language: Level I	3
ASL 201	Elementary American Sign Language: Level II	3
COM 211	Intercultural Communication	3
ETH 202	Racial and Ethnic Relations	3
GEO 201	Cultural Geography	3
HST 207	Mexican American History	3
ITA 200	Elementary Italian: Level I	4
ITA 201	Elementary Italian: Level II	4
SOC 200	Introduction to Sociology	3
Total Major Units		19 – 20
Total Degree Units		60

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

1. Discuss appropriately on the cultural diversity of Spanish speakers in Latin America and Spain, and Latinos in the US.
2. Identify and compare various aspects of the Spanish-speaking world, including cultural norms, linguistic varieties, values, histories, customs, and events, across different Spanish-speaking regions.
3. Identify phrases, idiomatic expressions, and ideas, and interpret complex arguments in oral speech in a variety of situations and contexts.
4. Express ideas orally in Spanish in a wide range of concrete and abstract topics in both spontaneous conversation and formal presentations using accurate grammar, appropriate vocabulary, and comprehensible pronunciation.

## PROGRAMS

5. Interpret and discuss written texts, and distinguish their basic elements in a variety of formats, including personal and professional correspondence, news reports, non-fiction articles, and short literary works.
6. Organize, compose, and edit clear, detailed texts in a variety of formats and on a wide range of subjects using accurate Spanish structures and appropriate vocabulary.

### ***Career Opportunities in SPANISH***

Students completing the baccalaureate degree or graduate work will have an advantage in today's competitive global market, as they can demonstrate ability to work in a culturally diverse environment and possess strong communication skills in Spanish. Proficiency in more than one language enhances students' occupational opportunities in education, communications, media, journalism, international relations, business, law, healthcare, technology, the military, government, and public service.

### ***Associate Degree for Transfer Requirements:***

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

## SPANISH FOR NATIVE SPEAKERS ASSOCIATE OF ARTS

The Spanish for Native Speakers 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
ETH 235	Mexican American Culture	3
HST 207	Mexican American History	3
SPN 202	Intermediate Spanish: Level I	4
SPN 210	Spanish for Spanish Speakers: Level I	4
SPN 211	Spanish for Spanish Speakers: Level II	4
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.

## SPANISH FOR NON-NATIVE SPEAKERS ASSOCIATE OF ARTS

The Spanish for Non-Native Speakers 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 I	4
Plus 2 – 3 additional units selected from the following:		Units
ETH 235	Mexican American Culture	3
HST 207	Mexican American History	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.

# SUSTAINABLE CONSTRUCTION & ENERGY TECHNOLOGY

**Noel Woodhouse • 707.468.3224**

## Certificate of Achievement

SC&ET – Construction

SC&ET – Renewable Energy

SC&ET – Building Efficiency and Performance

## Certificates of Completion

Introduction to the Construction Trades

### SUSTAINABLE CONSTRUCTION & ENERGY TECHNOLOGY – BUILDING EFFICIENCY & PERFORMANCE CERTIFICATE OF ACHIEVEMENT

This certificate combines competencies in sustainability, residential efficiency, and heating and cooling. 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
SCT 162	Safety Standards for Construction	1
SCT 164	Construction Documents I - Understanding Blueprints	3
SCT 180A	Construction Fundamentals and Green Building	3
SCT 193	Building Performance and Weatherization	3
SCT 194	Efficient Heating and Cooling	3
SCT 200	Sustainability Overview	3
WEE 196	Work Experience Education	0.5 - 14

Total units required for Certificate 16.5 – 30

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

1. Define concepts and principles of sustainability and explain their relation to the technical trades and related career opportunities.
2. Demonstrate applied technical ability in Building Efficiency and Performance.

#### ***Career Opportunities in SUSTAINABLE CONSTRUCTION & ENERGY TECHNOLOGY***

Completing the Sustainable Construction & Energy Technology - Building Efficiency and Performance Certificate of Achievement can lead to a variety of opportunities. These include careers in retrofitting, building performance auditing, efficient heating and cooling, HVAC, and related trades.

### SUSTAINABLE CONSTRUCTION & ENERGY TECHNOLOGY – CONSTRUCTION CERTIFICATE OF ACHIEVEMENT

This certificate combines competencies in green building, clean technology, sustainability, and construction trade skills. 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 in fields such as green building, remodeling, and related trades.

Required Courses:		Units
SCT 162	Safety Standards for Construction	1
SCT 164	Construction Documents I - Understanding Blueprints	3
SCT 166	Introduction to Construction Management	2
SCT 180A	Construction Fundamentals and Green Building	3
SCT 180B	Advanced Construction Fundamentals	3
SCT 200	Sustainability Overview	3
WEE 196	Work Experience Education	1 - 14

Total units required for Certificate 16 – 29

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

1. Explain the process of building from the ground up and discuss the various trades involved in each step of the building process.
2. Define concepts and principles of sustainability and explain their relation to the technical trades and related career opportunities.
3. Practice appropriate workplace etiquette.
4. Demonstrate how to safely use basic hand and power tools.

***Career Opportunities in SUSTAINABLE CONSTRUCTION & ENERGY TECHNOLOGY***

Completing the Sustainable Construction & Energy Technology - Construction Certificate of Achievement can lead to a variety of opportunities. These include careers in green building, residential remodeling and retrofitting, and related trades.

## SUSTAINABLE CONSTRUCTION & ENERGY TECHNOLOGY – RENEWABLE ENERGY CERTIFICATE OF ACHIEVEMENT

This certificate combines competencies in sustainability and renewable energy technical skills. 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.

Required Courses:		Units
SCT 162	Safety Standards for Construction	1
SCT 164	Construction Documents I - Understanding Blueprints	3
SCT 180A	Construction Fundamentals and Green Building	3
SCT 186	Introduction to Residential Electrical Systems	3
SCT 190	Introduction to Photovoltaics (Solar)	3
SCT 200	Sustainability Overview	3
WEE 196	Work Experience Education	0.5 - 14
Total units required for Certificate		16.5 – 30

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

1. Define concepts and principles of renewable energy and explain their relation to the technical trades and related career opportunities.
2. Demonstrate applied technical ability in photovoltaic design and installation.
3. Define concepts and principles of sustainability and explain their relation to the technical trades and related career opportunities.

***Career Opportunities in SUSTAINABLE CONSTRUCTION & ENERGY TECHNOLOGY***

Completing the Sustainable Construction & Energy Technology - Renewable Energy Certificate of Achievement can lead to a variety of opportunities. These include careers in photovoltaic design and installation, renewable energy, and related trades.



## PROGRAMS

### INTRODUCTION TO THE CONSTRUCTION TRADES

#### CERTIFICATE OF COMPLETION

The Introduction to the Construction Trades Certificate of Completion combines an overview of the building trades and construction math with industry relevant certificates, including OSHA 10 and basic First Aid/CPR/AED certificates. The combined coursework is intended to prepare students to enter the building trades with basic technical skills, skills in construction math, as well as a clear understanding of jobsite safety and the soft skills required to advance their careers in the building trades. Students completing this certificate will be well positioned to gain entry level employment, in new and remodel construction, in addition to specialty trades such as plumbing, electrical, building efficiency and retrofitting.

Required Courses:		Hours
EMS 550	Community First Aid/CPR/AED	8.5
SCT 500	Introduction to the Construction Trades	42.5
SCT 505	Introduction to the Construction Trades Lab	42.5
SCT 540	Construction Math A	17
SCT 562	Safety Standards for Construction	17
Plus 1 additional course selected from the following:		Hours
SCT 515	Fork and Scissor Lift Basics	8.5
SCT 541	Construction Math B	17
Total hours		136 – 144.5

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

1. Explain the construction process and describe the various technical trades and skills required in the construction process.
2. Solve construction related problems and materials estimation by applying apply basic mathematical principles.
3. Discuss construction safety concepts and demonstrate best practices related to construction job sites, including around equipment; demonstrate competency in community First Aid/CPR/AED.
4. Demonstrate applied understanding of soft skills required for construction jobsites, including verbal and non-verbal communication, willingness to learn and cooperate, planning and organization, persistence in problem solving, and actively listen to instructions.
5. Have acquired necessary skills to gain employment in the construction industry.

# THEATRE ARTS

**Stephen Decker • 707.468.3153**  
**Reid Edelman • 707.468.3172**

## Degrees

A.A.-T Theatre Arts  
A.A. Theatre Arts - Theatre  
A.A. Theatre Arts - Dance

## Certificates of Achievement

Technical Theatre

## 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:	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 Dramatic Literature and Script Analysis	3
THE 210C Intermediate Acting: Scene Study	3
or THE 210D Acting Styles	3
THE 208A Stagecraft I	3
THE 216A Stage Lighting I	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

### ***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.

## PROGRAMS

### *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:*

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

## 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, literature, 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. Please check with a counselor for more specific transfer information.

Required Courses – Major:		Units
THE 200	Introduction to Theatre	3
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 I	1 - 3
THE 265B	Dance Repertory Apprentice II	1 - 3
Plus 3 additional units selected from the following:		Units
THE 208A	Stagecraft I	3
THE 216A	Stage Lighting I	3
THE 217A	Costume Construction I	3

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

## THEATRE EMPHASIS\*

Plus 7 additional units selected from the following (if not used above):		Units
THE 105A	Narrative Theatre	3
THE 105D	Play Development III	1
THE 160	Audition Techniques	1
THE 202	Dramatic Literature and Script Analysis	3
THE 208A	Stagecraft I	3
THE 208B	Stagecraft II	3
THE 210A	Acting Improvisation	3
THE 210C	Intermediate Acting: Scene Study	3
THE 210D	Acting Styles	3
THE 212A	The Actor's Voice I	1
THE 212B	The Actor's Voice II	1
THE 212C	The Actor's Voice III	1
THE 216A	Stage Lighting I	3
THE 216B	Stage Lighting II	3
THE 217A	Costume Construction I	3
THE 217B	Costume Construction II	2
THE 217C	Costume Construction III	2

## PROGRAMS

THE 217D	Introduction to Costume Design	3
THE 219	Introduction to Directing	3
THE 220C	Acting Performance III	3
THE 220D	Acting Performance IV	3
THE 224	Introduction to Playwriting	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.*

### **Career Opportunities in THEATRE**

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, 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. In addition, theatre students develop skills (such as creative collaboration, effective communication, disciplined time management, and many others) which prepare them for a wide variety of careers, including but not limited to teaching, public relations, media & broadcast, business, marketing and event planning.

### DANCE EMPHASIS:

Plus 8 additional units selected from the following (if not used above):

	Units	
THE 204	History and Appreciation of Dance	3
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 6 additional units selected from the following:

	Units	
THE 223	Salsa Rueda	1
THE 227A	Hip Hop Dance: Beginning	0.5 - 1
THE 227B	Hip Hop Dance: Intermediate	0.5 - 1
THE 228A	Conditioning for Dance: Pilates Mat I	0.5 - 1
THE 228B	Conditioning for Dance: Pilates Mat II	0.5 - 1
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
THE 244A	Mexican Folkloric Dance: Beginning	1 - 2
THE 244B	Mexican Folkloric Dance: Intermediate Technique and Performance	1 - 2
THE 247A	Social Dance Forms: Beginning	1
THE 268	Dance Rehearsal	0.5 - 2

*\*\*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 Emphasis	21 – 22
Total Major Units – Dance Emphasis	28 – 29
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.

### ***Career Opportunities in DANCE***

Completing the baccalaureate degree or graduate level work in Theatre Arts (with an emphasis in Dance) can lead to a variety of opportunities including: dancer, choreographer, stage manager, production manager, education director, make-up artist, costume designer, lighting designer, dance teacher, dance producer, and many other diverse artistic, technical and management positions related to the production of dance and other performing arts.

## **TECHNICAL THEATRE CERTIFICATE OF ACHIEVEMENT**

The Technical Theatre Certificate of Achievement will prepare individuals for entry-level positions as a stagehand working in stage, production, film, and television production as well as other special events. This program will prepare students to join in the International Alliance of Theatrical Stage Employees (I.A.T.S.E) Union which influences better salaries especially in large cities such as San Francisco. Students will gain skills in theatrical lighting, set construction, video presentation setup, basic sound reinforcement, and wardrobe. Examples of entry-level employment options after successful completion of the Technical Theatre Certificate of Achievement include carpenter, scenic painter, wardrobe dresser/assistant, properties artisan, rigger, lighting technician, and event technician. Events and venues include casinos, concert, conferences, film, video, music videos, commercials, and multimedia projects. This program will also serve as a base for further education leading to careers such as Set Designer, Lighting Designer, Technical Director, and other theatre-related jobs, including occupations represented by the I.A.T.S.E union.

Required Courses:		Units
MUS 110	Recording Studio Techniques I	3
MUS 115A	Recording Studio Laboratory	1
THE 200	Introduction to Theatre	3
THE 208A	Stagecraft I	3
THE 216A	Stage Lighting I	3
THE 217A	Costume Construction I	3
THE 225A	Production Crew I	2
THE 225B	Production Crew II	2
Total units required for Certificate		20

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

1. Demonstrate proficiency with typical professional lighting equipment and computer systems.
2. Understanding of the terminology and operations of the theatre and production industries.
3. Apply critical thinking skills to resolve challenges in the workplace.
4. Function competently in entry-level stagehand business.
5. Work effectively with others in a creative team environment.

# WOODWORKING

Laura Mays • 707.964.7056

Certificates of Achievement

Fine Woodworking I

Fine Woodworking II

## FINE WOODWORKING I CERTIFICATE OF ACHIEVEMENT

The Fine Woodworking I Certificate is a one-year course of study designed to help prepare students for careers as independent designers and crafts workers. The program consists of classes involving lecture and extensive lab time focused on the creation of refined furniture. A limited number of seats are available. In order to qualify for admission, applicants must present evidence of one of the following: completion of WOD 70B or equivalent course at another institution, or practical experience in woodworking. Admission will be granted by a lottery of qualified applicants. For more information about the application process, see the Fine Woodworking website.

Required Courses:		Units
WOD 80A	Fine Woodworking: Theory and Practice I	18
WOD 80B	Fine Woodworking: Theory and Practice II	18
Total units required for Certificate		36

### *Program Level Student Learning Outcomes:*

1. Construct and use various wooden hand planes and complete exercises in basic construction techniques.
2. Demonstrate knowledge in the care and use of hand and power tools.
3. Evaluate aesthetic choices available in the process of making furniture.
4. Select and cut wood for specific purposes.
5. Learn to logically proceed in the process of furniture construction.

### *Career Opportunities in FINE WOODWORKING*

Completing Fine Woodworking I can lead to a variety of opportunities, including but not limited to: independent studio maker of fine furniture and/or cabinetry, employment in studio workshop making fine furniture, furniture design, teaching woodworking, furniture repair and restoration.

## FINE WOODWORKING II CERTIFICATE OF ACHIEVEMENT

The Fine Woodworking II Certificate is a one-year course of study designed to help prepare students for careers as independent designers and crafts workers, taking students from intermediate to advanced level of woodworking. The program consists of classes involving lecture and extensive lab time focused on the creation of refined furniture. A limited number of seats are available. In order to qualify for admission, applicants must complete WOD 80A and WOD 80B. Admission will be determined by a lottery of qualified candidates. For more information about the application process, see the Fine Woodworking website.

Required Courses:		Units
WOD 81A	Fine Woodworking: Special Studies in Cabinet Making	16
WOD 81B	Fine Woodworking: Advanced Special Studies in Cabinet Making	16
Total units required for Certificate		32

### *Program Level Student Learning Outcomes:*

1. Integrate design, construction, and presentation, using high levels of craftsmanship and advanced cabinetmaking techniques, to create pieces of fine furniture.
2. Contextualize the role of fine woodworking and craftsmanship and identify possible personal career paths/routes.

### *Career Opportunities in FINE WOODWORKING*

Completing Fine Woodworking II can lead to a variety of opportunities, including but not limited to: independent studio maker of fine furniture and/or cabinetry, employment in studio workshop making fine furniture, furniture design, teaching woodworking, furniture repair and restoration.

# MENDOCINO COLLEGE 2024 - 2025 CATALOG



## **ANNOUNCEMENT OF COURSES**



## Course Numbering System

The courses on the following pages are alphabetically and numerically arranged. The first line indicates the official designation of the course and a descriptive title. The second line identifies the number of units and the number of class and laboratory hours per week. Next line indicates the grading option followed by a brief course description. Finally, any prerequisites, co-requisites, and/or recommended preparation if applicable.

### COURSE NUMBERING SYSTEM DEFINED

#### 1-14 Pre-Collegiate Non-Degree Credit

Courses which are developmental or remedial (pre-collegiate basic skills) and are not applicable for the Associate Degree and are not transferable.

#### 15-49 Non-Degree Credit

Courses that prepare students for experiences in which the possession of “college level” skills may be desirable, but are not, strictly speaking, necessary for entry into an occupation or program of study. These courses are not applicable for the Associate Degree and are not transferable.

#### 50-99 Degree Credit Non-Transfer

College level courses applicable for the non-transfer Associate Degree only. Courses are not recommended as transferable to the California State University system or University of California system or private colleges and universities.

#### 100-199 Degree Credit Transfer-CSU

College level courses applicable for the Associate Degree. Courses intended to carry transfer credit to all baccalaureate degree-granting institutions in the California State University system and may transfer to the University of California system and most private colleges and universities.

#### 200-299 Degree Credit Transfer — CSU & UC

College level courses applicable for the Associate Degree. Courses intended to carry transfer credit to all baccalaureate degree-granting institutions in the University of California system as well as the California State University system and most private colleges and universities.

#### 500-599 Noncredit

Courses numbered 500-599 are offered on a noncredit basis. Regular attendance and participation are required. No college credit is issued. See the Schedule of Classes for more detail.

#### 18, 88, 188 Special Topics

Courses with these numbers are “special topics” courses. They follow all other rules noted above regarding degree applicability and transferability.

### KEY TO COURSE ABBREVIATIONS

Example:

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

*0.5 Units/0.5 hours lecture.*

*Credit course taken for Pass/No Pass only.*

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

**Course number = 30    Course Title = Drug Abuse Recognition    Course Unit(s) = .5**

## ADDICTION AND RECOVERY COUNSELING

### **ARC-151 Alcohol and Drugs: Overview**

CSU

**3.0 Units / 3.0 hours LEC**

*Credit course for letter grade only*

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. (C-ID PHS 103)

*Recommended Preparation: ENG 200*

### **ARC-153 Physiology and Pharmacology of Alcohol and Drugs**

CSU

**3.0 Units / 3.0 hours LEC**

*Credit course for letter grade only*

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 200*

### **ARC-158 ARC 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 Addiction and Recovery Counseling. 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 addiction counseling as potential internship sites.

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

### **ARC-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 Addiction and Recovery Counseling Program field placement practicum. Students will develop professional communication and problem-solving skills as they apply knowledge and skills developed in the ARC Program.

*Corequisite: ARC 197A*

### **ARC-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 in sequence of Addiction and Recovery Counseling Program field work. Students will continue developing professional communication and problem-solving competencies as they apply skills developed in the Addiction and Recovery Counseling Program.

*Prerequisite: ARC 164 with a minimum grade of C*

*Corequisite: ARC 197A*

### **ARC-197A Addiction and Recovery Counseling Practicum**

CSU

**2.0 - 8.0 Units / Credit course for letter grade only**

This course will provide Addiction and Recovery Counseling certificate and degree students the opportunity to apply knowledge, skills and attitudes learned in the classroom and in an actual human services workplace.

*Prerequisite: ARC 158 with a minimum grade of C*

*Corequisite: ARC 164 or ARC 165*

## COURSES

### ADMINISTRATION OF JUSTICE

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

**2.5 Units/2.5 hours LEC**

***Credit course for Pass/No Pass***

This course will meet the requirements for training in arrest methods, search and seizure, and arrest control techniques under California Penal Code Section 832. The course consists of 13 learning domains as outlined by Peace Officers Standards in Training (POST). Firearms training will not be included in this course.

#### **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 bases of evidence. Topics include constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence; rules governing admissibility; and judicial decisions interpreting individual rights. (C-ID AJ 124)  
*Recommended Preparation: ADJ 200 and ENG 200*

#### **ADJ-106 Principles of Investigation, Crime Scene and Laboratory Techniques**

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. The course will also cover the role of the crime scene investigator, crime lab, forensics and the technology and equipment needed to gather, process, preserve and evaluate evidence for probative value. (C-ID AJ 140)  
*Recommended Preparation: ADJ 200 and ENG 200*

#### **ADJ-108 Patrol Procedures and Police Report Writing**

CSU

**3.0 Units/3.0 hours LEC**

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

This course will cover patrol function and the roles and responsibilities of patrol officer. This course will also cover police report writing in the first person, using a chronological and plain-talk style. The course will discuss the purpose for clear, concise and accurate writing as it pertains to the court process and prosecution. This course will provide students an opportunity to theoretically walk through patrol duties and write reports based on actual patrol procedures learned.

*Recommended Preparation: ADJ 200*

#### **ADJ-109 Victimology**

CSU

**3.0 Units/3.0 hours LEC**

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

This course will teach students to identify victim response and care before during and after court cases. The course objective is to give students a deeper knowledge base of the fields of victimology and criminology. Students will learn about the history of victimology and the victims' rights movement; how to analyze trends in and consequences of crime and victimization; to differentiate between types of crimes and to recognize victimization in different settings.

*Recommended Preparation: ADJ 200 and ENG 200*

#### **ADJ-150 Public Safety Leadership**

CSU

**3.0 Units/3.0 hours LEC**

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

This course will provide students with a foundation of leadership concepts that can be used to lead themselves, a team, a business, or a large organization. These leadership lessons will serve as a foundation and be useful for employment exams, working with supervisors, and developing as a leader throughout one's career. At times we all will be called upon to lead, sometimes in the midst of an emergency, or other times when asked to spearhead a new project. Learning leadership skills is just as important for someone just starting their career, as it is for those who are well established along a career path.

*Recommended Preparation: ENG 200*

**ADJ-200 Introduction to Administration of Justice**CSU (D0), UC, IGETC (4),  
MC (4)

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. The course will also examine role expectations, ethics, education and training for professionalism within the justice system. (C-ID AJ 110)

*Recommended Preparation: ENG 200***ADJ-202 Concepts of Criminal Law**CSU, UC,  
MC (4)

3.0 Units / 3.0 hours LEC

*Credit course for grade or Pass / No Pass*

This course will cover the historical development, philosophy of law and constitutional provisions; definitions, classifications of crimes and their applications to the system of administration of justice; and 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. (C-ID AJ 120)

*Recommended Preparation: ADJ 200 and ENG 200***ADJ-204 Community Relations**CSU (D0), UC, IGETC (4J),  
MC (4)

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 policing agencies and the public in addressing crime and conflict. It emphasizes the challenges and prospects of administering justice within a diverse multicultural population during a period of social unrest. The professional image of the criminal justice system is examined as well as the development of positive relationships between law enforcement agencies and the public. The fundamentals of community policing are a focus of the course. (C-ID AJ 160)

*Recommended Preparation: ADJ 200 and ENG 200***ADJ-206 Juvenile Justice**

CSU, UC

3.0 Units / 3.0 hours LEC

*Credit course for letter grade only*

This course will give students an overview of American Juvenile Justice in terms of both system and practice. It examines the juvenile offender, causes of juvenile crime, theories of delinquency, the juvenile court system from citation to disposition, and juveniles in the adult court system. This course also looks at institutionalization, rehabilitation, the treatment of juveniles, constitutional protections of juveniles and the future of juvenile justice in America. Restorative Justice practices, cultural impacts on youth and the history of dealing with Juvenile Offenders will be examined. (C-ID AJ 220)

*Recommended Preparation: ADJ 200 and ENG 200***ADJ-207 Corrections**

CSU, UC

3.0 Units / 3.0 hours LEC

*Credit course for letter grade only*

This course will use sociological perspectives to explore issues related to incarceration for juveniles and adults. This course will also cover alternatives to incarceration including, probation, parole, community service, restorative justice, rehabilitation, and alternative courts and will cover how other developed countries address incarceration and alternatives to incarceration. The course will address the economic disparities, societal and cultural aspects of incarceration within the United States and how states are addressing the overpopulation of jails and prisons and the types of correctional institutions and clients housed in each. (C-ID AJ 200)

*Recommended Preparation: ADJ 200 and ENG 200***AGRICULTURE****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.

## COURSES

### **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-57 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-61 Mushroom Identification - Fall**

**1.0 Units / 1.0 hours LEC**

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

This course will cover the identification and ecology of the fall mushroom flora. Emphasis is placed on keying species to genus and on identification of the more common edible and toxic species fruiting in the fall on the north coast. Lecture material will also cover ecological relationships, toxins and mushroom reproduction.

### **AGR-62 Mushroom Identification - Spring**

**1.0 Units / 1.0 hours LEC**

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

This course will cover the identification and ecology of the spring mushroom flora. Emphasis is placed on keying spring species to genus and on identification of the more common edible and toxic species fruiting in the spring on the north coast. Lecture material will also cover mushrooms used for food medicine as well as their role in forest management.

### **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 strong structured plants.

### **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. (C-ID AG-EH 116L)

### **AGR-112 Viticulture Practices**

**CSU**

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

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

This course will cover viticulture practices including pruning, training, frost control, vineyard development, vineyard pest and disease management, nutrient management, cover cropping, erosion control, hand labor practices and principles of supervision of labor.

**AGR-140 Introduction to Horticulture**

CSU

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB***Credit course for grade or Pass / No Pass*

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. (C-ID AG-EH 104 X)

**AGR-142 Landscape Maintenance**

CSU

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB***Credit course for grade or Pass / No Pass*

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. (C-ID AG-EH 128 X)

**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 grade or Pass / No Pass*

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. (C-ID AG-EH 132 X)

**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.

## COURSES

### **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. Students must meet criteria for internship work site.*

*May be taken for a total of 16 units in any combination*

### **AGR-208 Soils Science**

CSU, UC,  
MC (5)

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

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

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. (C-ID AG-PS 128L)

### **AGR-211 Introduction to Viticulture**

CSU, UC

**3.0 Units / 3.0 hours LEC**

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

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-216 Sustainable Agricultural Systems**

CSU, UC

**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-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.

## AMERICAN SIGN LANGUAGE

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

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

**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. This course is equivalent to two years of high school instruction.

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

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

**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

3.0 Units / 3.0 hours LEC

*Credit course for grade or Pass / No Pass*

This course will examine the evolution and characteristics of Homo sapiens. It surveys the processes of evolution and their application to the development of modern humans. 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. (C-ID ANTH 110)

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

### ANT-201 Cultural Anthropology

3.0 Units / 3.0 hours LEC

*Credit course for grade or Pass / No Pass*

This course will examine a diversity of cultural phenomena across humanity, including material culture, economics, social and political organization, religion, gender, sexuality, social class, language and related topics from different times and global regions. It will also explore the significance of the historical emergence of various cultural traditions, practices and beliefs with implications of understanding our own interconnected global society. (C-ID ANTH 120)

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

## ART & ART HISTORY

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### Course Families

Course families are groups of active participatory courses that are related in content. Students are limited to no more than four attempts (grade or 'W') within each family group.

**Aqua Media:** ART 222A, ART 222B

**Ceramics – Hand Built and Thrown:** ART 240A, ART 240B, ART 240C, ART 240D

**Ceramics – Technical/Professional:** ART 50, ART 51, ART 53, ART 246, ART 247

**Foundations:** ART 213, ART 214

**Drawing Family:** ART 210A, ART 210B, ART 231A, ART 231B

**Painting:** ART 228A, ART 228B, ART 228C, ART 228D, ART 229

**Photography:** ART 282

**Professional Practice:** ART 160, ART 191

**Printmaking:** ART 232, ART 234A, ART 234B, ART 236A, ART 236B

**Sculpture:** ART 250A, ART 250B, ART 250C

**Textile Surface Design:** ART 176A, ART 176B

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### 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 ceramics. It will be a hands-on lecture and lab investigation into the glazing and firing of both pottery and sculpture.



## COURSES

- ART-140 Art Portfolio and Professionalism** CSU  
*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-160 Art Gallery Management & Exhibition** CSU  
*1.0 Unit/0.5 hours LEC; 1.5 hours LAB*  
*Credit course for grade or Pass/No Pass*  
This course will introduce students to careers 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.
- 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-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-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 Academic Affairs.*
- ART-205 Modern Art History** CSU (C1), UC, IGETC (3A),  
MC (3)  
*3.0 Units/3.0 hours LEC*  
*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.  
*Recommended Preparation: ENG 200*
- ART-206 Introduction to Native American Art** CSU (C1), UC, IGETC (3A),  
MC (3, Culture)  
*3.0 Units/3.0 hours LEC*  
*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-207 Survey of Western Art from Prehistory through the Middle Ages** CSU (C1), UC, IGETC (3A),  
3.0 Units / 3.0 hours LEC MC (3)  
*Credit course for grade or Pass/No Pass*  
This course will provide an overview of Western Art History from prehistoric cultures through the fourteenth century. Architecture, sculpture, painting, drawing, calligraphy, book arts, metal, textiles, ceramics and jewelry from Europe and the Ancient Near East are included. (C-ID ARTH 110)  
*Recommended Preparation: ENG 200*
- ART-208 Survey of Western Art from the Renaissance to the Contemporary Period** CSU (C1), UC, IGETC (3A),  
3.0 Units / 3.0 hours LEC MC (3)  
*Credit course for grade or Pass/No Pass*  
This course will provide an overview of Western Art History from the Renaissance through the 20th Century. Artistic innovations in painting, photography, sculpture and architecture are explored as well as the major art movements of the modern age. (C-ID ARTH 120)  
*Recommended Preparation: ENG 200*
- ART-209 Art Appreciation** CSU (C1), UC, IGETC (3A),  
3.0 Units / 3.0 hours LEC MC (3, Culture)  
*Credit course for grade or Pass/No Pass*  
This course will provide a general introduction to art through the study of artworks, theory, terminology, themes, design principles, media, techniques, with an introduction to the visual arts across time and diverse cultures. (C-ID ARTH 100)
- ART-210A Fundamentals of Drawing** CSU (C1), UC,  
3.0 Units / 1.5 hours LEC; 4.5 hours LAB MC (3)  
*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. (C-ID ARTS 110)
- 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. (C-ID ARTS 205)  
*Prerequisite: ART 210A with a minimum grade of C*
- ART-213 Color and Composition** CSU, UC,  
3.0 Units / 1.5 hours LEC; 4.5 hours LAB MC (3)  
*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. (C-ID ARTS 100)
- ART-214 Three-Dimensional Art and Design** CSU, UC,  
3.0 Units / 1.5 hours LEC; 4.5 hours LAB MC (3)  
*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. (C-ID ARTS 101)

## COURSES

- 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-228A Beginning Painting 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 introduce the principles, elements, and practices of painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. (C-ID ARTS 210)
- ART-228B Beginning Painting 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 continue a study of the basic pictorial problems and painting challenges begun in Art 228A, introducing more complex subject matter, concepts, and processes.  
*Prerequisite: ART 228A with a minimum grade of C*
- ART-228C Intermediate Painting 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 examine the relationship between form and content in painting. Continue to strengthen foundation of painting: materials, techniques, form, space, organization, composition and color.  
*Prerequisite: ART 228B with a minimum grade of C*
- ART-228D Intermediate Painting 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 focus on individual expression and vision in painting. Apply, understand, and compare concepts, attitudes, and methods of traditional and contemporary approaches to painting.  
*Prerequisite: ART 228C with a minimum grade of C*
- 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-231A Beginning Figure Drawing** CSU, UC,  
MC (3)  
*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. (C-ID ARTS 200)

**ART-231B Intermediate Figure Drawing****3.0 Units / 1.5 hours LEC; 4.5 hours LAB*****Credit course for grade or Pass/No Pass***

This course will continue the basic pictorial problems and challenges begun in ART 231A, introducing more complex subject matter, concepts, and processes as related to the understanding and depiction of the human figure while exploring effective uses of multiple media types. Emphasis will continue to be 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.

*Prerequisite: ART 231A with a minimum grade of C*

CSU, UC,  
MC**ART-232 Introduction to Printmaking****3.0 Units / 1.5 hours LEC; 4.5 hours LAB*****Credit course for grade or Pass/No Pass***

This course will cover basic printmaking techniques including collagraph, monotype, linoleum cut, wood cut, drypoint etching, image transfer, low-tech lithography and screen print.

CSU, UC,  
MC (3)**ART-234A Beginning Etching****3.0 Units / 1.5 hours LEC; 4.5 hours LAB*****Credit course for grade or Pass/No Pass***

This course will make use of the etching process as a means of artistic expression. How to etch, ink and wipe a plate to produce multiple images through a series of structured projects. Presentation of the fine print, including care of prints, numbering of edition and matting techniques.

CSU, UC

**ART-234B Intermediate Etching****3.0 Units / 1.5 hours LEC; 4.5 hours LAB*****Credit course for grade or Pass/No Pass***

This course will utilize etching at the intermediate level with the addition of more advanced techniques for processing and printing of plates. Mixing and wiping of colored inks will accompany integrating advanced etching techniques to yield more personalized imagery.

*Prerequisite: ART 234A with a minimum grade of C*

CSU, UC

**ART-236A Beginning Screen-Printing****3.0 Units / 1.5 hours LEC; 4.5 hours LAB*****Credit course for grade or Pass/No Pass***

This course will introduce color silkscreen printmaking as a fine art print medium. Students will explore multiple approaches to silkscreen printing such as paper stencil, block-out, and photo-stencils methods.

CSU, UC

**ART-236B Intermediate Screen-Printing****3.0 Units / 1.5 hours LEC; 4.5 hours LAB*****Credit course for grade or Pass/No Pass***

This course will continue the exploration of the screen printing process as a fine art print medium. There will be an increased emphasis on individual projects at a more advanced level of sophistication.

*Prerequisite: ART 236A with a minimum grade of C*

CSU, UC

**ART-240A Ceramics I****3.0 Units / 1.5 hours LEC; 4.5 hours LAB*****Credit course for grade or Pass/No Pass***

This course will provide students with a beginning studio experience in ceramics and an introduction to the world of ceramic art. Students will be assigned ceramic projects informed by a study of historical ceramic artifacts of past cultures. In addition, some projects assigned will be guided by a study of contemporary ceramic artworks. Students will gain an appreciation for both contemporary and historic ceramic objects.

CSU, UC,  
MC (3)**ART-240B Ceramics II****3.0 Units / 1.5 hours LEC; 4.5 hours LAB*****Credit course for grade or Pass/No Pass***

This course will provide students with a beginning studio experience in ceramics and an introduction to the world of ceramic art. Student will be assigned ceramic projects informed by a study of historical ceramic artifacts of past cultures. In addition, some projects assigned will be guided by a study of contemporary ceramic artworks. The result of this study and practice being a gained appreciation for both contemporary and historic ceramic objects. In addition, it will advance the students practice in the use of glazes, underglazes, overglazes and other types of decoration.

CSU, UC

## COURSES

- 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 hand building 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. Projects will also be inspired by historical and contemporary mold formed ceramic objects.
- ART-250A Beginning Sculpture** CSU, UC,  
MC (3)  
*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 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 techniques. Lectures, presentations and demonstrations will inform students of historical and contemporary sculpture and the cultures that created them. Assignments will be informed by both historical and contemporary sculpture as well as other topics of contemporary and cultural significance; personal, national, and cross cultural.
- 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 introduce 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. Lectures, presentations and demonstrations will inform students of historical and contemporary sculpture and the cultures that created them. Assignments will be informed by both historical and contemporary sculpture as well as other topics of contemporary and cultural significance; be they personal, national, and cross cultural.
- 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. In addition, projects will be assigned to bring out the student's personal language. Students will learn to describe the uniqueness of form, decoration, proportion, and composition that each artist uses to give voice to their uniqueness as individuals.
- 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.

**ART-522 Watercolor Painting for Older Adults****0.0 Units / 1.5 hours LEC; 4.5 hours LAB****Noncredit Course**

This course will introduce older adults to a variety of techniques unique to watercolor media through an exploration of still life, landscape, and non-objective painting. The focus of the course is on the development of personal artistic interest, aptitude, creative self-expression, and enrichment of quality of life. Course activities will promote or help maintain physical, mental, social, and emotional well-being and accommodate varying skill levels. Instruction in color theory, tools, surfaces, and mixed media techniques will be provided.

**ART-542 Ceramics for Older Adults****0.0 Units / 1.5 hours LEC; 4.5 hours LAB****Noncredit Course**

This course will introduce older adults to the ceramic studio experience, exploring fundamentals of clay techniques, tools and firing practice. The course will focus on creative self-expression and enriched quality of life, through the identification and development of personal artistic interests and aptitudes. In addition to physically working with clay, students will learn about historical and contemporary ceramics and discuss how these relate to their own interests and artmaking. Group studio activities will promote physical, mental, social, and emotional health by accommodating all skill levels, encouraging mutual support and cooperation, and addressing flexibility, openness, adaptation, and compassionate work ethics.

**ART-582 Film Photography for Older Adults****0.0 Units / 1.5 hours LEC; 4.5 hours LAB****Noncredit course for Pass / No Pass or Satisfactory Progress**

This course will introduce older adults to a variety of techniques unique to traditional black and white film photography. Students will work with film cameras and learn about film processing, enlarging prints, using light effectively, and print finishing. The focus of the course is on the development of personal artistic interest, aptitude, creative self-expression and enrichment of quality of life. Course activities will promote or help maintain physical, mental, social, and emotional well-being and accommodate varying skill levels.

**ASTRONOMY****AST-200 Astronomy****3.0 Units / 3.0 hours LEC****Credit course for grade or Pass / No Pass****CSU (B1), UC, IGETC (5A),  
MC (5)**

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-200L Astronomy Observation****1.0 Units / 3.0 hours LAB****Credit course for letter grade only****CSU (B3), UC, IGETC (5C),  
MC (5)**

This course will cover principles of astronomical observation and measurement, identification of constellations and celestial phenomena, and astronomical tracking and coordinate systems.

*Prerequisite: AST 200 with a minimum grade of C**Corequisite: AST 200***ATHLETICS****ATH-115 Intercollegiate Cross-Country****3.0 Units / 10.0 hours LAB****Credit course for grade or Pass / No Pass****CSU**

This course will cover the skill fundamentals, competition strategies, rules, regulations and conditioning appropriate to cross-country 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*

## COURSES

**ATH-116 Theory and Analysis of Cross-Country I** CSU  
*2.0 Units / 2.0 hours LEC*  
*Credit course for grade or Pass / No Pass*

This course will cover the strategies, rationale and skill fundamentals involved in Intercollegiate Cross-Country.

**ATH-117 Theory and Analysis of Cross-Country II** CSU  
*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 Cross-Country.

**ATH-200 Intercollegiate Baseball** CSU, UC  
*3.0 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 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 will cover 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 will cover the advanced strategies, rationale and skill fundamentals involved in intercollegiate baseball.

**ATH-204 Intercollegiate Basketball** CSU, UC  
*1.5 Units / 5.0 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 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-220 Intercollegiate Softball**

CSU, UC

**3.0 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 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 will cover 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 will cover the advanced strategies, rationale and skill fundamentals involved in intercollegiate softball.

**ATH-226 Intercollegiate Soccer**

CSU, UC

**3.0 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 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 will cover 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 will cover the advanced strategies, rationale and skill fundamentals involved in intercollegiate soccer.

**ATH-240 Intercollegiate Volleyball**

CSU, UC

**3.0 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 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 and Analysis of Volleyball I**

CSU, UC

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

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

**ATH-242 Theory and 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.



## COURSES

### **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 will cover 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 class will provide information and hands on training to 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. Students with two years of high school auto coursework may receive credit for AUT 51 through credit for prior learning.

### **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. Students with two years of high school auto coursework may receive credit for AUT 51 through credit for prior learning.

*Prerequisite: Previous completion or concurrent enrollment in AUT 51, or any previous AUT courses with a minimum grade of C, or submission of a current ASE certification*

### **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. Students with two years of high school auto coursework may receive credit for AUT 51 through credit for prior learning. (C-ID AUTO 140X; AUTO 150 X)

*Prerequisite: Previous completion or concurrent enrollment in AUT 51, or any previous AUT courses with a minimum grade of C, or submission of a current ASE certification*

### **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. Students with two years of high school auto coursework may receive credit for AUT 51 through credit for prior learning. (C-ID AUTO 130 X)

*Prerequisite: Previous completion or concurrent enrollment in AUT 51, or any previous AUT courses with a minimum grade of C, or submission of a current ASE certification*

### **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. Students with two years of high school auto coursework may receive credit for AUT 51 through credit for prior learning. (C-ID AUTO 120X)

*Prerequisite: Previous completion or concurrent enrollment in AUT 51, or any previous AUT courses with a minimum grade of C, or submission of a current ASE certification*

**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. Students with two years of high school auto coursework may receive credit for AUT 51 through credit for prior learning.

*Prerequisite: Previous completion or concurrent enrollment in AUT 51, or any previous AUT courses with a minimum grade of C, or submission of a current ASE certification*

**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. Students with two years of high school auto coursework may receive credit for AUT 51 through credit for prior learning.

*Prerequisite: Previous completion or concurrent enrollment in AUT 51, or any previous AUT courses with a minimum grade of C, or submission of a current ASE certification*

**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, or any current ASE certificate in Electrical Systems*

**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, or any current ASE certification in Engine Performance or Advanced Engine Performance*

**AUT-180 Introduction to Hybrid and Alternative Fuel Vehicles**

CSU

**4.0 Units / 2.5 hours LEC; 4.5 hours LAB****Credit course for grade or Pass / No Pass**

This course will cover the introduction of principles, design, and operation of alternatively fueled vehicles and the practices of basic diagnosis, inspection, service, and repair of modern automotive Hybrid and Alternative Fuel Vehicles. This course prepares students for ASE (National Institute for Automotive Service Excellence) certification.

*Prerequisite: AUT 162 and AUT 166, with a minimum grade of C, or current ASE Master Tech A1 through A8 certification*

**AUT-181 Hybrid Vehicles and Advanced Electric Vehicle Technology**

CSU

**4.0 Units / 2.5 hours LEC; 4.5 hours LAB****Credit course for grade or Pass / No Pass**

This course will provide an overview of both conventional and alternative fuels with their impact on vehicle emissions in gasoline engines. In addition, hands on skills with advanced vehicle technologies such as hybrid electric, direct injection, and fuel cells are explored. Topics include gasoline, E85, M85, CNG, LPG, RNG, RVs, HEVs, Fuel Cells, and dynamometer testing. Completion of this course helps students prepare for the Automotive Service Excellence (ASE) F1 Alternative Fuels Certification in addition to the ASE L3 Hybrid/Electric Vehicle Specialist Certification.

*Prerequisite: AUT 180, with a minimum grade of C, or current ASE Master Tech A1 through A8 certification*

**AUT-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 Academic Affairs.*

**AUT-542 Brakes/Suspension/Alignment****0.0 Units / 3.0 hours LEC; 9.0 hours LAB****Noncredit course for Pass / No Pass or Satisfactory Progress**

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: Previous completion or concurrent enrollment in AUT 551, or AUT 51, or any previous AUT course with a minimum grade of C, or submission of a current ASE certification*

*Course is exempt from repeat provisions*

**AUT-544 Manual Transmission/Power Trains****0.0 Units / 1.0 hours LEC; 6.0 hours LAB****Noncredit course for Pass / No Pass or Satisfactory Progress**

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: Previous completion or concurrent enrollment in AUT 551, or AUT 51, or any previous AUT course with a minimum grade of C, or submission of a current ASE certification*

*Course is exempt from repeat provisions*

**AUT-545 Automatic Transmissions/Power Trains****0.0 Units / 2.0 hours LEC; 6.0 hours LAB****Noncredit course for Pass / No Pass or Satisfactory Progress**

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: Previous completion or concurrent enrollment in AUT 551, or AUT 51, or any previous AUT course with a minimum grade of C, or submission of a current ASE certification*

*Course is exempt from repeat provisions*

**AUT-551 Introduction to Automotive Technology****0.0 Units / 1.5 hours LEC; 1.5 hours LAB****Noncredit course for Pass / No Pass or Satisfactory Progress**

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. Students with two years of high school auto coursework may receive credit for AUT 551 through credit for prior learning.

*Course is exempt from repeat provisions*

**AUT-562 Automotive Electrical Systems****0.0 Units / 3.0 hours LEC; 6.0 hours LAB****Noncredit course for Pass/No Pass or Satisfactory Progress**

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: Previous completion or concurrent enrollment in AUT 551, or AUT 51, or any previous AUT course with a minimum grade of C, or submission of a current ASE certification*

*Course is exempt from repeat provisions*

**BASIC SKILLS****BSK-501 Academic Skills/Pre-High School Equivalency****0.0 Units / 5.0 hours LEC****Noncredit course for Pass/No Pass or Satisfactory Progress**

This course will provide instruction and individualized learning plans for math computation, reading comprehension, sentence and paragraph skills, and basic computer skills, as determined through initial assessment. It prepares students to enter BSK 502, High School Equivalency Preparation.

*Course exempt from repeat provisions*

**BSK-502 High School Equivalency Exam Preparation****0.0 Units / 5.0 hours LEC****Noncredit course for Pass/No Pass or Satisfactory Progress**

This course will provide instruction and individualized learning plans for preparation for High School Equivalency tests (GED, HiSET & others). The course covers math, reading comprehension, sentence and paragraph skills, basic science, social studies, and basic computer skills, as determined through initial assessment. It includes background on testing options and helps the student determine readiness and prepare them for taking a high school equivalency test.

*Course exempt from repeat provisions*

**BIOLOGICAL SCIENCES****BIO-200 Concepts of Biology****3.0 Units / 3.0 hours LEC****Credit course for grade or Pass/No Pass****CSU (B2), UC, IGETC (5B),  
MC (5)**

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

**BIO-200L Concepts of Biology Lab****1.0 Units / 3.0 hours LAB****Credit course for grade or Pass/No Pass****CSU (B3), UC, IGETC (5C)**

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

*Prerequisite: BIO 200 with a minimum grade of C*

*Corequisite: BIO 200*

**BIO-202 Human Biology****3.0 Units / 3.0 hours LEC****Credit course for grade or Pass/No Pass****CSU (B2), UC, IGETC (5B),  
MC (5)**

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.

**BIO-202L Human Biology Laboratory****1.0 Units / 3.0 hours LAB****Credit course for letter grade only****CSU (B3), UC, IGETC (5C)**

This course will cover concepts and theories in human biology such as: organization, structure, function, heredity, evolution, the human species in the environment, and major human conditions and diseases. This laboratory course is recommended to be taken concurrently with or after successfully completing Human Biology (BIO 202).

*Prerequisite: BIO 202*

*Corequisite: BIO 202*

## COURSES

**BIO-220 Marine Biology Lecture** CSU (B2), UC, IGETC (5B),  
3.0 Units / 3.0 hours LEC MC (5)  
*Credit course for grade or Pass / No Pass*

This course will cover the history of marine biology across many societies, cultural, equitable, and sustainable resources from the sea, biological oceanography, natural history, taxonomy, and the ecology of the world's oceans with an emphasis on the Northern California coast.

**BIO-220L Marine Biology Laboratory** CSU (B3), UC, IGETC (5C)  
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.

*Prerequisite: BIO 220*

*Corequisite: BIO 220*

**BIO-230 Human Anatomy** CSU (B2, B3), UC, IGETC (5B, 5C),  
5.0 Units / 3.0 hours LEC; 6.0 hours LAB MC (5)

*Credit course for grade or Pass / No Pass*

This course will cover the structural organization of the human body including human cytology and cellular organization, fundamental tissues and organ systems, and appropriate laboratory study of basic human anatomy. (C-ID BIOL 110 B)

*Recommended Preparation: BIO 202 and eligibility for transfer-level math*

**BIO-231 Human Physiology** CSU (B2, B3), UC, IGETC (5B, 5C),  
5.0 Units / 4.0 hours LEC; 4.0 hours LAB MC (5)

*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. (C-ID BIOL 120 B)

*Prerequisite: CHM 200 or CHM 250 with a minimum grade of C*

*Recommended Preparation: BIO 202 and eligibility for transfer-level math*

**BIO-243 Biology of Marine Mammals** CSU (B2), UC, IGETC (5B),  
3.0 Units / 3.0 hours LEC MC (5)

*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 Toxicology** CSU, UC,  
3.0 Units / 3.0 hours LEC MC (5, Wellness)

*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-250 Cell and Molecular Biology** CSU (B2, B3), UC, IGETC (5B, 5C),  
4.0 Units / 3.0 hours LEC; 4.0 hours LAB MC (5)

*Credit course for grade or Pass / No Pass*

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. (C-ID BIOL 190; BIO 135 S when BIO 255 and BIO 257 are also completed)

*Prerequisite: CHM 250 with a minimum grade of C*

**BIO-255 Botany, Plant Diversity, and Ecology** CSU (B2, B3), UC, IGETC (5B, 5C),  
4.0 Units / 3.0 hours LEC; 4.0 hours LAB MC (5)

*Credit course for grade or Pass / No Pass*

This course will cover comparative diversity, structure, and function of plant, fungal, and protist phyla. Topics include development, morphology, physiology, taxonomy, and systematics. Principles of population and community ecology and ecosystem interactions are emphasized. Lecture and laboratory. This course is intended for biology majors. (C-ID BIOL 155; BIO 135 S when BIO 250 and BIO 257 are also completed)

*Prerequisite: Intermediate Algebra, High School Algebra II, Integrated Math 3, or placement into MTH 121*

*Recommended Preparation: BIO 250 and CHM 250 with a minimum grade of C*

**BIO-257 Zoology, Animal Diversity, and Evolution**CSU (B2, B3), UC, IGETC (5B, 5C),  
MC (5)

4.0 Units / 3.0 hours LEC; 4.0 hours LAB

*Credit course for grade or Pass/No Pass*

This course will cover a survey of animal phyla and non-photosynthetic, single-celled, eukaryotic taxa. It includes the comparative structure, function, and life cycles of animals, as well as principles of evolution, taxonomy, and systematics. Topics include development, morphology and physiology, phylogeny, and behavior of animals, as well as principles of evolution, mechanisms of evolutionary change, and speciation. Lecture and laboratory. This course is intended for biology majors. (C-ID BIOL 150; BIO 135 S when BIO 250 and BIO 255 are also completed)

*Prerequisite: Intermediate Algebra, High School Algebra II, Integrated Math 3, or placement into MTH 121**Recommended Preparation: BIO 250 and CHM 250 with a minimum grade of C***BIO-259 Microbiology**CSU (B2, B3), UC, IGETC (5B, 5C),  
MC (5)

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, growth, metabolism, genetics, and ecology of bacteria and microorganisms and their role in areas related to human health and disease. Emphasis on laboratory techniques.

*Prerequisite: BIO 231 or BIO 250 and CHM 200 or CHM 250 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. (C-ID BSOT 115 X)

**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 200***BUS-107 Customer Service**

CSU

3.0 Units / 3.0 hours LEC

*Credit course for grade or Pass/No Pass*

This course will cover the principles and techniques of delivering excellent customer service. Topics include employer and customer perspectives, interpersonal communications, developing empathetic customer resolutions, customer retention strategies, as well as marketing and sales strategies. The course covers individualized communication and problem solving skill development as well as the efficacy of customer service in achieving general business, hospitality, food service, and retail industry goals.

**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 a Windows-based computer***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.

## COURSES

- 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 200*
- BUS-134 Human Relations in Business** CSU (D7),  
MC (4)  
*3.0 Units / 3.0 hours LEC*  
*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, diversity in the workplace and managing change. (C-ID HOSP 170 X when CAM 161 is also completed)  
*Recommended Preparation: ENG 200*
- 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 200*
- 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, diversity in the workplace, and teamwork.  
*Recommended Preparation: ENG 200*
- 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 creating and distributing goods and services, and promotional activities including advertising, e-commerce, public relations, and sales promotion.  
*Recommended Preparation: ENG 200*
- 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, social media, personal selling, and e-commerce.  
*Recommended Preparation: ENG 200*
- BUS-170 Business Communication Skills for Managers** CSU  
*3.0 Units / 3.0 hours LEC*  
*Credit course for letter grade only*  
This course will cover the principles of effective and ethical communication for business managers and customer service professionals. The course will emphasize planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. (C-ID BUS 115)  
*Recommended Preparation: ENG 200*

**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 will introduce 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 200 and SCT 200 with a minimum grade of C*

**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 an information system of business managers, investors, and creditors. The course will focus on processing economic transactions through the accounting cycle according to Generally Accepted Accounting Principles (GAAP). This course covers the accounting process from source documents to the financial statements and statement analysis. This course covers generally accepted corporate accounting practices and current issues relating to asset, liability, and equity valuation; revenue and expense recognition; cash flow; internal controls and ethics. (C-ID ACCT 110)

*Recommended Preparation: BUS 50, with data-entry and spreadsheet software experience, and ENG 200*

**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 accounting information system used by business managers to make decisions. The course will cover the use of analytical tools in the areas of: product pricing; profitability; cost behaviors and break-even; factory overhead cost application; operating and cash flow budgeting; capital investment using discounted valuation; centralized and decentralized performance evaluation; and activity based costing. (C-ID ACCT 120)

*Prerequisite: BUS 200 with a minimum grade of C*

*Recommended Preparation: BUS 50, knowledge of spreadsheet software, and ENG 200*

**BUS-212 The Legal Environment of Business**CSU, UC,  
MC (4)**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. (C-ID BUS 120)

*Recommended Preparation: ENG 200*

**BUS-230 Introduction to Business**CSU, UC,  
MC (4)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass***

This course will cover 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. (C-ID BUS 110)

*Recommended Preparation: ENG 200*

**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 Academic Affairs.*



## COURSES

**CHM-200 Introduction to Chemistry** CSU (B1, B3), UC, IGETC (5A, 5C),  
5.0 Units / 4.0 hours LEC; 3.0 hours LAB MC (5)  
*Credit course for letter grade only*

This course will introduce fundamental concepts in chemistry and common chemical laboratory techniques and discuss their application to other fields of science and global and societal issues facing our communities. Specific topics will include scientific measurement, atoms, compounds, nomenclature, chemical reactions, aqueous solutions, gases, pH, and chemical calculations. This course is intended for health sciences, general education, and as a prerequisite for CHM 250. (C-ID CHEM 101)

*Prerequisite: MTH 178, with a minimum grade of C, or one year of high school algebra, or placement into MTH 220*

**CHM-202 Introduction to Organic and Biochemistry** CSU (B1, B3), UC, IGETC (5A, 5C),  
4.0 Units / 3.0 hours LEC; 3.0 hours LAB MC (5)  
*Credit course for letter grade only*

This course will survey general organic chemistry and biological chemistry as they apply to living systems.

Exploration of carbon containing compounds such as hydrocarbons and compounds with oxygen, sulfur, nitrogen, and halogens, provides insight into biological molecules central to cellular structure and cellular processes. General topics include molecular structures, functional groups, chemical nomenclature, physical properties, and chemical reactivity as they apply to organic and biological chemistry. Families of mono-functional organic molecules include alkanes, alkyl halides, alkenes, alkynes, alcohols, ethers, thiols, carboxylic acids, amines, esters, and amides.

Biological compounds include carbohydrates, lipids, amino acids, peptides, proteins, and nucleic acids. This lecture with laboratory is the second semester of a one-year sequence that prepares students for nursing school and other allied health fields. (C-ID CHEM 102)

*Prerequisite: CHM 200 with a minimum grade of C*

**CHM-250 General Chemistry I** CSU (B1, B3), UC, IGETC (5A, 5C),  
5.0 Units / 4.0 hours LEC; 4.0 hours LAB MC (5)  
*Credit course for letter grade only*

This course will study general chemical principles and introduce common laboratory techniques. Specific topics will include scientific measurement, matter, atomic structure, the periodic table, chemical bonding, energy, nomenclature, reactions, mass relationships, gases, and aqueous solutions. This course is intended for science, engineering, and pre-professional majors. (C-ID CHEM 110; CHEM 120 S when CHM 251 is also completed)

*Prerequisite: CHM 200, with a minimum grade of C, or one year of high school chemistry, and Intermediate Algebra or equivalent, or placement into MTH 121*

**CHM-251 General Chemistry II** CSU (B1, B3), UC, IGETC (5A, 5C),  
5.0 Units / 4.0 hours LEC; 4.0 hours LAB MC (5)  
*Credit course for letter grade only*

This course will study general chemical principles and build upon concepts from general chemistry I, and these principles will be explored and analyzed in the chemical laboratory. Specific topics will include intermolecular forces, mixtures, properties of solutions, chemical kinetics, equilibrium, acid-base behavior, solubility, thermodynamics, electrochemistry, and metal complexes. This course is intended for science, engineering, and pre-professional majors. (C-ID CHEM 120 S when CHM 250 is also completed)

*Prerequisite: CHM 250 with a minimum grade of C*

**CHM-255 Organic Chemistry I** CSU (B1, B3), UC, IGETC (5A, 5C),  
5.0 Units / 3.0 hours LEC; 6.0 hours LAB MC (5)  
*Credit course for letter grade only*

The course will study the nomenclature, structure, reactivity and mechanisms relating to the functional groups of hydrocarbons, alkyl halides, alcohols and ethers, as well as, the use of spectroscopy as it relates to analysis of the functional groups. The lab portion of this course is an introduction to microscale laboratory techniques of organic chemistry, and techniques include: separating, purification, synthesis, and isolation of organic compounds as natural products. This is the first semester of a two-semester sequence. This organic chemistry course is part of our A.S. in Chemistry UC Transfer Pathway and is intended for science majors primarily in chemistry, chemical engineering, biochemistry, biology, environmental toxicology, pre-medical, pre-dental, and pre-veterinary. (C-ID CHEM 150; CHEM 160 S when CHM 256 is also completed)

*Prerequisite: CHM 251 with a minimum grade of C*

**CHM-256 Organic Chemistry II**CSU (B1, B3), UC, IGETC (5A, 5C),  
MC (5)

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, proteins, and synthetic polymers. This is the second semester of a two-semester sequence and includes laboratory. This organic chemistry course is for science majors primarily in chemistry, chemical engineering, biochemistry, biology, environmental toxicology, pre-medical, pre-dental, and pre-veterinary. (C-ID CHEM 160 S when CHM 255 is also completed)

*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: Student must have a child enrolled in the Child Development Center, provide proof of negative Pulmonary Tuberculosis (TB) test results and proof of immunization for MMR, DTaP, and an influenza vaccine received between August 1 and December 1 of that academic year or letter indicating decision to opt out of influenza vaccine.*

**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: Student must have a child enrolled in the Child Development Center, provide proof of negative Pulmonary Tuberculosis (TB) test results and proof of immunization for MMR, DTaP, and an influenza vaccine received between August 1 and December 1 of that academic year or letter indicating decision to opt out of influenza vaccine.*

**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, provide proof of negative Pulmonary Tuberculosis (TB) test results and proof of immunization for MMR, DTaP, and an influenza vaccine received between August 1 and December 1 of that academic year or letter indicating decision to opt out of influenza vaccine.*

**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 in the Child Development Center, provide proof of negative Pulmonary Tuberculosis (TB) test results and proof of immunization for MMR, DTaP, and an influenza vaccine received between August 1 and December 1 of that academic year or letter indicating decision to opt out of influenza vaccine.*

**CDV-100 Principles and Practices of Teaching Young Children**

CSU

3.0 Units / 3.0 hours LEC

*Credit course for grade or Pass / No Pass*

This course will introduce concepts of early childhood education, including an overview of the history of the field, professional practices and ethics, and developmentally appropriate educational principles and practices that support child development from birth through the school-age years. The early education principle of teaching practices based on observation, documentation, and interpretation of children's behavior will be introduced. The importance of the teacher/child relationship based on positive, supportive, culturally relevant, language inclusive, and mutually rewarding interactions is a foundation of the course. CDV 100 is recommended as the first course for students interested in learning more about the field. (C-ID ECE 120)

## COURSES

### **CDV-101 Introduction to Curriculum in Early Childhood Education** 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 8. Students will examine a teacher's role in supporting development and engagement for all young children by integrating theory to practice of planning and implementing routines in an early childhood classroom. 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. (C-ID ECE 130)

### **CDV-106 Children with Exceptional Needs** CSU

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This course will introduce students to the developmental issues, characteristics, and learning differences of children from birth through adolescence with exceptional needs, including gifted and talented. Current educational strategies, including assessment and curriculum design will be presented. Community resources, advocacy, and challenges for children with exceptional needs and their families will be examined.

### **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 demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD 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. Reflective practice will be emphasized as student teachers design, implement, and evaluate approaches, strategies, and techniques that promote development and learning. Includes exploration of career pathways, professional development, and teacher responsibilities. (C-ID ECE 210)

*Prerequisite: CDV 100, CDV 101, CDV 180, and CDV 200, with a minimum grade of C*

*Limitation on Enrollment: Student must submit fingerprint clearance, negative Pulmonary Tuberculosis (TB) test results, and proof of current immunization for MMR, DTaP, and an influenza vaccine received between August 1 and December 1 of that academic year or letter indicating decision to opt out of influenza vaccine.*

### **CDV-108 Observation and Assessment** CSU

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This course will introduce the appropriate use of assessment and observation tools and strategies to document young children's development and learning. The use of findings to inform and plan learning environments and experiences are emphasized. Recording strategies, rating systems, portfolios, and multiple assessment tools will be discussed, along with strategies for collaboration with families and professionals. (C-ID ECE 200)

*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, procedures, and best practices related to health, safety, and nutrition in care and education settings for children birth through middle childhood. Includes the teacher's role in prevention strategies, nutrition, and meal planning, integrating health safety and nutrition experiences into daily routines, and overall risk management. Course emphasis is placed on integrating and maintaining the optimal health, safety, and nutritional concepts in everyday planning and program development for all children. (C-ID ECE 220)

### **CDV-120 Infants and Toddler Development and Care** 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 and 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 childcare, nutrition, health practices, and curriculum for children ages birth through three years will be discussed. This includes strategies for designing, implementing, and evaluating group care programs for infants.

**CDV-125 Creative Activities**CSU,  
MC (3)**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-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 introduce the elements of program planning, legal requirements, supervision, and personnel administration for early childhood education and care facilities. The emphasis in this course is on privately funded facilities licensed under the Department of Social Services Community Care Licensing, Title 22, Health and Safety Code. Topics covered will include personnel management, professionalism, and parent community resources.

**CDV-134 Advanced Administration of Preschools/Child Care Centers**

CSU

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

This course will examine the principles of administration and coordination of multi-faceted Child Development Programs. 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. This course satisfies the adult supervision requirement for receiving a Supervising Teacher Permit from the California Commission on Teacher Credentialing.

*Recommended Preparation: CDV 100 or CDV 101***CDV-140 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 to teaching and working with children (ages 5 through adolescence) in various school settings and programs. This course will focus on curriculum that is developmentally appropriate and the development of trusting and inclusive learning environments. 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***

This course will examine 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*

## COURSES

### **CDV-199 Independent Study**

CSU

**1.0 - 4.0 Units / 3.0 - 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 Academic Affairs.*

### **CDV-200 Child Growth and Development: Conception through Adolescence**

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

**3.0 Units / 3.0 hours LEC**

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

This course will examine the progression of development in the physical, cognitive, social, and emotional domains and identifies developmental milestones for children from conception through adolescence. Emphasis on interactions between biological processes and environmental factors. Students will observe children, evaluate individual differences, and analyze characteristics of development at various stages according to developmental theories. The material in this course is designed as a foundation for teaching in elementary school, nursing, early childhood education, and parenting. (C-ID CDEV 100)

### **CDV-202 Culture and Diversity in Early Childhood Education**

CSU, UC,  
MC (4, Culture)

**3.0 Units / 3.0 hours LEC**

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

This course will examine the historical and current perspectives on diversity and inclusion and the impact of systemic societal influences on children's development, learning and school experiences. Strategies for developmentally-, culturally-, and linguistically appropriate anti-bias curriculum will be explored as well as approaches to promote inclusive and anti-racist classroom communities. Includes self-reflection on the influence of teachers' own culture and life experiences on teaching and interactions with children and families. (C-ID ECE 230)

### **CDV-280 The Child, the Family, and the Community**

CSU (D0), UC,  
MC (4)

**3.0 Units / 3.0 hours LEC**

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

The course will examine the processes of socialization focusing on the interrelationship of family, school, and community. Examines the influence of multiple societal contexts. Explores the role of collaboration between family, community, and schools in supporting children's development, from birth through adolescence. (C-ID CDEV 110)

## 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 and CLO 81*

**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-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 Academic Affairs.*

**COLLEGE AND CAREER SUCCESS****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**

This course will introduce the career planning process, which is 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.

**CCS-101 Career and Life Planning**CSU (E),  
MC (Wellness)**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-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 an 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-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 and offers practical guidance and hands-on experience in a variety of approaches for increasing their online learning success.

*Recommended Preparation: Computer literacy*

## COURSES

**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.

## COMMUNICATION STUDIES

**COM-200 Mass Media and Society** CSU (D7), UC, IGETC (4G),  
MC (4)  
**3.0 Units / 3.0 hours LEC**  
*Credit course for grade or Pass/No Pass*  
This course will introduce students to the history, structure, function and influence of all major forms of mass media and their support industries. (C-ID JOUR 100)

**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. It will include applying the fundamentals of reporting, writing and critical thinking to a variety of audio visual mediums. Course content will focus on gathering multimedia elements and transforming these into a wide variety of multimedia projects. (C-ID JOUR 120)

**COM-202 Argumentation and Debate** CSU (A3), UC, IGETC (1B),  
MC (1B)  
**3.0 Units / 3.0 hours LEC**  
*Credit course for grade or Pass/No Pass*  
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. (C-ID COMM 120)  
*Prerequisite: ENG 200 with a minimum grade of C*

**COM-203 Introduction to Public Speaking** CSU (A1), UC, IGETC (1C),  
MC (1B)  
**3.0 Units / 3.0 hours LEC**  
*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. (C-ID COMM 110)  
*Recommended Preparation: ENG 200*

**COM-210 Interpersonal Communication** CSU (A1), UC, IGETC (1C),  
MC (1B)  
**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. (C-ID COMM 130)

**COM-211 Intercultural Communication** CSU (D7), UC, IGETC (4G),  
MC (4, 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, and language in both domestic and global contexts. (C-ID COMM 150)  
*Recommended Preparation: ENG 200*

## COMPUTER SCIENCE

**CSC-102 IT and Computer Science Career Exploration**

CSU

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

This course will provide Information Technology Instructors with a resource to introduce students to the many career opportunities in the Information Technology profession.

**CSC-104 Computers and Computer Applications**CSU,  
MC (1B)*3.0 Units/2.5 hours LEC; 1.5 hours LAB**Credit course for letter grade only*

This course will present the computer as a problem-solving tool, with a focus on word processing, spreadsheet, presentation, email and group scheduling applications. Additional topics include an introduction to fundamental computer concepts such as operating systems, hardware, networking and graphics.

**CSC-105 Introduction to Linux I**

CSU

*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 Linux operating systems and related subject matter. Topics include Linux architecture, commands, file system, processes, and shell programming. Lectures and laboratory exercises provide a moderate understanding of Linux architecture and commands.

**CSC-106 Introduction to Linux II**

CSU

*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 Linux operating systems and related subject matter. Topics include Linux system administration and advanced shell scripting.

*Prerequisite: CSC 105 with a minimum grade of C*

**CSC-109A IT Support I**

CSU

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

This course will provide an opportunity for students to learn and practice information technology support operations at an introductory level of responsibility. Students will focus on working with a help desk system, preparing and validating troubleshooting procedures, and performing actual troubleshooting operations.

*Recommended Preparation: CSC 116*

**CSC-109B IT Support II**

CSU

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

This course will provide an opportunity for students to learn and practice information technology support operations at an intermediate level of responsibility. Students will focus on working with a help desk system, preparing and validating troubleshooting procedures, performing actual troubleshooting operations, supervising other students, and performing operational analyses.

*Prerequisite: CSC 109A with a minimum grade of C*

**CSC-116 Information & Communication Technology Essentials**

CSU

*4.0 Units/3.0 hours LEC; 3.0 hours LAB**Credit course for letter grade only*

This course will provide an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level ICT professionals. The fundamentals of computer hardware and software as well as advanced concepts such as security, networking, and the responsibilities of an ICT professional will be introduced.

This course also prepares students for the CompTIA A+ certification exams. (C-ID ITIS 110)



## COURSES

### **CSC-117 Computer Network Fundamentals** CSU

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

*Credit course for letter grade only*

This course will introduce the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP (Internet Protocol) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for further study of computer networks. It uses the OSI (Open Systems Interconnection) and TCP (Transmission Control Protocol) layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. This course also prepares students for entry-level industry certification exams such as the CompTIA Network+ certification exam and Cisco CCT/CCNA exams. (C-ID ITIS 150)

### **CSC-118 Introduction to Information Systems Security** CSU

**3.0 Units / 2.5 hours LEC; 1.5 hours LAB**

*Credit course for grade or Pass / No Pass*

This course will provide students with an introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management. This course also prepares students for the CompTIA Security+ certification exams. (C-ID ITIS 160)  
*Prerequisite: CSC 117 with a minimum grade of C*

### **CSC-130 Web Design and Development** CSU, MC (1B)

**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 with emphasis on user experience and responsive design. Tools and assignments will focus on design using the latest World Wide Web Consortium (W3C) standards for content and presentation.

### **CSC-134 Web Application Development** CSU, MC (2)

**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*

### **CSC-152 Network OS and Administration** CSU

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

*Credit course for grade or Pass/No Pass*

This course will provide students with the knowledge and skills required to maintain reliable computer systems in a multi-user environment. The student will learn about system hardware, software, storage, best practices, disaster recovery, and troubleshooting, with additional coverage of virtualization, cloud technologies, security, and scalability. (C-ID ITIS 155)

*Recommended Preparation: CSC 116 and CSC 117*

### **CSC-154 Network Security** CSU

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

*Credit course for grade or Pass/No Pass*

This course will provide students the opportunity to learn how to configure and use threat detection tools, perform data analysis, and interpret the results to identify vulnerabilities, threats, and risks to an organization with the end goal of securing and protecting applications and systems within an organization. The course covers skills used by Information Security (IT) security analysts, vulnerability analysts, or threat intelligence analysts with a technical, "hands-on" focus on IT security analytics. Upon successful completion, students' qualify to take CompTIA's Cybersecurity Analyst (CySA+) certification exam. (C-ID ITIS 161)

*Recommended Preparation: CSC 117 and CSC 118*

**CSC-156 Digital Forensics Fundamentals**

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 methods used to properly conduct a digital forensics investigation including device, network and cloud forensics. As part of this course, the core competencies of the International Association of Computer Investigative Specialists (IACIS) Certified Forensic Computer Examiner (CFCE) program are covered. Topics covered include an overview of computer forensics as a profession; the computer investigation process; understanding operating systems boot processes and disk structures; network forensics; malware forensics; and technical report writing. Students successfully completing this course will also qualify for EC-Council's Computer Hacking Forensic Investigator (CHFI) certification exam. (C-ID ITIS 165)

*Recommended Preparation: CSC 116***CSC-158 Introduction to Cybersecurity: Ethical Hacking**

CSU

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass/No Pass***

This course will introduce a network security specialist to the various methodologies for attacking a network. Students will be introduced to the concepts, principles, and techniques, supplemented by hands-on exercises, for attacking and disabling a network within the context of properly securing a network. The course will emphasize network attack methodologies with the emphasis on student use of network attack techniques and tools and appropriate defenses and countermeasures. Students will receive course content information through a variety of methods: lecture and demonstration of hacking tools will be used in addition to a virtual environment. Students will experience a hands-on practical approach to penetration testing measures and ethical hacking. Students that successfully complete this course qualify to take EC Council's CEH Certification Exam. (C-ID ITIS 164)

*Recommended Preparation: CSC 117 and CSC 118***CSC-159 Fundamentals of Penetration Testing**

CSU

**4.0 Units / 2.5 hours LEC; 4.5 hours LAB*****Credit course for grade or Pass/No Pass***

This course will help students learn how to perform an effective penetration test in an enterprise network environment that must be attacked, exploited, evaded, and defended. This course also covers how to pen test IoT systems, OT systems, how to write your own exploits, build your own tools, conduct advanced binaries exploitation, double pivot to access hidden networks, and also customize scripts/exploits to get into the innermost segments of the network.

*Prerequisite: CSC 158 with a minimum grade of C***CSC-161 Cloud Infrastructure and Security**

CSU

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass/No Pass***

This course will cover cloud deployment and service models, cloud infrastructure, and the key considerations in migrating to cloud computing. . Students will be introduced to the various cloud computing delivery models, ranging from Software as a Service (SaaS) to Infrastructure as a Service (IaaS) and how each delivery models represents an entirely separate set of security conditions to consider, especially when coupled with various cloud types, including public, private, and hybrid. The course will also touch on architecture and infrastructure fundamentals for the private, public, and hybrid clouds, including a wide range of topics such as patch and configuration management, virtualization security, application security, and change management. (C-ID ITIS 170)

*Recommended Preparation: CSC 118***CSC-162 Microsoft Word, Advanced**

CSU

**3.0 Units / 2.5 hours LEC; 1.5 hours LAB*****Credit course for grade or Pass/No Pass***

The course will cover advanced features and functions of the latest version of Microsoft Word.

*Prerequisite: CSC 104 with a minimum grade of C***CSC-164 Electronic Spreadsheets**

CSU

**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.

*Prerequisite: CSC 104 with a minimum grade of C*

## COURSES

- CSC-166 Database** CSU,  
MC (2)  
*3.0 Units/2.5 hours LEC; 1.5 hours LAB*  
*Credit course for grade or Pass/No Pass*  
This course will cover the concepts, terminology uses and applications of database software in small businesses with emphasis on records management. Students will examine and learn to use modern database software to organize, store, and retrieve data and information.
- CSC-170 Mobile Application Development** CSU,  
MC (2)  
*3.0 Units/2.5 hours LEC; 1.5 hours LAB*  
*Credit course for grade or Pass/No Pass*  
This course will cover the development of applications for mobile devices, including smartphones and tablets. Students will use modern tools and frameworks to build Mobile applications that incorporate various aspects of user interfaces, web services, animation, multimedia, and location awareness.
- CSC-175 3D Modeling and Printing** CSU  
*3.0 Units/2.5 hours LEC; 1.5 hours LAB*  
*Credit course for grade or Pass/No Pass*  
This course will cover the design process for 3D printing. This course will utilize freely available 3D design applications and discuss the differences between organic, precision and CAD-based techniques. The content in this course is applicable to all first-time users of 3D printing technology from artists to engineers.  
*Recommended Preparation: Prior experience with Windows or Mac Personal Computer*
- CSC-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 Academic Affairs.*
- CSC-210 Computer Organization and Architecture** CSU, UC,  
MC (2)  
*3.0 Units/3.0 hours LEC*  
*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. (C-ID COMP 142)  
*Prerequisite: CSC 221 with a minimum grade of C*
- CSC-210L Computer Organization and Architecture Lab** CSU, UC  
*1.0 Units/3.0 hours LAB*  
*Credit course for grade or Pass/No Pass*  
This course will provide guided, hands-on activities to support student learning in the concepts associated with Computer Organization and Architecture (CSC 210). This course is highly recommended for students taking CSC 210 with no prior programming experience or those without a solid foundation in programming.  
*Corequisite: CSC 210*
- CSC-220 Introduction to Computer Science** CSU, UC,  
MC (1B)  
*4.0 Units/3.5 hours LEC; 1.5 hours LAB*  
*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****3.0 Units / 3.0 hours LEC***Credit course for letter grade only*

This course will introduce the discipline of computer science using a high-level programming language, with a focus on practical, hands-on problem solving. It is intended both for computer science majors and for others seeking a general, formal introduction to computer programming. (C-ID COMP 122)

*Recommended Preparation: Prior or concurrent enrollment in CSC 220*

CSU, UC,  
MC (2)**CSC-221L Programming and Algorithms I Lab****1.0 Units / 3.0 hours LAB***Credit course for grade or Pass/No Pass*

This course will provide guided, hands-on activities to support student learning in the concepts associated with Programming and Algorithms I. This course is highly recommended for students taking CSC 221 with no prior programming experience or those without a solid foundation in programming.

*Corequisite: CSC 221*

CSU, UC

**CSC-222 Programming and Algorithms II****3.0 Units / 3.0 hours LEC***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. (C-ID COMP 132)

*Prerequisite: CSC 221 with a minimum grade of C*

CSU, UC,  
MC (2)**CSC-222L Programming and Algorithms II Lab****1.0 Units / 3.0 hours LAB***Credit course for grade or Pass/No Pass*

This course will provide guided, hands-on activities to support student learning in the concepts associated with Programming and Algorithms II. This course is highly recommended for students taking CSC 222 with no prior programming experience or those without a solid foundation in programming.

*Corequisite: CSC 222*

CSU, UC

**CSC-240 Discrete Structures****3.0 Units / 3.0 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. (C-ID COMP 152)

*Prerequisite: CSC 221, with a minimum grade of C, and MTH 80 or high school college-prep Algebra II with a minimum grade of C*

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

*Course is exempt from repeat provisions*

**CSC-520 Beginning Computer Skills I****0.0 Units / 3.0 hours LAB***Noncredit course for Pass/No Pass or Satisfactory Progress*

This course will present basic computer use topics for students with little or no computer experience. Students will learn basic computer terminology, and will introduce concepts such as file management and applications. This course will introduce tools and techniques such as keyboarding, using a mouse, selecting/ highlighting, and Internet basics and safety.

*Course is exempt from repeat provisions*

## COURSES

### **CSC-526 Beginning Computer Skills II**

**0.0 Units / 3.0 hours LAB**

*Noncredit course for Pass/No Pass or Satisfactory Progress*

This course will provide an introduction to the computer and the development of keyboarding skills. Topics include basic computer terminology, advanced file management, keyboarding, operating systems, and the Internet. Students will learn keyboarding, Internet use, and email.

*Course is exempt from repeat provisions*

### **CSC-531 Word Processing I**

**0.0 Units / 0.25 hours LEC; 0.25 hours LAB**

*Noncredit course for Pass/No Pass or Satisfactory Progress*

This course will present the computer as a problem-solving tool, with a focus on word processing. Basic features of word processing applications and tools will be demonstrated with opportunities to apply skills in projects and assignments. Word Processing I is designed for community members and professionals looking to improve their use of a computer as a problem-solving tool.

*Course is exempt from repeat provisions*

### **CSC-532 Word Processing II**

**0.0 Units / 0.25 hours LEC; 0.25 hours LAB**

*Noncredit course for Pass/No Pass or Satisfactory Progress*

This course will present the computer as a problem-solving tool, with a focus on word processing. Intermediate features of word processing applications and tools will be demonstrated with opportunities to apply skills in projects and assignments. Word Processing II is designed for community members and professionals looking to improve their use of a computer as a problem-solving tool.

*Recommended Preparation: CSC 531 Course is exempt from repeat provisions*

### **CSC-541 Spreadsheets I**

**0.0 Units / 0.25 hours LEC; 0.25 hours LAB**

*Noncredit course for Pass/No Pass or Satisfactory Progress*

This course will present the computer as a problem-solving tool, with a focus on spreadsheets. Basic features of spreadsheet applications and tools will be demonstrated with opportunities to apply skills in projects and assignments. Spreadsheets I is designed for community members and professionals looking to improve their use of a computer as a problem-solving tool.

*Course is exempt from repeat provisions*

### **CSC-542 Spreadsheets II**

**0.0 Units / 0.25 hours LEC; 0.25 hours LAB**

*Noncredit course for Pass/No Pass or Satisfactory Progress*

This course will present the computer as a problem-solving tool, with a focus on spreadsheets. Intermediate features of spreadsheet applications and tools will be demonstrated with opportunities to apply skills in projects and assignments. Spreadsheets II is designed for community members and professionals looking to improve their use of a computer as a problem-solving tool.

*Recommended Preparation: CSC 541 Course is exempt from repeat provisions*

### **CSC-551 Presentation I**

**0.0 Units / 0.25 hours LEC; 0.25 hours LAB**

*Noncredit course for Pass/No Pass or Satisfactory Progress*

This course will present the computer as a problem-solving tool, with a focus on presentations. Basic features of presentation applications and tools will be demonstrated with opportunities to apply skills in projects and assignments. Presentation I is designed for community members and professionals looking to improve their use of a computer as a problem-solving tool.

*Course is exempt from repeat provisions*

### **CSC-552 Presentation II**

**0.0 Units / 0.25 hours LEC; 0.25 hours LAB**

*Noncredit course for Pass/No Pass or Satisfactory Progress*

This course will present the computer as a problem-solving tool, with a focus on presentations. Intermediate features of presentation applications and tools will be demonstrated with opportunities to apply skills in projects and assignments. Presentation II is designed for community members and professionals looking to improve their use of a computer as a problem-solving tool.

*Recommended Preparation: CSC 551 Course is exempt from repeat provisions*

## CULINARY ARTS MANAGEMENT

### **CAM-58 Chocolate and 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 and confectionery techniques. Students will prepare a variety of classic and modern chocolate, crystalline, non-crystalline, and aerated confections.

### **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.

### **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. These dishes will be examined in historical, religious, and cultural contexts, with emphasis on their role in vegetarian diets globally.

### **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. These dishes will be examined in historical, religious, and cultural contexts, with emphasis on their role in vegetarian diets globally.

### **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. These dishes will be examined in historical, religious, and cultural contexts, with emphasis on their role in vegetarian diets globally.

### **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. These dishes will be examined in historical, religious, and cultural contexts, with emphasis on their role in vegetarian diets globally.

### **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 18 or older*

### **CAM-101 Culinary Skills I**

CSU

**3.0 Units / 1.0 hours LEC; 6.0 hours LAB**

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

This class will provide the foundation for developing the culinary knowledge and skills necessary to be successful in a food service kitchen. Through theory and practical application, students learn industry standard practices for appetizers, soups, salads, lunch and dinner entrees. Knife skills and proper use of commercial cooking equipment are emphasized. The course includes planning and preparing meals for the public. (C-ID HOSP 160 when CAM 152 is also completed; HOSP 160 X)

*Prerequisite: CAM 152, with a minimum grade of C, or a current Food Safety Manager's Certificate. Students must provide a copy of their certificate. The Food Handler's Certificate does not meet this requirement.*

*Corequisite: CAM 152*

## COURSES

### **CAM-102 Culinary Skills II** CSU

**3.0 Units/1.0 hours LEC; 6.0 hours LAB**

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

This course will cover advanced culinary preparations and techniques. Students will apply skills learned in Culinary Skills I to more complex recipes using advanced preparation methods. Topics covered include flavor pairing, sauces, meat, poultry, egg and seafood dishes, presentation and selected bakery products. Recipes from a wide variety of styles and international cuisines will be incorporated and students will learn how to modify recipes into healthier alternatives.

*Prerequisite: CAM 101 and CAM 152 with a minimum grade of C*

*Corequisite: CAM 152*

### **CAM-120 Let's Party: Introduction to Catering and Events** CSU

**1.0 Units/1.0 hours LEC**

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

This course will cover the basics of catering and event planning, including menu development, client relations, pricing, types of events and equipment needs. Effective time management in production and setup is emphasized.

### **CAM-121A Catering Lab I** CSU

**0.5 - 1.0 Units/1.5 - 3.0 hours LAB**

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

This course will cover production of catered events for the Mendocino College Culinary Arts Management program. Students will cater various types of events such as breakfast, lunches, dinners, coffee breaks, fundraisers, workshops and meetings. This course is for the beginning student with little or no experience in food production.

*Prerequisite: CAM 120 and CAM 152 or a current Food Safety Manager's Certificate - Students must provide a copy of their certificate. The Food Handler's Certificate does not meet this requirement.*

*Corequisite: CAM 120 and CAM 152*

### **CAM-121B Catering Lab II** CSU

**0.5 - 1.0 Units/1.5 - 3.0 hours LAB**

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

This course will cover production of catered events for the Mendocino College Culinary Arts Management program. Students will cater various types of events such as breakfast, lunches, dinners, coffee breaks, fundraisers, workshops and meetings. This course is for the intermediate student with some experience in food production.

*Prerequisite: CAM 121A with a minimum grade of C*

### **CAM-121C Catering Lab III** CSU

**0.5 - 1.0 Units/1.5 - 3.0 hours LAB**

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

This course will cover production of catered events for the Mendocino College Culinary Arts Management program. Students will cater various types of events such as breakfast, lunches, dinners, coffee breaks, fundraisers, workshops and meetings. This course is for the advanced student with significant experience in food production who is ready to take on a leadership role.

*Prerequisite: CAM 121B with a minimum grade of C*

### **CAM-130A Baking I** CSU

**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 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. (C-ID HOSP 180 X when CAM 130B is also completed)

### **CAM-130B Baking II** CSU

**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. (C-ID HOSP 180 X when CAM 130A is also completed)

*Prerequisite: CAM 130A with a minimum grade of C*

**CAM-130C Pastry and Desserts**

CSU

**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, 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. Contemporary plated desserts are emphasized.

**CAM-140 Working the Room: Dining Room Service and Management**

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 development of dining room skills, including table service, large party service, catering management, and point of sales systems.

**CAM-152 Food and Equipment Safety and Sanitation**

CSU

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

This course will equip 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. (C-ID HOSP 160 when CAM 101 is also completed)

**CAM-154 Food and Beverage Cost Control: How to Make (and Keep) Your Money in the Restaurant Business**

CSU

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

This course will cover all aspects of purchasing and cost control within the foodservice industry. Various costing techniques, menu item pricing, purchasing, forecasting, inventory maintenance, and labor scheduling are emphasized. (C-ID HOSP 130 when CAM 161 is also completed)

*Recommended Preparation: Ability to work with fractions and decimals*

**CAM-161 Food Start-ups: Business Planning for Restaurants, Caterers, and Food Trucks**

CSU

**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. (C-ID HOSP 130 when CAM 154 is also completed; C-ID HOSP 170 X when BUS 134 is also completed)

*Prerequisite: CAM 154 with a minimum grade of C*

*Corequisite: CAM 154*

**CAM-197A Culinary Arts Practicum**

CSU

**3.0 - 8.0 Units / 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 101 with a minimum grade of C*

**CAM-260 The Meaning of Food: The Forces That Shape Our Food Culture**CSU, UC  
MC (4)**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 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. Through cross-cultural study we analyze how what we eat defines who we are. Identity and social groups formed by food production, preparation and consumption are examined with attention to socio-economic, gender and race issues. Students will assess careers related to this system, with a focus on food service operations.

*Recommended Preparation: ENG 200*



## COURSES

### **CAM-501 Culinary Skills I**

**0.0 Units / 1.0 hours LEC; 6.0 hours LAB**

**Noncredit course for Pass / No Pass or Satisfactory Progress**

This class will provide the foundation for developing the culinary knowledge and skills necessary to be successful in a food service kitchen. Through theory and practical application, students learn industry standard practices for appetizers, soups, salads, lunch and dinner entrees. Knife skills and proper use of commercial cooking equipment are emphasized. The course includes planning and preparing meals for the public.

*Prerequisite: CAM 552, or CAM 152, with a minimum grade of C, or a current Food Safety Manager's Certificate. Students must provide a copy of their certificate. The Food Handler's Certificate does not meet this requirement.*

*Corequisite: CAM 552 or CAM 152*

*Course exempt from repeat provisions*

### **CAM-502 Culinary Skills II**

**0.0 Units / 1.0 hours LEC; 6.0 hours LAB**

**Noncredit course for Pass / No Pass or Satisfactory Progress**

This course will cover advanced culinary preparations and techniques. Students will apply skills learned in Culinary Skills I to more complex recipes using advanced preparation methods. Topics covered include flavor pairing, sauces, meat, poultry, egg and seafood dishes, presentation and selected bakery products. Recipes from a wide variety of styles and international cuisines will be incorporated and students will learn how to modify recipes into healthier alternatives.

*Prerequisite: CAM 501 or CAM 101 and CAM 552 or CAM 152 with a minimum grade of C, or a current Food Safety Manager's Certificate. Students must provide a copy of their certificate. The Food Handler's Certificate does not meet this requirement.*

*Corequisite: CAM 552 or CAM 152*

*Course exempt from repeat provisions*

### **CAM-552 Food and Equipment Safety and Sanitation**

**0.0 Units / 1.0 hours LEC**

**Noncredit course for Pass / No Pass or Satisfactory Progress**

This course will equip the student to prepare and store food 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.

*Course exempt from repeat provisions*

## DIGITAL ARTS AND MEDIA

### **DAM-110 Digital Image Manipulation in Adobe Photoshop**

CSU

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

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

This course will serve as an in-depth exploration of pixel-based graphics using 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, web publishing and fine art applications. 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.

### **DAM-125 Introduction to Desktop Publishing with Adobe InDesign**

CSU

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

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

This course will cover methods and techniques for layout, planning and producing a variety of printed materials. Basics of page layout, font selection and formatting, setting defaults, text and graphic placement, graphic scanning, and laser printing will be covered. Typical software uses include: self-published books, newspapers, newsletters, art catalogs, zines, brochures, magazines, interactive digital publications, pamphlets, advertisements, promotional and public relation materials.

**DAM-205 Introduction to Digital Art and Design**

CSU, UC

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB***Credit course for letter grade only*

This course will explore design and layout considerations for various production media. Students will study elements and principles of design including color theory, line, texture, pattern, balance, space and movement. Integration of traditional design with contemporary digital tools such as scanned resources, vector drawing, and bitmap painting. Students will be introduced to computer graphics creation using industry standard software packages. (C-ID ARTS 250)

**DAM-250 Introduction to Video Production**

CSU, UC

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB***Credit course for letter grade only*

This course will have students combine skills in digital graphic design, creative writing, and movie-making (using Adobe Premiere), with music and voice over to produce multimedia videos in a digital format. Recording formats and mechanics, basic cinematography styles and techniques, lighting, sound-recording; planning shoots with scripts, directorial guidance, and postproduction specifications in studio and field environments will be addressed. The student will gain the basic knowledge and skills needed to create digital video projects for marketing, advertising, PR, instruction and more.

**DAM-281 Digital Design Using Adobe Illustrator**

CSU, UC

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB***Credit course for grade or Pass/No Pass*

This course will serve as an in-depth exploration of vector-based computer graphics using the current version of Adobe Illustrator, its tools, techniques and essential features. The student will learn to use 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, learn how to create precise, editable vector graphics that stay sharp when scaled to any size and practice creating their own original artwork. The course will have an emphasis on graphic design and fine art principles, which are key to producing designs that communicate a message in a clear and professional manner. (C-ID ARTS 250)

**EARTH SCIENCE****EAS-210 Geology of California**CSU (B1, B3), UC, IGETC (5A, 5C),  
MC (5)**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. Geologic factors associated with environmental issues due to resource extraction and natural hazards are addressed, and social disparity is reviewed related to inequities in hazard mitigation and response. (C-ID GEOL 200)

*Recommended Preparation: ENG 200***EAS-211 Weather and Climate**CSU (B1), UC, IGETC (5A),  
MC (5)**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, human activities causing global warming, and social disparity that creates inequities in severe weather danger, mitigation and response. (C-ID GEOG 130)

*Recommended Preparation: ENG 200*

## COURSES

### ECONOMICS

#### **ECO-200 Principles of Macroeconomics**

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

3.0 Units / 3.0 hours LEC

*Credit course for grade or Pass / No Pass*

This course will cover aggregate economic analysis. Topics include market systems; national income accounting, monetary and fiscal policies, central banking systems, international economics, key indicators of economic growth, inflation, unemployment and economic development. (C-ID ECON 202)

*Prerequisite: MTH 80, with a minimum grade of C, or one year of college-prep Algebra II, or eligibility for transfer-level math*

#### **ECO-201 Principles of Microeconomics**

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

3.0 Units / 3.0 hours LEC

*Credit course for grade or Pass / No Pass*

This course will cover individual economic decision-making. Topics include fundamental economic concepts such as price determination, supply and demand, elasticity, theories of cost and revenue behavior, profit maximization vs. socially optimal output, market structures, factors of production, and gains from trade. (C-ID ECON 201)

*Prerequisite: MTH 80, with a minimum grade of C, or one year of college-prep Algebra II, or eligibility for transfer-level math*

### EDUCATION

#### **EDU-103 Teaching Students in the Contemporary Classroom**

CSU

3.0 Units / 3.0 hours LEC

*Credit course for grade or Pass / No Pass*

This course will prepare prospective, new, and experienced teachers to respond effectively to the needs of students from diverse backgrounds. Topics include income disparities, family and language backgrounds, race, ethnicity, and gender; and learning abilities.

#### **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 students with a variety of learning abilities, and multilingual learners.

#### **EDU-130 Bilingual Education in the United States: Yesterday and Today**

CSU

3.0 Units / 3.0 hours LEC

*Credit course for grade or Pass / No Pass*

This course will examine, explore, and analyze of the history of bilingual education and its impact on educational opportunities for culturally and linguistically diverse students in the U.S. Topics include the socio-political debate surrounding bilingual education, the needs of culturally and linguistically diverse students, and 2nd language acquisition theory and teaching strategies.

#### **EDU-132 Field Work in K-12 Education**

CSU

1.0 - 3.0 Units / 3.0 - 9.0 hours LAB

*Credit course for grade or Pass / No Pass*

This course will allow students to utilize practical classroom experiences to make connections between theory and practice and develop professional behaviors. Students will observe, design, implement, and evaluate experiences that promote positive development and learning for children.

*Prerequisite: EDU 200 with a minimum grade of C*

*Corequisite: EDU200*

#### **EDU-155 Teaching the Older Adult Student**

CSU

3.0 Units / 3.0 hours LEC

*Credit course for grade or Pass / No Pass*

This course will prepare college instructors to respond effectively to the needs of the older adult student. The course will review the developmental stages of life with a particular focus on the later stages. Adult learning theories will be covered with an emphasis on the application of culturally responsive teaching strategies for older adult students. Specific attention will be given to the learning characteristics of older adult learners and the use of appropriate accommodations and resources to foster a supportive learning environment in a college setting.

**EDU-200 Introduction to the Teaching Profession****3.0 Units / 3.0 hours LEC****Credit course for grade or Pass / No Pass**

This course will 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. (C-ID EDUC 200)

*Recommended Preparation: ENG 200*

CSU, UC

**EDU-500 Supervised Tutoring****0.0 Units / 2.0 hours LAB****Noncredit Course**

This course will support students' academic success in an open enrollment lab through assistance by trained student tutors.

*Limitation on Enrollment: Students must be enrolled in the course for which they receive tutoring.**Course exempt from repeat provisions.***EMERGENCY MEDICAL SERVICES****EMS-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***EMS-69 Wilderness Emergency Medicine****2.0 Units / 2.0 hours LEC****Credit course for grade or Pass / No Pass**

This course will enhance existing knowledge of emergency medicine with information regarding emergency response in wilderness settings. This course is for information only and does not prepare students for, or provide certification in Wilderness Emergency Medicine.

**EMS-135 Emergency Medical Technician****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: CPR card**Recommended Preparation: A criminal background check, 10 panel drug screen, negative TB test and flu shot may be required to complete the field portion of class. This portion of the class occurs sometime between the 12th and 16th week of the semester.**While not required for enrollment in the course, these advisories may be necessary to complete the field portion of the class.*

CSU

**EMS-202 First Aid, Emergency Care, and Cardiopulmonary Resuscitation****3.0 Units / 2.25 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. (C-ID KIN 101)

CSU, UC,  
MC (Wellness)

## COURSES

### **EMS-550 Community First Aid/CPR/AED**

**0.0 Units / 0.5 hours LEC**

*Noncredit course for Pass/No Pass or Satisfactory Progress*

This course will provide instruction on the knowledge and skills necessary to perform Adult, Child and Infant cardiopulmonary resuscitation (CPR). Additional training will include the 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).

*Course is exempt from repeat provisions*

## ENGINEERING

### **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 Academic Affairs.*

### **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-49 Grammar in Context**

**1.0 Units / 1.0 hours LEC**

*Credit course taken for Pass/No Pass only*

This course will address the basic rules of grammar, sentence structure, and language usage. Topics will include support for writing skills needed for success in academic and non-academic courses. The focus of the course may be on review and skill acquisition or strengthening language acquisition for various students, including multi-lingual students.

### **ENG-65 Academic Literacy**

**1.0 Units / 1.0 hours LEC**

*Credit course taken for Pass/No Pass only*

This course will incorporate and contextualize reading and writing strategies aligned to English 200 coursework.

*Corequisite: ENG 200*

### **ENG-80 Preparation for 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.

*Corequisite: Concurrent enrollment in ENG 60, ENG 160, or ENG 560*

### **ENG-85 Advanced Preparation for College Composition**

**4.0 Units / 4.0 hours LEC**

*Credit course for grade or Pass/No Pass*

This course will prepare students for transfer-level college writing. Students will review English fundamentals, read and analyze professional essays, and write essays with an emphasis on exposition and critical thinking and access student services.

*Corequisite: Concurrent enrollment in ENG 560*

**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 Academic Affairs.*

**ENG-200 College Composition**CSU (A2), UC, IGETC (1A),  
MC (1A)**4.0 Units / 4.0 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 include readings from diverse voices and a variety of writing assignments. Students will use critical reading and thinking strategies to write primarily expository and argumentative texts that respond to a variety of rhetorical situations and contexts and incorporate college-level research. (C-ID ENGL 100)

*Prerequisite: ENG 85 or placement into ENG 200 through the placement process*

*Corequisite: Concurrent enrollment in ENG 560*

**ENG-201 Critical Thinking through Literature**CSU (A3, C2), UC, IGETC (1B, 3B),  
MC (3)**4.0 Units / 4.0 hours LEC*****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. (C-ID ENGL 110; ENGL 120)

*Prerequisite: ENG 200 with a minimum grade of C*

*Corequisite: Concurrent enrollment in ENG 560*

**ENG-205 Critical Thinking**CSU (A3), UC, IGETC (1B),  
MC (1B)**3.0 Units / 3.0 hours LEC*****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. (C-ID ENGL 105)

*Prerequisite: ENG 200 with a minimum grade of C*

**ENG-210 Creative Writing**CSU (C2), UC,  
MC (3)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will introduce students to the process of writing and revising different genres of creative writing, including but not limited to poetry and fiction. This course is for those who are interested in exploring creative writing, as well as for those who have already been writing for several years. Through the study of established writers' work, the practice of writing in different genres, and the "workshop" model (during which peers share their feedback on submitted manuscripts), students will sharpen their creative writing skills. (C-ID ENGL 200)

*Prerequisite: Placement into ENG 200 through the placement process*

**ENG-212 Intermediate Creative Writing**CSU (C2), UC,  
MC (3)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will provide students more techniques and models from which to write and revise different genres of creative writing, including but not limited to fiction and poetry. Students will study and practice elements of craft and develop more advanced approaches to literary critique in a workshop setting.

*Prerequisite: ENG 210 with a minimum grade of C*

## COURSES

- ENG-225 Introduction to Shakespeare** CSU (C2), UC, IGETC (3B),  
3.0 Units / 3.0 hours LEC MC (3)  
*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 various classical and contemporary critical approaches to Shakespearean text as well as cultural context including the politics of race and gender in the Elizabethan and Jacobian eras.  
*Prerequisite: ENG 200, with a minimum grade of C, or eligibility for ENG 200*
- ENG-245 American Literature I** CSU (C2), UC, IGETC (3B),  
3.0 Units / 3.0 hours LEC MC (3)  
*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. (C-ID ENGL 130)  
*Prerequisite: ENG 200, with a minimum grade of C, or eligibility for ENG 200*
- ENG-246 American Literature II** CSU (C2), UC, IGETC (3B),  
3.0 Units / 3.0 hours LEC MC (3)  
*Credit course for grade or Pass / No Pass*  
This course will introduce students to a wide range of culturally diverse American authors and their relationship to major literary and intellectual movements from the second half of the nineteenth century to the present. (C-ID ENGL 135)  
*Prerequisite: ENG 200, with a minimum grade of C, or eligibility for ENG 200*
- ENG-250 Survey of Contemporary World Literature** CSU (C2), UC, IGETC (3B),  
3.0 Units / 3.0 hours LEC MC (3, Culture)  
*Credit course for grade or Pass / No Pass*  
This course will offer a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from the mid or late seventeenth century to the present. (C-ID ENGL 145; ENGL-LIT 185)  
*Prerequisite: ENG 200, with a minimum grade of C, or eligibility for ENG 200*
- ENG-265 Introduction to California Literature** CSU (C2), UC, IGETC (3B),  
3.0 Units / 3.0 hours LEC MC (3, Culture)  
*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/nonfiction, poetry, memoirs, essays, etc.) that examines the diversity of the unique California experience. Literature to be covered that is unique will include indigenous, Spanish colonial, Mexican, American, diverse immigrant, and contemporary literature from the state of California.  
*Prerequisite: ENG 200, with a minimum grade of C, or eligibility for ENG 200*
- ENG-270 Children's Literature** CSU (C2), UC, IGETC (3B),  
3.0 Units / 3.0 hours LEC MC (3)  
*Credit course for grade or Pass / No Pass*  
This course will introduce representative works of children's literature – from picture books to poetry to chapter books – and develop students' close reading and analytical writing skills while promoting an appreciation for this literature's aesthetic qualities. We will explore this literature's history, its use in early childhood education, its moral teachings, its controversies, and its forms as it appears in a variety of cultures. (C-ID ENGL 180)  
*Prerequisite: ENG 200, with a minimum grade of C, or eligibility for ENG 200*
- ENG-503 Creative Writing for Older Adults**  
0.0 Units / 1.5 - 3.0 hours LEC  
*Noncredit Course*  
This course will introduce older adults to a variety of creative writing skills. The focus of the course is on preserving intellectual acuity through creative writing. Written expression can be explored through the development of memoir, personal essays, stories, novels, poems, scripts, and/or other potential genres (as requested). Students will have the opportunity to sharpen both creative writing and computer skills, as well as interact with a supportive community of fellow writers. This course provides older adults an opportunity to recall, organize, and share life experiences through the use of imagination.  
*Course exempt from repeat provisions*

**ENG-560 Basic Reading and Writing Lab****0.0 Units/1.0 - 3.0 hours LAB****Noncredit Course**

This course will provide basic reading and writing skills support for students completing assignments from any class. Students will have the opportunity to work on their assignments, get help as needed from an English instructor, and be directed toward other campus resources for reading and writing support. This noncredit class is available on a drop-in basis throughout the semester. See the course schedule for locations/times available.

*Course exempt from repeat provisions*

**ENGLISH AS A SECOND LANGUAGE****ESL-3A English as a Second Language: Communication Skills A****3.0 Units/3.0 hours LEC****Credit course for grade or Pass/No Pass**

This course will focus on the development of beginning level listening and speaking skills needed for successful interaction in day-to-day activities in the student's community. In addition to a focus on language learning through listening and speaking skill development, this course includes limited beginning level reading and writing skill development as well.

**ESL-3B English as a Second Language: Communication Skills B****2.0 Units/2.0 hours LEC****Credit course for grade or Pass/No Pass**

This course will focus on the development of low intermediate level listening and speaking skills needed for successful interaction in the workplace and beyond. In addition to a focus on language learning through listening and speaking skill development, this course includes some low-intermediate level reading and writing skill development as well.

**ESL-3C English as a Second Language: Communication Skills C****2.0 Units/2.0 hours LEC****Credit course for grade or Pass/No Pass**

This course will focus on the development of high-intermediate level listening and speaking skills needed for successful interaction in academic settings. In addition to a focus on language learning through listening and speaking skill development, this course includes some high-intermediate level reading and writing skill development as well.

**ESL-5 English as a Second Language: Support Lab****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 students in reading, writing, listening, and speaking through supplementary instruction and supervised practice. This course supports students with assignments from other ESL classes and can support students with assignments from other college classes and programs.

**ESL-7A Beginning English as a Second Language A****4.0 Units/4.0 hours LEC****Credit course for grade or Pass/No Pass**

This course will build beginning level skills in reading, writing, listening, and speaking. It will also build understanding of the community college environment in the U.S. This course is taught in English and is an immersive experience for students. This course is the first of two classes needed to complete the beginning level of ESL.

**ESL-7B Beginning English as a Second Language B****4.0 Units/4.0 hours LEC****Credit course for grade or Pass/No Pass**

This course will build beginning level skills in reading, writing, listening, and speaking. This course also builds student understanding of the community college environment in the U.S. This course is taught in English and is an immersive experience for students. This course is the second of two classes needed to complete the beginning level of ESL.

**ESL-9A Intermediate English as a Second Language A****4.0 Units/4.0 hours LEC****Credit course for grade or Pass/No Pass**

This course will build intermediate level skills in reading, writing, listening, and speaking. This course also builds student understanding of academic language and settings in the U.S. This course is taught in English and is an immersive experience for students. This course is the first of two classes needed to complete the intermediate level of ESL.



## COURSES

### **ESL-9B Intermediate English as a Second Language B**

**4.0 Units / 4.0 hours LEC**

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

This course will build intermediate level skills in reading, writing, listening, and speaking. This course also builds student understanding of academic language and settings in the U.S. This course is taught in English and is an immersive experience for students. This course is the second of two classes needed to complete the intermediate level of ESL.

### **ESL-11A Advanced English as a Second Language A**

**4.0 Units / 4.0 hours LEC**

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

This course will develop advanced level skills in reading, writing, listening, and speaking. This course prepares students for future academic work at Mendocino College and beyond. This course is taught in English and is an immersive experience for students. It is the first of two courses needed to complete the advanced level of ESL.

### **ESL-11B Advanced English as a Second Language B**

**4.0 Units / 4.0 hours LEC**

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

This course will develop advanced level skills in reading, writing, listening, and speaking. This course prepares students for future academic work at Mendocino College and beyond. This class is taught in English and is an immersive experience for students. This is the second of two classes needed to complete the advanced level of ESL.

### **ESL-213 Bridge to English 200**

**CSU, UC**

**5.0 Units / 5.0 hours LEC**

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

This course will prepare multilingual students for ENG 200 coursework. This course focuses on engaged reading, critical thinking, and writing skills through participation in the academic writing process that results in producing both short and full-length essays. The focus will be on common challenges and themes with particular relevance for multilingual writers, including 2nd language acquisition and the brain, language and society, and grammatical error patterns which may interfere with meaning.

*Advisory: This course is designed for ESL program certificate holders, high school graduates with fewer than four years of high school completed in the U.S., students who still need language development support and/or have limited/interrupted formal education in U.S. and/or birth countries, international students, and other Generation 1.5 students.*

### **ESL-500A Introduction to English as a Second Language A**

**0.0 Units / 4.0 hours LEC**

***Noncredit course for Pass / No Pass or Satisfactory Progress***

This course will introduce students to English as a Second Language studies, and the community college language classroom environment in the U.S. This class is taught in English and is an immersive experience for students. Students will begin to develop beginning level skills in reading, writing, listening, and speaking. This course is the first of two classes needed to complete the introductory level of ESL.

*Course exempt from repeat provisions*

### **ESL-500B Introduction to English as a Second Language B**

**0.0 Units / 4.0 hours LEC**

***Noncredit course for Pass / No Pass or Satisfactory Progress***

This course will introduce students to English as a Second Language studies, and the community college language classroom environment in the U.S. This class is taught in English and is an immersive experience for students. This course is the second of two classes needed to complete the introductory level of ESL. Students will further develop beginning level skills in reading, writing, listening, and speaking.

*Course exempt from repeat provisions*

### **ESL-501 English as a Second Language: Support Lab**

**0.0 Units / 1.5 - 3.0 hours LAB**

***Noncredit Course***

This course will offer support for English as a Second Language students in reading, writing, listening, and speaking through supplementary instruction and supervised practice. This course supports students with assignments from other ESL classes and can support students with assignments from other college classes and programs.

*Course exempt from repeat provisions*

**ESL-503A English as a Second Language: Communication Skills A****0.0 Units / 3.0 hours LEC***Noncredit course for Pass/No Pass or Satisfactory Progress*

This course will develop beginning level listening and speaking skills needed for successful interaction in day-to-day activities in the student's community. In addition to a focus on language learning through listening and speaking skill development, this course includes limited beginning level reading and writing skill development as well. ESL 503A is the first level required for completion of the Mendocino College ESL Communication Skills Certificate.

*Course exempt from repeat provisions***ESL-503B English as a Second Language: Communication Skills B****0.0 Units / 2.0 hours LEC***Noncredit course for Pass/No Pass or Satisfactory Progress*

This course will develop low-intermediate level listening and speaking skills needed for successful interaction in the workplace and beyond. In addition to a focus on language learning through listening and speaking skill development, this course includes some low-intermediate level reading and writing skill development as well. ESL 503B is the second level required for completion of the Mendocino College ESL Communication Skills Certificate.

*Course exempt from repeat provisions***ESL-503C English as a Second Language: Communication Skills C****0.0 Units / 2.0 hours LEC***Noncredit course for Pass/No Pass or Satisfactory Progress*

This course will develop high-intermediate level listening and speaking skills needed for successful interaction in academic settings. In addition to a focus on language learning through listening and speaking skill development, this course includes some high-intermediate level reading and writing skill development as well. ESL 503C is the third and final level required for completion of the Mendocino College ESL Communication Skills Certificate.

*Course exempt from repeat provisions***ESL-507A Beginning English as a Second Language A****0.0 Units / 4.0 hours LEC***Noncredit course for Pass/No Pass or Satisfactory Progress*

This course will build beginning level skills in reading, writing, listening, and speaking. It will also build understanding of the community college environment in the U.S. This course is taught in English and is an immersive experience for students. This course is the first of two classes needed to complete the beginning level of ESL.

*Course exempt from repeat provisions***ESL-507B Beginning English as a Second Language B****0.0 Units / 4.0 hours LEC***Noncredit course for Pass/No Pass or Satisfactory Progress*

This course will build beginning level skills in reading, writing, listening, and speaking. This course also builds student understanding of the community college environment in the U.S. This course is taught in English and is an immersive experience for students. This course is the second of two classes needed to complete the beginning level of ESL.

*Course exempt from repeat provisions***ESL-509A Intermediate English as a Second Language A****0.0 Units / 4.0 hours LEC***Noncredit course for Pass/No Pass or Satisfactory Progress*

This course will build intermediate level skills in reading, writing, listening, and speaking. This course also builds student understanding of academic language and settings in the U.S. This course is taught in English and is an immersive experience for students. This course is the first of two classes needed to complete the intermediate level of ESL.

*Course exempt from repeat provisions***ESL-509B Intermediate English as a Second Language B****0.0 Units / 4.0 hours LEC***Noncredit course for Pass/No Pass or Satisfactory Progress*

This course will build intermediate level skills in reading, writing, listening, and speaking. This course also builds student understanding of academic language and settings in the U.S. This course is taught in English and is an immersive experience for students. This course is the second of two classes needed to complete the intermediate level of ESL.

*Course exempt from repeat provisions*

## COURSES

### **ESL-511A Advanced English as a Second Language A**

**0.0 Units / 4.0 hours LEC**

*Noncredit course for Pass/No Pass or Satisfactory Progress*

This course will develop advanced level skills in reading, writing, listening, and speaking. This course prepares students for future academic work at Mendocino College and beyond. This course is taught in English and is an immersive experience for students. It is the first of two courses needed to complete the advanced level of ESL.

*Course exempt from repeat provisions*

### **ESL-511B Advanced English as a Second Language B**

**0.0 Units / 4.0 hours LEC**

*Noncredit course for Pass/No Pass or Satisfactory Progress*

This course will develop advanced level skills in reading, writing, listening, and speaking. This course prepares students for future academic work at Mendocino College and beyond. This class is taught in English and is an immersive experience for students. This is the second of two classes needed to complete the advanced level of ESL.

*Course exempt from repeat provisions*

### **ESL-513 Bridge to English 200**

**0.0 Units / 5.0 hours LEC**

*Noncredit course for Pass/No Pass or Satisfactory Progress*

This ESL course will prepare multilingual students for ENG 200 coursework. This course focuses on engaged reading, critical thinking, and writing skills through participation in the academic writing process that results in producing both short and full-length essays. The focus will be on common challenges and themes with particular relevance for multilingual writers, including 2nd language acquisition and the brain, language and society, and grammatical error patterns which may interfere with meaning.

*Course exempt from repeat provisions*

*Advisory: This course is designed for ESL program certificate holders, high school graduates with fewer than four years of high school completed in the U.S., students who still need language development support and/or have limited/interrupted formal education in U.S. and/or birth countries, international students, and other Generation 1.5 students.*

## ETHNIC STUDIES

### **ETH-130 Introduction to Chicano Studies**

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass/No Pass*

This course will introduce students to the cultural, historical, economic, ethnic, and political aspects of the Chicano experience in the United States both historical and modern.

*Recommended Preparation: ENG 200*

**CSU (D),  
MC**

### **ETH-140 Introduction to Native American Studies**

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass/No Pass*

This course will introduce students to the histories, cultures and experiences of Indigenous Americans from pre-contact through contemporary society. In this course students will examine concepts including race, ethnicity, self-determination, sovereignty, settler colonialism, and Indigenous Knowledge.

*Recommended Preparation: ENG 200*

**CSU (D),  
MC**

### **ETH-202 Racial and Ethnic Relations**

**3.0 Units / 3.0 hours LEC**

*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. It will also examine social justice movements in relation to ethnic and racial groups in the United States to provide a basis for a better understanding of the socio-economic, cultural and political conditions among key social groups. Successful students will be able to analyze racial and ethnic relations using theories, literature, and current events. (C-ID SOCI 150, SJS 110)

*Recommended Preparation: ENG 200*

**CSU (D0, D3, F), UC, IGETC (4C, 4J, 7),  
MC (4, 6)**

**ETH-235 Mexican American Culture****3.0 Units/3.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will examine how the Mexican American identity was created beginning with the colonization of Mexico by the Spanish, through the Mexican American War, up to the present. Also examined will be the role of race in forming the stereotypes and discrimination of Mexican Americans within the United States, the cultural contributions of the Mexican Americans to the United States, and the importance of art, music, dance, religion, food, family, government within the Mexican American community.

CSU (C2, D0, D3, F), UC, IGETC (4C, 4J, 7),  
MC (3, 4, 6)**ETH-241 Pacific Coast Indian Cultures****3.0 Units/3.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will introduce students to the cultural, historical, political, environmental, and educational perspectives of Native American life in California. Students will gain understanding of the material and non-material cultures of Native Americans, the relationship between California tribes and the environment and geography of California, and the contemporary problems facing California Indians.

*Recommended Preparation: ENG 200*CSU (C2, D0), UC, IGETC (4J),  
MC (3, 4)**FIRE SCIENCE****FSC-50A Instructor 1: Instructional Methodology****2.5 Units/2.5 hours LEC*****Credit course for grade or Pass/No Pass***

This course will provide the skills and knowledge needed for entry level professional instructor to perform their duties safely, effectively and competently. The curriculum is based on the 2012 edition of the National Fire Protection Agency (NFPA) 1041 standard. At the end of this course students will be prepared to instruct from standard lesson plans.

**FSC-50B Training Instructor 1B - Psychomotor Lesson Delivery****2.5 Units/2.5 hours LEC*****Credit course for grade or Pass/No Pass***

This course will continue the teaching techniques used in vocational education to select, develop, organize, and utilize instructional materials appropriate for teaching technical lessons.

*Prerequisite: FSC 50A, with a minimum grade of C, or CFSTES Training Instructor 1A Certification***FSC-65 Incident Command System (ICS) 300****1.5 Units/1.5 hours LEC*****Credit course for grade or Pass/No Pass***

This course will cover Incident Command System (ICS) 300 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.

*Limitation on Enrollments: Must show proof of ICS 100, ICS 200 and ICS 700***FSC-70A Company Officer 2A: Human Resources Management for Company Officers****2.5 Units/2.5 hours LEC*****Credit course for grade or Pass/No Pass***

This course will provide information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene.

**FSC-70B Company Officer 2B: General Administrative Functions****1.5 Units/1.5 hours LEC*****Credit course for grade or Pass/No Pass***

This course will provide information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public.

## COURSES

### **FSC-70C Company Officer 2C: Fire Inspections & Investigation**

**2.5 Units / 2.5 hours LEC**

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

This course will provide information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause and securing the incident scene and preserving evidence.

### **FSC-70D Company Officer 2D: All-Risk Command Operations**

**2.5 Units / 2.5 hours LEC**

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

This course provides information on conducting incident size-up, developing and implementing an initial plan of action involving single and multiunit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting pre-incident planning, and develop and conduct a post-incident analysis. *Prerequisite: Meets the educational requirements of Fire Fighter II, ICS-200B: Incident Command System for Single Resources and Initial Action Incidents, and Hazardous Material Incident Commander (as offered by the California Specialized Training Institute)*

### **FSC-70E Company Officer 2E: Wildland Incident Operations for Company Officers**

**2.5 Units / 2.5 hours LEC**

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

This course will provide information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources completing all operations to suppress a wildland fire, establishing an incident command post, creating an incident action plan, and completing incident records and reports.

*Prerequisite: Meets the educational requirements of Fire Fighter I, All Risk Command Operations for Company Officers, and S-290 Intermediate Fire Behavior (classroom delivery only)*

### **FSC-80 Low Angle Rope Rescue Operational**

**0.5 Units / 0.5 hours LEC; 1.0 hours LAB**

***Credit course for Pass/No Pass only***

This course will provide training for responders in low angle rope rescue operations. These over-the-side operations may be the result of a vehicle accident, hiking mishap, swift water rescue, or search and rescue function in an urban or remote area. This course will also provide training in a subject element required for the California Urban Search and Rescue (US&R) Basic and Light Operational Level by serving as the prerequisite to continue your training in a Rescue Systems 1 course. Rescue Systems 1 prepares you for light-frame building collapse incidents caused by earthquake, terrorist actions, weapons of mass destruction (WMD) event, or other catastrophe. The Low Angle Rope Rescue Operational course is a 24-hour course taught in a three-day format. Students will be grouped by squad, team, company, or other similar configuration.

### **FSC-81 Surf Rescue Operations**

**1.0 Units / 0.5 hours LEC; 2.0 hours LAB**

***Credit course for Pass/No Pass only***

This course will prepare students to be able to perform rescue operations in the ocean setting. Successful completion of the course will result in a State Fire Training surf rescue operation certificate.

*Advisory: Ability to swim 500 yards in 12 minutes in the ocean.*

### **FSC-90 Fire Fighter Academy I**

**13.0 Units / 8.0 hours LEC; 16.0 hours LAB**

***Credit course for grade of Pass/No Pass***

This course will give students the skills and knowledge for the entry level professional firefighter to perform their duties safely, effectively and competently. On completion of this course, students will qualify to take Firefighter I Capstone testing.

*Limitation on Enrollment: Must provide a recent Fire Program Medical Clearance (less than one year old) and Emergency Medical Responder card or Emergency Medical Technician certificate or Public Safety First Aid card and ICS-100, IS-700, and IS-800 certificates, and attend mandatory orientation before registration.*

**FSC-91 1C Handcrew Firefighter****1.5 Units / 1.0 hours LEC; 2.0 hours LAB*****Credit course taken for Pass/No Pass only***

This course will prepare students for entry-level Wildland Firefighters positions and provides students with the basic knowledge and skills to perform entry-level Fire Crew Firefighter tasks. Topics include: Wildland Response, Wildland Personal Protective Equipment, Wildland Fire Behavior, Wildland Safety, Wildland Tools and Equipment, Wildland Fire Suppression, Mop up and Patrol, Construct and Secure Fireline, Hazard Recognition. This course meets or exceeds the requirements for California FF1 Module 1C.

*Limitation on Enrollment: Must provide a recent Fire Program Medical Clearance (less than one year old) and attend mandatory orientation before registration.*

**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. (C-ID FIRE 140 X)

**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**

CSU

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

This course will provide a comprehensive study of Hazardous Materials and emergency response to Hazmat incidents. Topics will include basic Hazmat chemistry, regulation, toxicology, tactics and strategy of mitigation, decontamination, and scene management.

**GEOGRAPHY****GEO-201 Cultural Geography**CSU (D5), UC, IGETC (4E),  
MC (4, 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 human perception of the environment. Topics include understanding regional cultural differences, human activities causing environmental change, and racial, ethnic and social disparity. (C-ID GEOG 120)

## COURSES

### **GEO-206 Physical Geography**

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

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

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

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. Environmental change due to human activities and associated social inequities are reviewed. (C-ID GEOG 115; GEOL 121)

*Recommended Preparation: ENG 200*

## GEOLOGY

### **GEL-201 Geology**

**3.0 Units / 3.0 hours LEC**

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

**CSU (B1), UC, IGETC (5A),  
MC (5)**

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. Geologic factors associated with resource use and climate characterization are explored in order to address environmental issues like global climate change, human activities causing global warming, and social disparity that creates inequities in natural hazard danger, mitigation and response. (C-ID GEOL 100; GEOL 101 when GEL 201L is also completed)

*Recommended Preparation: ENG 200*

### **GEL-201L Geology Laboratory**

**1.0 Units / 3.0 hours LAB**

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

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

This course will give students a chance for hands-on study of key geologic principles. Topics include plate tectonics, rock and mineral identification, geologic map analysis, and field investigations. (C-ID GEOL 100L; GEOL 101 when GEL 201 is also completed)

*Prerequisite: GEL 201 with a minimum grade of C*

*Corequisite: GEL 201*

### **GEL-203 Earth History**

**3.0 Units / 3.0 hours LEC**

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

**CSU (B1), UC, IGETC (5A),  
MC (5)**

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. Geologic factors associated with Earth's climate are explored in order to address environmental issues due to human activities causing global climate change and the associated social inequities. (C-ID GEOL 110; GEOL 111 when GEL 203L is also completed)

*Recommended Preparation: ENG 200*

### **GEL-203L Earth History Laboratory**

**1.0 Units / 3.0 hours LAB**

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

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

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, with relevance to the interpretation of human impacts on the natural world. (C-ID GEOL 110L; GEOL 111 when GEL 203 is also completed)

*Prerequisite: GEL 203 with a minimum grade of C*

*Corequisite: GEL 203*

## 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-103 Women's Health****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.

CSU (E),  
MC (Wellness)**HLH-104 Medical Terminology****3.0 Units / 3.0 hours LEC****Credit course for grade or Pass/No Pass**

This course will introduce the student to the fundamentals of medical word building as well as terms related to specific body systems. Emphasis is placed upon pronunciation and spelling as well as anatomical, pathological, surgical, and diagnostic terminology. This course is designed for pre-nursing students, EMTs, health care clerical support staff, nursing assistants, and others in the health-related professions. (C-ID HIT 103 X)

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 Academic Affairs.*

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 200*

CSU (E), UC,  
MC (Wellness)**HLH-213 Lifeguard Training****3.0 Units / 2.0 hours LEC; 3.0 hours LAB****Credit course for grade or Pass/No Pass**

This course will use an American Red Cross certified program to provide entry-level lifeguard candidates with the knowledge and skills to prevent, recognize, and respond to emergencies and to provide care for injuries and sudden illnesses until advanced medical personnel arrive and take over. Students will be required to pass an assessment of their swimming skills in order to receive Lifeguarding certification. This course meets all California state law requirements for lifeguard certification.

CSU, UC

**HLH-214 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. (C-ID NUTR 110 when HLH 215 is also completed)

CSU (E), UC,  
MC (Wellness)**HLH-215 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. (C-ID NUTR 110 when HLH 214 is also completed)

CSU, UC



## COURSES

### HISTORY

#### **HST-188.5 Local Native History**

CSU

**1.0 Units / 1.0 hours LEC**

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

This course will provide a brief overview of the history of the tribes of Mendocino and Lake Counties from pre-Columbian to current times. Students will gain an understanding of the myriad forces that have shaped local culture and political organization.

#### **HST-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 Academic Affairs.*

#### **HST-200 History of Western Civilization I**

CSU (C2, D6), UC, IGETC (3B, 4F),  
MC (3, 4)

**3.0 Units / 3.0 hours LEC**

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

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. (C-ID HIST 170)

*Recommended Preparation: ENG 200*

#### **HST-201 History of Western Civilization II**

CSU (C2, D6), UC, IGETC (3B, 4F),  
MC (3, 4)

**3.0 Units / 3.0 hours LEC**

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

This course will cover 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. (C-ID HIST 180)

*Recommended Preparation: ENG 200*

#### **HST-202 The United States to 1877**

CSU (C2, D6), UC, IGETC (3B, 4F),  
MC (3, 4, 4A)

**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 the US from the pre-colonial era through Reconstruction. This course includes the perspectives and contributions of diverse groups of Americans. (C-ID HIST 130)

*Recommended Preparation: ENG 200*

#### **HST-203 Modern United States History**

CSU (C2, D6), UC, IGETC (3B, 4F),  
MC (3, 4, 4A)

**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 the US from the Reconstruction era through the present day. This course includes the perspectives and contributions of diverse groups of Americans. (C-ID HIST 140)

*Recommended Preparation: ENG 200*

#### **HST-205 World History to 1500**

CSU (C2, D6), UC, IGETC (3B, 4F),  
MC (3, 4, Culture)

**3.0 Units / 3.0 hours LEC**

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

This course will introduce students to the early, classical and medieval civilizations that have most influenced the modern world. Topics will include the development of European, American and African civilizations; the Eastern traditions of India, China, and Japan; and the worlds of Judaism, Christianity and Islam. Students will gain an understanding of how the connections between East and West have shaped the world today. (C-ID HIST 150)

*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. (C-ID HIST 160)

*Recommended Preparation: ENG 200*CSU (C2, D6), UC, IGETC (3B, 4F),  
MC (3, 4, 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 (3, 4, 4A, 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. (C-ID SJS 120)

*Recommended Preparation: ENG 200*CSU (C2, D4, D6), UC, IGETC (3B, 4D, 4F),  
MC (3, 4, 4A, Culture)**HST-209 African American History****3.0 Units / 3.0 hours LEC*****Credit course for letter grade only***

This course will examine the African American experience from its 17th century African origins to the current day. Topics will include African civilizations, slavery, emancipation, legal and extra-legal discrimination, migration, cultural production, civil rights movements, and black contributions to US policy and economy.

*Recommended Preparation: ENG 200*CSU (C2, D3, D6), UC, IGETC (3B, 4C, 4F),  
MC (3, 4, 4A, 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 (3, 4, 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 200*CSU (C2, D6), UC, IGETC (3B, 4),  
MC (3, 4)**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 200*CSU (C2, D3, D6), UC, IGETC (3B, 4C, 4F),  
MC (3, 4, 4A, Culture)

## COURSES

### **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 200*

**CSU (C2, D6), UC, IGETC (3B, 4F),  
MC (3, 4, 4A)**

## HOSPITALITY MANAGEMENT

### **HSP-101 Introduction to the Hospitality Industry**

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This course will provide a basic understanding of the hospitality industry including lodging, food service, institutional, winery, and resort operations. The history, growth and development, current trends, and organizational structure of the industry are explored with a focus on employment opportunities and future trends. (C-ID HOSP 100)

**CSU**

## HUMAN SERVICES

### **HUS-101 Introduction to the Helping Professions**

**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 200*

**CSU**

### **HUS-103 Field Placement and Practicum Seminar**

**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*

**CSU**

### **HUS-152 Basic Skills for Human Service Workers**

**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: COM 210 and ENG 200*

**CSU**

### **HUS-154 Fundamentals of Interviewing and Counseling**

**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 200*

**CSU,  
MC (1B)**

### **HUS-155 Group Leadership and Group Process**

**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: HUS 152, HUS 154, with a minimum grade of C, and ENG 200*

**CSU**

**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 providers. 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 200***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: ARC 151, HUS 152, HUS 154, with a minimum grade of C and ENG 200***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 200***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, laws and regulations, and provide an overview of the civil/criminal justice system as related to human services. A focus will be on the needs of paraprofessional counselors and human service workers.

*Recommended Preparation: ENG 200***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 200***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 attitudes and behaviors and the promotion of healthy ones at the community level. Risk and protective factors, science-based prevention strategies and model programs will be explored.

*Recommended Preparation: ENG 200***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 200*

## COURSES

- HUS-170 Introduction to Social Work** CSU,  
MC (4)  
**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 200*
- HUS-171 Working with Transition Age Youth** CSU  
**2.0 Units / 2.0 hours LEC**  
*Credit course for grade or Pass/No Pass*  
This course will provide an overview of characteristics and developmental issues related to transition age youth (youth ages 14-25). Students will learn culturally competent engagement strategies for addressing behavioral health problems experienced by TAY, as well as how to respond appropriately to the ethical challenges common to working with this age group in behavioral health settings.  
*Recommended Preparation: ENG 200*
- HUS-172 Working in Tribal Communities** CSU,  
MC (Culture)  
**3.0 Units / 3.0 hours LEC**  
*Credit course for grade or Pass/No Pass*  
The course will provide an overview of tribal human services in Lake and Mendocino Counties within the context of the unique history and current cultural and socioeconomic factors affecting Native Americans. The impacts of historical trauma on the development and implementation of trauma-informed Human Services in tribal communities will be addressed. Students will analyze their assumptions, beliefs and personal feelings related to working with Tribal governments, services, programs and tribal members, especially with regards to collaboration.  
*Recommended Preparation: ENG 200 and HUS 101 or HUS 170 with a minimum grade of C*
- HUS-173 Mindfulness Practice in Human Services** CSU  
**3.0 Units / 3.0 hours LEC**  
*Credit course for grade or Pass/No Pass*  
This course will provide students with an understanding of and ability to practice and teach Mindfulness. "Mindfulness" is the ability to be attentive in the moment and open to nuance and new information, while suspending preconceptions and judgment. It is a key skill in the repertoire of all counseling relationships. Students will explore theoretical concepts and learn to apply Mindfulness to their personal and professional lives. Students will discover how this awareness can help their clients reduce stress and pain, arrest addictive behavior, enhance productivity, become more creative, and develop more meaningful relationships. Emphasis will be placed on Mindfulness as an integral part of behavioral health.  
*Recommended Preparation: HUS 152 or PSY 215 with a minimum grade of C*
- HUS-197A Human Service Worker Practicum** CSU  
**2.0 - 8.0 Units / Credit course for letter grade only**  
This course will provide students in the Human Service 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 or HUS 170 and HUS 152 and HUS 156 with a minimum grade of C*  
*Corequisite: HUS 103 and HUS 154*
- HUS-501 Working in Tribal Communities**  
**0.0 Units / 3.0 hours LEC**  
*Noncredit Course*  
The course will provide an overview of tribal human services in Lake and Mendocino Counties within the context of the unique history and current cultural and socioeconomic factors affecting Native Americans. The impacts of historical trauma on the development and implementation of trauma-informed Human Services in tribal communities will be addressed. Students will analyze their assumptions, beliefs and personal feelings related to working with Tribal governments, services, programs and tribal members, especially with regards to collaboration.  
*Recommended Preparation: ENG 200 and HUS 101 or HUS 170 with a minimum grade of C*  
*Course exempt from repeat provisions*

## ITALIAN

**ITA-100 Conversational Italian: Level I****2.0 Units / 2.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will begin the development of practical Italian language skills with the emphasis on speaking and listening. Students will interact with authentic language in a cultural context. Course may not meet transfer requirements. See your counselor for more information.

CSU,  
MC (3)**ITA-101 Conversational Italian: Level II****2.0 Units / 2.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will continue the development of practical Italian language skills with emphasis on speaking and listening. Students will interact with authentic language in a cultural context. Course may not meet transfer requirements. See your counselor for more information.

*Recommended Preparation: ITA 100*CSU,  
MC (3)**ITA-200 Elementary Italian: Level I****4.0 Units / 4.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will present an introduction to Italian language and culture. It is designed to develop listening, speaking, reading, and writing skills. Students will interact with authentic language within the context of Italian culture and history.

CSU (C2), UC, IGETC (6A),  
MC (3)**ITA-201 Elementary Italian: Level II****4.0 Units / 4.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will continue the development of elementary speaking, listening, reading, and writing skills in Italian. Students will continue to interact with authentic language within the context of Italian culture and history.

*Prerequisite: ITA 200, with a minimum grade of C, or two years of high school Italian*CSU (C2), UC, IGETC (6A),  
MC (3)

## KINESIOLOGY

**KIN-109 Fitness Instructor Training****3.0 Units / 3.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will include 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.

CSU

**KIN-200 Introduction to Kinesiology****3.0 Units / 3.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will introduce the historical, philosophical, sociological, psychological, and scientific foundations of the Kinesiology field. The course will also include an overview of careers, fields of study and requirements in Kinesiology and allied health disciplines. Issues, challenges, and current/future trends will also be addressed. (C-ID KIN 100)

CSU, UC

**KIN-214 Introduction to Sport Related Injuries****3.0 Units / 3.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will cover 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. Legal and ethical issues, professionalism, organization and administrations of a sports medicine facility will also be included.

CSU, UC

## LEARNING SKILLS

### **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.*

*Eligible students may enroll a maximum of 4 times.*

### **LRS-500 Academics for Adult Learners with Disabilities**

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

***Noncredit 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-523 Basic Learning Skills Laboratory**

**0.0 Units / 1.5 - 3.0 hours LAB**

***Noncredit 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: Requires instructor signature - student must be enrolled in a course in which the strategies can be applied.*

*Course exempt from repeat provisions*

### **LRS-525 Cooking for Adult Learners with Disabilities**

**0.0 Units / 1.25 hours LEC**

***Noncredit course for Pass/No Pass or Satisfactory Progress***

This course will assist students with intellectual disabilities to achieve greater independence at home. This course emphasizes practical cooking skills in relation to food preparation, kitchen hygiene and safety, cooking and storing food properly.

*Course exempt from repeat provisions*

### **LRS-526 Nutrition for Adult Learners with Disabilities**

**0.0 Units / 1.25 hours LEC**

***Noncredit course for Pass/No Pass or Satisfactory Progress***

This course will assist students with intellectual disabilities to achieve greater independence at home. This course emphasizes practical nutrition guidelines in relation to making healthy food choices, picking and following recipes, and planning for daily and weekly menus.

*Course exempt from repeat provisions*

### **LRS-527 Consumer Skills for Adult Learners with Disabilities**

**0.0 Units / 1.25 hours LEC**

***Noncredit course for Pass/No Pass or Satisfactory Progress***

This course will assist students with intellectual disabilities to achieve greater independence at home and within the community. This course emphasizes consumer skills in relation to budgeting, shopping and restaurant etiquette.

*Course exempt from repeat provisions*

**LRS-528 Social Skills for Adult Learners with Disabilities****0.0 Units / 1.25 hours LEC***Noncredit course for Pass / No Pass or Satisfactory Progress*

This course will assist students with intellectual disabilities to achieve greater independence at home and within the community. This course emphasizes developing appropriate social skills in relation to school, work, and community interactions.

*Course exempt from repeat provisions***LRS-529 Self-Advocacy for Adult Learners with Disabilities****0.0 Units / 1.25 hours LEC***Noncredit course for Pass / No Pass or Satisfactory Progress*

This course will assist students with intellectual disabilities to achieve greater independence at home and within the community. This course emphasizes developing appropriate skills needed to advocate for one's self including the ability to speak for themselves, make decisions about their lives, and practicing self-determination.

*Course is exempt from repeat provisions***LRS-530 Personal Relationships for Adult Learners with Disabilities****0.0 Units / 1.25 hours LEC***Noncredit course for Pass / No Pass or Satisfactory Progress*

This course will assist students with intellectual disabilities to have a better understanding of personal relationships. This course emphasizes understanding hygiene, naming of feelings, different friendships and basics of dating.

*Course is exempt from repeat provisions***LRS-531 Basic Computer Skills****0.0 Units / 1.25 hours LEC***Noncredit course for Pass / No Pass or Satisfactory Progress*

This course will assist students with intellectual disabilities to achieve greater independence while using the computer. This course emphasizes personal and job-related skills.

*Course exempt from repeat provisions***LRS-532 Vocational Exploration****0.0 Units / 1.25 hours LEC***Noncredit course for Pass / No Pass or Satisfactory Progress*

This course will assist students with intellectual disabilities to explore appropriate employment opportunities. This course provides supervised career exploration and guided support for career investigation. This course emphasizes employment analysis through exploring students' interests, abilities, and personality traits.

*Course exempt from repeat provisions***LRS-533 Interview Skills****0.0 Units / 1.25 hours LEC***Noncredit course for Pass / No Pass or Satisfactory Progress*

This course will assist students with intellectual disabilities to prepare for a job interview. This course emphasizes interview preparedness, interview skills and what to do after an interview.

*Course exempt from repeat provisions***LRS-534 Work Place Skills****0.0 Units / 1.25 hours LEC***Noncredit course for Pass / No Pass or Satisfactory Progress*

This course will assist students with intellectual disabilities to gain knowledge and to understand the skills needed in the workplace. This course emphasizes work related skills including attitude, attire, ethics, and time management.

*Course exempt from repeat provisions***LRS-535 Work-Related Communication Skills****0.0 Units / 1.25 hours LEC***Noncredit course for Pass / No Pass or Satisfactory Progress*

This course will assist students with intellectual disabilities to improve their communication skills in relationship to employment. This course emphasizes verbal communication and conflict resolution skills.

*Course exempt from repeat provisions*



## COURSES

### **LRS-536 Customer Service Skills**

**0.0 Units/1.25 hours LEC**

*Noncredit course for Pass/No Pass or Satisfactory Progress*

This course will assist students with intellectual disabilities to approach customers with respect while using appropriate language and understanding. This course emphasizes customer service skills including attentiveness, communication and appropriate behavior.

*Course exempt from repeat provisions*

## LIBRARY

### **LIB-200 Information and Research Competency**

CSU, UC

**1.0 Units/1.0 hours LEC**

*Credit course for grade or Pass/No Pass*

This course will teach the skills necessary to find, evaluate, use, and synthesize information to excel within a college environment or the world of work. This course will teach students to develop a process for dealing with the numerous information sources that barrage us in the 21st century, helping them succeed with academic research strategies and using resources effectively and ethically.

*Recommended Preparation: ENG 200*

## MATHEMATICS

### **MTH-30 Math Success**

**1.0 Units/1.0 hours LEC**

*Credit course taken for Pass/No Pass only*

This course will introduce students to the skills needed to be a successful math student at the college level. Topics include study skills, time management, note-taking, reading a math textbook, overcoming math anxiety, and other skills specific to the math curriculum. This course is designed to be taken in conjunction with any level of math course for the development of the student's skill set.

*Corequisite: Enrollment in a math course*

### **MTH-32 Just in Time Support for Statistics**

**2.0 Units/2.0 hours LEC**

*Credit course for or Pass/No Pass only*

This course will provide a just in time review of core prerequisite skills, competencies, and concepts needed for success in Statistics and is intended for students who are concurrently enrolled in MTH 220 - Statistics. Topics include computational skills traditionally developed in pre-algebra and algebra courses, and descriptive statistics that are needed to understand the basics of college-level statistics. This course is intended for students with little or no recent knowledge of algebra.

*Corequisite: MTH 220*

### **MTH-33 Support for Trigonometry**

**2.0 Units/2.0 hours LEC**

*Credit course for or Pass/No Pass only*

This course will cover topics from algebra that are essential to success in Trigonometry. It is designed for students who have not completed a course in Intermediate Algebra or the equivalent or those who feel they will need additional support in algebra to be successful in Trigonometry.

*Corequisite: MTH 121*

### **MTH-34 Support for Precalculus**

**2.0 Units/2.0 hours LEC**

*Credit course for or Pass/No Pass only*

This course will cover topics from Algebra and Trigonometry that are essential to success in Precalculus. It is designed for students who may need additional support in concepts from Algebra and Trigonometry to be successful in Precalculus.

*Corequisite: MTH 200*

### **MTH-35 Support for Calculus**

**2.0 Units/2.0 hours LEC**

*Credit course for or Pass/No Pass only*

This course will cover topics from Algebra, Trigonometry, and Precalculus that are essential to success in Calculus. It is designed for students who may need additional support in these concepts to be successful in Calculus I.

*Corequisite: MTH 210*

**MTH-40A Mathematics Laboratory A***0.5 - 1.5 Units / 1.5 - 4.5 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 - 1.5 Units / 1.5 - 4.5 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 - 1.5 Units / 1.5 - 4.5 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 - 1.5 Units / 1.5 - 4.5 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-60 Beginning Algebra for STEM and Business Majors***4.0 Units / 3.5 hours LEC; 1.5 hours LAB**Credit course for grade or Pass/No Pass*

This course will cover the topics of equations and inequalities in one variable, integer exponents, polynomials, equations and inequalities in two variables, rational expressions, radicals, quadratic equations, and the graphs of parabolas. This course is only offered to students in grades 9-12 at select locations with a CCAP dual enrollment agreement. Other students who are attempting to satisfy prerequisite requirements for transfer-level math courses should complete the online Math and English placement tool and meet with a counselor to determine the transfer-level math class and support that is appropriate for their educational goal.

**MTH-77 Geometry***3.0 Units / 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. This course is only offered to students in grades 9-12 at select locations with a CCAP dual enrollment agreement. Other students who are attempting to satisfy prerequisite requirements for transfer-level math courses should complete the online Math and English placement tool and meet with a counselor to determine the transfer-level math class and support that is appropriate for their educational goal.

*Prerequisite: MTH 60, with a minimum grade of C, one year of college-prep Algebra I or Integrated Math I and/or II 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-79 Mathematics for Technical Fields***3.0 Units / 3.0 hours LEC**Credit course for grade or Pass/No Pass***MC (2)**

This course will introduce students to the computational skills needed in automotive, construction, welding, and drafting technologies, and other applied academic programs. Topics include geometry, measurement, number sense, estimation, basic statistics, trigonometric functions, and algebraic thinking. This course is only offered to students in grades 9-12 at select locations with a CCAP dual enrollment agreement. Other students who are attempting to satisfy prerequisite requirements for transfer-level math courses should complete the online Math and English placement tool and meet with a counselor to determine the transfer-level math class and support that is appropriate for their educational goal.

*Advisory: Foundational skills in arithmetic, ability to work with fractions and decimals*

## COURSES

### **MTH-80 Intermediate Algebra for STEM and Business Majors**

**5.0 Units / 5.0 hours LEC**

**MC (2)**

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

This course will cover functions, equations and inequalities in one variable, systems of linear equations in three variables, rational, exponential and logarithmic functions and equations, and discrete topics. The course is intended for students majoring in math, a science discipline, computer science, business, or education. This course is only offered to students in grades 9-12 at select locations with a CCAP dual enrollment agreement. Other students who are attempting to satisfy prerequisite requirements for transfer-level math courses should complete the online Math and English placement tool and meet with a counselor to determine the transfer-level math class and support that is appropriate for their educational goal.

*Prerequisite: MTH 60, with a minimum grade of C, 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 80 through the placement process.*

### **MTH-121 Trigonometry**

**4.0 Units / 4.0 hours LEC**

**CSU (B4),**

**MC (2)**

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

This course will cover trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, polar coordinates, and introduction to vectors. (C-ID MATH 851)

*Prerequisite: MTH 80, with a minimum grade of C, 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 placement process.*

### **MTH-170 Mathematics in Native American Cultures**

**3.0 Units / 3.0 hours LEC**

**CSU (B4),  
MC (2, Studies in Culture)**

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

This course will examine the mathematics of Native American cultures. Students will explore the use of mathematics in topics such as counting, measurement, beadwork, basketry, methods of record keeping, games, and contemporary issues facing Native American populations. The mathematics involved includes concepts such as number theory, bases, geometry, probability, and mathematical modeling. This course is recommended for liberal arts students, educators, and others who are interested in cultural studies.

*Prerequisite: MTH 60 or MTH 79, with a minimum grade of C, or qualification for MTH 170 through the placement process, or Concurrent enrollment in MTH 540*

### **MTH-200 Precalculus Mathematics**

**5.0 Units / 5.0 hours LEC**

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

***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. (C-ID MATH 155)

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

### **MTH-205 Math for Liberal Arts**

**4.0 Units / 4.0 hours LEC**

**CSU (B4), UC,  
MC (2)**

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

This course will introduce students to mathematics as it applies to the individual and society. Topics include mathematical modeling, statistics, function analysis, and mathematical applications to current social concerns. Using real-world applications, emphasis is placed on the development of both critical thinking and mathematical problem-solving skills. This general education mathematics course is designed to be an accessible college-level mathematics course for students majoring in the liberal arts.

*Prerequisite: MTH 80, with a minimum grade of C, successful completion of one-year of college-prep Algebra II or Integrated Math III, with a minimum grade of C, or placement into transfer-level math through the placement process.*

### **MTH-210 Calculus and Analytic Geometry I**

**5.0 Units / 5.0 hours LEC**

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

***Credit course for letter grade only***

This course will serve as a first course in differential and integral calculus of a single variable. Concepts will include: functions; limits and continuity; techniques and applications of both differentiation and integration; and the Fundamental Theorem of Calculus. The course is designed primarily for those majoring in Science, Technology, Engineering, and Math (STEM). (C-ID MATH 210)

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

**MTH-211 Calculus and Analytic Geometry II**CSU (B4), UC, IGETC (2A),  
MC (2)

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. (C-ID MATH 220)

*Prerequisite: MTH 210 with a minimum grade of C*

**MTH-212 Calculus and Analytic Geometry III**CSU (B4), UC, IGETC (2A),  
MC (2)

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. (C-ID MATH 230)

*Prerequisite: MTH 211 with a minimum grade of C*

**MTH-214 Linear Algebra**CSU (B4), UC, IGETC (2A),  
MC (2)

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. (C-ID MATH 250; MATH 910 S when MTH 215 is also completed)

*Prerequisite: MTH 211 with a minimum grade of C*

**MTH-215 Differential Equations**CSU (B4), UC, IGETC (2A),  
MC (2)

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. (C-ID MATH 240; MATH 910 S when MTH 214 is also completed)

*Prerequisite: MTH 212 and MTH 214 with a minimum grade of C*

**MTH-220 Statistics**CSU (B4), UC, IGETC (2A),  
MC (2)

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. Students who place into MTH 220 with required corequisite may enroll in MTH 220 if they concurrently enroll in MTH 32 or MTH 532. (C-ID MATH 110; SOCI 125)

*Prerequisite: MTH 79, MTH 80, with a minimum grade of C, 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 placement process.*

**MTH-228 Introduction to Data Science**CSU (B4), IGETC (2), UC,  
MC

5.0 Units / 4.0 hours LEC; 1.0 hours LAB

*Credit course for letter grade only*

This course will introduce students to the foundations of data science from three perspectives: inferential thinking, computational thinking, and real-world relevance. The course will teach critical concepts and skills in computer programming and statistical inference in conjunction with hands-on analysis of real-world datasets, including socially meaningful issues, as well as issues surrounding data analysis such as privacy and design. Topics include measurement, histograms, box plots, scatter plots, contingency tables, descriptive statistics, ANOVA, regression, model predictions, sum of squares, t-test, p-value, F, R-Squared, randomization, permutation test, bootstrapping.

*Prerequisite: MTH 80, with a minimum grade of C, successful completion of one-year of college-prep Algebra II or Integrated Math III, with a minimum grade of C, or placement into transfer-level math through the placement process.*

## COURSES

### **MTH-230 Calculus for Business and Economics**

**4.0 Units / 4.0 hours LEC**

*Credit course for letter grade only*

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

This course will present a study of the techniques of Calculus with emphasis placed on the application of these concepts in problems related to business and managerial science. (C-ID MATH 140)

*Prerequisite: MTH 80, with a minimum grade of C, or qualification for MTH 230 through the placement process.*

### **MTH-532 Just in Time Support for Statistics**

**0.0 Units / 2.0 hours LEC**

*Noncredit Course*

This course will provide a just in time review of core prerequisite skills, competencies, and concepts needed for success in Statistics and is intended for students who are concurrently enrolled in MTH 220 - Statistics. Topics include computational skills traditionally developed in pre-algebra and algebra courses, and descriptive statistics that are needed to understand the basics of college-level statistics. This course is intended for students with little or no recent knowledge of algebra.

*Corequisite: MTH 220*

*Course exempt from repeat provisions*

### **MTH-540 Math Lab**

**0.0 Units / 1.5 - 4.5 hours LAB**

*Noncredit Course*

This course will provide supplemental 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 a Math course, or in preparation for their future Math courses. Students who require Math Lab as a corequisite for enrollment in a math class should enroll in Math 542.

*Course exempt from repeat provisions*

### **MTH-541 Get Math Ready!**

**0.0 Units / 0.5 - 3.0 hours LAB**

*Noncredit Course*

This course will provide targeted mathematics support for students interested in preparing for a future Math course. Students will have the opportunity to develop and refresh study skills, calculator skills, and problem-solving skills using active and collaborative learning strategies.

*Course exempt from repeat provisions*

### **MTH-542 Math Lab for Corequisite Support**

**0.0 Units / 2.0 hours LAB**

*Noncredit course for Pass/No Pass or Satisfactory Progress*

This course will provide supplemental math skills support for those who require a corequisite Math Lab for enrollment in a math course. Students will have the opportunity to work on assignments, review concepts applicable to their current course, and get help as needed from a Math instructor. Students who do not have a corequisite requirement should enroll in MTH 540 for Math Lab support.

*Limitation on enrollment: Enrollment is limited to students who require Math Lab as a corequisite for enrollment in their math course. Students who do not have a corequisite requirements should enroll in MTH 540.*

*Course exempt from repeat provisions*

## MUSIC

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### Course Families

Course families are groups of active participatory courses that are related in content. Students are limited to no more than four attempts (grade or 'W') within each family group.

**Guitar:** MUS 222A, MUS 222B, MUS 222C, MUS 222D

**Piano:** MUS 210A, MUS 210B, MUS 210C, MUS 210D

**Recording Studio Lab:** MUS 115A, MUS 115B, MUS 115C, MUS 115D

**Voice:** MUS 220, MUS 230A, MUS 230B, MUS 230C, MUS 230D

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### 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*

This course will cover 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*

This course will cover 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*

## COURSES

- MUS-115B Recording Laboratory II** CSU  
*1.0 Units / 3.0 hours LAB*  
*Credit course for letter grade only*  
This course will focus 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 will focus on the 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*  
This course will cover 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-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 Academic Affairs.*
- MUS-200 Fundamentals of Music** CSU, UC,  
MC (3)  
*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. (C-ID MUS 110)
- MUS-201A Music Theory/Musicianship I** CSU (C1), UC,  
MC (3)  
*4.0 Units / 4.0 hours LEC*  
*Credit course for letter grade only*  
This course will focus on the study of common practice diatonic harmony and musicianship. Activities will include realization of figured bass, harmonization of melodies, and analysis of musical examples with regard to their historical and cultural context. (C-ID MUS 120; MUS 125)  
*Recommended Preparation: MUS 200 or equivalent skill is strongly recommended.*
- MUS-201B Music Theory/Musicianship II** CSU, UC  
*4.0 Units / 4.0 hours LEC*  
*Credit course for letter grade only*  
This course will incorporate the concepts from Music Theory I. In addition, through guided composition and analysis, the course will include: an introduction to two-part counterpoint; voice leading involving four-part chorale writing; diatonic harmony; and an introduction to secondary function in tonicization and modulation. (C-ID MUS 130; MUS 135)  
*Recommended Preparation: MUS 201A*

**MUS-202A Music Theory/Musicianship III**

CSU, UC

**4.0 Units / 4.0 hours LEC*****Credit course for letter grade only***

This course will incorporate the concepts from Music Theory/Musicianship II. In addition, through composition and analysis, the course will include: introduction to chromatic harmony; secondary/applied chords; modulation; borrowed chords; and an introduction to Neapolitan and augmented-sixth chords. (C-ID MUS 140; MUS 145)

*Recommended Preparation: MUS 201B***MUS-202B Music Theory/Musicianship IV**

CSU, UC

**4.0 Units / 4.0 hours LEC*****Credit course for letter grade only***

This course incorporates concepts from Music Theory/Musicianship III. In addition, through writing and analysis, the course will include: post-Romantic techniques such as borrowed chords and modal mixture; chromatic mediants; Neapolitan and augmented-sixth chords; 9th, 11th, and 13th chords; altered chords; and 20th century techniques such as: Impressionism, tone rows, set theory, pandiatonicism, and polytonalism. (C-ID MUS 150; MUS 155)

*Recommended Preparation: MUS 202A***MUS-203 Music History and Literature I**CSU (C1), UC, IGETC (3A),  
MC (3)**3.0 Units / 3.0 hours LEC*****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. (C-ID MUS 105)

*Recommended Preparation: ENG 200***MUS-204 Music History and Literature II**CSU (C1), UC, IGETC (3A),  
MC (3)**3.0 Units / 3.0 hours LEC*****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. (C-ID MUS 106)

*Recommended Preparation: ENG 200***MUS-207 Introduction to Music Appreciation**CSU (C1), UC, IGETC (3A),  
MC (3)**3.0 Units / 3.0 hours LEC*****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. (C-ID MUS 100)

*Recommended Preparation: ENG 200***MUS-208 Music in World Culture**CSU (C1), UC, IGETC (3A),  
MC (3, Culture)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will explore music and its roles and functions in cultures around the world. Because the context of music is important in any culture and for any genre, this course focuses on the music itself and how it serves as a representation of each respective culture.

*Recommended Preparation: ENG 200***MUS-209 History of Rock and Jazz Styles**CSU (C1), UC, IGETC (3A),  
MC (3)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will cover elements of jazz and rock with attention to stylistic differences throughout their history. The evolution and influence of the music of jazz and rock in relation to modern day culture will be examined and analyzed.

*Recommended Preparation: ENG 200*



## COURSES

**MUS-210A Piano: Beginning I** CSU (C1), UC,  
2.0 Units / 1.5 hours LEC; 1.5 hours LAB MC (3)  
*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. (C-ID MUS 170)

**MUS-210B Piano: Beginning II** CSU, UC  
2.0 Units / 1.5 hours LEC; 1.5 hours LAB  
*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. (C-ID MUS 171)  
*Prerequisite: MUS 210A with a minimum grade of C*

**MUS-210C Piano: Intermediate I** 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 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. (C-ID MUS 172)  
*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  
*Credit course for grade or Pass/No Pass.*

This course will explore staging, performing, and study of respective roles through performance of a scene or scenes from a chosen opera or other musical theater production. Students are required to study, memorize, and perform on stage the assigned music and role in a production of specific repertoire chosen by the instructor. The opera or musical scene will be fully staged, with costume and setting, and will be performed for the public. The final performance will serve as the culminating project for this course.  
*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

*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 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 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-230D Singers' Repertoire 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 include the continuing development of vocal proficiency and differentiation of techniques for differing musical styles. Study of art songs in English, Italian, German, and French will continue, with opera arias in the same languages. Musical theatre and popular repertoire will continue to be developed. Includes in-class and public performances.

*Prerequisite: MUS 230C 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. (C-ID MUS 160)

*Corequisite: Enrollment in faculty approved music ensemble. Ensembles to be selected from the following: MUS 256; MUS 272; MUS 276; MUS 278; MUS 280; MUS 281; or MUS 285.*

*Limitation on Enrollment: Instructor permission and a successful audition are required.*

*May be taken for a maximum of 4 enrollments.*

## COURSES

### **MUS-256 Jazz Band**

CSU, UC

**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. (C-ID MUS 180)

*Limitation on enrollment: Satisfactory audition required on first day*

*May be taken for a maximum of 4 enrollments*

### **MUS-272 Symphonic Band**

CSU, UC

**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. (C-ID MUS 180)

*Recommended Preparation: Ability to play a band instrument*

*May be taken for a maximum of 4 enrollments*

### **MUS-276 Symphony Orchestra**

CSU, UC

**1.0 Units / 3.0 hours LAB**

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

This course will include the study and performance of selected large scale orchestral literature with an emphasis on repertoire scored for an ensemble with multiple part duplication. This course emphasizes both the emotional and the intellectual responses to Western and non-Western music. The student must demonstrate an ability to read printed music at sight on an orchestral instrument. Attendance at scheduled rehearsal and performances is required. (C-ID MUS 180)

*Limitation on enrollment: Satisfactory audition required on first day*

*May be taken for a maximum of 4 enrollments*

### **MUS-278 Chamber Orchestra**

CSU, UC

**1.0 Units / 3.0 hours LAB**

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

This course will include the study and performance of selected small-scale orchestral literature with an emphasis on repertoire scored for an ensemble with multiple part duplication. This course emphasizes both the emotional and intellectual responses to the assigned musical literature. Student must demonstrate an ability to read printed music at sight on an orchestral instrument. Attendance at scheduled rehearsals and performances is required. (C-ID MUS 180)

*Limitation on enrollment: Satisfactory audition required on first day*

*May be taken for a maximum of 4 enrollments*

### **MUS-280 Masterworks Chorale**

CSU, UC

**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. (C-ID MUS 180)

*May be taken for a maximum of 4 enrollments*

### **MUS-281 Concert Choir I**

CSU, UC

**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. (C-ID MUS 180)

*Limitation on enrollment Satisfactory audition required on first day*

*May be taken for a maximum of 4 enrollments*

**MUS-285 Vocal Jazz Ensemble****1.0 Units / 3.0 hours LAB*****Credit course for grade or Pass / No Pass***

This course will focus 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. (C-ID MUS 180)

*Limitation on Enrollment: Instructor permission based on audition of sight reading and vocal technique skills.*

*May be taken for a maximum of 4 enrollments*

**MUS-510 Piano for Older Adults****0.0 Units / 1.50 hours LEC; 1.5 hours LAB*****Noncredit course***

This course will introduce older adults to a variety of techniques unique to piano performance through an exploration of repertoire, history, and performance practices. The focus of the course is on the development of personal artistic interest, aptitude, creative self-expression, and enrichment of quality of life. Course activities will promote or help maintain physical, mental, social, and emotional well-being and accommodate varying skill levels. Instruction in technical and stylistic performance, cultural context, music appreciation, critical listening, and performance and practice techniques will be provided.

*Course is exempt from repeat provisions*

**MUS-522 Guitar for Older Adults****0.0 Units / 1.50 hours LEC; 1.5 hours LAB*****Noncredit course***

This course will introduce older adults to a variety of techniques unique to guitar performance through an exploration of repertoire, history, and performance practices. The focus of the course is on the development of personal artistic interest, aptitude, creative self-expression, and enrichment of quality of life. Course activities will promote or help maintain physical, mental, social, and emotional well-being and accommodate varying skill levels. Instruction in technical and stylistic performance, cultural context, music appreciation, critical listening, and performance and practice techniques will be provided.

*Course is exempt from repeat provisions*

**MUS-530 Singing for Older Adults****0.0 Units / 0.50 hours LEC; 1.5 hours LAB*****Noncredit course for Pass / No Pass or Satisfactory Progress***

This course will introduce older adults to a variety of techniques unique to vocal performance through an exploration of repertoire, history, and performance practices. The focus of the course is on the development of personal artistic interest, aptitude, creative self-expression and enrichment of quality of life. Course activities will promote or help maintain physical, mental, social and emotional well-being and accommodate varying skill levels. Instruction in technical and stylistic performance, cultural context, music appreciation, critical listening, and performance and practice techniques will be provided.

*Course is exempt from repeat provisions*

**MUS-556 Jazz Band for Older Adults****0.0 Units / 3.0 hours LAB*****Noncredit Course***

This course will introduce older adults to a variety of techniques unique to instrumental performance through an exploration of jazz repertoire, history, and performance practices. The focus of the course is on the development of personal artistic interest, aptitude, creative self-expression and enrichment of quality of life. Course activities will promote or help maintain physical, mental, social and emotional well-being and accommodate varying skill levels. Instruction in technical and stylistic performance, cultural context, music appreciation, critical listening, and performance and practice techniques will be provided.

*Limitation on enrollment Satisfactory audition required on first day*

*Course is exempt from repeat provisions*

## COURSES

### **MUS-572 Symphonic Band for Older Adults**

**0.0 Units / 3.0 hours LAB**

#### **Noncredit Course**

This course will introduce older adults to a variety of techniques unique to instrumental performance through an exploration of wind ensemble repertoire, history, and performance practices. The focus of the course is on the development of personal artistic interest, aptitude, creative self-expression and enrichment of quality of life. Course activities will promote or help maintain physical, mental, social and emotional well-being and accommodate varying skill levels. Instruction in technical and stylistic performance, cultural context, music appreciation, critical listening, and performance and practice techniques will be provided.

*Limitation on enrollment Satisfactory audition required on first day*

*Course is exempt from repeat provisions*

### **MUS-576 Symphony Orchestra Band for Older Adults**

**0.0 Units / 3.0 hours LAB**

#### **Noncredit Course**

This course will introduce older adults to a variety of techniques unique to instrumental performance through an exploration of orchestral repertoire, history, and performance practices. The focus of the course is on the development of personal artistic interest, aptitude, creative self-expression and enrichment of quality of life. Course activities will promote or help maintain physical, mental, social and emotional well-being and accommodate varying skill levels. Instruction in technical and stylistic performance, cultural context, music appreciation, critical listening, and performance and practice techniques will be provided.

*Limitation on enrollment Satisfactory audition required on first day*

*Course is exempt from repeat provisions*

### **MUS-580 Masterworks Chorale for Older Adults**

**0.0 Units / 3.0 hours LAB**

#### **Noncredit Course**

This course will introduce older adults to a variety of techniques unique to chorale performance through an exploration of repertoire, history, and performance practices. The focus of the course is on the development of personal artistic interest, aptitude, creative self-expression and enrichment of quality of life. Course activities will promote or help maintain physical, mental, social and emotional well-being and accommodate varying skill levels. Instruction in technical and stylistic performance, cultural context, music appreciation, critical listening, and performance and practice techniques will be provided.

*Limitation on enrollment Satisfactory audition required on first day*

*Course is exempt from repeat provisions*

### **MUS-585 Vocal Jazz for Older Adults**

**0.0 Units / 3.0 hours LAB**

#### **Noncredit Course**

This course will introduce older adults to a variety of techniques unique to vocal jazz performance through an exploration of repertoire, history, and performance practices. The focus of the course is on the development of personal artistic interest, aptitude, creative self-expression and enrichment of quality of life. Course activities will promote or help maintain physical, mental, social and emotional well-being and accommodate varying skill levels. Instruction in technical and stylistic performance, cultural context, music appreciation, critical listening, and performance and practice techniques will be provided.

*Course is exempt from repeat provisions*

## NATURAL RESOURCES

### **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 Academic Affairs.*

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

This course will introduce students to 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 objective physical and biological principles is critical when dealing with complex environmental problems that often have equity ramifications in our diverse society.

(C-ID ENVS 100; GEOL 130)

*Recommended Preparation: ENG 200***NRS-200L Environmental Science Laboratory****1.0 Units / 3.0 hours LAB*****Credit course for grade or Pass/No Pass*****CSU (B3), UC, IGETC (5C),  
MC (5)**

This course will present hands-on, inquiry-based learning in topics associated with Environmental Science, including field trips to local sites. Experiences will include applications of physical science principles, ecological studies, and exposure to sustainability issues and environmental justice related to human society.

*Prerequisite: NRS 200 with a minimum grade of C**Corequisite: NRS 200***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 from a program with an OB and pediatric component 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 assigned basic patient-care simulations and demonstrate proficiency in 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 head-to-toe assessments focusing on pediatric and obstetrical clients. Students will participate in related patient-care simulations.

*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 to augment theory taught in lecture.

*Limitation on Enrollment: Acceptance into the Mendocino College RN Program**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.

*Limitation on Enrollment: Acceptance into the Mendocino College RN Program**Corequisite: NUR 132*

## COURSES

### **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. This course will also provide an opportunity for students to practice theory learned in the co-requisite NUR50 course.

*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-112 Nursing Concepts and Skills II**

CSU

**10.0 Units / 5.0 hours LEC; 15.0 hours LAB**

***Credit course for letter grade only***

This course will continue nursing concepts and skills with a focus on common alterations of health and on promoting optimum health across the lifespan with emphasis on maternal/newborn and pediatric clients. Clinical experiences will include acute care and obstetric units and a wide variety of community care settings including pediatric clinics, public health, and outpatient perinatal services.

*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 continue to develop the concepts of pharmacotherapy for the registered nurse. Content focuses on pharmacological considerations for the pediatric and maternal/newborn clients, pediatric dosage calculations, women's health agents, antiviral therapy, and respiratory and cardiac medications.

*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 including: critical thinking skills, patient education, ethical dilemmas, legal mandates, role transition, delegation and stress reduction.

*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 introduce students to the specialty nursing areas of community health, psychiatric, emergency and disaster nursing. Emphasis will be on the pathological conditions of the neurological, cardiopulmonary, vascular, respiratory, genitourinary, and integumentary system as well as multisystem organ failure and shock. Students are expected to formulate and apply nursing care plans based on thorough assessment of patients in the clinical setting and on knowledge of pathophysiology and psychosocial needs of the patient.

*Prerequisite: NUR 112 with a minimum grade of C*

**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 build on the use of evidence-based practice introduced in NUR 116. Students will integrate nursing knowledge and theory with concurrent experiences in the clinical setting. 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 prepare the students to apply and interview for a new graduate nurse position. The course will build on concepts taught in previous leadership course with a focus on preparing for the application and interview process, roles in organization and planning, workplace safety, quality improvement and becoming an influential nurse.

*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 expand on the area of psychiatric nursing introduced in NUR 122. Emphasis will be on the pathological conditions related to mental health, gastrointestinal system, biliary and hepatic system, hematologic and neoplasms disorders, obesity and endocrine disorders including diabetes and musculoskeletal disorders including musculoskeletal trauma.

**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 continue to 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*



## COURSES

### **NUR-501 Nursing Mathematics Workshop**

**0.0 Units / 0.5 hours LAB**

**Noncredit Course**

This course will offer incoming registered nursing program students the opportunity to develop competence in nursing mathematics through instruction and supervised practice.

*Limitation on Enrollment: Acceptance into the Mendocino College RN Program*

*Course is exempt from repeat provisions*

## PHILOSOPHY

### **PHL-210 Introduction to Ethics**

**3.0 Units / 3.0 hours LEC**

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

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

This course will explore the concepts of morality and values and examine representative ethical theories and concepts around ethical decision-making, codes of moral conduct, obligation, responsibility, permission, utilitarianism, Kantianism, virtue ethics, consequentialism, distributive justice, social justice, exploring the role of ethics in society and applications to contemporary moral problems. Moral problems that may be examined include abortion, euthanasia/assisted suicide, capital punishment, war, hunger and homelessness, global resource inequality, animal rights, the trolley problem, the free rider problem, the environment and future generations, racial and gender injustice, sexual and reproductive autonomy, exploitation, or personal and social responsibility and public policy. (C-ID LPPS 120; PHIL 120)

*Recommended Preparation: ENG 200*

### **PHL-220 Introduction to Philosophy**

**3.0 Units / 3.0 hours LEC**

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

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

This course will explore philosophical ideas and methods concerning knowledge, reality, and values through reading and analysis of fundamental assumptions and principles found in primary philosophical texts. Topics will include the sources and limits of knowledge (epistemology), the nature of reality (metaphysics), ethics (value), and argumentation (Logic). Other topics that may be examined are the philosophies of self, truth, religion, science, language, beauty and art, political theory, or mind. (C-ID PHIL 100)

*Recommended Preparation: ENG 200*

### **PHL-230 Religions of the World**

**3.0 Units / 3.0 hours LEC**

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

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

This course will analyze primary sources and authoritative texts to explore the philosophical study of the meaning and nature of religion. It includes the analyses of religious concepts, beliefs, terms, arguments, and practices of religious adherents and compares the origins, beliefs, rituals, and ideas of religions. Religions discussed include Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam. Further, one or more of the following traditions may be examined: Shinto, Jainism, Sikhism, Zoroastrianism, Greek, and Roman, as well as indigenous traditions from various cultures. 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.

*Recommended Preparation: ENG 200*

## 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

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### Course Families

Course families are groups of active participatory courses that are related in content. Students are limited to no more than four attempts (grade or 'W') within each family group.

Cardiovascular Fitness: PEF 80, PEF 201, PEF 202, PEF 280

Resistance Training: PEF 216, PEF 217, PEF 218

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### PEF-80 Individual Exercise Lab

*1.0 - 2.0 Units / 3.0 - 6.0 hours LAB*

*Credit course for grade or Pass/No Pass*

This course will provide general conditioning, focused on participation in an individualized exercise program. Emphasis is placed on activities that contribute to lifelong wellness.

### PEF-201 Sport Related Physical Fitness Training

CSU, UC

*1.0 - 2.0 Units / 3.0 - 6.0 hours LAB*

*Credit course for grade or Pass/No Pass*

This course will cover the physical training elements that enhance participation in sports. It is a physical activity course and includes cardiovascular endurance, muscle strength and endurance, speed, agility, and balance.

### PEF-202 Low Impact Fitness

CSU, UC

*1.0 Units / 3.0 hours LAB*

*Credit course for grade or Pass/No Pass*

This course will cover physical conditioning to provide cardiovascular, strength, and flexibility fitness through active participation.

### PEF-216 Weight Training

CSU, UC

*1.0 Units / 3.0 hours LAB*

*Credit course for grade or Pass/No Pass*

This course will cover the general muscular endurance and strength components of physical fitness are enhanced and investigated through active participation in a resistance exercise program.

### PEF-217 Circuit Weight Training

CSU, UC

*1.0 Units / 3.0 hours LAB*

*Credit course for grade or Pass/No Pass*

This course will provide physical conditioning through circuit weight training. Emphasis will be put on enhance muscular endurance and strength as it applies to health and fitness.

### PEF-218 Power Weight Lifting

CSU, UC

*1.0 Units / 3.0 hours LAB*

*Credit course for grade or Pass/No Pass*

This course will introduce power lifting techniques for building power, strength and size in all muscle groups. It is an active participatory course.

### 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

**Course Families**

Course families are groups of active participatory courses that are related in content. Students are limited to no more than four attempts (grade or 'W') within each family group.

**Team Sports:** PES 204, PES 208, PES 224

**Individual Sports:** PES 264A, PES 264B, PES 273A, PES 273B

**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, and 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-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-230 Beginning Aikido** CSU, UC

*1.0 Units / 3.0 hours LAB*

*Credit course for letter grade only*

This course is designed for students who want to develop introductory skills in aikido. Aikido is a powerful martial art developed in Japan. The practice of Aikido includes warm up and flexibility exercises, practical combative and defensive techniques combined with an appreciation for formal etiquette. Students will develop a greater understanding of the relationship between mind, body, and spirit, which will help them deal with both physical and mental conflict in a more positive way.

**PES-264A Tennis-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 tennis. The focus is on 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 will cover 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 foil fencing. Students will be instructed in the basics of the Italian School of Foil Fencing which will include (but not be limited to) proper foil 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-274A Self Defense****1.0 Units / 3.0 hours LAB*****Credit course for grade or Pass/No Pass***

This course will introduce the fundamentals of self-defense and self-preservation. Students will be instructed in the basics of these fundamentals, which will include (but not limited to): the legal and moral aspects of self-defense; the social and psychological aspects of self-defense; verbal control and de-escalation; and, a wide variety of physical techniques for avoiding escalated conflict and protecting one's self in the event of a physical attack. Self-trauma assessment and immediate treatment of life-threatening wounds/injuries will also be taught.

CSU, UC

**PHYSICAL THERAPIST ASSISTANT****PHYSICAL THERAPIST ASSISTANT ACCREDITATION STATUS**

The Physical Therapist Assistant Program at Mendocino College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call Aura Whittaker at 707-467-1057 or email PTA@mendocino.edu.

**PTA-100 Introduction to Physical Therapy****1.0 Units / 1.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will introduce students to careers related to the field of physical therapy. It will outline job descriptions, educational background, labor market and practice settings for the different jobs related to physical therapy.

CSU

**PTA-101 Physical Therapy Practice for the PTA****2.0 Units / 2.0 hours LEC*****Credit course for letter grade only***

This course will introduce the students to the profession of Physical Therapist Assistant by covering the history, laws and ethics of the profession. Introduction to professional/medical documentation and quality assurance issues will be presented. Students will also study communication techniques, interpersonal relationships and psychosocial considerations in healthcare.

*Prerequisite: Admission to the PTA Program*

CSU

**PTA-102 Pathology****3.0 Units / 3.0 hours LEC*****Credit course for letter grade only***

This course will introduce the pathophysiology of all major organ systems of the body. The etiology, signs, symptoms, diagnosis, prognosis and interventions related to common diseases and disorders seen in the physical therapy setting will be covered.

*Prerequisite: Admission to the PTA Program*

CSU

**PTA-103 Patient Care Skills Theory****2.0 Units / 2.0 hours LEC*****Credit course for letter grade only***

The course will introduce students to the theory of basic patient care skills performed by the physical therapist assistant including positioning, monitoring vital signs, infection control techniques, transfer training and gait training. Students will also be introduced to the assessment and treatment processes of the physical therapist assistant.

*Prerequisite: Admission to the PTA Program**Corequisite: PTA 103L*

CSU

**PTA-103L Patient Care Skills Lab****1.0 Units / 3.0 hours LAB*****Credit course for letter grade only***

This course will provide practical training in basic care skills performed by the physical therapist assistant including position, monitoring vital signs, infection control techniques, transfer training and gait training. Students will also begin assessment and intervention techniques for the physical therapist assistant in this laboratory course.

*Prerequisite: Admission to the PTA Program**Corequisite: PTA 103*

CSU

## COURSES

- PTA-104 Clinical Kinesiology Theory** CSU  
*2.0 Units / 2.0 hours LEC*  
*Credit course for letter grade only*  
This course will cover kinesiology and anatomy of the musculoskeletal and neuromuscular systems. Emphasis will be on musculoskeletal anatomy and physiology including arthrokinematics, static and dynamic movement systems and associated clinical applications. Principles of goniometry and manual muscle testing will also be introduced.  
*Prerequisite: Admission to the PTA Program*  
*Corequisite: PTA 104L*
- PTA-104L Clinical Kinesiology Lab** CSU  
*1.0 Units / 3.0 hours LAB*  
*Credit course for letter grade only*  
This course will consist of the laboratory component of PTA 104 Clinical Kinesiology. Students will apply kinesiology and biomechanics principles of PTA 104 Clinical Kinesiology in a practical setting. Assessment of joint range of motion, muscle strength, posture and gait will be performed. Surface palpation skills will also be developed in this laboratory course.  
*Prerequisite: Admission to the PTA Program*  
*Corequisite: PTA 104*
- PTA-105 Therapeutic Exercise Theory** CSU  
*2.0 Units / 2.0 hours LEC*  
*Credit course for letter grade only*  
This course will cover the use of exercise as a preventative and rehabilitative modality for the treatment of pathological conditions. Emphasis is placed on the physiologic effects of exercise as well as the design and application of exercise programs to improve strength, flexibility, posture and balance. This course will also address exercise specific to cardiac rehabilitation, aquatic physical therapy and work hardening.  
*Prerequisite: Admission to the PTA Program*  
*Corequisite: PTA 105L*
- PTA-105L Therapeutic Exercise Lab** CSU  
*1.0 Units / 3.0 hours LAB*  
*Credit course for letter grade only*  
This course will provide the practical training for the use of exercise as a preventative and rehabilitative modality for the treatment of pathological conditions. It is the laboratory component of PTA 105 Therapeutic Exercise Theory and will allow for application of concepts taught in that course. Therapeutic exercise principles will be illustrated through practice for strength, flexibility, posture and balance. More specific programs of therapeutic exercise for cardiac rehabilitation, aquatic therapy and work hardening will also be covered.  
*Prerequisite: Admission to the PTA Program*  
*Corequisite: PTA 105*
- PTA-106 Therapeutic Agents Theory** CSU  
*2.0 Units / 2.0 hours LEC*  
*Credit course for letter grade only*  
This course will cover the use of physical agents in the treatment of common conditions seen in the physical therapy setting. Various thermal, mechanical and electromagnetic agents will be presented with corresponding indications and contraindications. Evidence based rationale for use of physical agents will also be addressed.  
*Prerequisite: Admission to the PTA Program*  
*Corequisite: PTA 106L*
- PTA-106L Therapeutic Agents Lab** CSU  
*1.0 Units / 3.0 hours LAB*  
*Credit course for letter grade only*  
This course will instruct students in the safe and effective use of physical agents in the treatment of common conditions seen in the physical therapy setting. Students will learn correct set up and application of thermal, mechanical and electromagnetic agents. This course is the laboratory course that corresponds with PTA 106 Physical Agents Theory.  
*Prerequisite: Admission to the PTA Program*  
*Corequisite: PTA 106*

**PTA-107 Orthopedic Management Theory**

CSU

**2.0 Units / 2.0 hours LEC***Credit course for letter grade only*

This course will focus on dysfunction, disease and trauma of the musculoskeletal system. Concepts of tissue healing, signs and symptoms of orthopedic dysfunctions, surgical interventions and physical therapy interventions will be addressed. Students will be expected to integrate knowledge and skills from previous PTA coursework to the orthopedic patient.

*Prerequisite: Admission to the PTA Program**Corequisite: PTA 107L***PTA-107L Orthopedic Management Lab**

CSU

**1.0 Units / 3.0 hours LAB***Credit course for letter grade only*

This course will provide the practical training for assessment and treatment of the orthopedic conditions seen in the physical therapy setting. It is the laboratory component of PTA 107 Orthopedic Management and will focus on application of concepts taught in that course. Treatment strategies for disorders of the spine, upper extremity and lower extremity will be covered. Students will be expected to integrate knowledge and skills from previous PTA coursework and apply it to the orthopedic patient.

*Prerequisite: Admission to the PTA Program**Corequisite: PTA 107***PTA-108 Neurology and Development Theory**

CSU

**2.0 Units / 2.0 hours LEC***Credit course for letter grade only*

This course will cover basic neuroanatomy and neurophysiology with a focus on human growth and development from birth to the aged adult. It will cover the physical, cognitive, social and emotional changes with aging and their impact on functional movement. The process of motor development through motor control and motor learning will be addressed and applied to treatment of neurologic conditions through the lifespan.

*Prerequisite: Admission to the PTA Program**Corequisite: PTA 108L***PTA-108L Neurology and Development Lab**

CSU

**1.0 Units / 3.0 hours LAB***Credit course for letter grade only*

This course will provide the practical training for the assessment and treatment of normal and abnormal neurodevelopment. It is the laboratory component of PTA 108 Neurology and Development and will focus on neurodevelopmental treatment techniques for pediatric patients and continuing through the lifespan. Fundamentals of treatment for neurological conditions in the adult and general treatment strategies related to geriatric patients will also be covered.

*Prerequisite: Admission to the PTA Program**Corequisite: PTA 108***PTA-109 Neurologic Management Theory**

CSU

**2.0 Units / 2.0 hours LEC***Credit course for letter grade only*

This course will cover physical therapy interventions for common neurologic conditions. Additionally, assessment, medical management, environmental barriers, adaptive equipment, psychosocial issues and effective interdisciplinary management will also be covered as it applies to the patient with a neurologic condition. Students will apply neuroanatomy and developmental concepts learned in PTA 108 Neurology and Development to the adult patient with a neurologic condition.

*Prerequisite: Admission to the PTA Program**Corequisite: PTA 109L*

## COURSES

### **PTA-109L Neurologic Management Lab**

CSU

**1.0 Units / 3.0 hours LAB**

*Credit course for letter grade only*

This course will cover the practical training for the assessment and treatment of common neurologic conditions by the physical therapist assistant. It is the laboratory component of PTA 109 Neurologic Management Theory and will apply principles of patient management taught in that course. It will incorporate treatment principles and progression from previous courses through the use of case studies.

*Prerequisite: Admission to the PTA Program*

*Corequisite: PTA 109*

### **PTA-110 Advanced Procedures Theory**

CSU

**2.0 Units / 2.0 hours LEC**

*Credit course for letter grade only*

This course will cover physical therapy care for unique patient populations including patients with respiratory dysfunction, women's health patients, oncology patients, amputees, patients with vestibular dysfunction, chronic pain patients and those with complex multi-system pathology. Topics include diagnoses, medical and physical therapy interventions, special considerations and equipment needs for these patient populations.

*Prerequisite: Admission to the PTA Program*

*Corequisite: PTA 110L*

### **PTA-110L Advanced Procedures Lab**

CSU

**1.0 Units / 3.0 hours LAB**

*Credit course for letter grade only*

This course will provide the practical training for physical therapy care for unique patient populations including patients with respiratory dysfunction, women's health patients, oncology patients, amputees, patients with vestibular dysfunction, patients with chronic pain and those with complex multi-system pathology. This is the laboratory portion of PTA 110 Advanced Procedures Theory. The focus of this course will be the application of concepts and interventions to patient treatment scenarios.

*Prerequisite: Admission to the PTA Program*    *Corequisite: PTA 110*

### **PTA-111 Professional Integration**

CSU

**2.0 Units / 2.0 hours LEC**

*Credit course for letter grade only*

This course will cover issues related to practice management and encourage problem solving skills to integrate all knowledge and skills learned throughout the PTA Program. The course will be discussion based and focus on learning through case studies. This course will also prepare students for licensure as a PTA and include a comprehensive exam covering all information taught in the PTA Program.

*Prerequisite: Admission to the PTA Program*

### **PTA-118 Clinical Development**

CSU

**3.0 Units / 3.0 hours LEC**

*Credit course for letter grade only*

This course will provide students with the opportunity to observe physical therapy evaluation and treatment of patients by PTA program faculty. Students will observe physical therapy treatment during scheduled class time on campus as well as develop professional skills for clinical education experiences during semesters 3 and 4. This course will also familiarize students with the Clinical Performance Instrument to prepare them for future clinical education experiences in the program.

*Prerequisite: Admission to the PTA Program and completion of PTA program semester 1 coursework*

### **PTA-121 Clinical Practicum I**

CSU

**6.0 Units / 19.0 hours LAB**

*Credit course for letter grade only*

This course will provide students with the opportunity to observe and participate in patient care as directed by a clinical instructor. Students will be placed in a clinical setting for a full time (40 hrs/wk), eight-week clinical experience where they will apply knowledge and skills learned in semesters one, two and three of the PTA Program. Students will provide care as directed by a licensed physical therapist or physical therapist assistant for uncomplicated and complicated patients with the degree of supervision and guidance based on the patient and the environment. Students are expected to be operating at an intermediate level by the end of this clinical experience.

*Prerequisite: Admission to the PTA Program and successful completion of all coursework prior to clinical practicum*

**PTA-122 Clinical Practicum II**

CSU

**6.0 Units / 19.0 hours LAB***Credit course for letter grade only*

This course will provide students with the opportunity to observe and participate in patient care as directed by a clinical instructor. Students will be placed in a clinical setting for a full time (40 hrs/wk), eight-week clinical experience where they will apply knowledge and skills learned in semesters one through four of the PTA Program. Students will provide care as directed by a licensed physical therapist or physical therapist assistant for uncomplicated and complicated patients with the degree of supervision and guidance based on the patient and the environment. Students are expected to provide patient care and fulfill the role of the physical therapist assistant at entry level by the end of this clinical experience.

*Prerequisite: Admission to the PTA Program and successful completion of all coursework prior to clinical practicum*

**PHYSICS****PHY-202 Introductory Physics**CSU (B1, B3), UC, IGETC (5A, 5C),  
MC (5)**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, light, electricity and magnetism, relativity, atomic and nuclear physics.

*Prerequisite: MTH 80 or high school Algebra II with a minimum grade of C*

**PHY-210 General Physics I**CSU (B1, B3), UC, IGETC (5A, 5C),  
MC (5)**4.0 Units / 3.0 hours LEC; 3.0 hours LAB***Credit course for grade or Pass / No Pass*

This course will give students a non-calculus-based introduction to classical physics. Topics include vectors, kinematics and dynamics, Newton's Laws, work and energy, momentum, conservation principles, static equilibrium, vibrations and waves, fluids, sound, and thermodynamics. This course assumes knowledge of basic algebra and trigonometry and is recommended for students majoring in the life sciences and similar programs. (C-ID PHYS 105; PHYS 100 S when PHY 211 is also completed)

*Prerequisite: MTH 121 with a minimum grade of C*

**PHY-211 General Physics II**CSU (B1, B3), UC, IGETC (5A, 5C),  
MC (5)**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. (C-ID PHYS 110; PHYS 100 S when PHY 210 is also completed)

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

**PHY-220 Physics for Scientists and Engineers I**CSU (B1, B3), UC, IGETC (5A, 5C),  
MC (5)**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, gravitation, and oscillations. (C-ID PHYS 205; PHYS 200 S when PHY 221 and PHY 222 are also completed)

*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. (C-ID PHYS 210; PHYS 200 S when PHY 220 and PHY 222 are also completed)

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

*Corequisite: MTH 211*

*Recommended Preparation: MTH 212*



## COURSES

### **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 will be one part of a three-semester calculus-based physics sequence for scientists and engineers. This introduction to thermodynamics, waves and modern physics 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, quantization, atomic physics, uncertainty, quantum mechanics, the nucleus and the Standard Model. (C-ID PHYS 215; PHYS 200 S when PHY 220 and PHY 221 are also completed)

*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 will enable students to earn credit for completing 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 learn to work in a professional environment with others from of a variety of backgrounds and experiences, better understand an occupation, and gauge their interest and compatibility with a specific career. Students can earn up to 8 units per semester (for a total of 14 combined Work Experience units).

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

*Recommended Preparation: POL 200, POL 201, POL 202, POL 203 or POL 205*

### **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 Academic Affairs.*

### **POL-200 American Government and Politics**

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

**3.0 Units / 3.0 hours LEC**

MC (4, 4A)

*Credit course for grade or Pass/No Pass*

This course will provide an introduction to United States and California government and politics, focusing on political culture, institutions, and behaviors. Topics such as equal rights, civil liberties, voter participation, media, public opinion and economic policy are assessed from diverse perspectives grounded in important historical and contemporary context. (C-ID POLS 110)

*Recommended Preparation: ENG 200*

### **POL-201 Comparative Politics**

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

**3.0 Units / 3.0 hours LEC**

MC (4)

*Credit course for grade or Pass/No Pass*

This course will compare and contrast different kinds of political systems around the world, including analysis of race/ethnicity, political culture, key historical events, institutional structures and decision making processes. Case studies include industrialized democracies, former and current communist states, and states of the Global South. (C-ID POLS 130)

*Recommended Preparation: ENG 200*

### **POL-202 Political Theory**

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

**3.0 Units / 3.0 hours LEC**

MC (4)

*Credit course for grade or Pass/No Pass*

This course will provide an introduction to classic and contemporary political theory, including Western political thought from Plato to the present, as well some comparative perspectives from other traditions. Course topics include fundamental concepts such as power, freedom, equality and justice; and modern political ideologies such as liberalism, conservatism, socialism, feminism and ecologism. (C-ID POLS 120; POLS 150)

*Recommended Preparation: ENG 200*

**POL-203 International Relations****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass*****CSU (D8), UC, IGETC (4H),  
MC (4, Culture)**

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 from various perspectives contemporary issues in international affairs, including related to race, ethnicity and political culture; international institutions and global order; diplomacy and bargaining; war, terrorism, and weapons of mass destruction; international trade, finance and economic development; global environmental challenges; and human rights. (C-ID POLS 140)

*Recommended Preparation: ENG 200***POL-205 Native Americans and the U.S. Political System****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass*****CSU (D3, D8), UC, IGETC (4C, 4H),  
MC (4)**

This course will examine the relationship of Native Americans to the U.S. political system from the Colonial era to contemporary period. It includes analysis of Native American political structures and functions, Federal Indian policy, the relationship between tribes and states, and important issues affecting the American Indian community.

*Recommended Preparation: ENG 200***PSYCHOLOGY****PSY-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 Academic Affairs.*

**PSY-205 Introductory Psychology****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass*****CSU (D9, E), UC, IGETC (4I),  
MC (4, Wellness)**

This course will provide an introduction to the field of psychology, defined as the scientific study of all human behaviors. 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, socialization, and methods used in psychological research. Special attention will focus on psychological implications of culture and diversity on human behavior. (C-ID PSY 110)

*Recommended Preparation: ENG 200***PSY-206 Human Sexuality****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass*****CSU (D9, E), UC, IGETC (4I),  
MC (4, Wellness)**

This course will provide 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 from cultural, experiential, and diverse perspectives will be explored within the aspects of interpersonal and individual sexual adjustment. (C-ID PSY 130)

*Recommended Preparation: ENG 200***PSY-208 Psychology of Loss and Death****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass*****CSU (D9, E), UC, IGETC (4I),  
MC (4, Wellness)**

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 200*

## COURSES

### **PSY-210 Psychology of Life Span Development**

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

**3.0 Units / 3.0 hours LEC**

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

This course will study, from a psychological perspective, human development from conception through death. Biological, environmental (including culturally bound experiences) will be addressed. Theories and research of the normal and abnormal physical, cognitive, social development will be examined. (C-ID PSY 180)

*Recommended Preparation: ENG 200*

### **PSY-212 Personality Theories**

**CSU (D9), UC, IGETC (4I),  
MC (4)**

**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. Topics will include cultural influences on personality, as well as issues of race and ethnicity.

*Recommended Preparation: ENG 200*

### **PSY-215 Psychology of Personal Growth**

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

**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, diversity, culture, and fulfilling one's potential.

*Recommended Preparation: ENG 200*

### **PSY-216 Social Psychology**

**CSU (D9), UC, IGETC (4I),  
MC (4)**

**3.0 Units / 3.0 hours LEC**

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

This course will explore the myriad interactions between people. Topics include study of attitude formation and change, persuasion, compliance, conformity, obedience, group phenomena, social cognition, gender roles, stereotypes, and aggression. Special attention will focus on culturally bound psychosocial behaviors and diverse populations. (C-ID PSY 170)

*Recommended Preparation: ENG 200*

### **PSY-218 Abnormal Psychology**

**CSU (D9), UC, IGETC (4I),  
MC (4)**

**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, prognosis of mental illness and psychological disorders. The social, cultural, environmental, and biological influences on psychopathology will be addressed. (C-ID PSY 120)

*Recommended Preparation: ENG 200 and PSY 205*

### **PSY-220 Psychology of Gender**

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

**3.0 Units / 3.0 hours LEC**

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

This course will examine the psychological and social implications of gender roles with consideration of sociocultural and historical influences. This course will explore classical and contemporary views of gender roles and the effects on individual development and relationships. Additional focus will be given to the effects of race, ethnicity, socioeconomic status, and other forms of culture on gender.

*Recommended Preparation: ENG 200*

### **PSY-250 Research Methods in Psychology**

**CSU (D9), IGETC (4), UC,  
MC (4)**

**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 experimental and nonexperimental research designs and procedures, ethics, literature reviews, collecting and analyzing data, interpreting and reporting results, becoming familiar with American Psychological Association (APA) writing format, and critical analysis of scientific findings. Topics will be examined within the context of the various subdivisions of Psychology, as well as from culturally diverse perspectives. (C-ID PSY 200)

*Prerequisite: PSY 205 and MTH 220 with a minimum grade of C*

**PSY-255 Introduction to Psychobiology**CSU (B2), UC, IGETC (5B),  
MC (5)**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. Research methods used to study behavior and mental processes will be addressed, along with the ethical and cultural implications of experimental research. (C-ID PSY 150)

*Prerequisite: PSY 205 with a minimum grade of C**Recommended Preparation: ENG 200***PSY-290 Introduction to the Counseling Profession**CSU, UC,  
MC (4)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass***

The course will introduce students to theories, and methodologies employed in psychotherapy and counseling, as 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., cultural, couples/family, child/adolescent, group, career, school, mental health), and the research methodologies and interventions in clinical psychology. Special attention will be given to student's understanding of issues related to the implications of mental health and wellness from diverse and culturally bound perspectives.

*Recommended Preparation: ENG 200 and PSY 205***REAL ESTATE****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 areas where trouble spots may be found include drainage, foundations, roofs, electrical, plumbing, and mechanical systems. It will also cover environmental constraints that can affect the desirability and value of a home.

**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 calculation of 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 Broker's Examinations through a concentrated review of the principles of real estate. The course will emphasize 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-160 Real Estate Principles**

CSU

**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.

## COURSES

### **RLS-161 Real Estate Practices** CSU

**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 salesperson's and broker's license.

*Recommended Preparation: RLS 160*

### **RLS-162 Real Estate Appraisal** CSU

**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 the code of ethics as it relates to residential property. This course fulfills State license requirements for salespersons and brokers.

*Recommended Preparation: RLS 160 or real estate license*

### **RLS-163 Real Estate Finance** CSU

**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, and types of financing; and the processes of qualifying buyers and property. Fulfills State license requirements for brokers and salespersons.

*Recommended Preparation: RLS 160*

### **RLS-164 Legal Aspects of Real Estate** CSU

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This course will introduce students to California real property law, including rights incident to property ownership and management, estates in land, agency, community property, contracts, conveyances, escrow, property taxation, trust deeds, foreclosure, land use and zoning controls, and landlord/tenant relationships, as well as recent legislation and litigation governing real estate transactions.

### **LS-167 Real Estate Economics** CSU

**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; urban renewal, and regulation of land uses; business fluctuations and real estate cycles; the financial markets; and commercial, industrial, and residential income properties and trends. This course fulfills State license and educational requirements for brokers and salespersons.

### **RLS-170 Property Management** CSU

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This course will review 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-172 Real Estate Investments** CSU

**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.

## 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*

## COURSES

### SOCIOLOGY

**SOC-200 Introduction to Sociology** CSU (D0), UC, IGETC (4J),  
3.0 Units/3.0 hours LEC MC (4)

*Credit course for grade or Pass/No Pass*

This course will provide 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. (C-ID SOCI 110)

**SOC-201 Social Problems** CSU (D0), UC, IGETC (4J),  
3.0 Units/3.0 hours LEC MC (4, 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, resources and ideology in the definition of social problems, their causes and consequences, evaluations of proposed solutions, and methods of intervention. Topics will vary. (C-ID SOCI 115)

**SOC-203 Introduction to LGBTQ+ Studies** CSU (D0), UC, IGETC (4),  
3.0 Units/3.0 hours LEC MC (4, Culture)

*Credit course for grade or Pass/No Pass*

This course will examine a broad range of contemporary LGBTQ+ issues in various domestic and global contexts including bio-medical, sociological and political. Additionally, students have the opportunity to explore intersecting identities while developing research and critical thinking skills vital for further progress in the program. (C-ID SJS 130)

*Recommended Preparation: ENG 200*

**SOC-210 Sociology of Families** CSU (D0, E), UC, IGETC (4J),  
3.0 Units/3.0 hours LEC MC (4, Wellness)

*Credit course for grade or Pass/No Pass*

This course will provide a systematic study of the family as a social and historical institution. The biological, psychological and sociological factors that impact family relationships are considered, including mate selection, courtship, human sexuality, marital adjustment, parenthood, cohabitation, divorce and economic and social policies. Successful students will be able to apply major sociological concepts and paradigms related to family life. (C-ID SOCI 130)

### SPANISH

**SPN-100 Conversational Spanish: Level I** CSU,  
2.0 Units/2.0 hours LEC MC (3)

*Credit course for grade or Pass/No Pass*

This course will be a beginning level development of verbal skills in Spanish by means of vocabulary acquisition, structural practice, and guided conversation. The course utilizes a practical conversational approach to acquiring a language and to communicate with Spanish speakers. Course may not meet transfer requirements. See your counselor for more information.

**SPN-101 Conversational Spanish: Level II** CSU,  
2.0 Units/2.0 hours LEC MC (3)

*Credit course for grade or Pass/No Pass*

This course will continue the development of practical Spanish language skills with the emphasis on speaking and listening. The course utilizes a practical conversational approach to acquiring a language and to communicate with Spanish speakers. Students will interact with authentic language in a cultural context. Course may not meet transfer requirements. See your counselor for more information.

*Recommended Preparation: SPN 100*

**SPN-102 Conversational Spanish: Level III** CSU,  
2.0 Units/2.0 hours LEC MC (3)

*Credit course for grade or Pass/No Pass*

This course will continue the development of practical Spanish language skills with the emphasis on speaking and listening. Mastery of the language will be enhanced through vocabulary and practical usage. The course uses a practical conversational approach to learning a language to communicate with Spanish speakers. Course may not meet transfer requirements. See your counselor for more information.

*Recommended Preparation: SPN 101*

**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 Academic Affairs.*

**SPN-200 Elementary Spanish: Level I**CSU (C2), UC, IGETC (6A),  
MC (3)**4.0 Units / 4.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will foster the acquisition of elementary Spanish language in a cultural context. It is designed to develop listening, speaking, reading, and writing skills to communicate with Spanish speakers. The material is presented within the context of cultures, histories, and peoples of Spanish-speaking societies, including the US. Students will interact with authentic language within a Spanish immersion environment.

(C-ID SPAN 100)

**SPN-201 Elementary Spanish: Level II**CSU (C2), UC, IGETC (3B, 6A),  
MC (3)**4.0 Units / 4.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will continue the instruction of elementary Spanish language in a cultural context. It is designed to develop listening, speaking, reading, and writing skills to communicate with Spanish speakers. The material is presented within the context of cultures, histories, and peoples of Spanish-speaking societies, including the US. Students will interact with authentic language within a Spanish immersion environment. (C-ID SPAN 110)

*Prerequisite: SPN 200, with a minimum grade of C, or two years of high school Spanish*

**SPN-202 Intermediate Spanish: Level I**CSU (C2), UC, IGETC (3B, 6A),  
MC (3)**4.0 Units / 4.0 hours LEC*****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 to communicate with Spanish speakers. The material is presented within the context of cultures, histories, and peoples of the Spanish-speaking world, including Latinos in the US. (C-ID SPAN 200)

*Prerequisite: SPN 201, with a minimum grade of C, or three years of high school Spanish*

**SPN-203 Intermediate Spanish: Level II**CSU (C2), UC, IGETC (3B, 6A),  
MC (3)**4.0 Units / 4.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will continue the development of Spanish language skills at an intermediate level, including listening comprehension, speaking, reading, and writing. Students will advance in their pronunciation, vocabulary, and conversational skills to communicate with Spanish speakers. The material is presented within the context of cultures, histories, and peoples of the Spanish-speaking world, including Latinos in the US. (C-ID SPAN 210)

*Prerequisite: SPN 202, with a minimum grade of C, or four years of high school Spanish*

**SPN-210 Spanish for Spanish Speakers: Level I**CSU (C2), UC, IGETC (3B, 6A),  
MC (3)**4.0 Units / 4.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will assist in the development and advancement of oral and written Spanish for the Spanish Speaker or other linguistically qualified students. It provides instruction that builds upon the existing reading, writing, speaking and listening skills and the cultural heritage and knowledge of students. The course develops awareness of linguistic registers, and appreciation for Latino cultures as manifested in Spanish speaking countries and in the United States. The study of language and literature will be approached from the perspective of a first language, not a foreign one.

This course is conducted entirely in Spanish. (C-ID SPAN 220)

*Prerequisite: SPN 201 with a minimum grade of C*



## COURSES

### **SPN-211 Spanish for Spanish Speakers: Level II**

**4.0 Units / 4.0 hours LEC**

*Credit course for grade or Pass/No Pass*

This course will continue to provide instruction for the advancement of oral and written Spanish for the Spanish speaker, by expanding the literacy skills acquired in Spanish 210. The course will continue working on linguistic registers, literature devices, and expand upon the appreciation for Hispanic Cultures and literatures as manifested in the Spanish speaking countries and Latinos in the United States. This course is entirely conducted in Spanish. (C-ID SPAN 230)

*Prerequisite: SPN 210 with a minimum grade of C*

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

### **SPN-212 Spanish Language and Culture through Cinema**

**4.0 Units / 4.0 hours LEC**

*Credit course for grade or Pass/No Pass*

This course will introduce seminal works by Latin American, Spanish, and US Latino filmmakers. It explores Spanish-language and culture through a variety of films for the purpose of critique and analysis as a way to develop oral skills and advanced academic writing. Selected writings are thematically paired with films as tools to advance written expression in a variety of genres.

*Prerequisite: SPN 203 or SPN 210 with a minimum grade of C*

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

### **SPN-500 Conversational Spanish for Older Adults: Level I**

**0.0 Units / 2.0 hours LEC**

*Noncredit course*

This course will be a beginning-level class for older adults to develop verbal skills in Spanish and their ability to communicate with Spanish speakers. Students will practice mental acuity while they develop language skills through vocabulary acquisition, structural practice, and guided conversation. The course utilizes a practical conversational approach to learning a language, providing older adults an opportunity to recall, organize, and share information as well as use the imagination. This approach will guide older adults to communicate about life experiences, referencing activities older adults may be interested in such as community, volunteering, and travel. Course may not meet major requirements at transfer institutions. See your counselor for more information.

*Course exempt from repeat provisions*

### **SPN-501 Conversational Spanish for Older Adults: Level II**

**0.0 Units / 2.0 hours LEC**

*Noncredit course*

This course will continue older adults' development of practical language skills with an emphasis on speaking and listening. The course utilizes a practical conversational approach to learning a language and to communicate with Spanish speakers. This approach aims to support older adults in practicing mental acuity by providing an opportunity to recall, organize, and share information through vocabulary development and verb practice. Course may not meet major requirements at transfer institutions. See your counselor for more information.

*Recommended Preparation: SPN 500 or SPN 100*

*Course exempt from repeat provisions*

### **SPN-502 Conversational Spanish for Older Adults: Level III**

**0.0 Units / 2.0 hours LEC**

*Noncredit course*

This course will continue older adults' development of practical language skills with an emphasis on speaking and listening. Mastery of the language is greatly enhanced through vocabulary and practical usage. The course utilizes a practical conversational approach to learning a language for older adults. Course may not meet major requirements at transfer institutions. See your counselor for more information.

*Recommended Preparation: SPN 501 or SPN 101*

*Course exempt from repeat provisions*

## SUSTAINABLE CONSTRUCTION AND ENERGY TECHNOLOGY

### **SCT-162 Safety Standards for Construction**

**1.0 Units / 1.0 hours LEC**

*Credit course for grade or Pass/No Pass*

This course will introduce students to important construction job site and workplace safety considerations, practices, and trade-related safety procedures. This course includes lecture and hands-on activities. This course provides curriculum to prepare students for the OSHA 10 Construction Training Certification card.

**CSU**

**SCT-164 Construction Documents I: Understanding Blueprints**

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 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. This course provides beginning instruction in computer aided design and drafting, CADD.

**SCT-166 Introduction to Construction Management**

CSU

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

This course will introduce students to the processes and practices of construction project management. The course is designed to give construction workers, owner/builders and facility managers an introduction to managing projects.

**SCT-180A 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.

**SCT-180B Advanced Construction Fundamentals**

CSU

*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 beginning student with continued training in the fundamentals of residential construction and remodeling. Students continue to 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 and hand tools. Students will continue to learn about construction practices and skills, and work independently on projects using skills covered in Construction Fundamentals and Green Building A.

*Prerequisite: SCT 180A with a minimum grade of C.*

**SCT-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*

This course will introduce students to 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.

**SCT-186 Introduction to Residential Electrical Systems**

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 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.

**SCT-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 will introduce 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.

## COURSES

### **SCT-193 Building Performance and Weatherization**

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

CSU

*Credit course for grade or Pass / No Pass*

This course will introduce 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.

### **SCT-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 will integrate 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.

### **SCT-200 Sustainability Overview**

CSU (D7), UC, IGETC (4G),

**3.0 Units / 3.0 hours LEC**

MC (4)

*Credit course for grade or Pass / No Pass*

This course will introduce 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.

### **SCT-500 Introduction to the Construction Trades**

**0.0 Units / 2.5 hours LEC**

*Noncredit course for Pass / No Pass or Satisfactory Progress*

The course will review the entire building process, introducing each trade for each of the building steps in a construction project. Students will be introduced to skills and tools required in fundamental trades such as project estimation, masonry carpentry, plumbing, and electric work, and will participate in hands-on demonstrations of these skills.

*Course is exempt from repeat provisions*

### **SCT-505 Introduction to the Construction Trades Lab**

**0.0 Units / 2.5 hours LAB**

*Noncredit course for Pass / No Pass or Satisfactory Progress*

This course will provide an opportunity for students to participate in hands-on practice of building trades skills, which may include operating power tools, framing walls, floors and roofs, basic plumbing and electrical exercises, masonry, and other related trade skills. This course may include field trips to work sites and participation in building projects.

*Course is exempt from repeat provisions*

### **SCT-515 Fork and Scissor Lift Basics**

**0.0 Units / 0.25 hours LEC; 0.25 hours LAB**

*Noncredit course for Pass / No Pass or Satisfactory Progress*

This course will introduce students to power lift equipment common on construction sites, and provide training in their safe operation, including powered industrial trucks (forklifts) and scissor lifts, and other heavy equipment. Students will participate in demonstrations of equipment use, and receive certificates of course completion after successfully completing the course.

*Course is exempt from repeat provisions*

### **SCT-540 Construction Math A**

**0.0 Units / 1.0 hours LEC**

*Noncredit course for Pass / No Pass or Satisfactory Progress*

This course will introduce students to the computational skills needed in construction. Topics include measurement, number sense, estimation, basic statistics, trigonometric functions, and algebraic thinking.

*Course is exempt from repeat provisions*

**SCT-541 Construction Math B****0.0 Units/1.0 hours LEC****Noncredit course for Pass/No Pass or Satisfactory Progress**

This course will introduce students to the computational skills needed in construction. Topics include geometry, measurement, number sense, estimation, basic statistics, trigonometric functions, and algebraic thinking.

*Prerequisite: SCT 540**Course is exempt from repeat provisions***SCT-562 Safety Standards for Construction****0.0 Units/1.0 hours LEC****Noncredit course for Pass/No Pass or Satisfactory Progress**

This course will introduce students to important construction job site and workplace safety considerations, practices, and trade-related safety procedures. This course includes lecture and hands-on activities as well as providing curriculum to prepare students for the OSHA 10 Construction Training Certification card, which will be issued upon successful completing of the course.

*Course is exempt from repeat provisions*

## THEATRE ARTS

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**Course Families**

Course families are groups of active participatory courses that are related in content. Students are limited to no more than four attempts (grade or 'W') within each family group.

**DANCE FAMILIES****Ballet:** THE 242A, THE 242B, THE 242C, THE 242D**Contemporary Dance:** THE 230A, THE 230B, THE 230C, THE 230D**Dance Composition:** THE 250A, THE 250B, THE 250C, THE 250D**Dance Performance and Repertory:** THE 265A, THE 265B, THE 265C, THE 265D**Dance – World Dance Forms:** THE 223, THE 227A, THE 227B, THE 244A, THE 244B, THE 247A**Jazz:** THE 238E, THE 238F, THE 238G, THE 238H**Pilates:** THE 228A, THE 228B, THE 228C, THE 228D**Tap:** THE 234A, THE 234B**Yoga:** THE 236A, THE 236B**THEATRE FAMILIES****Acting Performance:** THE 220A, THE 220B, THE 220C, THE 220D**Physical Theatre:** THE 214A, THE 214B, THE 214C**Playwriting and Development:** THE 105A, THE 105B, THE 105C, THE 105D**Musical Theatre:** THE 233, THE 260, THE 262, THE 268**Specialty and Support:** THE 160, THE 212A, THE 212B, THE 212C**Studio Acting:** THE 210A, THE 210B, THE 210C, THE 210D**Technical Performance:** THE 225A, THE 225B, THE 225C, THE 225D**Technical Production:** THE 208A, THE 208B, THE 216A, THE 216B**Theatrical Design:** THE 217D, THE 235**Theatrical Textile:** THE 217A, THE 217B, THE 217C**THE-105A Narrative Theatre****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 original writing, 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.

CSU

## COURSES

- 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 a successful audition/interview*
- THE-160 Audition Techniques** CSU  
*1.0 Units / 3.0 hours LAB*  
*Credit course for grade or Pass / No Pass*  
This course will help students prepare for professional, community and academic theatre auditions. This class is recommended especially for students planning to transfer to professional acting conservatories and/or baccalaureate acting programs. Each student develops a repertoire of classical and contemporary comic and serious audition pieces. Practice in cold readings is also provided. Introduction to career preparation topics such as resumes, union agents, and employment opportunities is also included.  
*Recommended Preparation: ENG 200 and THE 210B*
- 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 Academic Affairs.*
- THE-200 Introduction to Theatre** CSU (C1), UC, IGETC (3A),  
MC (3)  
*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. (C-ID THTR 111)
- THE-201 Introduction to Film** CSU (C1), UC, IGETC (3A),  
MC (3)  
*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 Analysis**CSU (C1), UC, IGETC (3A),  
MC (3)**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. (C-ID THTR 114)

**THE-204 History and Appreciation of Dance**CSU (C1), UC, IGETC (3A),  
MC (3)**3.0 Units / 3.0 hours LEC***Credit course for letter grade only*

This course will introduce 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 will explore 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 will learn to appreciate dance as a powerful form of human expression throughout human history.

*Recommended Preparation: ENG 200***THE-206 Dance in World Cultures**CSU (C1), UC, IGETC (3A),  
MC (3, 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-208A Stagecraft I**

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. (C-ID THTR 171)

*Recommended Preparation: MTH 79***THE-208B Stagecraft II**

CSU, UC

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB***Credit course for letter grade only*

This course will explore advanced technical theatre production techniques in areas of scenery, props, scenic painting, rigging and stage management, through individual projects and participation in major productions and group projects.

*Prerequisite: THE 208A with a minimum grade of C***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.

## COURSES

- THE-210B Beginning Acting** CSU, UC,  
MC (3)  
**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. (C-ID THTR 151)  
*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. (C-ID THTR 152)  
*Prerequisite: THE 210B with a minimum grade of C*  
*Recommended Preparation: ENG 200*
- THE-210D Acting Styles** CSU, UC,  
MC (3)  
**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. (C-ID THTR 152)  
*Prerequisite: THE 210B with a minimum grade of C*
- THE-212A The Actor's Voice I** CSU, UC  
**1.0 Units / 3.0 hours LAB**  
***Credit course for grade or Pass/No Pass***  
This course will introduce students to effective techniques for vocal production for the stage. Students will develop the basic skills of relaxation, breath, resonance and articulation. Students will combine ongoing physical and vocal exercises with practical applications through rehearsal and performance of dramatic material.
- THE-212B The Actor's Voice II** CSU, UC  
**1.0 Units / 3.0 hours LAB**  
***Credit course for grade or Pass/No Pass***  
This course will expand upon the techniques developed in The Actor's Voice I. Students will deepen their proficiency in the skills of relaxation, breath, resonance and articulation while additionally investigating various approaches and theories of voice production, developing a personal warm-up and learning the fundamentals of the International Phonetic Alphabet.  
*Prerequisite: THE 212A with a minimum grade of C*
- THE-212C The Actor's Voice III** CSU, UC  
**1.0 Units / 3.0 hours LAB**  
***Credit course for grade or Pass/No Pass***  
This course will expand upon the skills developed in The Actor's Voice II. Students will attain mastery and consistency in the fundamental skills of relaxation, breath, resonance and articulation. Additionally, students in this class will perform dramatic material utilizing dialect and apply vocal techniques to classic and period texts.  
*Prerequisite: THE 212B with a minimum grade of C*
- THE-214A Physical Theatre I** CSU, UC  
**1.0 Units / 3.0 hours LAB**  
***Credit course for grade or Pass/No Pass***  
This course will explore the fundamentals of movement & physical techniques for actors. Topics covered will include foundational work of relaxation and presence onstage, flexibility and expressiveness of movement, and varieties and qualities of gesture.

**THE-214B Physical Theatre II**

CSU, UC

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

The course will build upon the fundamentals of movement and physical techniques for actors addressed in Physical Theatre I. Topics covered will continued work on relaxation and presence, flexibility, expressiveness of movement, and varieties and qualities of gesture. It will also introduce physical techniques for the creation of character and storytelling.

*Prerequisite: THE 214A with a minimum grade of C*

**THE-214C Physical Theatre III**

CSU, UC

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

The course will build upon the physical and movement techniques for actors addressed in Physical Theatre I and Physical Theatre II. Topics covered will include more advanced explorations of relaxation and presence, flexibility, expressiveness of movement, and varieties and qualities of gesture, as well as physical techniques for the creation of character and storytelling. This third-level class will also introduce practice in clowning and approaches to period movement and style. The class will culminate with ensemble creation of a devised physical theatre project.

*Prerequisite: THE 214B with a minimum grade of C*

**THE-216A Stage Lighting I**

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. (C-ID THTR 173)

*Recommended Preparation: MTH 79*

**THE-216B Stage Lighting II**

CSU, UC

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB*****Credit course for letter grade only***

This course will explore advanced lighting techniques for theatre, dance and music, through individual projects and participation in major productions and group projects. (C-ID THTR 173)

*Prerequisite: THE 216A with a minimum grade of C*

**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. (C-ID THTR 174)

**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*



## COURSES

### **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-219 Introduction to Directing**

CSU, UC

**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 and THE 210B*

### **THE-220A Acting Performance I**

CSU, UC,  
MC (3)

**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. (C-ID THTR 191)

*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: A successful audition is required.*

### **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-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-224 Introduction to Playwriting****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.

CSU, UC

**THE-225A Production Crew I****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. (C-ID THTR 192)

*Limitation on Enrollment: Instructor approval required.*

CSU, UC,  
MC (3)**THE-225B Production Crew II****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. (C-ID THTR 192)

*Prerequisite: THE 225A with a minimum grade of C*

*Limitation on Enrollment: Instructor approval required.*

CSU, UC

**THE-225C Production Crew III****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. (C-ID THTR 192)

*Prerequisite: THE 225B with a minimum grade of C*

*Limitation on Enrollment: Instructor approval required.*

CSU, UC

**THE-225D Production Crew IV****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.*

CSU, UC

**THE-227A Hip Hop Dance: Beginning****0.5 - 1.0 Units / 1.5 - 3.0 hours LAB*****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.

CSU, UC

**THE-227B Hip Hop Dance: Intermediate****0.5 - 1.0 Units / 1.5 - 3.0 hours LAB*****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.

CSU, UC

## COURSES

- 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, breathing and introductory somatic awareness.
- 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 Pilates mat work, building upon the techniques developed in Pilates Mat I. This second-level course will emphasize exercises for improved movement memory, body alignment, strength, flexibility, control, coordination, breathing and deepening work in overall somatic awareness.  
*Prerequisite: THE 228A with a minimum grade of C*
- THE-228C Conditioning for Dance: Pilates Mat III** 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 advanced-intermediate level Pilates mat work emphasizing exercises for improved movement memory, body alignment, strength, flexibility, control, coordination, and breathing Somatic awareness will be integrated into the work on both a theoretical and a practical level. The class will also investigate the connection of Pilates training to performance as a dancer or actor.  
*Prerequisite: THE 228B with a minimum grade of C*
- THE-228D Conditioning for Dance: Pilates Mat IV** 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 advanced level Pilates mat work emphasizing exercises for improved movement memory, body alignment, strength, flexibility, control, coordination, and breathing. Study of somatic awareness is integrated into all class work on both theoretical and practical levels. This course also connects the study of Pilates to the students' work as dancers, singers and/or actors.  
*Prerequisite: THE 228D with a minimum grade of C*
- THE-230A Contemporary Dance: Beginning** CSU, UC,  
MC (3)  
*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 will provide 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 will provide 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-232 History of American Musical Theatre**CSU (C1, C2), UC, IGETC (3A, 3B),  
MC (3)*3.0 Units / 3.0 hours LEC**Credit course for grade or Pass / No Pass*

This course will explore the history of American musical theater from its roots in vaudeville, burlesque, minstrel shows, revues, and operetta to shows currently running on Broadway. Major songwriters, performers, producers, choreographers, and directors will be discussed along with the landmark musicals that have shaped American musical theater. The impact of culture on musical theater will include discussions of emerging technologies, changing patterns of immigration, economic cycles, wars, and human rights.

**THE-233 Musical Theatre Acting Workshop**

CSU, UC

*3.0 Units / 2.5 hours LEC; 1.5 hours LAB**Credit course for grade or Pass / No Pass*

This course will explore the fundamentals of singing while acting, and acting while singing. Emphasis is placed on expressing character and dramatic content through solo, and small ensemble performance.

**THE-234A Tap Dance: Beginning**

CSU, UC

*1.0 Units / 0.5 hours LEC; 1.5 hours LAB**Credit course for grade or Pass / No Pass*

This course will provide training in beginning tap dance technique with an emphasis on basic steps, rhythmic patterns, and style.

**THE-234B Tap Styles and Performance**

CSU, UC

*1.0 Units / 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.

*Prerequisite: THE 234A***THE-235 Introduction to Scenic Design**

CSU, UC

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

This course will provide an introduction to the basic techniques used in scenic design for live performance with emphasis on the art of scenic design through drafting techniques, model making, ground plans, as well as script analysis for the practical application of these skills.

*Recommended Preparation: THE 200 and THE 208A***THE-236A Yoga: Beginning**

CSU, UC

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

This course will build and maintain balance, flexibility and strength through postures, exercises and breathing techniques. Sequences will provide a methodical way for the student to condition the body and calm the mind.

**THE-236B Yoga: Advanced Beginning**

CSU, UC

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

This course will build and maintain balance, flexibility and strength through postures, exercises and breathing techniques, at a beginning intermediate level. Sequences will provide a methodical way for the student to continue on conditioning the body and calm the mind.

*Prerequisite: THE 236A*

## COURSES

### **THE-238E Jazz Dance: Beginning**

**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.

CSU, UC,  
MC (3)

### **THE-238F Jazz Dance: Advanced Beginning**

**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*

CSU, UC

### **THE-238G Jazz Dance: Intermediate**

**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*

CSU, UC

### **THE-238H Jazz Dance: Advanced Intermediate**

**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 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*

CSU, UC

### **THE-242A Ballet: Beginning**

**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.

CSU, UC,  
MC (3)

### **THE-242B Ballet: Advanced Beginning**

**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*

CSU, UC

### **THE-242C Ballet: Intermediate**

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

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

This course will develop 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*

CSU, UC

**THE-242D Ballet: Advanced Intermediate****2.0 Units/1.0 hours LEC; 3.0 hours LAB****Credit course for grade or Pass/No Pass**

This class will develop 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*

CSU, UC

**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 will introduce 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, UC

**THE-244B Mexican Folkloric Dance: Intermediate Technique and 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 will 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, UC

**THE-247A Social Dance Forms: Beginning****1.0 Units/3.0 hours LAB****Credit course for grade or Pass/No Pass**

This course will introduce students to a variety of social dance forms. Students will learn vocabulary and movements for such elementary level partner dances as the waltz, fox-trot, swing, cha-cha, tango, jitterbug and salsa. Historical perspectives of these dance forms will be discussed.

CSU, UC

**THE-250A Choreography: Introduction****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 choreographic theory and practice of dance composition in relation to design, dynamics, rhythm, theme, style, and musicality.

*Recommended Preparation: THE 230A*

CSU, UC

**THE-250B Choreography: Solos****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 and intermediate choreographic theory and practice of dance composition for a single solo dancer, in relation to design, dynamics, rhythm, theme, style, and musicality.

*Prerequisite: THE 250A**Recommended Preparation: THE 230A*

CSU, UC

**THE-250C Choreography: Groups****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 and intermediate choreographic theory and practice of dance composition for a group of dancers, in relation to design, dynamics, rhythm, theme, style, and musicality.

*Prerequisite: THE 250B**Recommended Preparation: THE 230A*

CSU, UC

**THE-250D Choreography: Site-Specific and Intermediate****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 choreographic theory and practice of dance choreography for site-specific and intermediate compositions in relation to design, dynamics, rhythm, theme, style, and musicality.

*Prerequisite: THE 250C**Recommended Preparation: THE 230A*

CSU, UC

## COURSES

### **THE-260 Dance Performance** CSU, UC

**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*

### **THE-262 Dance for Musical Theatre** CSU, UC

**1.0 - 3.0 Units / 3.0 - 9.0 hours LAB**

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

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.

### **THE-265A Dance Repertory Apprentice I** CSU, UC

**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 understudy and learn basics of performance. 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.

*Recommended Preparation: THE 230A*

*Limitation on Enrollment: Instructor permission required. Retention based on successful audition.*

### **THE-265B Dance Repertory Apprentice II** CSU, UC

**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 understudy, assist choreographer(s) and learn intricacies of a dance company. Perform, in a limited way, in a dance performance. Students will gain experience with the audition process; how to prepare for a performance and be successful.

*Recommended Preparation: THE 250A*

*Prerequisite: THE 265A*

*Limitation on Enrollment: Instructor permission required. Retention based on successful audition.*

### **THE-265C Dance Repertory I** CSU, UC

**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, to dance professional choreography and perform dances in a production. Students will learn and engage in the practicalities of how to produce a dance performance.

*Prerequisite: THE 265B*

*Limitation on Enrollment: Instructor permission required. Retention based on successful audition.*

### **THE-265D Dance Repertory II** CSU, UC

**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, to dance professional choreography, assist with choreography and perform advance dances in a production. Students will learn and engage in the practicalities of how to produce a professional dance performance.

*Prerequisite: THE 265C*

*Limitation on Enrollment: Instructor permission required. Retention based on successful audition.*

### **THE-268 Dance Rehearsal** CSU, UC

**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.

**THE-528 Pilates for Older Adults****0.0 Units / 1.5 - 3.0 hours LAB***Noncredit course*

This course will provide instruction in Pilates mat work for improved movement memory, balance, body alignment, strength, flexibility, control, coordination, breathing and overall somatic awareness for older adults. Exercises will focus on mindful exploration of the Pilates method and movement to support the aging body. This class is appropriate for all levels.

*Course exempt from repeat provisions***THE-536 Yoga for Older Adults****0.0 Units / 3.0 hours LAB***Noncredit course*

This course is geared to the older adult and will provide yoga to build and maintain balance, flexibility and strength through postures, exercises and breathing techniques. Sequences will provide a methodical way for the student to support the fragile, aging body through therapeutic yoga and calming the mind. This class is appropriate for all levels and abilities.

*Course exempt from repeat provisions***WELDING****WLD-61 Beginning Welding****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 welding technology and terminology as well as begin students on the development of the manual skill necessary to perform shielded metal arc and oxyacetylene welding and cutting in the flat and horizontal positions. All aspects of safety in the welding shop will be emphasized.

**WLD-62 Intermediate Welding****3.0 Units / 1.5 hours LEC; 4.5 hours LAB***Credit course for grade or Pass / No Pass*

This course will require students to perform welds in positions other than in the flat position. The content will enhance the ability of the students to perform welds out of position. The course includes welding safety, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), plasma arc cutting (PAC), air carbon arc cutting and gouging (CAC-A) welding and cutting processes. These welds will be performed in the flat, horizontal, vertical, and overhead positions. It will also include base metal, shielded metal arc welding electrodes, joint fit-up and alignment, groove welds with backing, and open V-groove welds. All welds will meet the American Welding Society (AWS) qualification standards.

*Recommended Preparation: WLD 61***WLD-65 Beginning Gas Tungsten Arc Welding****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 (GTAW) 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-70 Beginning Gas Metal Arc Welding****3.0 Units / 1.5 hours LEC; 4.5 hours LAB***Credit course for grade or Pass / No Pass*

This course will include the technical understanding of Gas Metal Arc Welding (GMAW) fundamentals, arc characteristics and welding safety. Development of the manual skills necessary to make high quality gas metal arc welds in all positions on mild steel will be included.

**WLD-71 Advanced Gas Metal Arc Welding****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-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 Academic Affairs.*

**WOODWORKING****WOD-70A Introduction to Woodworking I****3.0 Units / 1.0 hours LEC; 6.0 hours LAB****Credit course for grade or Pass/No Pass**

This course will provide an introduction to the craft of woodworking for domestic furniture. Topics include the safe use of power equipment and hand tools, lumber selection and milling, joinery, assembly and finishing.

*Recommended Preparation: MTH 79*

**WOD-70B Introduction to Woodworking II****3.0 Units / 1.0 hours LEC; 6.0 hours LAB****Credit course for grade or Pass/No Pass**

This course will continue instruction in the craft of woodworking begun in WOD70A. Topics include the safe use of power equipment and hand tools, basic casework, methods, layout and joinery, assembly and finishing.

*Prerequisite: WOD 70A with a minimum grade of C*

**WOD-80A Fine Woodworking: Theory and Practice I****18.0 Units / 3.0 hours LEC; 45.0 hours LAB****Credit course for grade or Pass/No Pass**

This course will introduce students to the principles and practices of traditional and contemporary cabinetmaking. Topics will include refinements in the use of joinery, tools, and the elements of design. Students will incorporate these into individual projects of their own choosing.

*Limitation on Enrollment: Acceptance into the Mendocino College Fine Woodworking Program*

**WOD-80B Fine Woodworking: Theory and Practice II****18.0 Units / 3.0 hours LEC; 45.0 hours LAB****Credit course for grade or Pass/No Pass**

This class will build on the material in WOD 80A. Students will have the opportunity to learn and apply fundamental furniture-making skills and to improve and strengthen their existing skills through different applications. A survey of the aesthetics of project design, construction procedures, and advanced techniques will be presented.

*Prerequisite: WOD 80A with a minimum grade of C*

**WOD-81A Fine Woodworking: Special Studies in Cabinet Making****16.0 Units / 48.0 hours LAB****Credit course for grade or Pass/No Pass**

This course will act as the first in a series of courses of individual study in advanced cabinetmaking. Course hours are divided among in-depth study of the technical and aesthetic aspects of cabinetmaking, machine techniques, and hand tool methods related to excellence in woodworking. Students will create fine furniture that combines personal expression with function and is pleasing and proper. Students will plan and stage a fine furniture exhibition.

*Prerequisite: WOD 80B with a minimum grade of C*

**WOD-81B Fine Woodworking: Advanced Special Studies in Cabinet Making****16.0 Units / 48.0 hours LAB****Credit course for grade or Pass/No Pass**

This course will act as the second in a series of courses of individual study in advanced cabinetmaking. Course hours are divided among in-depth study of the technical and aesthetic aspects of cabinetmaking, machine techniques, and hand tool methods related to excellence in woodworking. Students will independently design and create fine furniture that combines personal expression with function and is pleasing and proper. Students will plan and stage a fine furniture exhibition.

*Prerequisite: WOD 81A with a minimum grade of C*

**WOD-98.1 Intermediate Woodworking***12.5 Units / 2.0 hours LEC; 32.0 hours LAB**Credit course for grade or Pass / No Pass*

This class will introduce advanced techniques beyond the use of solid wood, specifically veneering, bent lamination, and glass in cabinet construction. Students will have the opportunity to learn and apply these techniques in a project, and to improve and strengthen their existing skills.

*Prerequisite: WOD 70B*

**WORK EXPERIENCE EDUCATION****WEE-196 Work Experience Education**

CSU

*0.5 - 14.0 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. Faculty and employers help students create meaningful educational experiences by developing specific learning objectives that connect academic curricula to applied experiential learning in the workplace. Units are degree applicable and transferable. Units are awarded based on the progress towards learning objectives; additionally, each unit of Work Experience requires students to document 51 hours over the course of the semester.

*Students may repeat Work Experience Education subject to Administrative Procedures and Title V*

# MENDOCINO COLLEGE

## 2024 - 2025 CATALOG



## **FACULTY & STAFF**

# ADMINISTRATION

## OFFICE OF THE SUPERINTENDENT/ PRESIDENT

### **Timothy Karas**

Superintendent/President

A.A. West Valley College  
B.A. Humboldt State University  
M.L.I.S. San Jose State University  
Ed.D. Fielding Graduate University

### **Kelly Keyes**

Executive Assistant II  
Superintendent/President

### **Minerva Flores**

Director of Institutional Effectiveness,  
Research, and Grants

B.A. University of California-Davis  
M.A. Sonoma State University

### **Rose Bell**

Director of Community Relations  
and Communications

A.A. Mendocino College  
B.A. Arizona State University  
M.A. Royal Holloway University of London

## OFFICE OF THE FOUNDATION

### **Julie McGovern**

Executive Director, Mendocino  
College Foundation

B.A. Syracuse University

## OFFICE OF ACADEMIC AFFAIRS

### **Debra Polak**

Vice President of Academic Affairs

B.A. University of California-Berkeley  
M.A. University of California-Berkeley

### **Rebecca Montes**

Dean of Instruction, Ukiah

B.A. Santa Clara University  
M.A. University of Texas-Austin  
Ph.D. University of Texas-Austin

### **Christy Smith**

Dean of Career Education

B.S. University of California-Davis  
M.S. National University

### **Amanda Xu**

Dean of Centers

B.S. University of California-Merced  
Ph.D. University of California-Davis

### **Suzanne Hewitt**

Assistant Dean, Health Careers/Nursing  
Program Director

A.D.R.N. Weber State University  
B.A. Westminster College  
M.S.N., F.N.P. Baylor University  
D.N.P. California State University-Fresno

### **Monica Flores**

Director of Lake Center

B.A. Stanford University  
M.A. Stanford University

### **Matt Gordon**

Director of Athletics

A.A. Mendocino College  
B.A. California State University-Chico  
M.A. Concordia University

### **Janet Daugherty**

Director of Teaching and Learning Success

B.A. California State University-Chico  
M.S. Dominican University

### **Eric Hoefler**

Director of MESA/STEM Success

B.A. San Diego State University  
M.A. Chapman University

### **Rose Mehtlan**

Center Operations Supervisor,  
North County Center

A.A. Santa Rosa Junior College

### **Christine Samaniego**

Center Operations Supervisor, Coast Center

B.A. University of California-Berkeley  
M.A. Loyola Marymount University

### **Euline Olinger**

ML ACE Program Manager

B.A. California State University-Fullerton  
B.S. California State University-Fullerton  
M.A. California State University-Long Beach  
Ph.D. University of California-Davis

## FACULTY & STAFF

### **Jackeline Gonzalez de Orozco**

HEP Program Manager

B.S. Universidad Autonoma De Tamaulipas  
B.S. Escuela Normal Superior del Sur de Tamaulipas  
M.A. Universidad TecMilenio

## OFFICE OF STUDENT SERVICES

### **Ulises Velasco**

Vice President of Student Services

A.A. Santa Monica College  
B.A. Columbia University  
M.P.A. Arizona State University

### **Mindy Keegan**

Administrative Assistant – Vice President of Student Services

A.A. City University of New York  
B.A. Sonoma State University

### **Ingrid Larsen**

Dean of Counseling and Retention

B.S. California State University-Chico  
M.A. Sonoma State University

### **Yuliana Sandoval**

Director of Financial Aid & EOPS

A.A. Antelope Valley College  
B.A. California State University-Bakersfield  
M.S. University of La Verne

### **Anastasia Simpson-Logg**

Director of Admissions and Records

A.A. Mendocino College  
B.A. University of Maryland Global Campus

### **Bonnie Lockhart**

Director of Student Life and Support

B.A. California State University-Monterey Bay  
M.S.W. University of California-Berkeley

### **Mariana Martinez**

Program Manager, CAMP

B.A. Sonoma State University  
M.A. University of the Pacific  
Ph.D. University of Illinois at Urbana-Champaign

### **Brian Williams**

Program Manager – Native American Student Success & Support Program

A.A. American River College  
B.A. Sonoma State University  
M.S. Purdue Global University

### **Roberto Renteria**

Program Manager – Hispanic Serving Institute Program Manager

B.A. San Jose State University  
M.A. University of San Francisco  
Ed.D. San Francisco State University

## OFFICE OF ADMINISTRATIVE SERVICES

### **Vacant**

Assistant Superintendent/Vice President of Administrative Services

### **Vacant**

Executive Assistant I  
Vice Presidents

### **David Johnston**

Director of Information Technology

B.S. University of Illinois-Springfield

### **Nicole Marin**

Director of Human Resources

B.A. California State University-Fresno  
M.B.A. California State University-Sacramento

### **Joe Atherton**

Director of Fiscal Services

B.S. California State University-Chico

### **MacAdam Lojowsky**

Director of Facilities Planning, Operations & Sustainability

B.A. Evergreen State College  
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### **Anthony Risch**

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<b>Art Gallery</b> .....	468.3207	<b>MESA</b> .....	468.3023
<b>ASMC-Student Activities</b> .....	467.1019	<b>Native American Outreach</b> .....	468.3223
<b>Athletics</b>		<b>Public Information Office</b> .....	468.3012
Athletic Office.....	468.3036	<b>Scholarships</b> .....	467.1018
Team Sports-Baseball.....	468.3142	<b>Security</b> .....	(text only 489.8404) 468.3155
Team Sports-Men's Basketball.....	468.3028	<b>Student Services</b> .....	468.3105
Team Sports-Women's Basketball .....	468.3166	<b>Superintendent/President</b> .....	468.3071
Team Sports-Soccer .....	468.3006	<b>Transfer Center</b> .....	468.3045
Team Sports-Softball .....	468.3130	<b>Veterans Services</b> .....	468.3101
Team Sports-Volleyball .....	468.3163	<b>Work Experience</b> .....	468.3047
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<b>Bookstore</b> .....	467.9251	2565 Parallel Drive,	
<b>Business Office</b>		Lakeport .....	263.4944 or 468.3084
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Accounts Receivable .....	468.3060	1211 Del Mar Drive,	
Administrative Services .....	468.3068	Fort Bragg .....	961.2200 or 468.3085
<b>CAMP</b> .....	467.1008	<b>North County Center</b>	
<b>Career Center-Student Employment</b>	468.3044	372 E. Commercial Street,	
<b>Child Development Center</b> .....	468.3089	Willits .....	459.6224 or 468.3082
<b>Counseling</b> .....	468.3048	<b>Fax Numbers</b>	
<b>Disabled Student Services</b> ..	468.3031 or 3032	Admissions & Records .....	468.3430
TDD .....	468.3179	Bookstore .....	467.9349
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<b>Foundation</b> .....	467.1018	Financial Aid.....	468.3197
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Payroll .....	468.3066	Instruction Office .....	463.6529
<b>Instruction Office</b> .....	468.3002	Lake Center .....	263.1908
<b>Learning Center-Tutorial Services</b> ..	468.3046	North County Center .....	459.6225
<b>Library</b> .....	468.3053	President's Office .....	468.3074
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MENDOCINO  
COLLEGE





# MENDOCINO COLLEGE

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## COAST CENTER

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## LAKE CENTER

2565 PARALLEL DR.  
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## NORTH COUNTY CENTER

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