



# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

---

## General Catalog 2017 - 2018

---

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

J. ARTURO REYES  
SUPERINTENDENT/PRESIDENT

## MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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

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

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

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

Mendocino College is proud to serve a large population of Native American students and also be named a Hispanic Serving Institution. Our commitment to diversity remains one of our highest priorities. The Mendocino-Lake Community College District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. Diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students.

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

Whether this will be your first semester in college or another step toward achieving your educational goals,

I wish you all the best!

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

Si usted está interesado/a en transferirse a una universidad de cuatro años, completar un programa de grado asociado, obtener un certificado, participar en la formación de una profesión técnica, o fortalecer su habilidad en matemáticas o inglés, aquí en el Colegio de Mendocino encontrará una educación inigualable que inspira el aprendizaje.

El Colegio de Mendocino, un lugar dedicado sobre todo al éxito estudiantil, es la mejor opción para una educación superior en lo cual puede contar con: una atrayente vida estudiantil, deportes de primer nivel y gratificantes experiencias culturales. Nuestro enfoque educativo “centrado en el estudiante” ofrece exitosos servicios al alumno que incluyen ayuda financiera, tutoría, orientación y apoyo académico.

En el Colegio de Mendocino damos con entusiasmo la bienvenida a todos los estudiantes y alentamos a estudiantes de primera generación, estudiantes tradicionalmente menos representados, y estudiantes de diversos contextos en matricularse en el colegio.

El Colegio de Mendocino se enorgullece en servir a una gran población de estudiantes nativo americanos y también en ser titulado como Institución al Servicio de los Hispanos. Nuestro compromiso con la diversidad sigue siendo una alta prioridad. El Distrito del Colegio Comunitario de Mendocino-Lake se compromete a emplear administradores, profesores y personal calificado y dedicado al éxito estudiantil. La diversidad en el medio académico fomenta la conciencia cultural, promueve el respeto mutuo y provee modelos ejemplares para los estudiantes.

Sea en el salón o fuera, descubrirá el éxito estudiantil a través de una gran variedad de programas y servicios diseñados para lograr sus metas y prepararse para un futuro gratificante y significativo.

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

J. ARTURO REYES  
SUPERINTENDENT/PRESIDENT

707.468.3071 • Cell: 707.330.6646 • areyes@mendocino.edu



# TABLE *of* CONTENTS

---

	Page
Welcome .....	2
Academic Calendar .....	4
Board of Trustees .....	5
Mission Statement .....	6
General Information .....	7
5 Steps to Becoming a Mendocino College Student .....	12
Student Services .....	13
Policies, Rules & Regulations .....	35
Academics .....	51
Programs .....	75
Announcement of Courses .....	169
Administration .....	276
Faculty .....	277
Classified Staff .....	280
Telephone Numbers .....	282

# 2017 - 2018 Academic Calendar

## Summer 2017

JUN 12	Summer session begins
JUL 4	Independence Day holiday
AUG 3	Summer session ends

## Fall 2017

AUG 18	Inservice Day (No classes)
AUG 21	Fall Semester begins
AUG 28	Instructor permission required to add semester length classes
SEP 1	Add and Refund deadline for semester length classes. Petition to add required after this date.
SEP 4	Labor Day holiday
NOV 10	Veteran's Day holiday
NOV 13	Priority registration begins for Spring 2018
NOV 17	Deadline to apply for Fall graduation
NOV 23-24	Thanksgiving holiday
DEC 15	Fall Semester ends
DEC 18-29	Winter Break
JAN 1-12	Winter Break continues

## Spring 2018

JAN 15	Martin Luther King Jr. Day holiday
JAN 19	Inservice Day (No Classes)
JAN 22	Spring Semester begins
JAN 29	Instructor permission required to add semester length classes
FEB 2	Add or Refund deadline for semester length classes. Petition to add required after this date.
FEB 16	Lincoln's Day holiday observed
FEB 19	Washington's Day holiday observed
MAR 26-30	Spring Break
APR 16	Priority registration begins for Summer 2018
APR 20	Deadline to apply for Spring graduation
MAY 7	Priority registration begins for Fall 2018
MAY 25	Spring Semester ends
MAY 25	Commencement

## Summer 2018

JUN 11	Summer session begins
JUL 4	Independence Day holiday observed
AUG 2	Summer session ends

### FULL SEMESTER LENGTH CLASS DEADLINES

	Fall	Spring
REFUND	Sep 1	Feb 2
ADD	Sep 1	Feb 2
DROP w/o W	Sep 1	Feb 2
PASS/NO PASS	Sep 22	Feb 23
DROP w/W	Nov 17	Apr 27

### FOR SUMMER SESSION AND SHORT TERM

#### Dates are calculated by the variables below:

REFUND	10% of course length
ADD	20% of course length
DROP w/o W	20% of course length minus 1 day
PASS/NO PASS	30% of course length
DROP w/W	75% of course length
Final exams are given on the last day of class.	



# BOARD OF TRUSTEES

## Mendocino College Governing Board

Mendocino College is governed by a seven-member Board of Trustees elected by the District as well as one student trustee elected by the Associated Students of Mendocino College. Terms of office are four years and are staggered with biennial elections in accordance with the California Education Code. The Board of Trustees is now in its fourth decade, and has developed numerous policies, procedures, and traditions during that period. These policies address instruction, personnel, students, and operations, among other components of the College. All policies are 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:

**Janet Chaniot**  
**Potter Valley**  
Term 2013-2018

**Edward Haynes**  
**Ukiah**  
Term 2013-2018

**Robert Jason Pinoli**  
**Hopland/Boonville**  
Term 2016-2018

**John Tomkins**  
**Lucerne**  
Term 2013-2018

**Marie Myers**  
**Redwood Valley**  
Term 2015-2020

**Paul B. Ubelhart**  
**Willits**  
Term 2015-2020

**Dave Geck**  
**Kelseyville**  
Term 2015-2020

**Student Trustee**  
Term 2017-2018

The Board generally meets the second Wednesday of the month at 4:00 pm (unless otherwise announced) in the Board Room (Room 1060), MacMillan Hall, Mendocino College, Ukiah Campus. The meetings are open to the public. The Board Meeting schedule, agenda and minutes are available on the College website at [mendocino.edu](http://mendocino.edu).



# MISSION STATEMENT

## MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

---

### MISSION

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

### VISION

Mendocino College faculty, staff and students inspire each other to engage in quality educational experiences to achieve student success. Within this partnership, all members share a mutual accountability for student success. Faculty and staff serve as the catalyst for students actively engaged in the learning process; students accept their responsibility to define their goals and to work actively toward them.

### OUR CORE VALUES

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

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

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

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

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

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

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

### OUR STRATEGIC GOALS

Within our learner-centered partnership:

- Support and enhance an equitable campus culture and environment to support a diverse student population through vibrant, relevant and inclusive campus and community experiences.
- Support and create more professional development opportunities that strengthen our inclusive, equitable and ethnically diverse college and community.
- Foster ongoing student, faculty and staff learning communities where continued reflection, growth, and support promote campus diversity, equity and student success.
- Develop classroom practices which value diverse student voices and experiences, create safe learning environments, and embrace current and relevant technologies in order to support students in a positive relationship with the college.
- Determine the needs of the community to develop Career Technical Education programs to serve underrepresented populations.

# MENDOCINO COLLEGE

## 2017 - 2018 CATALOG



## GENERAL INFORMATION

## General Information

For 44 years, Mendocino College has set the standard for excellence in education. From the years at the fairground as “Trailer Tech” to the acquisition of land for a permanent home to the construction of the Library/Learning Center at the Ukiah Campus, as well as the completion of the Lake Center and North County Center, and acquisition of the Mendocino Coast Center, Mendocino College has consistently focused on student success, ensuring that our rural community is well-served.

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

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

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

In November 2006, the College passed its first-ever bond initiative with a 63% positive approval rating. The bond measure has generated 70 million and has enabled the College to finish its Facilities Master Plan. As a result, a new Library/Learning Resource Center has been constructed on the main Ukiah campus, along with a nursing complex, a culinary arts complex and a maintenance warehouse.

In Fall of 2014, under an agreement with College of the Redwoods, Mendocino College began offering courses in Fort Bragg. That territory has now been transferred to the Mendocino-Lake District. In fall of 2017, the Mendocino Coast Center will have its grand opening as an official Mendocino College Center.

Also of equal importance to the District, two other permanent centers, the Lake Center and the North County Center have both been completed. The North County and Lake Centers provide administrative services and classrooms for outlying areas. Additional services offered in these locations include counseling, financial aid, and EOPS. Library and audio-visual services are offered through the main campus and online, through District technology. Additional instructional facilities are used for special programs in the outlying areas and local high school facilities are used in the evening, including programs at Anderson Valley, Potter Valley, Upper Lake, Clearlake, Kelseyville, Round Valley and the museum in Willits.

There are two special facilities utilized by Mendocino College:

1. The Mendocino College Coastal Field Station located 50 miles southwest of Ukiah is utilized as a field laboratory for specific science classes in marine biology, botany, and geology.
2. The Lake County Observatory/Planetarium is available to the District for classes in astronomy.



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

At last count, more than 100,000 students have enrolled in classes at the college in the past 44 years. Mendocino College's average enrollment at about 6,000 students a year, including the Ukiah campus, the Lake Center, the North County Center and distance education. This allows the institution to offer individual attention to students in the classroom and on campus. Increasingly, the District's student population relies on some type of financial aid (about 60%); this student population is also evenly distributed across all age groups.

2012 was the first year that Mendocino College reached the 25% mark in terms of serving Hispanic students. Since 2012, the College has actively worked to sustain its level of service to this community and was officially designated an Hispanic Serving Institution in Spring 2014.

In 2004, the College developed a highly successful nursing program, and continues to develop high-demand Career and Technical Education degrees and certificates. Most recently, the college has developed a Sustainable Technologies program, which has been well-received by students and the community. Additionally, the College has developed a total of 22 Associate Degrees for transfer. The College is proud to be able to offer this breadth of degrees and certificates to the small, rural community in which it is situated.

### Academic Freedom

Academic Freedom is a right enjoyed and valued by all members of the Mendocino College community. The Mendocino College Board of Trustees recognizes that Mendocino College exists for the common good, which depends upon the free search for truth and its free exposition. In support of this recognition, the Board has developed Policy 4030, which affirms that academic freedom in research is fundamental to the advancement of truth, and that academic freedom in the teaching aspect is fundamental for the protection of the rights of the instructor and the student for freedom of teaching and learning.

### Accreditation

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

In addition to being accredited by the Western Association of Schools and Colleges, Mendocino College is approved by the California Community College Board of Governors, California State Department of Education, the Veterans' Administration for veteran benefits and the U.S. Department of Education. Transfer courses taken at Mendocino College are accepted at the University of California, the California State University and College System, and private four-year colleges and universities.

## Catalog Rights

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

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

Students maintain catalog rights through continuous enrollment at Mendocino College. Continuous enrollment is defined as enrollment in at least one credit course per academic year, as shown on the student's official academic record. The academic year begins each fall and ends with the subsequent summer session. For a complete description of catalog rights, see Board Policy 510.

## Completion and Transfer Rates

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

- The statewide degree/certificate completion rate for all California community colleges based on the recent cohort of Fall 2012 is 29.45%. For more information, please visit [mendocino.edu](http://mendocino.edu) and click on the Student Right to Know button under Institutional Research.
- The statewide transfer percentage for all California community colleges based on the most recent cohort of Fall 2012 is 10.09%.\*

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

## Student Retention Rate

In compliance with Chapter 1 of Title 45 of the Code of Federal Regulations, Part 178.4(f), data regarding student retention and enrollment patterns may be obtained by contacting the Office of the Vice-President of Instruction at 707.468.3068.



## INSTITUTIONAL STUDENT LEARNING OUTCOMES

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

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

## INSTITUTIONAL CODE OF ETHICS

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

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

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

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

AP 302.1

# WELCOME TO MENDOCINO COLLEGE!

## 5 Steps to Success! · 5 Pasos Para el Éxito

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

707.468.3048

Financial Aid

707.468.3110 or

Learning Center

707.468.3046

### **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**

# 1

### **PASO 1 SOLICITA**

Complete an application.

Llena la solicitud.

### **STEP 2 ORIENTATION**

# 2

### **PASO 2 ORIENTACIÓN**

Complete an  
orientation online.

Complete una orientación  
por la red.

### **STEP 3 ASSESSMENT**

# 3

### **PASO 3 EXAMEN**

An assessment is required  
for course placement.

Se requiere que tomes un  
examen de aptitud.

### **STEP 4 EDUCATION PLAN & COUNSELING**

# 4

### **PASO 4 PLAN DE ESTUDIO Y CONSEJERÍA**

Submit transcripts  
and create an  
education plan with  
a counselor.  
707.468.3048

Entregue historial  
académico y desarrolle  
un plan educativo con  
un consejero académico.  
707.468.3048

### **STEP 5 ENROLL**

# 5

### **PASO 5 REGÍSTRATE**

Enroll in classes.

Regístrate para tus clases.

**MENDOCINO.EDU**



# MENDOCINO COLLEGE

## 2017 - 2018 CATALOG



## STUDENT SERVICES

## Admissions and Records

The Office of Admissions and Records provides students with information and assistance regarding applications for admission and graduation, official college records, registration in classes, adding or dropping of classes, commencement ceremony, veteran benefits, enrollment verifications, evaluation of transfer work, forwarding of transcripts and withdrawal from the college.

### ADMISSIONS

#### Eligibility for Admission

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

#### Special Admission Students (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. Students in the ninth through the tenth grade may need instructor permission to enroll. 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.

### Residency Requirements

Any person enrolling in credit or non-credit courses is subject to residency requirements as outlined by the California Education Code sections 68023, 68040, and 68044. New students and those absent two semesters or more are required to complete an application in order to determine the applicable fees.

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

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

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

6. Manifest intent, if the student is under 19 years of age, by both the students and his/her parents maintaining a home in California continuously for the last two years, unless there is contrary evidence of intent.

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

1. Payment of California state income tax as a resident.
2. Registering to vote and voting in California.
3. Licensing from California for professional practice.
4. Active membership in service or social clubs.
5. Presence of spouse and/or dependent children in the state.
6. Showing California as the home address on a federal income tax return.
7. Ownership of residential property or continuous occupancy of rented or leased property in California.
8. Possessing California motor vehicle license plates.
9. Possessing a California driver's license.
10. Maintaining a permanent military address or home of record in California while in the armed services.
11. Establishing and maintaining active California bank accounts.
12. Being the petitioner for a divorce in California.

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

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

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

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

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

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

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

## STUDENT SERVICES

- Special admission students (9<sup>th</sup> – 12<sup>th</sup> 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.
- Member of the Armed Forces of the United States domiciled or stationed in California on active duty and their dependents.
- Member of the Armed Forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged.
- Individuals qualifying to use the Montgomery GI Bill-Active Duty (Chapter 30) or Post 9/11 GI Bill (Chapter 33) education benefits and considered a "covered individual" as defined in the Veterans Access, Choice, and Accountability Act of 2014 (VACA Act) as follows:
  1. A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her 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
  2. 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 his/her 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
  3. 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 his/her 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;
  4. 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.
- U.S citizen who resides in a foreign country and meets all of the following requirements:
  1. Demonstrates a financial need for exemption.
  2. Has a parent or guardian who has been deported or was permitted to depart voluntarily under the federal Immigration and Nationality Act.
  3. Moved abroad as a result of the deportation or voluntary departure.
  4. Lived in California immediately before moving abroad.
  5. Attend a public or private secondary school in California for three or more years.
  6. Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education.
  7. Will be living in California and will file an affidavit with the college stating that he or she intends to establish residency in California as soon as possible.

### 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 \$234.00 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 \$19,000.00. 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.



### 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 or tax documents 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.

Foreign transcripts must be evaluated by an approved international evaluation service. Agencies identified on the National Association 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 May 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 the TOEFL. 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 and Continuing students are:

- **New Student:** has never attended Mendocino College.
- **Returning Student:** has attended Mendocino College but has not been in attendance for two consecutive semesters.
- **Continuing:** has attended Mendocino College in either of the two previous semesters.

New and Returning Students are required to complete an Application for Admission prior to registering in classes. 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 the student has filed official transcripts and enrolled in classes.

## STUDENT SERVICES

### Early Registration Recommended

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

### Wait List

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

Students who register for a class and fail to attend the first meeting of the class may lose their places to those on the wait list. If extenuating circumstances exist, it is very important that a student make contact with the 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 \$234 per semester unit beginning Fall 2017. 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 BOGW fee waiver information.

### Enrollment Fee

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

- \$46.00 per unit (or \$23.00 per half unit).
- For current fees please refer to the District website at [mendocino.edu](http://mendocino.edu).
- Per Board of Trustees 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 Board of Governors Waiver (BOGW) for students who qualify to have their enrollment fees waived. If students are California residents, they may be eligible for a BOGW if they meet any of these criteria:

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

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

If students become eligible for the BOGW after they pay enrollment fees they will be reimbursed, and any additional units will be covered by the BOGW. Once a student has qualified for a BOGW, his/her enrollment fees will be paid for the rest of the academic year (Summer, Fall and Spring) whether he/she is taking one class or a full-time load. For more information, contact the Financial Aid Office at 707.468.3110.

Refunds will be made automatically to all students qualifying as stated above. Refund checks will be processed periodically and will be mailed to the student's address of record. For more information, contact the Financial Aid Office at 707.468.3110.

## Health Services Fee

A student health fee of \$10.00 will be collected at registration. Potential Health Fee exemptions are listed in the Class Schedule. This fee provides a secondary student accident insurance policy which is mandated by California Education Code and a Health Awareness Program.

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

## Student Center Fee

A fee of \$1 per unit up to \$5 per semester will be charged to all students. The money collected may be used to construct, renovate, equip, or operate a Student Center. For exemption criteria, contact the Financial Aid Office at 707.468.3110.

## Student Representation Fee

A fee of \$1.00 will be charged to all students to fund student advocacy. For exemption criteria, contact the Office of Admissions and Records at 707.468.3101.

## Refunds

Refunds are processed 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 WebAdvisor, 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 cancelled by the College.

## Health/Representation/Center Fees

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

## ASMC Card; Audit Fees; Credit by Exam

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

## Non-Payment of Fees

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

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

## STUDENT SERVICES

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

## Athletics

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

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

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

1. In order to be eligible, a student-athlete must be continuously and actively enrolled in a minimum of 12 units at his/her community college during the season of sport. Such eligibility shall be required for non-conference, conference, and post-conference participation.
2. In order to continue athletic participation in any sport, the student athlete shall maintain a cumulative 2.0 grade point average (GPA) in accredited post-secondary course work computed from the start of their first semester/quarter of participation. To be eligible for the second season of a sport, the student athlete must complete and pass 24 semester/36 quarter units between seasons of competition, and have a college cumulative grade point average of 2.0 or above. These units must be completed prior to the beginning of the semester or quarter of the second season of sport.
3. Of the 24 semester/36 quarter units to be completed, 18 semester/24 quarter units shall be in course work counting towards degree, remediation, transfer and/or certification as defined by the college catalog and consistent with the student athlete's educational plan.
4. A student transferring to a California community college for academic or athletic participation purposes, and who has previously participated in intercollegiate athletics, and whose most recent participation was at another California community college, must complete 12 units in residence prior to the beginning of the semester/quarter of competition of that college.
5. All student athletes are expected to comply with the Mendocino Athletic Department Code-Of-Conduct and the District Code of Student Conduct (BP 533/AP 533.1) while participating in athletics at Mendocino College. While winning is certainly the goal of every coach, and every team, good sportsmanship will always be the foundation we build our programs on.
6. In accordance with Education Code Section 76140, students that are not California residents as defined by Policy 502 will be charged a non-resident tuition fee. Students taking non-credit classes are exempt from paying non-resident tuition fees. In addition, apprentices taking classes of related and supplemental instruction and certain job transferees are exempt from non-resident tuition.

Non-resident fees are due and payable in full at the time of registration. Any student interested in participating should make an appointment with an athletic counselor by calling 707.468.3048, or contact the Athletic Director or specific coach at 707.468.3165 for further instruction.

## Bookstore

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

The Mendocino College Bookstore in Ukiah is open extended hours during the first week of the Fall and Spring terms. For those hours or the Summer term hours, please contact the bookstore at 707.467.9127.



Operating hours for the Ukiah Campus bookstore are:

<b>Monday-Thursday</b>	<b>9:00 am – 6:00 pm</b>
<b>Friday</b>	<b>9:00 am – 12:00 pm</b>

A wide range of college supplies, textbooks, backpacks, gifts, and Mendocino College clothing are also available at the bookstore in Ukiah. Textbooks may be purchased at the Lake, Coast, and North County Centers at the start of the semester or online 24/7 at [www.mendocinobookstore.com](http://www.mendocinobookstore.com). Please check the website for specific Lake, Coast, and North County Center hours each semester.

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

## Campus Tours

Tours of the main campus are part of the orientation program and can also be scheduled on an individual basis as well. Please call the Career and Transfer Center for more information at 707.468.3044.

## Career and Transfer Center

The Career and Transfer Center at the Ukiah Campus, contains information on careers and job placement services. The Career and Transfer Center staff assists students who plan to transfer to four-year colleges and universities by providing catalogs, computer information about specific programs and eligibility requirements, cost of attendance, financial aid, and housing. College applications, transfer requirements, including Transfer Guarantee/Instant Admission/Dual Admission Agreements, and a schedule of visiting college representatives are all available in the Center. Materials and counselors are also provided to the Lake, Coast, and North County Centers students.

Students may also receive assistance with personalized career development. Students are invited to explore possible career directions or gather further information on a particular job or career from the Center's resources. In addition, students may access computer programs and the Internet for career exploration, job search, college and scholarship searches. The Center offers tips on how to look for a job, how to write cover letters and resumes, and how to present oneself for a personal interview. The Center also sponsors an annual Career Fair that invites local employers and allows students to learn about career opportunities and to apply for job openings.

## Child Care

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

The facility on the college campus is licensed for 57 children from 18 months through 5 years. Half-day or full-day programs are offered, but not on a drop-in basis. The Child Development Center is open every day the college is in session from 7:45am to 5:15pm, and also during Winter Break.

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

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

## STUDENT SERVICES

Fee information is available on request. For information or to obtain an application form, call 707.468.3089. Spaces fill up quickly so applications must be received before the semester starts.

## Clubs and Organizations

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

### ASSOCIATED STUDENTS OF MENDOCINO COLLEGE (ASMC)

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

Active membership in the Associated Students of Mendocino College consists of those general members who purchase a Student Body Card at a fee of \$4.00 per semester or \$7.00 per academic year. Privileges of membership include selected discounts for athletic events, concerts, lectures, dances, publications, and Community Extension sponsored events. Drop in during an ASMC meeting, call 707.467.1019, or email [ask.asmc@gmail.com](mailto:ask.asmc@gmail.com) for more information.

## Cooperative Work Experience Education

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

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

A maximum of 16 units of CWEE may be used as elective credit for the AA/AS degree. Up to 16 units of 100-level CWEE courses may be accepted as elective credits for transfer to the California State University (CSU) System. Units are awarded based on the achievement of approved learning objectives; additionally, each unit of CWEE requires a paid employee to document 75 hours (about 5 hours/week) over the course of the semester. Volunteers or unpaid interns need to document only 60 hours during the semester.

For more information visit our website ([www.mendocino.edu/CWEE](http://www.mendocino.edu/CWEE)) or call the CWEE office in Ukiah 707.468.3047 or email [djenkins@mendocino.edu](mailto:djenkins@mendocino.edu).

## Community Extension

Mendocino College Community Extension (ComEx) offers not-for-credit educational and cultural events in response to the interests of the people and communities of the College District. Community Extension activities are designed for personal and professional enrichment in order to provide educational experiences not currently available within the formal curriculum and instructional program of Mendocino College. The College District does not receive state or local tax support to fund Community Extension offerings, and fees are charged so that the program can be entirely self-supporting. For a listing of workshops, visit the Community Extension web page online at [mendocino.edu](http://mendocino.edu).

## Counseling

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

**Early Alert Program:** Counselors support the instructional staff by encouraging confidential referrals of students. Students who respond will be offered help with issues that may be hampering their progress and/or referred to other appropriate resources on and off campus. Students are encouraged to make an appointment with a counselor if they receive a letter regarding a referral.

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

**Online Counseling:** Distance Education students may call 707.467.1000 to receive online counseling support.

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

## Disability Resource Center

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

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

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

The Disability Resource Center encourages student autonomy, independence, and responsibility. The program and staff promote equal opportunity as well as equal educational access and serves as an advocate of students' academic rights. All DRC services are provided in compliance with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. In accordance with the Right to Privacy Act, all disability related contacts with the DRC office will be kept confidential and will not be released without the student's written consent unless the college is required to do so by law. For further information, contact the Disability Resource Center at 707.468.3031.

## Distance Education

Online Distance Education credit courses provide students an opportunity to complete a course on their own time, usually at home or in the College Learning Centers. The courses are academically equivalent to the same courses taught on campus but require a greater amount of independent study and commitment by the student. Further information may be obtained from the Distance Education Coordinator at 707.467.1024 or by visiting our website at [www.mendocino.edu/distance-education](http://www.mendocino.edu/distance-education)

## Emergency Information

Emergency procedures are posted at each college location. If there is an emergency off campus and a need to contact a student in class, the following campus offices should be contacted for assistance:

<b>Ukiah Main Campus</b>	<b>707.468.3155</b>
<b>Lake Center</b>	<b>707.263.4944</b>
<b>North County Center</b>	<b>707.459.6224</b>
<b>Coast Center</b>	<b>707.961.2200</b>

If there is an immediate danger, call 911.

## Financial Aid

The Financial Aid Office offers free financial aid assistance with Grants, Work Study, Loans, and BOG Fee Waivers. Information is available on the Mendocino College Portal or Website or at the Financial Aid Office, MacMillan Hall, Room 1130, Ukiah Campus, 707.468.3110. Financial Aid information is also available at the North County, 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). **STUDENTS ARE ENCOURAGED TO APPLY EARLY!**

### Ayuda Financiera

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

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

Para obtener estas solicitudes, favor de pasar al salón 1130 en Ukiah o acudir a los Centros de Mendocino College ubicados en North County, Lake y Mendocino Coast. Si desea platicar con alguien de habla Español con respecto a las oportunidades de ayuda económica, favor de llamar al: 707.468.3106 or 707.468.3170 en Ukiah.

## FINANCIAL AID PROGRAMS

### Board of Governors Fee Waiver (BOGW)

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 DREAM Application.

PLEASE NOTE: A student can lose their fee waiver 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: <https://www.mendocino.edu/board-governors-bog-fee-waiver>

## Grants

**Federal Pell Grant:** A federal program that helps students pay for basic educational expenses such as housing, books, transportation and fees. Students who wish to be considered for this program must complete a Free Application for Federal Student Aid (FAFSA). Complete the FAFSA early each year. PLEASE NOTE: Recent high school graduates or students who are new to Mendocino College and who plan to enroll for the first time in a summer session must complete the FAFSA for two (2) different years to maximize their awards. Students should check with the Financial Aid Office if they have questions.

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

**Chafee Foster Youth Grant:** This grant of up to \$5,000 is available to current or former California foster youth under 24 years of age who wish to take vocational training or college courses. A FAFSA application is the first step. More information is available in the financial aid office. Ask for the Foster Youth Liaison. Limited funds available – students are encouraged to apply early.

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

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

## Student Loans

### Direct Student Loan

Student loans supplement other types of aid. There is a limit to the amount of money a student can borrow while pursuing an undergraduate degree. 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; student who may be interested should check the college website or the student portal for information on in-person loan workshops. . Students are encouraged to plan ahead. Students with additional questions or who wish to sign up for a workshop should contact the Financial Aid Office at 707.468.3110 or come by Room 1130 in MacMillan Hall.

### Federal Work Study (FWS)

This is a federal program that pays students to work in jobs that are available on the Mendocino College campus. There are limited awards available so students are encouraged to complete the FAFSA process early and contact the Financial Aid Office to be place 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 applications are available January 2 in the Foundation Office in the CVPA building, on the Ukiah Campus, or at the Lake, North County and Coast Centers. Additionally, the

## STUDENT SERVICES

application packet will be available online at [mendocino.edu](http://mendocino.edu). The annual deadline to apply for scholarships is March 1. Contact the Scholarship Coordinator in the Mendocino College Foundation Office for more information.

## OTHER FINANCIAL AID INFORMATION

### Summer Financial Aid Awards

Continuing students are encouraged to check with the Financial Aid Office during April regarding the availability of funds for their summer financial aid.

## STUDENT CONSUMER INFORMATION

Please note: The information provided in this section of the catalog is limited. Additional information on all financial aid programs and policies is available on the Financial Aid website or on the student portal.

### Satisfactory Academic Progress Standards

Federal regulations mandate that all institutions of higher education establish minimum standards of “satisfactory academic progress” for students receiving financial assistance. All students who apply for and receive financial assistance are expected to meet the academic standards described in Mendocino College’s Financial Aid Policies under Satisfactory Academic Progress. Copies of the Financial Aid Satisfactory Academic Progress Policy are available on the Financial Aid website.

### Satisfactory Academic Progress Appeals

Any student who is ineligible for financial aid may submit a written appeal to the Financial Aid Office. Each appeal will be reviewed on a case by case basis. The petition will be approved or denied based on the student’s individual circumstances, and his or her proposed course of action. The forms and the detailed process for filing a petition and completing an appeal may be found on the Mendocino College website.

### 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.

## Housing

On-campus housing is not available. Housing listings may be available on campus bulletin boards but are not endorsed or coordinated by Mendocino College.

## Insurance (Accident)

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



## The Learning Center

The Learning Center offers free academic support services for students in a friendly and helpful setting. For more information, please visit Room 4110 in the Library Learning Center (LLRC) building or call 707.468.3046.

### Free Tutoring Services

- Math and English basic skills drop-in tutoring - check out the schedule, posted in the Learning Center and online.
- Small group tutoring for Math and English basic skills courses.
- One-on-one tutoring for EOPS and Cal-Works students.
- Math and English Learning Labs one-on-one instructor help (see special services).
- Online tutoring available now through NetTutor.

### Computer Use

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

### Testing Services

- Placement Tests for new and current students.
- Extended time testing for students who qualify.
- Proctored testing services are available for students with an approved accommodation from the Disability Resource Center (DRC) at Mendocino College. DRC: 707.468.3031

### Brush-up and Study Aids

- Brush-up on your Math and English skills: go to: [www.testprepreview.com](http://www.testprepreview.com)
- Study space and for groups (quiet talking allowed).

### Special Services

- The Reading and Writing Lab, English 60, 160 & 560 and the Math Lab 40A-D & 540 are held in the Learning Center

### Placement Test Frequently Asked Questions:

#### ***Why am I required to take placement tests?***

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

#### ***What is covered in the placement tests?***

Students will take tests in reading, writing, and math. Students will also be asked some questions about their background and experience. Placement tests are given on the computer. Those who plan to take a math class above basic math will take a math test at the appropriate level. Practice Accuplacer tests in English and/or math are available at [www.testprepreview.com](http://www.testprepreview.com). Once on this site, choose Accuplacer Test practice questions. Scroll down to the bottom of the page and choose a skill to practice.

#### ***Should I study to get ready for the placement tests?***

Many students find it helpful to brush up on their math before taking the placement tests. Students may study their own materials, purchase brush-up materials at the college bookstore, or study the math materials available for use in the Learning Center. They may also use the above website for practice. The Learning Center recommends students get plenty of rest and eat before taking the placement test.

## STUDENT SERVICES

### ***How long will the placement tests take?***

There is no time limit, but one to two hours is about average. Students taking placement tests in College Level Math need more time.

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

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

### ***When are the placement tests scored?***

Tests are scored immediately, and students will be given their course placement.

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

Counselors are available to assist with creating educational plans.

### ***May I retake the placement tests?***

Students may retake the same placement tests one time if necessary. Students should try to do their best the first time, so they do not need to retake the placement tests. Students must wait at least one week and get a Mendocino College Counselor or Math or English instructor's approval to retake a test.

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

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

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

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

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

The Learning Center in Ukiah has placement testing hours available during drop-in times. There is no charge for this service. Please check the Learning Center's webpage at [mendocino.edu](http://mendocino.edu) or call the Learning Center for placement testing days and times at 707.468.3046.

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

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

1. Completion of a comparable approved placement test with class recommendations within the last three years. To verify this, students should submit test scores to the Office of Admissions and Records on the Ukiah Campus.
2. Completion of an Accuplacer placement test taken at another Community College within the last 3 years. To verify this, students should submit test scores to the Learning Center Ukiah Campus.
3. Completion of an English or Math course at another college with a "C" or better. Students should submit their college transcript to the Office of Admissions and Records.
4. Earning a passing score on an Advanced Placement Exam (administered by the College Board) in English, Calculus, or Statistics. Students should submit an official report of their score to the Office of Admissions and Records, Ukiah Campus. Fax: 707.468.3430
5. Passing or receiving a "conditional pass" on the English and/or Math Assessment portion of the EAP test in high school, and complete with a C or better the required Math and/or English classes during their senior year. If a student's test report says that he/she qualifies for CSU-level English or Math or receives a "conditional pass" then he/she could be eligible to enroll in English 200 and/or a college level Math course at Mendocino College. Students should submit their EAP Test Report to the Office of Admissions and Records on the Ukiah Campus.

6. Earning a “C” or better in college-prep Algebra 2 or a higher math class in high school within the last three years makes a student eligible to enroll in MTH 220 (Statistics) at Mendocino College. Students should submit their high school transcript to the Office of Admissions and Records.

For more information, call 707.468.3046. Placement tests are also available by appointment at the North County Center 707.459.6224, the Coast Center 707.961.2200, or the Lake Center 707.263.4944.

## Library

The College Library, located in the Library Learning Center Building, is a popular place for study and research. Facilities include the main reading room, nine group study rooms, a copy center, media viewing area, computer stations, and an outdoor patio. Comfortable lounge seating is located along the south wall, which offers great views of the northern Ukiah area. Library services are also available to students at the Lake, North County, and Coast Centers.

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

The library subscribes to about 75 magazines, journals, and newspapers. Additional subscription databases with full-text journals, magazines, newspapers, and eBooks are accessible for research both on-campus and from off-campus locations. Computer terminals for Internet access are available in the library to registered students and to community members who are current members of the Friends of the Mendocino College Library.

The College Library collects materials that will support and enrich students’ classroom learning. The collection includes over 30,000 books and 140,000 eBooks related to courses taught at the College. Other resources include college catalogs, special collections and the Mendocino College archives.

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

For more information please call the Circulation Desk: 707.468.3158 or Reference Desk: 707.468.3245 or visit [library.mendocino.edu](http://library.mendocino.edu) for more information.

## Lost & Found

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

## Student Success and Support Program

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

### **Students Subject to the Student Success and Support Program Services**

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

### **Students Exempted from Student Success and Support Program Services**

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

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

## **Security**

### **Crime Awareness and Campus Security Act of 1990**

In accordance with the "Crime Awareness and Campus Security Act of 1990," Mendocino College is required by the Federal Government to publish and distribute an annual security report containing campus security policies and procedures as well as campus crime statistics.

The occurrence on campus of the following crimes must be reported: murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft, as well as hate crimes, illegal weapons possession and drug and liquor law violations.

Students are encouraged to report all campus incidents affecting the safety of individuals immediately to the Director of Maintenance and Operations, Room 6700, or by calling Security at 707.468.3155 in Ukiah or by notifying the personnel at the North County Center 707.459.6224, Coast Center 707.961.2200, or Lake Center 707.263.4944.

Incidents involving students will also be referred to the Director of Student Services for appropriate disciplinary action. Public information regarding sex offenders may be obtained by accessing the Megan's Law website at [www.meganslaw.gov.ca](http://www.meganslaw.gov.ca).

## **Special Programs**

### **CalWORKS Program**

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

### **EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)**

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

The EOPS Program assists these individuals in successfully achieving their educational goals. Since math and English courses are the foundation for most college courses, starting in 2013 fall semester, EOPS students will be required to follow a Student Success Plan based on their placement in math and English.

EOPS provides a comprehensive program of supportive services to all new and continuing EOPS students.

Services include:

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

To be considered for EOPS, a student must:

- be an undergraduate
- be a California resident as determined by Admissions or an AB-540 student
- be income eligible
- be enrolled in twelve (12) units or more (exemptions are granted for DRC students)
- have submitted a Free Application for Federal Student Aid (FAFSA) and/or a Board of Governors Waiver (BOGW) application and/or a DREAM application
- have submitted an EOPS application
- follow your Student Success Template to get a jump start on your math and English courses
- not have completed more than 70 units of degree-applicable college credit course work
- meet at least one of several factors stipulated in the EOPS State regulations

## COLLEGE ASSISTANCE MIGRANT PROGRAM (CAMP)

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

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

The CAMP office is located in the Library Learning Center room 4123. Our office is open 8:30am-5:00pm daily. For more information please contact the CAMP Counselor, Lidia Sanchez at 707.468.3015 or by email [lsanchez@mendocino.edu](mailto:lsanchez@mendocino.edu).

## COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

The EOPS Office offers CARE Program services. This program is designed for single heads of households receiving TANF/CalWORKs who have at least one child under the age of 14, are EOPS students, and who are enrolled full-time in a vocational program, Certificate, AA/AS or four-year degree program. CARE provides financial assistance to help with:

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

## STUDENT SERVICES

For further information about the CARE program, students should call 707.468.3113 or visit the EOPS/CARE Office on the Ukiah campus.



## MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT

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

The MESA center provides tutoring, academic excellence workshops, field trips to four-year colleges, leadership workshops, help applying for scholarships, access to summer enrichment programs, a reference library, and computers with internet access. Students who participate in MESA are more likely than other students to transfer to a four-year college/university and to successfully graduate in a math-based field. For further information about the MESA program, please call the MESA office at 707.468.3023 or come by room 4120 in the Library Learning Center, Ukiah Campus.

## MINI-CORPS

The Mini-Corps program at the Mendocino College Ukiah campus provides students who are seeking educational careers the opportunity to work in a classroom setting with migrant children. This program is only offered during the school year however, there are additional programs available during the summer. To learn more about our school year and summer programs, contact the Mini-Corps Office at 707.468.3040.

## NATIVE AMERICAN OUTREACH (NAO)

The Native American Outreach Program has been established to assist members of the 16 tribes in Lake and Mendocino counties in accessing college resources. Staff provides academic advising to Native American students including financial aid need analysis for tribal government, BIA, state and federal funds. The staff also works closely with the student club and the Native American Advisory Committee. The staff acts as a liaison for Native American students with the various campus offices, administration, faculty, and staff. For more information about the Native American Outreach program, please call 707.468.3223 or come by the Native American Student Resource Center located in Room 6210 in the Grove on the Ukiah Campus. Questions regarding the program may also be directed to the program coordinator via email at [nativeamerican@mendocino.edu](mailto:nativeamerican@mendocino.edu).

## Student Government

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

## Veterans Assistance

Mendocino College is an approved educational institution by the California Department of Consumer Affairs Bureau for Private & Vocational Education under United States Code, Title 38. Students eligible for veterans' benefits while attending college must meet with the designated School Certifying Official in the Office of Admissions and Records for Certification of Enrollment to the US Department of Veterans Affairs. Certification of Enrollment depends upon the student's being registered in the College, enrolled in classes approved for benefits as shown on their VA educational plan, and requesting such certification. 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. It is the responsibility of these students to notify the SCO of any change in their status for VA Educational Benefits. It is important to be aware that benefits may change when courses are dropped.

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

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

For further information and assistance, individuals should contact the Office of Admissions and Records at 707.468.3101.

## NOTES

[illegible]

# MENDOCINO COLLEGE

## 2017 - 2018 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

In compliance with State and Federal law, unlawful discrimination is prohibited in all education and employment practices of the Mendocino-Lake Community College District. Unlawful discrimination is defined as discrimination on the basis of race, ethnic group identification, color, religion, sex (including sexual harassment), gender, gender identity, gender expression, ancestry, marital status, national origin, age, physical or mental disability, medical condition, genetic information, sexual orientation, or Vietnam-era Veteran status. No person shall be subjected to discrimination on the basis of one or more of these characteristics or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. This policy also includes as improper discrimination, any retaliation against an individual for filing a discrimination complaint, an individual participating in the investigation of a discrimination complaint, or any witnesses.

This policy pertains to College programs and services, including but not limited to academic admission, financial aid, educational services, athletics, and in all matters related to employment.

In compliance with the Vocational Education Act of 1963, as amended by Title II of the Educational Amendments of 1976, the College is committed to overcoming sex discrimination and sex stereotyping in vocational programs. Also, limited English proficiency may not be a barrier to participating in any College class or program.

Complaints of unlawful discrimination or related questions may be directed to the Director of Human Resources, MacMillan Hall, Room 1160, 707.468.3065.

## CONOCIMIENTO DEL IDIOMA INGLÉS:

Según las leyes federales tocante a los derechos civiles, toda oportunidad educativa será ofrecida sin ningún aspecto concerniente a raza, color, origen nacional, sexo o incapacidad.

De acuerdo con estas mismas leyes, la falta del idioma Inglés no será un obstáculo para poder matricularse en el colegio.

El colegio tiene personal bilingüe para servirle durante las horas de negocio.

## ACADEMIC RECORDS

1. Students shall have the right to have their academic records treated in a confidential and responsible manner as required by the Family Educational Rights and Privacy Act of 1974 and as outlined in the Mendocino-Lake District policy which stipulates that any release of student educational records be made with the student's written consent, except where specified.
2. Students have a right to inspect and review the contents of their educational records and to request copies of these records. A student wishing to gain access to his/her educational records must submit a written request to the Director of Admissions and Records requesting the right to inspect and review his/her educational records.

## DUE PROCESS

District policy and procedures regarding due process (BP 534 & AP 534.1) may be obtained from the Counseling Office. Also see the Student Grievances section below.

## FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

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

## POLICIES, RULES & REGULATIONS

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 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.

## Regulations related to Student Responsibilities

### STANDARDS OF CONDUCT

Each student is considered a responsible adult and it is assumed that each will maintain standards of conduct appropriate to membership in the college community. Emphasis at Mendocino College is placed on standards of student conduct rather than on limits or restrictions of students.

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

### 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 from the Dean of the Student Services, Room 1000, MacMillan Hall, Ukiah.

## 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.

## Selected Board Policies & Procedures

All Board Policies can be found at [mendocino.edu](http://mendocino.edu)

### 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 534/AP 534.1). For further information, contact the Dean of Student Services, Room 1000 MacMillan Hall or 707.468.3105.

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

The Mendocino-Lake Community College District has developed procedures by which students may obtain a hearing of their grievance(s) involving the interpretation, application, or alleged violation of College rules, regulations, policies, and procedures. Students are responsible for complying with all College regulations and for complying with course requirements established by the instructor of each course in which they are enrolled. The College shall ensure that the student, in cases of admission, probation, suspension, or dismissal is afforded due process as stated in the written procedures of the College.

### Student Grievance and Due Process Procedures (AP 534.1)

#### A. Grievance

1. Definition. A grievance is a complaint by a student involving the interpretation, application, or alleged violation of College policies and procedures. A grievance action may be initiated by a student against another student, an instructor, an administrator, or a member of the classified staff.
2. Grounds for Grievances. The following are grounds for grievances:
  - a) Interpretation, application, or violation of College rules, regulations, policies, & procedures.
  - b) Arbitrary administrative action.
  - c) Arbitrary or capricious decision in the academic evaluation of a student's performance.

#### B. Informal Stage

Before filing a formal written grievance, the student shall attempt to resolve the matter by means of an informal conference individually and in sequence with the following:

1. Step 1: Initial Level – Meet and confer with the person with whom you have a grievance within ten (10) working days of the incident.
2. Step 2: Director/Coordinator/Dean Level – if the grievance is not resolved in Step 1, you may

## POLICIES, RULES & REGULATIONS

then take the matter to the appropriate department or program Director/Coordinator or Dean, if there is no chairman, within 10 working days.

3. Step 3: Dean of Instruction or Dean of Student Services Level – if the problem is not resolved at Step 2, you may appeal to the appropriate Dean within ten (10) working days. The Dean will render a decision in writing within ten (10) working days.

### C. Formal Stage

If the student feels the matter has not been resolved by the informal conferences in Steps 1-3, the student may submit a signed written grievance within three (3) working days after Step 3 to the Vice President of Education and Student Services specifying the time, place and the specific college procedures that have been violated, a summary of the facts, and the requested action to be taken.

The Vice President of Education and Student Services may render a final decision or refer academically related grievances to the Academic Review Committee and non-academic grievances to the Student Appeals Committee. The respective committee will conduct a formal hearing within ten (10) days (except where the student specifically agrees in writing to a longer period). No committee member who was involved in any prior step should participate in the final committee deliberations. The committee will render a final decision and send it to the Vice President of Education and Student Services who will inform the grievant.

## SEXUAL AND OTHER 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 or her safety or the safety of others, or to suffer substantial emotional distress.

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

“Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity.

These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. (For physical assaults/violence, see also AP 3500, 3510, and 3515.)

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

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

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

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

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

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

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

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

## POLICIES, RULES & REGULATIONS

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

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

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

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

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

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

## Education and Prevention Information

The Office of the Dean of Student Services shall:

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

## SEXUAL HARASSMENT POLICY

The District has a board approved sexual harassment policy (AP 307.1) available in the President's office, the Ukiah library, the Office of Student Services and online at [mendocino.edu](http://mendocino.edu).

### Sexual Harassment Procedures (AP 307.1)

The District will not tolerate sexual harassment in its work or academic environments. Sexual harassment, a form of sex discrimination, is defined and prohibited by both State and Federal law and is a violation of the district's non-discrimination policy. Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment may also take the form of gender-based harassment, including acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Sexual harassment includes sexual violence. Sexual harassment is prohibited in the workplace and in all programs and activities of the District between supervisors and employees; employees; employees and non-employees; employees and students; students; and non-students and students.

### Definition

California Education Code, Section 212.5, defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding the benefits and services, honors, programs, or activities available at or through the educational institution.

### Examples

For clarification, specific examples of sexual harassment include, but are not limited to:

1. Unsolicited written, verbal, physical, and/or visual contacts with sexual overtones such as suggestive or obscene letters, notes, invitations, derogatory sexual or gender-based comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects, pictures, or cartoons.
2. Continuing to express sexual interest after being informed that the interest is unwelcome.

## POLICIES, RULES & REGULATIONS

3. Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of an employee or the educational opportunities, grades, and/or learning environment of a student including threats of reprisal following a rebuff of harassing behavior.
  - a. Within the work environment, examples of this type of sexual harassment would include implying or actually withholding support or denying an appointment, promotion, transfer, or change of assignment; or suggesting a poor performance report will be prepared; or suggesting probation will be failed if the harassing behavior is rebuffed.
  - b. Within the educational environment, examples of this type of sexual harassment would include implying or actually withholding grades earned or deserved, course admission, or performance evaluation; or the limitation of limiting student benefits or services (e.g. scholarships, financial aid, or a work study job) if the harassing behavior is rebuffed.
4. The deliberate or careless creation of an atmosphere of sexual harassment or intimidation, or a hostile or offensive work or educational environment.
5. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluation, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.
6. Sexual harassment also covers sexual violence which may include rape, sexual assault, sexual battery, and sexual coercion.

Students are protected against sexual harassment in the District's education programs and activities, including its academic programs, extracurricular, athletic, and other District programs.

Third parties who are present on District property or participating in District activities are protected against sexual harassment, including, for example, visiting student athletes or applicants for employment.

### **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 Board Policy 308 (Sexual Assault Response Policy) and Administrative Regulation 308.1 (Sexual Assault Response Procedure).

The District's complaint/grievance procedure for discrimination, including sexual harassment, is set out in Administrative Regulation 307.1 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.

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

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.
- 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, head phones, 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.

## POLICIES, RULES & REGULATIONS

### 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 or her 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 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 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.

## POLICIES, RULES & REGULATIONS

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

## ALCOHOL & DRUG USE POLICY

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

District students are asked to actively support the creation of a drug and alcohol-free learning environment by knowing and making others aware of college policies and the substantial health and legal consequences of abuse.

It is the policy of the Board of Trustees (BP 3560; AP 3560.1) to prohibit possession, consumption, selling, giving or delivering, of alcoholic beverages in any form by any person on the College grounds, or at official college activities, or at official college activities off campus. Furthermore, no person may be disruptive due to the influence of alcohol on college grounds or at official college activities off campus. Possible arrest and campus discipline up to and including expulsion may result for those persons violating this policy. The same policy prohibits the possession, consumption, selling, giving, or delivering of illegal drugs including the use on campus or at campus events of marijuana for “medicinal” purposes. The use of narcotics, hallucinogenic drugs or alcohol is also prohibited, per California Education Code 87011 and 88022. Such controlled substances include cocaine, marijuana, LSD, heroin, methadone, mescaline, peyote, and methaqualone, among others.

For more detailed information and a listing of assistance programs contact the Dean of Student Services, Room 1000, MacMillan Hall or at 707.468.3105.

## 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. Copies of the Animals on Campus policy are available online at [mendocino.edu](http://mendocino.edu).

## SMOKING AND USE OF TOBACCO PRODUCTS

In recognition of maintaining a clean and healthful environment, and to reduce fire hazard, smoking and the use of tobacco products will be prohibited on all District property except as listed in the AP 305.1. Tobacco products mean any tobacco cigarette, cigar, pipe tobacco, smokeless tobacco, snuff or any other form of tobacco which may be utilized for smoking, chewing, inhalation, or other manner of ingestion. Copies of the Smoking Policy may be obtained in the Office of the Dean of Student Services, or online at [mendocino.edu](http://mendocino.edu).



# MENDOCINO COLLEGE

## 2017 - 2018 CATALOG



## ACADEMICS

## Academic Standards & Policies

### ACADEMIC RIGOR

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

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

### PHILOSOPHY AND RATIONALE FOR GENERAL EDUCATION

Mendocino College embraces the philosophy and criteria for General Education as articulated in Title 5 section 55061. The College acknowledges that a general education is "designed to introduce students to the variety of means through which people comprehend the modern world," and that a general education "reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines."

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

### PHILOSOPHY AND RATIONALE FOR DISTANCE EDUCATION

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

## Other Academic Standards & Policies

### ATTENDANCE

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

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



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

## COURSE LOAD LIMITATIONS

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

## FIELD TRIP POLICY

Throughout each semester and summer session, Mendocino-Lake Community College District may sponsor voluntary off-campus, co-curricular field trips and excursions. If students choose to participate, they should be aware that, pursuant to the California State Code of Regulations, Sub-Chapter 5, Section 55220, they have agreed to hold the District, its officers, agents and employees harmless from any and all liability or claims which may arise out of, or be in connection with, their participation in the activity.

## FINAL EXAMINATIONS

Classes continue to meet on the regular weekly schedule during finals week. Final Exams are to be given during the final exam period for both day and evening classes. Final examinations for short-term classes are given during the last class meeting.

## GOOD STANDING

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

## PREREQUISITES, CO-REQUISITES AND RECOMMENDED PREPARATION

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

**Prerequisite** - A course requirement that a student must meet in order to demonstrate current readiness for enrollment in a course or educational program. Completion of the prerequisite is required prior to enrolling in the course. Successful completion of a prerequisite course means that a grade of A, B, C, or P, was earned; C-, D, F, or NP grades are not acceptable.

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

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

### Prerequisite Challenge Procedure

If students feel they can meet the requirements, or one of the conditions listed below exists, and can provide documentation, then they can challenge a prerequisite. A Prerequisite Challenge Form can be obtained from the 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.

## ACADEMICS

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 Policies

## GRADES & GRADE POINTS

All grades awarded at Mendocino College conform to the following:

SYMBOL	DEFINITION	GRADE POINTS PER UNIT
A	EXCELLENT	4
B	GOOD	3
C	SATISFACTORY	2
D	PASSING, LESS THAN SATISFACTORY	1
F	FAILING	0
P	PASS (at least grade C or better – units awarded not counted in GPA)	0
NP	NO PASS (less than satisfactory, or failing – units not counted in GPA)	0
I	INCOMPLETE	0
IP	IN PROGRESS	0
W	WITHDRAWL	0
MW	MILITARY WITHDRAWL	0

## GRADE POINT AVERAGE

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

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

## INCOMPLETE

Incomplete academic work for unforeseeable, emergency or justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s record. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The “I” may be made up no later than one year following the end of the term in which it was assigned.

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

## IN PROGRESS

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

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

## WITHDRAWAL

See Dropping and Grades of Withdrawal.

## SEMESTER HONORS LIST

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

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

## GRADE CHANGES

In any course of instruction at Mendocino College for which grades are awarded, the instructor of the course shall determine the grade to be awarded to each student. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence as per California Education Code Section 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 WebAdvisor 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 students. All students wishing to graduate must file an “Application for Graduation” through WebAdvisor or at 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 four 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

## ACADEMICS

approved by appeal to the Academic Review Committee. Honors are not awarded for Certificates of Achievement.

If there are any questions on graduation requirements, please contact the Office of Admissions and Records 707.468.3101 or Counseling Department 707.468.3048.

### AUDITING CLASSES

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

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

1. Auditors must meet the course prerequisites.
2. Admission to the class is subject to instructor discretion. Faculty must sign an audit card to show approval for students to attend class as an auditor on a space-available basis. Under no circumstances will an auditor be given preference over a student enrolled for credit. For 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 end of the fifth (5th) week of instruction, or 30% of the short term course, whether the evaluation will be on a pass/no pass basis. Appropriate forms must be completed and filed with the Office of Admissions and Records by the deadline indicated; otherwise, evaluation will be on a letter grade basis. Students may not revert back to the letter grade option after filing the Pass/No Pass option form.

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

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

## CREDIT BY EXAMINATION

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

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

1. Credit by examination may be granted only:
  - a. To a student who is currently enrolled at Mendocino College.
  - b. To a student not on academic probation.
  - c. To a student who has not earned college credit in more advanced subject matter.
  - d. To a student who has met identified prerequisite(s)/corequisite(s).
2. The student's academic record shall be clearly annotated to reflect that the units and grades were earned by examination.
3. Units earned under credit by examination shall not be counted in determining the 12 semester units of resident credit needed for an Associate Degree.
4. Units earned under credit by examination are not considered part of the student's official program and will not be used for registration certification to Social Security, the Veterans Administration, or similar agencies.
5. Credit by examination can only be taken for a letter grade with the exception of those courses designated for pass/no pass only. Courses taken for credit by examination meet major requirements, except those courses designated pass/no pass only.
6. Courses where credit by examination is earned may not be repeated for credit by classroom attendance unless a substandard grade is earned (D, F or NC). A grade of incomplete may not be assigned.
7. Each course designated may be taken as credit by examination only once.
8. A maximum of 12 units of credit may be earned by examination.
9. The Superintendent/President establishes credit by exam fees in accordance with applicable law. These are non-refundable.

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

## INDEPENDENT STUDY

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

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

## ACADEMICS

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 signatures are not required, except in closed classes. Beginning with the second week, faculty signatures are required.

### CANCELLATION OF CLASSES

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

### DROPPING AND GRADES OF WITHDRAWAL

Once a student enrolls, a grade will be assigned for any class that is not dropped. (Section 55021 and 55023, Title 5)

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

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

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

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

Military Withdrawal occurs when a student is an active or reserve member in the United States Military Services and receives orders compelling a withdrawal from courses. Upon verification of such orders, a

"MW" symbol will be assigned, if after the drop period. "MW" is not used in progress probation calculations.

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

## COURSE REPETITION

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

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

## COURSE REPETITION SPECIAL CIRCUMSTANCES

Title 5, section 55041 permits repetition of courses where substandard grades have not been received when the repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree; for intercollegiate academic or vocational competition in which enrollment in the course or courses that are related in content is limited to no more than four times for semester courses.

Title 5, sections 55043, 55044, and 55045 allows repetition of courses where substandard grades have not been received in cases of special circumstances and only by petition of the student and approved by the Office of Admissions and Records. Special circumstances are defined as when the college district:

1. finds that the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student; or
2. the course is required for legally mandates 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.

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

## OPEN COURSES

The policy of Mendocino-Lake Community College District is that, unless specifically exempted by statute or regulation, every course, course section, or class reported for state apportionment, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.0 (commencing with Section 51006) of Sub-chapter 1 of Chapter 6 of Title 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.

## ACADEMICS

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

### Removal from Probation

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

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

### Dismissal

#### Standards for Dismissal

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

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

#### Notification of Probation and Dismissal

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

#### Reinstatement

1. Students who have been dismissed from Mendocino College may apply for reinstatement through their counselor after sitting out for one semester. The counselor will notify Admissions and Records to remove the restriction to register which will allow the student access to class enrollment.
2. Dismissed students may attend Summer Session to improve their deficiencies for readmission.

#### Right of Appeal

1. Students notified of dismissal have the right to appeal the dismissal through the academic review petition. The petition is available from the Office of Admissions and Records or through the college website and should identify any extenuating circumstances (e.g., serious illness, death in immediate family) that led to disqualification. The petition, along with the appeal form, will be completed by the student with assistance from counseling.
2. The burden of written documentation in support of any extenuating circumstances remains with the student.
3. The student may request to attend the review of his/her appeal.
4. The petition for appeal must be completed and submitted by the last working day of July (fall) and the end of the second week in January (spring) for consideration by the academic review committee. Students will be notified of the outcome of the appeal by telephone or email as appropriate.
5. Students who become disqualified after enrolling for the following semester, and do not successfully appeal the disqualification; will be administratively dropped from all classes.



## Academic Renewal Regulations

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

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

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

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

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

## Revisions of Catalog Regulations

### College Regulations

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

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

### Changes in Requirements

Mendocino College reserves the right to change academic requirements whenever the authorities deem it necessary. Due notice of any changes affecting student progress or academic requirements will be made, and every step will be taken to ensure that such changes do not cause hardship or inconvenience to students.

### Transcripts

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

## UNIT OF CREDIT

### Basic Skills Unit Limit

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

# Transfer Credit

## PRIOR COLLEGE WORK

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

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



## Evaluation of Non-Traditional Learning

### General Information

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

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

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

### Formal Military Service Schools

Elective college units may be allowed for the successful completion of college-level training in formal service schools as recommended by The Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education. Veterans should bring copies of all documents relating to their military training to Admissions and Records.

**Military Service**

Mendocino College will grant six (6) elective units for military service if the person has:

- (a) spent at least one year in active service, and
- (b) has not received a dishonorable discharge.

Active duty personnel should submit a copy of DD Form 295 (veterans submit DD214) to the Office of Admissions and Records for evaluation.

**Advanced Placement Examinations (AP Exams)**

Mendocino College grants credit for successful completion of examinations of the College Board's Advanced Placement Program. Students may earn credit for Advanced Placement (AP) Exams in which they earn a score of three, four, or five. The number of units and how they meet specific academic content requirements are available on the following 2 pages of this catalog, on the college website, or at the Office of Admissions and Records. Scores are submitted by the student to the same office for evaluation.

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

**Foreign College Coursework**

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

Evaluated foreign college coursework may be used to satisfy prerequisites and counted as credit toward general education requirements for completion of the A.A. or A.S. degrees. Foreign college coursework will not be used to certify the CSU general education or IGETC patterns.

**High School Articulation**

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

## COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) TESTS

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

EXAM	AA (MAJOR AND/ OR GE) FOR MC	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
Art History	No Course Equivalent; Area C; 6 semester units	C1 or C2; 3 semester units	6 semester units	3A; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units
Biology	BIO-200; 6 semester units	B2 & B3; 4 semester units	6 semester units	5B w/lab; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units
Calculus - AB Test	MTH-210; 5 semester units	B4; 3 semester units	3 semester units	2A; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units <i>maximum for <u>all</u> exams</i>
Calculus - BC Test	MTH-210, 211; 5 semester units	B4; 3 semester units	6 semester units	2A; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units <i>maximum for all Mathematics exams; 4 quarter/2.7 semester units max between AB and AB subscore</i>
Calculus BC/AB Subscore	No course equivalent; Area D2; 5 semester units	B4; 3 semester units	3 semester units	None	None
Chemistry	CHM-200; 6 semester units	B1 & B3; 4 semester units	6 semester units	5A w/lab; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units
Chinese Language & Culture	No Course Equivalent; Area C; 6 semester units	C2; 3 semester units	6 semester units	None	8 quarter/ 5.3 semester units
Computer Science - A Test	No Course Equivalent; 6 semester units	None	3 semester units	None	4 quarter (max)/2.7 semester units
Computer Science - Principles	No Course Equivalent; 6 semester units	None <i>Removed from GE Breadth F09</i>	6 semester units	None	8 quarter/5.3 semester units
Economics - Macroeconomics	ECO-200; 6 semester units	D2; 3 semester units	3 semester units	4B; 4 quarter/2.7 semester units	4 quarter/2.7 semester units
Economics - Microeconomics	ECO-201; 6 semester units	D2; 3 semester units	3 semester units	4B; 4 quarter/2.7 semester units	4 quarter/2.7 semester units
English - Language & Composition	ENG-200; 6 semester units	A2; 3 semester units	6 semester units	1A; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units
English - Composition & Literature	ENG-200, 201; 6 semester units	A2 & C2; 6 semester units; <b>DOES NOT MEET AREA A3</b>	6 semester units	1A, 3B; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units
Environmental Science	No Course Equivalent; Area A; 6 semester Units	B1, B3; 4 semester units <i>Added to GE Breadth F09</i>	4 semester units	5A w/lab; 4 quarter/2.7 semester units	4 quarter/2.7 semester units

<b>French Language &amp; Culture</b>	No Course Equivalent; Area C; 6 semester units	C2; 3 semester units	6 semester units	6A, 3B; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units
<b>German Language</b>	No Course Equivalent; Area C; 6 semester units	C2; 3 semester units Removed from GE Breadth F11	6 semester units	4 quarter/2.7 semester units	8 quarter/ 5.3 semester units
<b>German Language &amp; Culture</b>	No Course Equivalent; Area C; 6 semester units	C2; 3 semester units	6 semester units	6A, 3B; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units
<b>Government &amp; Politics – Comparative</b>	No Course Equivalent; Area B2; 6 semester units	D8; 3 semester units	3 semester units	4H; 4 quarter/2.7 semester units	4 quarter/2.7 semester units
<b>History – US</b>	HST-202, 203; 6 semester units	C2 or D6 & US-1; 3 semester units	6 semester units	3B/4F; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units
<b>History – European</b>	No Course Equivalent; Area B2; 6 semester units	C2 or D6; 3 semester units	6 semester units	3B/4F; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units
<b>Human Geography</b>	No Course Equivalent; Area B2; 6 semester units	D5; 3 semester units	3 semester units	4E; 4 quarter/2.7 semester units	4 quarter/2.7 semester units
<b>Italian Language &amp; Culture</b>	No Course Equivalent; Area C; 6 semester units	C2; 3 semester units	6 semester units	3B and 6A; 4 quarter/2.7 semester units	8 quarter/5.3 semester units
<b>Japanese Language &amp; Culture</b>	No Course Equivalent; Area C; 6 semester units	C2; 3 semester units	6 semester units	3B and 6A; 4 quarter/2.7 semester units	8 quarter/5.3 semester units
<b>Latin</b>	No Course Equivalent; Area C; 6 semester units	C2; 3 semester units	6 semester units	See Next Column	See UC Admissions Website (admission.universityofcalifornia.edu) for Campus Specific AP Credit
<b>Music</b>	No Course Equivalent; Area C; 6 semester units	C1; 3 semester units	6 semester units <i>Removed from GE Breadth F09</i>	None	8 quarter/ 5.3 semester units
<b>Physics 1</b>	No Course Equivalent; Area A; 6 semester units	B1, B3; 4 semester units	4 semester units	5A w/lab; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units maximum for all Physics exams
<b>Physics 2</b>	No Course Equivalent; Area A; 6 semester units	B1, B3; 4 semester units	4 semester units	5A w/lab; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units maximum for all Physics exams
<b>Physics – C Test (Electricity/Magnetism)</b>	No Course Equivalent; Area A; 6 semester units	B1, B3; 4 semester units	4 semester units	5A w/ lab; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units <i>maximum for all Physics exams</i>
<b>Physics – C Test (mechanics)</b>	No Course Equivalent; Area A; 6 semester units	B1, B3; 4 semester units	4 semester units	5A w/ lab; 4 quarter/2.7 semester units	4 quarter/2.7 semester units
<b>Psychology</b>	PSY-205; 3 semester units	D9; 3 semester units	3 semester units	4I; 4 quarter/2.7 semester units	4 quarter/2.7 semester units
<b>Spanish – Language &amp; Culture (Score = 3, 4)</b>	SPN-200, 201; 6 semester units	C2; 3 semester units	6 semester units	6A, 3B; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units

## ACADEMICS

<b>Spanish – Language &amp; Culture (Score = 5)</b>	SPN-200, 201, 202; 6 semester units	C2; 3 semester units	6 semester units	6A, 3B; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units
<b>Spanish – Literature &amp; Culture</b>	No Course Equivalent; 6 semester units	C2; 3 semester units	6 semester units	6A, 3A; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units
<b>Statistics</b>	MTH-220; 4 semester units	B4; 3 semester units	3 semester units	2A; 4 quarter/2.7 semester units	4 quarter/2.7 semester units
<b>Studio Art – 2D Design</b>	ART-213, 214; 6 semester units	None	3 semester units	None	8 quarter/ 5.3 semester units
<b>Studio Art – Drawing</b>	ART-210A, 210B; 6 semester units	None	3 semester units	None	8 quarter/ 5.3 semester units
<b>Studio Art – 3D Design</b>	No Course Equivalent; None	None; 3 semester units	None	None	8 quarter/ 5.3 semester units
<b>U.S. Government and Politics</b>	POL-200; 6 semester units	D8 & US-2; 3 semester units	3 semester units	4H; 4 quarter/2.7 semester units	4 quarter/2.7 semester units
<b>World History</b>	HST 205, 206; 6 semester units	C2 or D6; 3 semester units	6 semester units	3B/4F; 4 quarter/2.7 semester units	8 quarter/ 5.3 semester units

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

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

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

## ASSOCIATE DEGREE REQUIREMENTS

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

Associate degrees are commonly conferred by community colleges. They are usually of two types: the Associate of Arts and the Associate of Science. The distinction between the Associate of Arts and the Associate of Science degrees lies in the majors. If the major is in the fields of engineering, physical or biological science, or career curricula, the degree conferred is usually an Associate of Science. Otherwise, the Associate of Arts degree is conferred. Beginning in Fall 2011, pursuant to SB 1440, the college also offers 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:** A score of 109 or higher on the CTPE or a score of 50 or higher on the CTPC or satisfactory completion of Mathematics 78, 80, 120, 121, 200, 210, 211, 212, 220 or 230 with a "C" or better.
2. **WRITTEN EXPRESSION:** Satisfactory completion of English 200 with a "C" or better.
3. **READING:** Satisfactory completion of English 200 with a "C" or better.

## GENERAL EDUCATION

An essential part of an Associate Degree, General Education is intended to introduce students to the variety of academic disciplines and ways of knowing in the contemporary intellectual world. They are intended to encompass the widest spectrum of key concepts and reflect the key concepts and methods of the sciences, the arts and humanities, or the social sciences and reflect the conviction of the College that those who attain an academic degree should possess in common certain basic abilities, skills and attitudes representative of an educated person. All of the General Education courses are offered at a post-secondary level of instruction. General Education courses do not include course work intended as developmental instruction in basic skills or course work specific to one's academic major.



## MENDOCINO COLLEGE GENERAL EDUCATION REQUIREMENTS

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.

### INSTITUTIONAL REQUIREMENTS

(May double count in General Education, concentration, or major requirements.)

<b>Studies in Culture (3 units):</b> <i>Anthropology</i> 201; <i>Art</i> 206; <i>Child Development</i> 202; <i>Communications</i> 211; <i>English</i> 250, 265; <i>Geography</i> 201, 202; <i>History</i> 205, 206, 207, 208, 220, 222; <i>Human Services</i> 172; <i>Music</i> 208; <i>Philosophy</i> 230; <i>Political Science</i> 203; <i>Psychology</i> 220; <i>Sociology</i> 201, 202, 235, 241; <i>Theatre Arts</i> 206
<b>Wellness (3 units):</b> <i>Biology</i> 245; <i>Child Development</i> 200; <i>College and Career Success</i> 101; <i>Health</i> 103, 114, 200, 202; <i>Psychology</i> 175, 205, 206, 208, 210; <i>Sociology</i> 210; or four months active military service verified by submission of Form DD-214
<b>Mathematics:</b> A score of 109 or higher on the CTPE or a score of 50 or higher on the CTPC or Completion of <i>Computer Science</i> 240; <i>Mathematics</i> 78, 80, 120, 121, 200, 210, 211, 212, 220, or 230 with a "C" or better.
<b>Reading and Written Expression:</b> <i>English</i> 200 with a "C" or better

Note: Courses that are multiple area listed are indicated by a £ and can only be used to meet the requirement of a single area.

<b>AREA A – Natural Sciences</b>	<b>3 units</b>
<i>Agriculture</i> 108; <i>Anthropology</i> 200; <i>Astronomy</i> 200; <i>Biology</i> 200, 202, 220, 230, 231, 242, 243, 245, 250, 255, 257, 259; <i>Chemistry</i> 200, 202, 250, 251, 255, 256; <i>Earth Science</i> 200, 201, 203, 206, 208, 210, 211, 212, 222; <i>Geography</i> 206, 212, 222; <i>Geology</i> 201, 203, 208, 210; <i>Natural Resources</i> 200; <i>Physics</i> 202, 210, 211, 220; <i>Psychology</i> 255; <i>Science</i> 201	
<b>AREA B – Social Sciences</b> - One course from each of the two areas:	<b>6 units</b>
<ol style="list-style-type: none"> <li><b>American Institutions (3 units):</b> <i>History</i> 202£, 203£, 207£, 208£, 209£, 222£, 250£; <i>Political Science</i> 200£, 204</li> <li><b>Social and Behavior Sciences (3 units):</b> <i>Administration of Justice</i> 202, 204; <i>Anthropology</i> 201; <i>Business</i> 134, 212, 230; <i>Child Development</i> 180, 200, 202; <i>Communications</i> 200, 211, 250; <i>Culinary</i> 160; <i>Economics</i> 200, 201; <i>Geography</i> 201, 202; <i>History</i> 200£, 201£, 202£, 203£, 205£, 206£, 207£, 208£, 209£, 220£, 221£, 222£, 250£; <i>Human Services</i> 170; <i>Political Science</i> 200£, 201, 202, 203, 204£, 205; <i>Psychology</i> 175, 190, 205, 206, 208, 210, 212, 215, 216, 218, 220, 250; <i>Sociology</i> 200, 201, 202, 206, 210, 235, 241; <i>Sustainable Construction</i> 200</li> </ol>	
<b>AREA C – Humanities</b>	<b>3 units</b>
<i>American Sign Language</i> 200, 201; <i>Art</i> 150, 160, 170A, 201, 202, 205, 206, 207, 208, 210A, 213, 214, 231, 232, 240A, 250A; <i>Child Development</i> 125; <i>Communications</i> 180; <i>English</i> 201, 210, 212, 225, 245, 246, 250, 265, 270; <i>History</i> 200£, 201£, 202£, 203£, 205£, 206£, 207£, 208£, 209£, 220£, 221£, 222£, 250£; <i>Humanities</i> 200; <i>Music</i> 200, 201A, 201B, 202A, 202B, 203, 204, 207, 208, 209, 210A or 210B or 210C, 220, 230A, 230C, 256, 272, 280, 281, 285; <i>Philosophy</i> 210, 220, 230; <i>Spanish</i> 100, 101, 102, 200, 201, 202, 203, 210, 211; <i>Theatre Arts</i> 130A, 130B, 200, 201, 202, 204, 206, 210B, 210D, 220A, 225A, 230A, 234A, 238E, 242A, 244A, 244B, 250, 260	
<b>AREA D – Language and Rationality</b> - One course from each of the two areas:	<b>6 units</b>
<ol style="list-style-type: none"> <li><b>English Composition (3 units):</b> <i>English</i> 200</li> <li><b>Communication and Analytical Thinking (3 units):</b> <i>Business Office Technology</i> 170; <i>Communications</i> 202; <i>Computer Science</i> 105, 106, 130, 134, 166, 170, 201, 210, 220, 221, 222, 240; <i>English</i> 205; <i>Human Services</i> 154; <i>Mathematics</i> 78, 80, 120, 121, 200, 210, 211, 212, 214, 215, 220, 230; <i>Speech</i> 200, 210</li> </ol>	

# Transfer Information

## ARTICULATION

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

## TRANSFER PREPARATION

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

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

Courses numbered 100 through 199 are accepted by the California State Universities (CSU) and courses numbered 200 through 299 by the University of California (UC). However, not all courses meet GE requirements.

## TRANSFER TO INDEPENDENT COLLEGES AND UNIVERSITIES

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

## TRANSFER TO THE CALIFORNIA STATE UNIVERSITY SYSTEM

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

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

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

## 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.

**Note:** Courses that are multiple area listed are indicated by a £ and can only be used to meet the requirements of a single area.

<b>AREA A – English Language Communication and Critical Thinking</b> Select one course from each category: <b>A-1 Oral Communication</b> – <i>Speech</i> 200, 210 <b>A-2 Written Communication</b> – <i>English</i> 200 <b>A-3 Critical Thinking</b> – <i>Communications</i> 202; <i>English</i> 201£, 205	<b>9 units</b>
<b>AREA B – Scientific Inquiry and Quantitative Reasoning</b> One course from each category. One course from B-1 or B-2 must include a lab. (designated by an asterisk*) <b>B-1 Physical Science (3units)</b> – <i>Astronomy</i> 200; <i>Chemistry</i> 200*, 202*, 250*, 251*, 255*, 256*; <i>Earth Science</i> 200£, 201, 203, 206*, 208*, 210*, 211; <i>Geography</i> 206*; <i>Geology</i> 201, 203, 208*, 210*; <i>Natural Resources</i> 200£; <i>Physics</i> 202*, 210*, 211*, 220*; <i>Science</i> 201* <b>B-2 Life Sciences (3units)</b> – <i>Anthropology</i> 200; <i>Biology</i> 200, 202, 220, 230*, 231*, 242, 243, 259*; <i>Earth Science</i> 200£; <i>Natural Resources</i> 200£; <i>Psychology</i> 255 <b>B-3 Lab: Astronomy</b> 205; <i>Biology</i> 201, 221; <i>Earth Science</i> 202, 204; <i>Geology</i> 202, 204; or a course from B-1 or B-2 indicated by an asterisk (*) <b>B-4 Mathematics/Quantitative Reasoning (3units)</b> – <i>Computer Science</i> 240; <i>Mathematics</i> 120, 121, 200, 210, 211, 212, 214, 215, 220, 230	<b>9 units</b>
<b>AREA C – Arts and Humanities</b> Minimum of nine units, with at least three units in each Subsection C-1 and C-2. <b>C-1 Fine Arts</b> – <i>Art</i> 205, 206, 210A; <i>Music</i> 201A, 203, 204, 207, 208, 209; 210A; <i>Theatre Arts</i> 200, 201, 202, 204, 206, 242A, 250 <b>C-2 Humanities</b> – <i>American Sign Language</i> 200, 201; <i>English</i> 201£, 210, 212, 225, 245, 246, 250, 265, 270; <i>History</i> 200£, 201£, 202£, 203£, 205£, 206£, 207£, 208£, 220£, 222£, 250£; <i>Humanities</i> 200; <i>Philosophy</i> 210, 220, 230; <i>Sociology</i> 235£; <i>Spanish</i> 200, 201, 202, 210, 211	<b>9 units</b>
<b>AREA D – Social Sciences</b> No more than two courses can be selected from any one discipline. See CSU Graduation Requirement below. <i>Administration of Justice</i> 202, 204; <i>Anthropology</i> 201; <i>Business</i> 134; <i>Child Development</i> 180, 200£; <i>Communication</i> 200, 211, 250; <i>Economics</i> 200, 201; <i>Geography</i> 201, 202; <i>History</i> 200£, 201£, 202£, 203£, 205£, 206£, 207£, 208£, 220£, 221, 222£, 250£; <i>Political Science</i> 200, 201, 202, 203, 204, 205; <i>Psychology</i> 205£, 206£, 208£, 210£, 212, 215, 216, 218, 220, 250; <i>Sociology</i> 200, 201, 202, 206, 210£, 235£, 241; <i>Sustainable Technology</i> 200	<b>9 units</b>
<b>AREA E – Lifelong Understanding and Self-Development</b> (maximum of 1 unit from Theatre Arts courses) <i>Child Development</i> 200£; <i>College and Career Success</i> 101; <i>Health</i> 103, 114, 200; <i>Psychology</i> 175, 205£, 206£, 208£, 210£; <i>Sociology</i> 210£	<b>3 units</b>
<b>CSU Graduation Requirement: U.S. History, Constitution &amp; American Ideals</b> One course from area 1 and one course from area 2 are required to graduate from any CSU campus. CSU's will allow these courses to double count in other areas if certified by Mendocino College. 1. <i>History</i> 202, 203, 207, 208, 222, 250                      2. <i>Political Science</i> 200	

## CSU & UC TRANSFER GENERAL EDUCATION REQUIREMENTS – IGETC

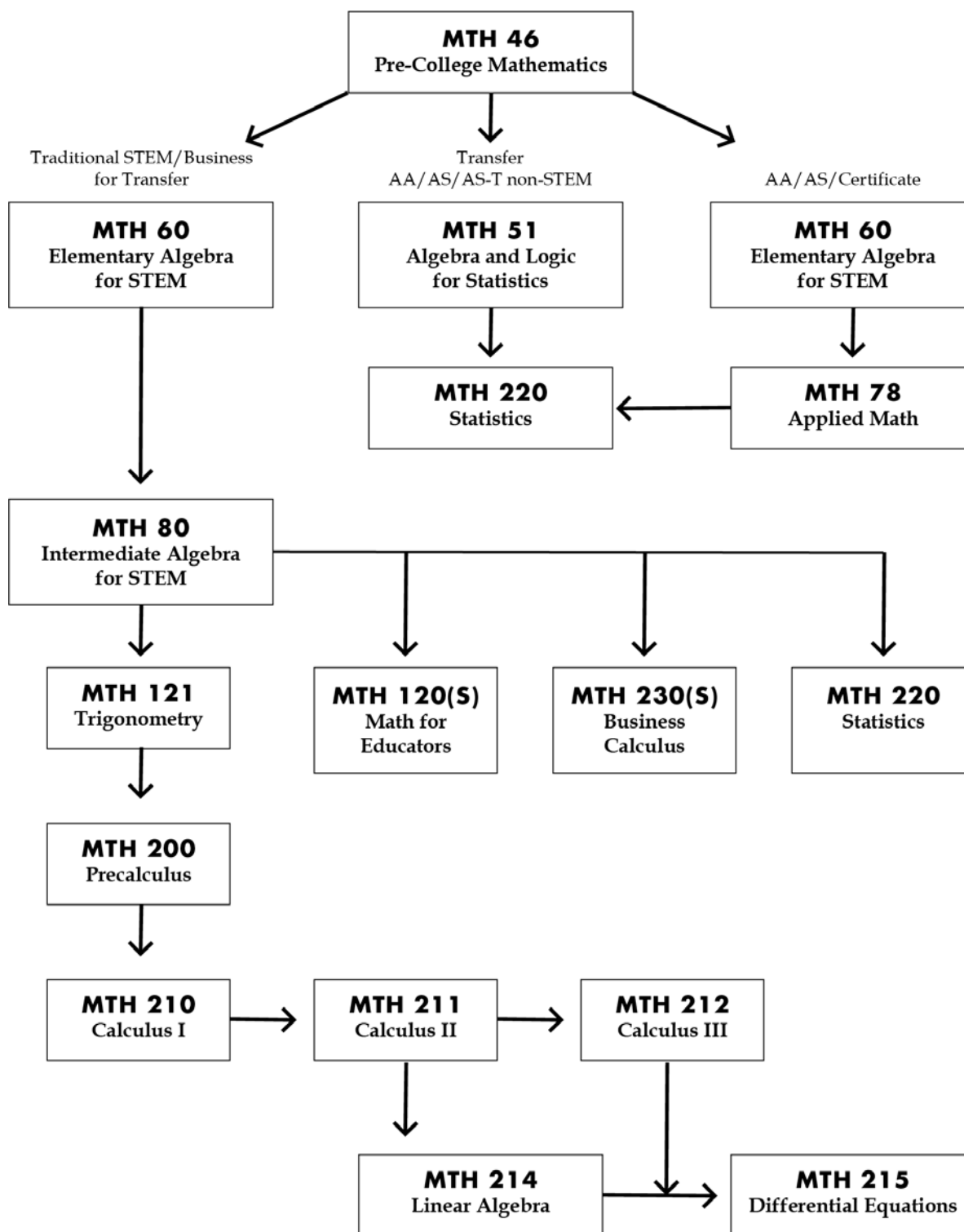
Completion of Intersegmental General Education Transfer Curriculum (IGETC) prior to transfer (CSU or UC) may fulfill lower-division general education requirements at the receiving institution. All areas must be satisfied, and all courses must be completed with a grade of “C” or better before IGETC can 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.

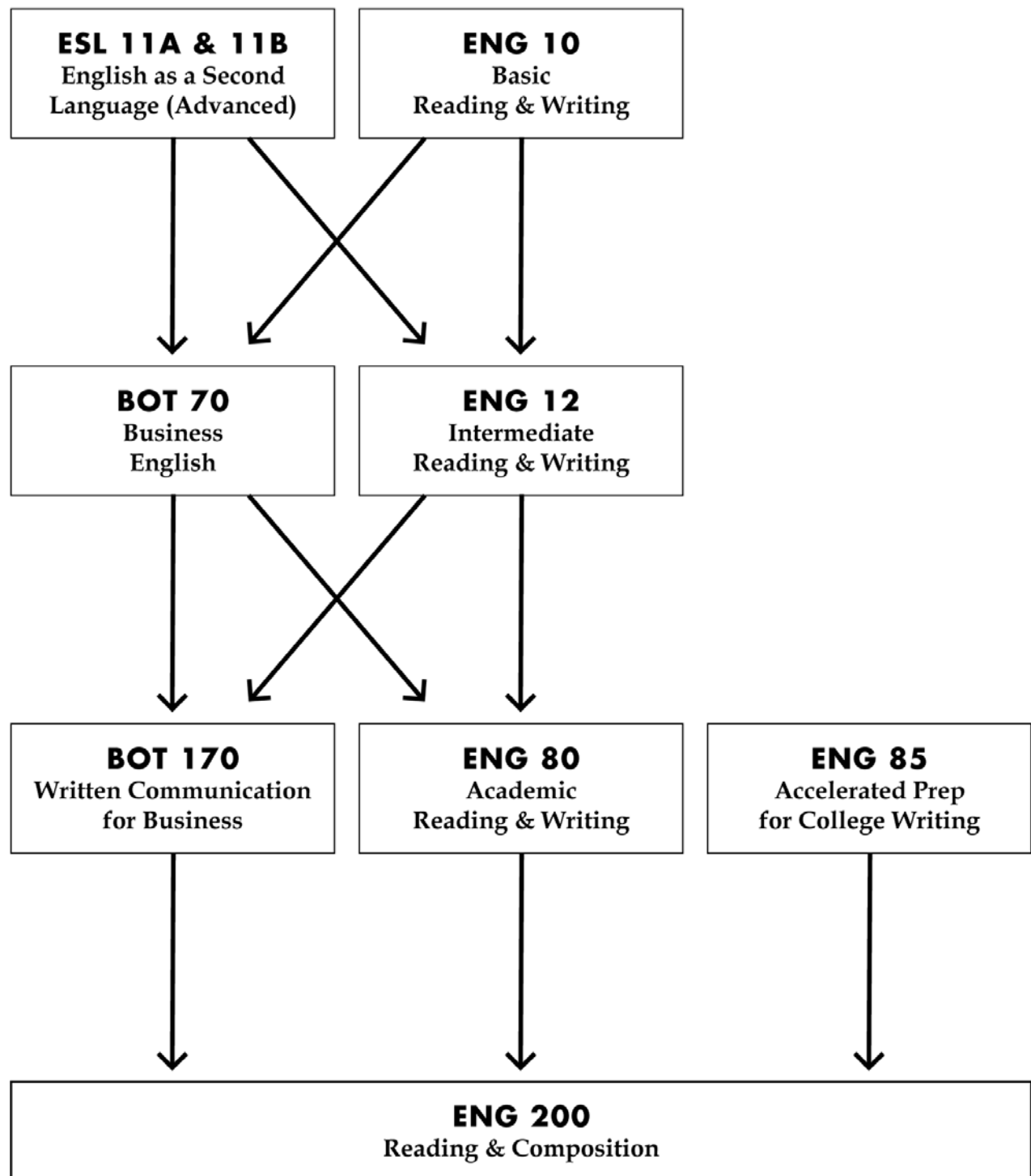
**The UC system recommends major preparation over completion of General Education requirements.** Refer to resources such as a UC catalog or your Mendocino College counselor for appropriate pre-major coursework.

**Note:** Courses that are multiple area listed are indicated by a £ and can only be used to meet the requirements of a single area.

<b>AREA 1 – English Communication</b> CSU – Three courses required, one each from A, B, and C UC – Two courses required, one each from A and B <b>A: English Composition – English 200</b> <b>B: Critical Thinking – Communications 202; English 201£, 205</b> <b>C: Oral Communication – Speech 200, 210</b>	<b>9 units</b>
<b>AREA 2 – Mathematical Concepts and Quantitative Reasoning</b> One course from: <i>Computer Science 240; Math 200, 210, 211, 212, 214, 215, 220, 230</i>	<b>3 units</b>
<b>AREA 3 – Arts &amp; Humanities</b> Three courses, at least one in the Arts and one in the Humanities <b>Arts</b> – <i>Art 205, 206; Music 203, 204, 207, 208, 209; Theater Arts 200, 201, 202, 204, 206</i> <b>Humanities</b> – <i>English 201£, 225, 245, 246, 250, 265, 270; History 200£, 201£, 202£, 203£, 205£, 206£, 207£, 208£, 220£, 221, 222£, 250£; Humanities 200; Philosophy 210, 220, 230; Spanish 201, 202, 203, 210, 211</i>	<b>9 units</b>
<b>AREA 4 – Social &amp; Behavioral Sciences</b> Three courses from at least two disciplines <i>Administration of Justice 202, 204; Anthropology 201; Child Development 200; Communication 200, 211, 250; Economics 200, 201; Geography 201, 202; History 200£, 201£, 202£, 203£, 205£, 206£, 207£, 208£, 220£, 222£, 250£; Political Science 200, 201, 202, 203, 204, 205; Psychology 205, 206, 210, 212, 215, 216, 218, 220; Sociology 200, 201, 202, 206, 210, 235, 241; Sustainable Technology 200</i>	<b>9 units</b>
<b>AREA 5 – Physical &amp; Biological Sciences</b> Two courses, one Physical Science course and one Biological Science course, one of which must include a lab (designated by an asterisk * or listed in Area C) <b>A. Physical Science</b> – <i>Astronomy 200; Chemistry 200*, 202*, 250*, 251*, 255*, 256*; Earth Science 200, 201, 203, 206*, 208*, 210*, 211; Geography 206*; Geology 201, 203, 208*, 210*; Natural Resources 200; Physics 202*, 210*, 211*, 220*; Science 201*</i> <b>B. Biological Science</b> – <i>Anthropology 200; Biology 200, 202, 220, 230*, 231*, 242, 259*; Psychology 255</i> <b>C. Science Lab</b> – <i>Astronomy 205; Biology 201, 221; Earth Science 202, 204; Geology 202, 204</i>	<b>7-9 units</b>
<b>Language other than English (UC requirement only)</b> – Complete two years of the same foreign language at a high school level with a grade of “C” or better, OR earn a score of three or higher on the Foreign Languages Advanced Placement exam OR <b>one</b> of the following: <b>American Sign Language 200, 201; or Spanish 200, 201, 202, 203, 210, 211.</b>	
CSU Graduation Requirement in U.S. History, Constitution and American Ideals – Not part of IGETC. (If listed above, courses may be completed prior to transfer and also counted in IGETC.) One course from <b>History:</b> 202, 203, 207, 208, 222, 250; and <b>Political Science 200</b>	

## MATH PATHWAYS 2017-2018





# MENDOCINO COLLEGE

## 2017 - 2018 CATALOG



## PROGRAMS

# MENDOCINO COLLEGE



## Degrees and Certificates

### Associate Degrees for Transfer

- Administration of Justice
- Art History
- Biology
- Business Administration
- Communication Studies
- Computer Science
- Early Childhood Education
- Economics
- Elementary Teacher Education
- English
- Geography
- Geology
- History
- Kinesiology
- Mathematics
- Music
- Political Science
- Psychology
- Sociology
- Spanish
- Studio Arts
- Theatre Arts

### Associate Degrees

- Administration of Justice
- Agriculture – Horticulture
- Alcohol and Other Drug Studies
- Art
  - Ceramics
  - Painting
  - Printmaking
  - Textiles
- Automotive Technology
- Biological Science
- Business
  - Accounting
  - Business Management
  - Real Estate
- Business Office Technology – Administrative Assistant
- Child Development/Family Relations
- Computer Science
  - Computer Applications and Office Administration
  - Information Communications Technologies
- Earth Science
- Ethnic Studies
- Fire Science
- Health
  - Allied Health
  - Health Science
- Human Services Paraprofessional



## Degrees and Certificates

### Associate Degrees (cont.)

- Liberal Arts and Sciences with an 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
- Psychology
- Spanish
  - Spanish for Native Speakers
  - Spanish for Non-Native Speakers
- Theatre Arts
  - Dance
  - Theatre

### Certificates of Achievement

- Administration of Justice
- Agriculture
  - Landscape Practices
  - Nursery Production
  - Sustainable Small Farms Management
  - Viticulture Skills
- Alcohol and Other Drug Studies
- Art
  - Ceramics – Master Technician
  - Textiles and Clothing Construction
  - Textiles/Weaving
- Automotive Technology
  - Automotive Chassis Specialist
  - Automotive Technician
  - Automotive Tune-up and Electronics Specialist

### Certificates of Achievement (cont.)

- Business
  - Accounting
  - Business Entrepreneurship
  - Business Management
  - Real Estate
  - Retail Management
- Business Office Technology
  - Administrative Assistant
  - Legal
  - Medical
  - Medical Billing and Coding
- Child Development
- Computer Science
  - Computer Applications and Office Administration
  - IT Specialist
  - Web Development
- Culinary Arts Management
- Digital Arts and Media
- Human Services
  - Human Service Worker
  - Human Services Paraprofessional
- Music
  - Recording Arts and Technology
- Nursing
  - LVN to RN
- Sustainable Construction and Energy Technology
  - Construction
  - Renewable Energy
  - Building Efficiency and Performance
- Woodworking
  - Fine Woodworking I
  - Fine Woodworking II

### Certificates of Completion

- ESL Preparation

## MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

UKIAH CAMPUS  
1000 HENSLEY CREEK RD.  
UKIAH, CA 95482  
707.468.3000

LAKE CENTER  
2565 PARALLEL DR.  
LAKEPORT, CA 95453  
707.263.4944



MENDOCINO.EDU

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

# ADMINISTRATION OF JUSTICE

Office of Instruction • 707.468.3002

## Degrees

A.S.-T Administration of Justice

A.S. Administration of Justice

## Certificate of Achievement

Administration of Justice

## ASSOCIATE IN SCIENCE IN ADMINISTRATION OF JUSTICE FOR TRANSFER

Administration of Justice is the scientific study of law enforcement, judiciary, corrections, and probation. It follows a detailed and programmatic approach in crime and injustice in society. Administration of Justice professionals are mostly involved in upholding the law and maintaining order in the community. The Associate in Science in Administration of Justice for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Administration of Justice or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses - Major:		Units
ADJ 200	Introduction to Administration of Justice	3
ADJ 202	Concepts of Criminal Law	3
Plus 6 additional units selected from the following:		Units
ADJ 104	Legal Aspects of Evidence	3
ADJ 106	Principles of Investigation	3
ADJ 204	Community Relations	3
Plus 6 - 7 additional units selected from the following or any not used above:		Units
MTH 220	Statistics	4
PSY 205	Introductory Psychology	3
SOC 200	Introduction to Sociology	3
Total Major Units		18 - 19
Total Degree Units		60

### *Program Level Student Learning Outcomes:*

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

### *Career Opportunities in ADMINISTRATION OF JUSTICE*

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

### *Associate Degree for Transfer requirements pursuant to SB 1440:*

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

## ADMINISTRATION OF JUSTICE ASSOCIATE OF SCIENCE

The Administration of Justice major leads to the Associate of Science degree and prepares the student for transfer to a four-year institution. Students completing the baccalaureate program or graduate work may be hired in the major or allied fields as a police officer, corrections officer, investigator, security supervisor, parole officer, teacher or criminologist. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses – Major:		Units
ADJ 104	Legal Aspects of Evidence	3
ADJ 108	Police Report Writing	3
ADJ 200	Introduction to Administration of Justice	3
ADJ 202	Concepts of Criminal Law	3
ADJ 204	Community Relations	3
Plus 3 additional units selected from the following:		Units
ADJ 103	Patrol Procedures	3
ADJ 106	Principles of Investigation	3
ADJ 107	Crime Scene and Laboratory Techniques	3
Total Major Units		18
Total Degree Units		60

### *Program Level Student Learning Outcomes:*

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

## ADMINISTRATION OF JUSTICE CERTIFICATE OF ACHIEVEMENT

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

Required Courses:		Units
ADJ 103	Patrol Procedures	3
ADJ 104	Legal Aspects of Evidence	3
ADJ 106	Principles of Investigation	3
ADJ 107	Crime Scene and Laboratory Techniques	3
ADJ 108	Police Report Writing	3
ADJ 200	Introduction to Administration of Justice	3
ADJ 202	Concepts of Criminal Law	3
ADJ 204	Community Relations	3
Total units required for Certificate		24

### *Program Level Student Learning Outcomes:*

1. Understand the three parts of the criminal justice system and how they interrelate.
2. Demonstrate knowledge of the California Penal Code, the California Commission on Peace Officer Standards and Training regulations and appropriate department policies and procedures.
3. Apply basic investigative proficiencies.

# AGRICULTURE

**Jim Xerogeane • 707.468.3218**

Degrees  
A.S. Agriculture – Horticulture

Certificate of Achievement  
Landscape Practices  
Nursery Production  
Sustainable Small Farms Management  
Viticulture Skills

## AGRICULTURE - HORTICULTURE ASSOCIATE OF SCIENCE

Horticulture major leads to the Associate of Science degree and prepares the student for transfer to a four-year institution. Students completing the baccalaureate program or graduate work may be hired in the major or allied fields as a landscape designer, florist, nursery management, botanist, landscape architect or teacher. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses - Major:		Units
AGR 100	Plant Pest and Disease Management	3
AGR 108	Soils and Fertility Management	3
AGR 140	Introduction to Horticulture	3
AGR 240	Plant Identification-Fall	3
Plus 9 additional units selected from the following:		Units
AGR 102	Plant Propagation	3
AGR 142	Landscape Maintenance	3
AGR 144	Nursery Management and Practices	3
AGR 147	Greenhouse Projects	1 - 3
AGR 151	Landscape Irrigation	2
AGR 154	Landscape Construction	3
AGR 196	AGR-Occupational Work Experience Education	1 - 8
AGR 241	Plant Identification-Spring	3
Total Major Units		21
Total Degree Units		60

### *Program Level Student Learning Outcomes:*

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

## AGRICULTURE - LANDSCAPE PRACTICES CERTIFICATE OF ACHIEVEMENT

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

Required Courses:		Units
AGR 75	Pruning	1
AGR 100	Plant Pest and Disease Management	3
AGR 108	Soils and Fertility Management	3
AGR 140	Introduction to Horticulture	3
AGR 142	Landscape Maintenance	3
AGR 151	Landscape Irrigation	2
AGR 154	Landscape Construction	3
AGR 240	Plant Identification-Fall	3
AGR 241	Plant Identification-Spring	3
Plus 3 additional units selected from the following:		Units
AGR 53	Landscaping with Native Plants	3
AGR 147	Greenhouse Projects	1 - 3
AGR 196	AGR-Occupational Work Experience Education	1 - 8
BUS 132	Entrepreneurial Management	3
Total units required for Certificate		27

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

1. Demonstrate a working knowledge of a variety of plants and their cultural requirements.
2. Demonstrate a working knowledge of basic plant biology.
3. Demonstrate a thorough understanding of how to assess a plant's maintenance needs including pruning, fertility, managing of pests and diseases.
4. Demonstrate a working knowledge of how to plan, install and repair basic irrigation systems.
5. Demonstrate a working knowledge of landscape design planning, including basic rules of placement, shapes, textures, and spacing.
6. Demonstrate a basic knowledge of landscape plan interpretation, construction and the tools used in the installation of a landscape.

## AGRICULTURE – NURSERY PRODUCTION CERTIFICATE OF ACHIEVEMENT

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

Required Courses:		Units
AGR 100	Plant Pest and Disease Management	3
AGR 102	Plant Propagation	3
AGR 108	Soils and Fertility Management	3
AGR 140	Introduction to Horticulture	3
AGR 144	Nursery Management and Practices	3
AGR 240	Plant Identification-Fall	3
AGR 241	Plant Identification-Spring	3
Plus 2-3 additional units selected from the following:		Units
AGR 53	Landscaping with Native Plants	3
AGR 147	Greenhouse Projects	1 - 3
AGR 196	AGR-Occupational Work Experience Education	1 - 8
BUS 132	Entrepreneurial Management	3
Total units required for Certificate		23 - 24

### *Program Level Student Learning Outcomes:*

1. Demonstrate a working knowledge of common landscape plants and their cultural requirements in a landscape.
2. Demonstrate a working knowledge of basic plant biology.
3. Demonstrate a working knowledge of plant propagation scheduling, methods.
4. Demonstrate a working knowledge and management of pest and disease problems commonly associated with nursery crops.
5. Demonstrate a basic understanding of the uses of different growing structures and how they function.
6. Demonstrate a basic knowledge of nursery types and their basic needs of site selection, layout, water and marketing.

## AGRICULTURE – SUSTAINABLE SMALL FARMS MANAGEMENT CERTIFICATE OF ACHIEVEMENT

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

Required Courses:		Units
AGR 75	Introduction to Pruning	1
AGR 100	Plant Pest and Disease Management	3
AGR 108	Soils and Fertility Management	3
AGR 116	Sustainable Agricultural Systems	2
AGR 140	Introduction to Horticulture	3
AGR 180	Fall Sustainable Vegetable and Fruit Production	2
AGR 181	Sustainable Spring Vegetable Growing Practices	2
AGR 196	AGR-Occupational Work Experience Education	3
<b>OR</b>		
AGR 197	Agriculture Internship	3
BUS 132	Entrepreneurial Management	3

		PROGRAMS
SPN 100	Conversational Spanish: Level I <b>OR</b>	2
SPN 101	Conversational Spanish: Level II <b>OR</b>	2
SPN 102	Conversational Spanish: Level III	2
Plus 6 additional units selected from the following:		Units
AGR 57	Mushroom Cultivation	1
AGR 56	Small Farm Machinery Operations and Safety	2
AGR 76	Introduction to Grafting	1
AGR 196	AGR-Occupational Work Experience Education <b>OR</b>	1 - 3
AGR 197	Agriculture Internship	1 - 3
BUS 150	Entrepreneurial Marketing	3
Total units required for Certificate		30

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

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

## AGRICULTURE – VITICULTURE SKILLS CERTIFICATE OF ACHIEVEMENT

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

Required Courses:		Units
AGR 56	Small Farm Machinery Operations and Safety	2
AGR 100	Plant Pest and Disease Management	3
AGR 108	Soils and Fertility Management	3
AGR 111	Introduction to Viticulture	3
AGR 112	Viticulture Practices	2
AGR 116	Sustainable Agricultural Systems	2
AGR 196	AGR-Occupational Work Experience Education <b>OR</b>	2
AGR 197	Agriculture Internship	2
BUS 132	Entrepreneurial Management	3
Total units required for Certificate		20

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

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

# ALCOHOL & OTHER DRUGS STUDIES

**Daniel Jenkins • 707.468.3020**

## Degrees

A.S. Alcohol and Other Drug Studies

## Certificate of Achievement

Alcohol and Other Drug Studies

## ALCOHOL AND OTHER DRUGS STUDIES ASSOCIATE OF SCIENCE

The Alcohol and Other Drug Studies (AODS) major addresses a wide range of issues in the field of substance use and abuse through its degree and certificate course work. Students vary from recent high school graduates to working professionals with advanced college degrees. Students are able to apply and integrate their academic learning through required practicum experiences in various public and private agencies, institutions and businesses. The AODS Program exceeds the minimal standards for AODS Programs established by the federal Substance Abuse and Mental Health Services Administration. These standards were identified by State of California legislation as meeting the educational requirements for counselor certification. Degree and certificate completers qualify to apply for certification through a variety of state-approved certification boards. Completion of the Associate of Science degree will assist students in obtaining entry-level employment, job promotion/salary increases or transfer to a four-year college or university. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses - Major:		Units
AOD 151	Alcohol and Other Drugs: Overview	3
AOD 153	Physiology and Pharmacology of Alcohol and Other Drugs	3
AOD 158	AOD Practicum Preparation	1.5
AOD 164	Field Placement and Practicum Seminar I	1.5
AOD 165	Field Placement and Practicum Seminar II	1.5
AOD 197A	Alcohol and Other Drug Studies Program Practicum	4
HUS 152	Basic Skills for Human Service Workers	3
HUS 154	Fundamentals of Interviewing and Counseling	3
HUS 155	Group Leadership and Group Process	3
HUS 156	Case Management and Documentation	3
HUS 157	Co-Occurring Disorders and Mental Health Issues	2
HUS 159	Intervention Theory and Techniques	2
HUS 160	Law, Ethics and Human Services	2
HUS 161	Introduction to Family Counseling Approaches	3
HUS 162	Community Prevention Theory and Practice	3
HUS 163	Professional Competency and Growth	2
Total Major Units		40.5
Total Degree Units		60

### *Program Level Student Learning Outcomes:*

1. 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.



## ALCOHOL AND OTHER DRUGS STUDIES CERTIFICATE OF ACHIEVEMENT

The Alcohol and Other Drug Studies (AODS) major addresses a wide range of issues in the field of substance use and abuse through its degree and certificate course work. Students vary from recent high school graduates to working professionals with advanced college degrees. Students are able to apply and integrate their academic learning through required practicum experiences in various public and private agencies, institutions and businesses. The AODS Program exceeds the minimal standards for AODS Programs established by the federal Substance Abuse and Mental Health Services Administration. These standards were identified by State of California legislation as meeting the educational requirements for counselor certification. Degree and certificate completers qualify to apply for state certification as a substance abuse counselor. Completion of the AOD program will assist students in obtaining entry-level employment, job promotion/salary increases or transfer to a four-year college or university.

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

Total units required for Certificate	40.5 – 44.5
--------------------------------------	-------------

### *Program Level Student Learning Outcomes:*

1. Demonstrate responsibility for their actions and work effectively as individuals and as members of a team.
2. 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.

## ART

**Doug Browe • 707.467.1003**  
**Lisa Rosenstreich • 707.468.3022**

## Degrees

A.A.-T Art History

A.A.-T Studio Arts

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

## Certificate of Achievement

Ceramics – Master Technician

Textiles &amp; Clothing Construction

Textiles &amp; Weaving

## 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 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 250A Beginning Sculpture	3
ART 282 Introduction to Photography	3
DAM 281 Adobe Illustrator	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***

Careers in Art History include instructors, museum curators, gallery management, art historians and critics.

***Associate Degree for Transfer requirements pursuant to SB 1440:***

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

## 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 206	Introduction to Native American Art	3
ART 207	Survey of Western Art from Prehistory through the Middle Ages	3
<b>Plus 9 additional units from 3 different curricular areas</b>		<b>Units</b>
<b>DRAWING:</b>		
ART 210B	Intermediate Drawing	3
ART 231	Life 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 281	Adobe Illustrator	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
<b>OTHER MEDIA:</b>		
ART 150	Introduction to Fiber Arts	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*

Careers in Art are numerous and varied, including professional artists, teachers, graphic designers, illustrators, photographers, fashion and interior design, advertising and more.

### *Associate Degree for Transfer requirements pursuant to SB 1440:*

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

## PROGRAMS

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

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, printmaking/drawing, or textiles) 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 from the selected option:		
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
TEXTILES OPTION:		Units
ART 150	Introduction to Fiber Arts	3
ART 170A	Weaving I	3
ART 170B	Weaving II	3
ART 176A	Fabric Printing and Dyeing I	3
ART 176B	Fabric Printing and Dyeing II	3
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.

## CERAMICS – MASTER TECHNICIAN CERTIFICATE OF ACHIEVEMENT

Studio ceramics is an exciting field of personal expression with many career possibilities ranging from fine artwork and sculpture to production tableware. This comprehensive study course and certification program combines the pragmatic nuts and bolts investigation of studio ceramic technology and personal artistic development, along with important aspects of promoting and presenting finished works in the art, craft and industrial marketplace. In this course of study students will gain an important understanding of the equipment needed to produce ceramics, as well as how to use and repair it. The studio ceramics and sculpture classes use a lab-and-lecture concept that focuses on demonstrations and one-on-one assistance to develop the student's creativity and ability to produce a broad range of ceramic objects. In the capstone class, Art Seminar, students are led through a spectrum of professional practices that will assist them in presenting and promoting their artwork in today's changing marketplace.

Required Courses:		Units
ART 53	Low-Temperature Ceramic Firing/Glazing Techniques	3
ART 240A	Ceramics I	3
ART 240B	Ceramics II	3
ART 240C	Advanced Ceramics I	3
ART 240D	Advanced Ceramics II	3
ART 246	Raku and Primitive Ceramics	3
ART 250B	Clay Sculpture I	3
Plus 9 additional units from the following:		Units
ART 50	Ceramic Kiln Building and Repairing	3
ART 51	Introduction to Ceramic Glazes	3
ART 191	Art and Craft Marketing	3
ART 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 variety of materials and techniques that display advanced understanding of the medium.
3. Express their thoughts in a cohesive body of ceramic work.
4. Produce plaster and ceramic molds, and employ them to produce mold formed ceramics.
5. Analyze their own and others ceramic works critically from a technical, artistic and historic platform.

## TEXTILES/CLOTHING CONSTRUCTION CERTIFICATE OF ACHIEVEMENT

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

Required Courses:		Units
ART 170A	Weaving I	3
ART 176A	Fabric Printing and Dyeing I	3
ART 191	Art and Craft Marketing	3
CLO 80	Beginning Clothing Construction	3
CLO 81	Intermediate Clothing Construction	3
CLO 82	Pattern Drafting	3
CLO 83	Tailoring	3
Plus 3 additional units selected from the following:		Units
ART 150	Introduction to Fiber Arts	3
ART 170B	Weaving II	3
ART 176B	Fabric Printing and Dyeing II	3
Total units required for Certificate		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.

## TEXTILES/WEAVING CERTIFICATE OF ACHIEVEMENT

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

Required Courses:		Units
ART 150	Introduction to Fiber Arts	3
ART 170A	Weaving I	3
ART 170B	Weaving II	3
ART 176A	Fabric Printing and Dyeing I	3
ART 176B	Fabric Printing and Dyeing II	3
ART 213	Color and Composition	3
Plus 3 additional units selected from the following:		Units
ART 191	Art and Craft Marketing	3
ART 214	Three-Dimensional Art and Design	3
Total units required for Certificate		21

### *Program Level Student Learning Outcomes:*

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

# AUTOMOTIVE TECHNOLOGY

**Doug Boswell • 707.468.3086**

## Degrees

A.S. Automotive Technology

## Certificate of Achievement

Automotive Chassis Specialist

Automotive Technician

Automotive Tune-Up and Electronics Specialist

## AUTOMOTIVE TECHNOLOGY ASSOCIATE OF SCIENCE

A degree in Automotive Technology prepares students with the skills and knowledge necessary to perform diagnosis and repair in the automotive shop environment. This program includes coursework that is essential for entry-level positions and enhances the skills and knowledge base of those who are seeking career progression within the automotive industry or transfer to a university. Completing this degree prepares students to pass ASE certification tests and satisfies the California Bureau of Automotive Repair training requirements for certification as a licensed smog Inspector.

Required Courses - Major:		Units
AUT 140	Automotive Engines	4
AUT 142	Brakes/Suspension/Alignment	6
AUT 144	Manual Transmissions/Power Trains	3
AUT 145	Automotive Transmissions/Power Trains	4
AUT 146	Automotive Air Conditioning/Heating Systems	2
AUT 162	Automotive Electrical Systems	5
AUT 166	Automotive Diagnosis and Tune-Up	6
AUT 170	Advanced Engine and Emission Controls	6
Total Major Units		36
Total Degree Units		60

### *Program Level Student Learning Outcomes:*

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

## AUTOMOTIVE CHASSIS SPECIALIST CERTIFICATE OF ACHIEVEMENT

This certificate program prepares students with the skills and knowledge necessary to perform diagnosis and repair in the automotive shop environment. This program includes coursework that is essential for entry-level positions and enhances the skills and knowledge base of those who are seeking career progression within the automotive industry. Completing this certificate program prepares students to pass ASE certification tests in the area of brakes, suspension, electrical systems, manual transmissions, and automatic transmissions.

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

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

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



# BIOLOGICAL SCIENCE

**Sue Blundell • 707.468.3144**

**Rachel Donham • 707.468.3169**

**Brianna Zuber • 707.468.3124**

## 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, agriculture, botany, genetics, microbiology, zoology, entomology, and ecology. 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 must follow the IGETC for STEM 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
MTH 210	Calculus and Analytic Geometry I	5
	<b>OR</b>	
MTH 230	Calculus for Business and Economics	3
PHY 210	General Physics I	4
	<b>AND</b>	
PHY 211	General Physics II	4
	<b>OR</b>	
PHY 220	Physics for Scientists and Engineers I	4
	<b>AND</b>	
PHY 221	Physics for Scientists and Engineers II	4
Total Major Units		33 - 35
Total Degree Units		60

### *Program Level Student Learning Outcomes:*

1. Analyze major biological concepts and discriminate how these concepts are connected within various areas of the biological and physical sciences.
2. Apply scientific methodology in the form of designing and conducting experiments and evaluating hypotheses.
3. Collect data through use of laboratory techniques that include, but are not limited to, light microscopy, gel electrophoresis, spectrophotometry, and demonstrate appropriate lab safety.

### *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 as a biomedical engineer, geneticist, pharmacologist, botanist, aquatic biologist, clinical lab technologist, food/drug inspector, fish and game warden or environmental specialist.

### *Associate Degree for Transfer requirements pursuant to SB 1440:*

- 60 semester or 90 quarter CSU-transferable units.
- the Intersegmental General Education Transfer Curriculum (IGETC) for STEM pattern.

- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis.

## 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
<b>OR</b>		
PHY 220	Physics for Scientists and Engineers I	4
PHY 221	Physics for Scientists and Engineers II	4
<b>OR</b>		
PHY 220	Physics for Scientists and Engineers I	4
PHY 222	Physics for Scientists and Engineers III	4
Plus 9-10 additional units selected from the following:		Units
MTH 200	Precalculus Mathematics	5
MTH 210	Calculus and Analytic Geometry I	5
MTH 211	Calculus and Analytic Geometry II	5
MTH 220	Statistics	4
<i>To fully benefit from the Biology program, students should also successfully complete one of the suggested optional electives listed below.</i>		
These courses are not required for the major.		Units
BIO 220	Marine Biology Lecture	3
BIO 221	Marine Biology Laboratory	1
BIO 242	Introduction to Oceanography	3
BIO 243	Biology of Marine Mammals	3
BIO 245	Introduction to Environmental Toxicology	3
Total Major Units		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. Collect data through use of laboratory techniques that include, but are not limited to, light microscopy, gel electrophoresis, spectrophotometry, and demonstrate appropriate lab safety.

# BUSINESS

**Julie Finnegan • 707.468.3134**  
**Steve Hixenbaugh • 707.468.3220**

## Degrees

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

## Certificate of Achievement

Accounting  
 Business Entrepreneurship  
 Business Management  
 Real Estate  
 Retail Management

## ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION FOR TRANSFER

Business Administration prepares students for the complex decision-making of the business environment. This program includes coursework that is essential for entry-level positions and enhances the skills and knowledge base of those who are seeking career progression and/or transfer to a university. The Associate in Science in Business Administration for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Business Administration or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses - Major:		Units
BUS 200	Financial Accounting	4
BUS 201	Managerial Accounting	4
BUS 212	The Legal Environment of Business	3
ECO 200	Principles of Macroeconomics	3
ECO 201	Principles of Microeconomics	3
Plus 3-4 additional units selected from the following:		Units
MTH 220	Statistics	4
MTH 230	Calculus for Business and Economics	3
Plus 6 additional units selected from the following or any course not used above:		Units
BUS 230	Introduction to Business	3
CSC 201	Computers and Computer Applications	3
Total Major Units		26 - 27
Total Degree Units		60

### *Program Level Student Learning Outcomes:*

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

### *Career Opportunities in BUSINESS ADMINISTRATION*

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

***Associate Degree for Transfer requirements pursuant to SB 1440:***

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

**BUSINESS - ACCOUNTING ASSOCIATE OF SCIENCE**

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

Required Courses - Major:		Units
BUS 50	Mathematical Applications in Business	3
BUS 111	Federal Tax Accounting	3
BUS 200	Financial Accounting	4
BUS 201	Managerial Accounting	4
BUS 230	Introduction to Business	3
CSC 201	Computers and Computer Applications	3
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 201	Computers and Computer Applications	3
Plus 6 additional units selected from the following:		Units
BUS 132	Entrepreneurial Management	3
BUS 134	Human Relations in Business	3
BUS 135	Human Resource Management	3
BUS 150	Entrepreneurial Marketing	3
BUS 151	Introduction to Marketing	3
BUS 159	The Business of Sports	3
BUS 196	BUS-Occupational Work Experience Education	1 - 8
BUS 201	Managerial Accounting	4

## PROGRAMS

BUS 212	The Legal Environment of Business	3
BOT 170	Written Communication for Business	3
CSC 164	Electronic Spreadsheets	3

Total Major Units 22

Total Degree Units 60

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

1. 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.

## BUSINESS – REAL ESTATE ASSOCIATE OF SCIENCE

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

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

Total Major Units 24

Total Degree Units 60

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

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

## BUSINESS - ACCOUNTING CERTIFICATE OF ACHIEVEMENT

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

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

### *Program Level Student Learning Outcomes:*

1. Demonstrate skills and knowledge appropriate for an entry level position in this field of accounting.
2. Communicate clear understanding of the complex nature of business in a diverse economy and financial system.
3. Demonstrate critical thinking and decision-making skills in the business environment.

## BUSINESS ENTREPRENEURSHIP CERTIFICATE OF ACHIEVEMENT

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

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

### *Program Level Student Learning Outcomes:*

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

## BUSINESS MANAGEMENT CERTIFICATE OF ACHIEVEMENT

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

Required Courses:		Units
BUS 50	Mathematical Applications in Business	3
BUS 136	Introduction to Management	3
BUS 200	Financial Accounting	4
BUS 230	Introduction to Business	3
CSC 201	Computers and Computer Applications	3
Plus 3 additional units selected from the following:		Units
BUS 132	Entrepreneurial Management	3
BUS 134	Human Relations in Business	3
BUS 150	Entrepreneurial Marketing	3
BUS 151	Introduction to Marketing	3
BUS 159	The Business of Sports	3
BUS 196	BUS-Occupational Work Experience Education	1 - 4
BUS 201	Managerial Accounting	4
BUS 212	The Legal Environment of Business	3
BOT 170	Written Communication for Business	3
Total units required for Certificate		19

### *Program Level Student Learning Outcomes:*

1. Attain skills and knowledge appropriate for an entry level position in business management.
2. Demonstrate clear understanding of complex nature of business management in a diverse global economy and financial system.
3. Integrate knowledge of business management principles and vocabulary in various business organizations.
4. Demonstrate critical thinking and decision-making, and communication skills in the business environment.

## BUSINESS – REAL ESTATE CERTIFICATE OF ACHIEVEMENT

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

Required Courses:		Units
BUS 151	Introduction to Marketing	3
BUS 230	Introduction to Business	3
RLS 60	Real Estate Principles	3
RLS 61	Real Estate Practices	3
RLS 62	Real Estate Appraisal	3
RLS 63	Real Estate Finance	3
RLS 64	Legal Aspects of Real Estate	3
Plus 3 additional units selected from the following:		Units
BUS 50	Mathematical Applications in Business	3
BUS 111	Federal Tax Accounting	3
BUS 136	Introduction to Management	3
BUS 212	The Legal Environment of Business	3
RLS 65	Fundamentals of Home Inspections	1
RLS 67	Real Estate Economics	3
RLS 69	Fundamentals of Geology for Real Estate	1



		PROGRAMS
RLS 70	Property Management	3
RLS 72	Real Estate Investments	3
RLS 73	Real Estate Financial Calculations	0.5
RLS 74	Real Estate Licensing Preparation	1
Total units required for Certificate		24

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

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

## BUSINESS – RETAIL MANAGEMENT CERTIFICATE OF ACHIEVEMENT

The Business--Retail Management Certificate Program is a comprehensive program designed to prepare current and future retail employees and managers for the challenges in a competitive retail environment. This 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 201	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.

# BUSINESS OFFICE TECHNOLOGY

Office of Instruction • 707.468.3002

## Degrees

A.S. Business Office Technology –  
Administrative Assistant

## Certificate of Achievement

Administrative Assistant  
Legal  
Medical  
Medical Billing and Coding

## BUSINESS OFFICE TECHNOLOGY -

### ADMINISTRATIVE ASSISTANT ASSOCIATE OF SCIENCE

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

Required Courses – Major:		Units
BUS 108	Computerized Accounting	3
BUS 136	Introduction to Management	3
BOT 55	Machine Transcription	2
BOT 70	Business English	3
BOT 75	PowerPoint for Presentations	1.5
BOT 101.3	Intermediate Typing/Keyboarding	1
BOT 110	Business Calculators	1
BOT 111	Business Calculator Simulations	1
BOT 120	Microsoft Word, Beginning	1.5
BOT 121	Microsoft Word, Advanced	1.5
BOT 140	Office Procedures	3
BOT 144	Records and Database Management	2
BOT 170	Written Communication for Business	3
BOT 196	BOT-Occupational Work Experience Education	1
CSC 164	Electronic Spreadsheets	3
CSC 201	Computers and Computer Applications	3
Plus 6.5 additional units selected from the following:		Units
BOT 57	Medical Billing/Office Procedures	3
BOT 90.1	Legal Office Procedures	1
BOT 90.2	History of Law	0.5
BOT 90.3	Landlord/Tenants Rights and Responsibilities	0.5
BOT 90.4	Basic Wills and Trusts	1
BOT 91.1	Constitutional Rights and Responsibilities	0.5
BOT 91.2	Juvenile Rights and Responsibilities	1
BOT 91.3	California Civil Complaints	1
BOT 91.4	California Civil Discovery	1
CSC 130	Web Design and Development	3
CSC 166	Desktop Database Software	3
DAM 125	InDesign	3
HLH 104	Medical Terminology	3
Total Major Units		40
Total Degree Units		60

### Program Level Student Learning Outcomes:

1. Troubleshoot exercises and situations that don't have clear directions or results.
2. Read instructions and determine the intent by using the information given.
3. Consult with other students to determine results.

4. Use reference manuals, dictionaries, online references, and Help options to find the answer to questions or exercises in each course.
5. Complete business-related documents using the various functions-basic, intermediate, and advanced-of the software programs: Word, Excel, PowerPoint, InDesign.
6. Demonstrate the ability to use successfully Basic English language skills (grammar, punctuation, capitalization, etc.) in business documents.
7. Demonstrate the ability to work as a team.

## BUSINESS OFFICE TECHNOLOGY -

### ADMINISTRATIVE ASSISTANT CERTIFICATE OF ACHIEVEMENT

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

Required Courses:		Units
BOT 55	Machine Transcription	2
BOT 65	InDesign for Desktop Publishing	3
BOT 70	Business English	3
BOT 101.3	Intermediate Typing/Keyboarding	1
BOT 110	Business Calculators	1
BOT 111	Business Calculator Simulations	1
BOT 120	Microsoft Word, Beginning	1.5
BOT 121	Microsoft Word, Advanced	1.5
BOT 140	Office Procedures	3
BOT 144	Records and Database Management	2
BOT 170	Written Communication for Business	3
BOT 196	BOT-Occupational Work Experience Education	2
CSC 164	Electronic Spreadsheets	3
CSC 201	Computers and Computer Applications	3
Plus 3-4 additional units selected from the following:		Units
BUS 108	Computerized Accounting	3
BUS 200	Financial Accounting	4

Total units required for Certificate 33 - 34

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

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

## PROGRAMS

### BUSINESS OFFICE TECHNOLOGY – LEGAL CERTIFICATE OF ACHIEVEMENT

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

Required Courses:		Units
BOT 55	Machine Transcription	2
BOT 70	Business English	3
BOT 90.1	Legal Office Procedures	1
BOT 90.2	History of Law	0.5
BOT 101.3	Intermediate Typing/Keyboarding	1
BOT 110	Business Calculators	1
BOT 111	Business Calculator Simulations	1
BOT 120	Microsoft Word, Beginning	1.5
BOT 121	Microsoft Word, Advanced	1.5
BOT 140	Office Procedures	3
BOT 144	Records and Database Management	2
BOT 170	Written Communication for Business	3
BOT 196	BOT-Occupational Work Experience Education	2
BUS 212	The Legal Environment of Business	3
CSC 164	Electronic Spreadsheets	3
Plus 4.5 additional units selected from the following:		Units
BOT 90.3	Landlord/Tenants Rights and Responsibilities	0.5
BOT 90.4	Basic Wills and Trusts	1
BOT 91.1	Constitutional Rights and Responsibilities	0.5
BOT 91.2	Juvenile Rights and Responsibilities	1
BOT 91.3	California Civil Complaints	1
BOT 91.4	California Civil Discovery	1
Total units required for Certificate		33

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

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

## BUSINESS OFFICE TECHNOLOGY – MEDICAL CERTIFICATE OF ACHIEVEMENT

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

Required Courses:		Units
BOT 51	Medical Transcription I	2
BOT 52	Medical Transcription II	2
BOT 55	Machine Transcription	2
BOT 57	Medical Billing/Office Procedures	3
BOT 70	Business English	3
BOT 101.3	Intermediate Typing/Keyboarding	1
BOT 110	Business Calculators	1
BOT 111	Business Calculator Simulations	1
BOT 120	Microsoft Word, Beginning	1.5
BOT 121	Microsoft Word, Advanced	1.5
BOT 140	Office Procedures	3
BOT 144	Records and Database Management	2
BOT 170	Written Communication for Business	3
BOT 196	BOT-Occupational Work Experience Education	2
CSC 164	Electronic Spreadsheets	3
HLH 104	Medical Terminology	3
Total units required for Certificate		34

### *Program Level Student Learning Outcomes:*

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



## BUSINESS OFFICE TECHNOLOGY -

## MEDICAL BILLING AND CODING CERTIFICATE OF ACHIEVEMENT

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

Required Courses:		Units
BIO 202	Human Biology	3
BOT 53	Medical Coding-CPT-4	2
BOT 54	Medical Coding-ICD-9-CM	2
BOT 57	Medical Billing/Office Procedures	3
BOT 58	Advanced Medical Coding	2
BOT 70	Business English	3
BOT 101.3	Intermediate Typing/Keyboarding	1
BOT 110	Business Calculators	1
BOT 120	Microsoft Word, Beginning	1.5
BOT 121	Microsoft Word, Advanced	1.5
BOT 140	Office Procedures	3
BOT 144	Records and Database Management	2
BOT 156	Medical Coding Internship Seminar	1
BOT 170	Written Communication for Business	3
BOT 197b	Medical Coding Internship	1
CSC 164	Electronic Spreadsheets	3
HLH 104	Medical Terminology	3
Total units required for Certificate		36

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

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

# CHILD DEVELOPMENT

Conan McKay • 707.468.3029

## Degrees

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

## Certificate of Achievement

Child Development

## ASSOCIATE IN SCIENCE IN EARLY CHILDHOOD EDUCATION FOR TRANSFER

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

### *Program Level Student Learning Outcomes:*

1. Identify, describe, and produce developmentally appropriate active learning experiences for individual areas: language and early literacy, arts and creative process, music and movement, math, science.
2. 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 pursuant to SB 1440:*

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

## CHILD DEVELOPMENT/FAMILY RELATIONS ASSOCIATE OF SCIENCE

The Child Development Program prepares students for an Associate of Science Degree in Child Development/Family Relations. Students develop knowledge and skills needed for success in transferring to a four-year college or university. The program prepares students to work with young children in a variety of settings including child care centers for infants and toddlers, preschool children and school-aged children. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses - Major:		Units
CDV 100	Principles in Preschool Programs	3
CDV 101	Practices and Curriculum in Preschool Programs	3
CDV 180	Child, Family and Community	3
CDV 200	Psychology of Development: Infancy through Adolescence	3
Plus 6 additional units selected from the following:		Units
(All of the courses in this category are recommended for students transferring to a CSU major in Child Development)		
CDV 106	Children with Special Learning Needs	3
CDV 107	Practicum in Child Development	4
CDV 108	Observation and Assessment	3
CDV 109	Child Health, Nutrition, and Safety	3
CDV 202	Multi-Cultural Perspective	3
Plus 3 additional units selected from the following or any course not used above:		Units
CDV 120	Infants and Toddlers	3
CDV 121	Infant/Toddler Curriculum	3
CDV 125	Creative Activities	3
CDV 126	Music and Movement	1
CDV 130	Administration of Preschools/Child Care Centers	3
CDV 134	Advanced Administration of Preschools/Child Care Centers	3
CDV 135	Supervision of Adults in a Child Development Program	3
CDV 140	Working with School Aged Children and Youth	3
Total Major Units		21
Total Degree Units		60

### *Program Level Student Learning Outcomes:*

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



## CHILD DEVELOPMENT CERTIFICATE OF ACHIEVEMENT

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

Required Courses*:		Units
CDV 100	Principles in Preschool Programs	3
CDV 101	Practices and Curriculum in Preschool Programs	3
CDV 180	Child, Family and Community	3
CDV 200	Psychology of Development: Infancy through Adolescence	3
Plus 3 additional units selected from the following:		Units
CDV 106	Children with Special Learning Needs	3
CDV 109	Child Health, Nutrition, and Safety	3
CDV 202	Multi-Cultural Perspective	3
Plus 9 additional units selected from the following or any course not used above:		Units
CDV 120	Infants and Toddlers	3
CDV 121	Infant/Toddler Curriculum	3
CDV 125	Creative Activities	3
CDV 126	Music and Movement	1
CDV 130	Administration of Preschools/Child Care Centers	3
CDV 134	Advanced Administration of Preschools/Child Care Centers	3
CDV 135	Supervision of Adults in a Child Development Program	3
CDV 140	Working with School Aged Children and Youth	3
CDV 161	Active Learning and Play	1
Plus 3-4 additional units selected from the following:		Units
CDV 107	Practicum in Child Development	4
CDV 108	Observation and Assessment	3

*\*These courses are required for Title 22 Department of Social Services licensing and are the minimum required to teach in non-state subsidized, private programs. In addition, 15 hours of training in pediatric first aid, CPR and children's health is required by licensing agencies. This training is also available through local community agencies.*

Total units required for Certificate 27 - 28

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

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

# COMMUNICATION STUDIES

**Jody Gehrman • 707.468.3150**

## Degrees

A.A.-T Communication Studies

### ASSOCIATE IN ARTS IN COMMUNICATION STUDIES FOR TRANSFER

Communication Studies is a broad-based discipline that covers the exchange of messages from interpersonal to mass communication and their impact on the individual and society. Courses in this major focus on understanding the communication process and developing the skills to communicate effectively. The Associate in Arts in Communication Studies for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Communication Studies or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

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

#### *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 community relations, corporate media, communications consulting, public relations, lobbying, speech writing, public affairs or similar professions.

#### *Associate Degree for Transfer requirements pursuant to SB 1440:*

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

# COMPUTER SCIENCE

David Pai • 707.468.3126

## Degrees

A.S.-T Computer Science

A.S. Computer Applications and Office Administration

A.S. Information Communications Technologies

## Certificate of Achievement

Computer Applications and Office Administration

IT Specialist

Web Development

## 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
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 pursuant to SB 1440:*

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

## PROGRAMS

### COMPUTER APPLICATIONS AND OFFICE ADMINISTRATION

#### ASSOCIATE OF SCIENCE

The Associate of Science in Computer Applications and Office Administration prepares students for positions that combine technical knowledge with business aptitude. Career areas include the design, implementation and maintenance/management of IT systems, as well as other administrative and commercial positions. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses - Major:		Units
CSC 105	Introduction to Unix I	1.5
CSC 130	Web Design and Development	3
CSC 164	Electronic Spreadsheets	3
CSC 166	Desktop Database Software	3
CSC 201	Computers and Computer Applications	3
CSC 220	Introduction to Computer Science	4
Plus 3 additional units selected from the following:		Units
BUS 108	Computerized Accounting	3
BUS 200	Financial Accounting	4
CSC 106	Introduction to Unix II	1.5
CSC 134	Web Application Development	3
CSC 170	Mobile Application Development	3
CSC 210	Computer Organization and Architecture	3
CSC 221	Programming and Algorithms I	3
CSC 222	Programming and Algorithms II	3
Total Major Units		20.5
Total Degree Units		60

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

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

### INFORMATION COMMUNICATIONS TECHNOLOGIES ASSOCIATE OF SCIENCE

Information Communications Technologies (ICT) 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
CSC 105	Introduction to Unix I	1.5
CSC 106	Introduction to Unix II	1.5
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 14 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

		PROGRAMS
CSC 166	Desktop Database Software	3
CSC 170	Mobile Application Development	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
MTH 210	Calculus and Analytic Geometry I	5
PHY 220	Physics for Scientists and Engineers I	4
Total Major Units		32
Total Degree Units		60

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

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

## COMPUTER APPLICATIONS AND OFFICE ADMINISTRATION CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Computer Applications and Office Administration prepares students for positions that combine technical knowledge with business aptitude. Career areas include the design, implementation, use and maintenance/management of office IT systems, as well as other administrative and commercial positions.

Required Courses:		Units
CSC 105	Introduction to Unix I	1.5
CSC 130	Web Design and Development	3
CSC 164	Electronic Spreadsheets	3
CSC 166	Desktop Database Software	3
CSC 201	Computers and Computer Applications	3
CSC 220	Introduction to Computer Science	4
Plus 3 additional units selected from the following:		Units
BUS 108	Computerized Accounting	3
BUS 200	Financial Accounting	4
CSC 106	Introduction to Unix II	1.5
CSC 134	Web Application Development	3
CSC 170	Mobile Application Development	3
CSC 210	Computer Organization and Architecture	3
CSC 221	Programming and Algorithms I	3
CSC 222	Programming and Algorithms II	3
Total units required for Certificate		20.5

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

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

## 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 105	Introduction to Unix I	1.5
CSC 106	Introduction to Unix II	1.5
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		17

### *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.

## 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 105	Introduction to Unix I	1.5
CSC 106	Introduction to Unix II	1.5
CSC 130	Web Design and Development	3
CSC 134	Web Application Development	3
CSC 220	Introduction to Computer Science	4
Total units required for Certificate		13

### *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 Unix-based operating system as a platform for web-based and other applications.
6. Construct and utilize Unix commands to perform a wide variety of tasks.

# CULINARY ARTS

Nicholas Petti • 707.467.1052

## Certificate of Achievement Culinary Arts Management

### CULINARY ARTS MANAGEMENT CERTIFICATE OF ACHIEVEMENT

This one-year certificate program is intended to provide students with the skills and competencies necessary to achieve success in the growing North Coast food service and hospitality industry. Students who complete this program will find themselves in high demand among employers seeking to staff restaurants, lodging and drinking establishments. Although entry-level wages in the food service industry are typically modest, the industry offers excellent opportunities for advancement to management positions, which are typically staffed from within the organization. Possession of a Culinary Arts Management Certificate, along with the requisite job experience, can give the individual a competitive edge in applying for these well-compensated management positions.

Required Courses:		Units
CAM 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 160	The Meaning of Food: The Forces That Shape Our Food Culture	3
CAM 161	Food Start-ups: Business Planning for Restaurants, Caterers, and Food Trucks	3
CAM 197A	Culinary Arts Practicum	3
Select 6 additional units selected from the following:		Units
AGR 180	Fall Vegetable Gardening Practices	2
<b>OR</b>		
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
CAM 180	Modern Cuisine	3
CAM 196	CAM-Occupational 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.

## PROGRAMS

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.



# 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 105	Introduction to Digital Design	3
DAM 110	Adobe Photoshop	3
DAM 125	InDesign	3
DAM 150	Digital Media	3
DAM 281	Adobe Illustrator	3
Total units required for Certificate		15

#### *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

Earth Science is a broad field offering countless personal and professional opportunities to work on practical and important problems in society. Job opportunities related to the earth and our environment will always be plentiful. Obtain the associate degree and build your knowledge base and your resume for finding your next local job. Or, plan to transfer to a four-year institution and study geologic hazards, planetary exploration, the environment, resource management, bioremediation, or any number of other related subfields. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete with the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses - Major:		Units
CHM 250	General Chemistry I	5
GEL 201	Geology	3
GEL 202	Geology Laboratory	1
MTH 210	Calculus and Analytic Geometry I	5
<b>OR</b>		
MTH 230	Calculus for Business and Economics	3
MTH 220	Statistics	4
Plus 12 additional units selected from the following:		Units
AGR 108	Soils and Fertility Management	3
BIO 242	Introduction to Oceanography	3
CHM 251	General Chemistry II	5
EAS 208	Environmental Geology	4
EAS 210	Geology of California	4
EAS 211	Weather and Climate	3
EAS 212	Introduction to Geographic Information Systems	3
EAS 222	Applied GIS	3
GEL 100	Earthquake Country	2
GEL 203	Earth History	3
GEL 204	Earth History Laboratory	1
GEO 206	Physical Geography	4
MTH 211	Calculus and Analytic Geometry II	5
NRS 115	The Coastal Redwoods	3
NRS 200	Environmental Science	3
NRS 205	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
PHY 222	Physics for Scientists and Engineers III	4
Total Major Units		28 - 30
Total Degree Units		60

### *Program Level Student Learning Outcomes:*

1. Demonstrate a working knowledge of differential calculus.
2. Demonstrate a working knowledge of statistics.
3. Demonstrate a working knowledge of physical chemistry.
4. Demonstrate a working knowledge of the basic concepts and applications in geology and related physical science fields where the use of calculus, statistics and chemistry can be critical.

# ECONOMICS

## Julie Finnegan • 707.468.3134

### Degrees

A.A.-T Economics

### ASSOCIATE IN ARTS IN ECONOMICS FOR TRANSFER

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

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

### *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 pursuant to SB 1440:*

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

## EDUCATION

### Office of Instruction • 707.468.3002

#### Degrees

##### A.A.-T Elementary Teacher Education

#### ASSOCIATE IN ARTS IN ELEMENTARY TEACHER EDUCATION FOR TRANSFER

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

Required Courses – Major:		Units
BIO 200	Concepts of Biology	3
BIO 201	Concepts of Biology Lab	1
CDV 200	Psychology of Development: Infancy through Adolescence	3
EDU 200	Introduction to the Teaching Profession	3
ENG 200	Reading and Composition	3
ENG 201	Critical Thinking through Literature	4
GEO 202	World Regional Geography	3
GEO 206	Physical Geography	4
HST 202	The United States to 1877	3
HST 205	World History to 1500	3
MTH 120	Math for Educators	3
POL 200	American Government and Politics	3
SCI 201	Survey of Chemistry and Physics	4
SPE 200	Introduction to Public Speaking	3
Plus 3 additional units selected from the following:		Units
COM 202	Argumentation and Debate	3
ENG 205	Critical Thinking	3
Plus 3 additional units selected from the following:		Units
MUS 207	Introduction to Music Appreciation	3
THE 200	Introduction to Theatre	3
Total Major Units		49
Total Degree Units		60

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

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

#### *Career Opportunities in EDUCATION*

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

#### *Associate Degree for Transfer requirements pursuant to SB 1440:*

- 60 semester or 90 quarter CSU-transferable units.
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis.

## ENGLISH

**Virginia Buccelli • 707.468.3137**

**Jaime Cechin • 707.468.3140**

**Mike Giuffrida • 707.468.3038**

**John Rall • 707.468.3002**

**Bart Rawlinson • 707.468.3049**

### Degrees

A.A.-T English

### ASSOCIATE IN ARTS IN ENGLISH FOR TRANSFER

The English major prepares students with the reading, writing, and thinking skills required for university level study of literature, composition, and related disciplines. Courses in this major focus on understanding the communication process and developing the skills to communicate effectively. The Associate in Arts in English for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in English or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses - Major:		Units
ENG 201	Critical Thinking through Literature	4
ENG 245	American Literature I	3
ENG 246	American Literature II	3
Plus 6 additional units selected from the following:		Units
ENG 210	Creative Writing	3
ENG 225	Introduction to Shakespeare	3
ENG 250	Contemporary World Literature	3
ENG 265	Introduction to California Literature	3
ENG 270	Children's Literature	3
Plus 3 additional units selected from the following:		Units
ASL 200	Elementary American Sign Language: Level I	3
ASL 201	Elementary American Sign Language: Level II	3
ENG 205	Critical Thinking	3
SPN 200	Elementary Spanish: Level I	4
SPN 201	Elementary Spanish: Level II	4
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
THE 200	Introduction to Theatre	3
Total Major Units		19 - 20
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. Demonstrate the ability to analyze and construct clear and well-supported interpretations of literary texts.
3. Distinguish elements of fiction such as plot, theme, character and setting and apply this knowledge to the works of major authors.
4. Demonstrate skills in elementary inductive and deductive reasoning, and identify basic formal and informal fallacies of language and thought.
5. Demonstrate the ability to cite sources using MLA or APA style.

***Career Opportunities in ENGLISH***

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

***Associate Degree for Transfer requirements pursuant to SB 1440:***

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

# ENGLISH AS A SECOND LANGUAGE

Sarah Walsh • 707.468.3122

## Certificate of Completion ESL Preparation

### ESL Preparation

The ESL sequence provides students with language skills that will allow them increased job opportunities in our community. This certificate will also enable students to enter either the credit ESL sequence or lower level non-ESL English courses. All courses for this certificate are non-credit.

Required Courses:		Hours
ESL 511	English as a Second Language: Advanced	85
<i>Students must complete a total of 170 hours of the Advanced level ESL 511.</i>		
Plus a minimum of 102 hours selected from the following list based on appropriate placement:		Hours
ESL 500	English as a Second Language: Preparatory Level	85
ESL 501	English as a Second Language: Lab Preparatory Level	25.5 - 51
ESL 503A	English as a Second Language: Oral Communication Skills A	17
ESL 503B	English as a Second Language: Oral Communication Skills B	34
ESL 503C	English as a Second Language: Oral Communication Skills C	51
ESL 507	English as a Second Language: Beginning	85
ESL 509	English as a Second Language: Intermediate	85
Total hours required for Certificate		272

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

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



# ETHNIC STUDIES

Vivian Varela • 707.467.1024

## Degrees

A.A. Ethnic Studies

### ETHNIC STUDIES ASSOCIATE OF ARTS

Ethnic Studies major leads to the Associate of Arts degree and prepares the student for transfer to a four-year institution. Students completing the baccalaureate program or graduate work may be prepared for careers in bilingual education, social work, business, and community and government service. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

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

### *Program Level Student Learning Outcomes:*

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

# FIRE SCIENCE

## Office of Instruction • 707.468.3002

Degrees  
A.S. Fire Science

### FIRE SCIENCE ASSOCIATE OF SCIENCE

The Fire Science Associate of Science program prepares students for a career in fire prevention and protection. Graduates will be eligible for employment in entry-level positions including, but not limited to, firefighter, fire officer, fire investigator, and Emergency Medical Technician.

Required Courses - Major:		Units
FSC 111	Fire Protection Organization	3
FSC 112	Fire Behavior & Combustion	3
FSC 113	Fire Protection Equipment & Systems	3
FSC 114	Building Construction for Fire Safety	3
FSC 115	Hazardous Materials Response for Public Safety	3
HLH 135*	Emergency Medical Technician I	0-7
*Current EMT I license can be substituted for this required course.		
Plus 9 additional units selected from the following:		Units
FSC 50	Training Instructor IA – Cognitive Lesson Delivery	2.5
FSC 51	Training Instructor IB – Psychomotor Lesson Delivery	2.5
FSC 52	Fire Prevention I – Fire and Life Safety Inspections for the Company Officer	2.5
FSC 53	Fire Prevention IB/Code Enforcement	2
FSC 54	Fire Management I – Management/Supervision for the Company Officer	2.5
FSC 59	Fire Investigation I	2
FSC 62	Basic Wildland Firefighting	2
FSC 65	Incident Command System (ICS) 300	1.5
FSC 196	FSC-Occupational Work Experience Education	1 - 8
Total Major Units		24 - 31
Total Degree Units		60

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

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

# GEOGRAPHY

**Steve Cardimona • 707.468.3219**

Degrees  
A.A.-T Geography

## ASSOCIATE IN ARTS IN GEOGRAPHY FOR TRANSFER

Geography is an important topic that bridges the gap between the natural sciences and humans in society. This is an important field for addressing modern social and environmental issues. A student completing this degree will learn important introductory material necessary for transfer to a four-year institution in order to major in Geography. Completing the 19 units in the major area, along with the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education - Breadth Requirements to total 60 transferable units with a minimum grade point average of 2.0 and a C or better in all classes assigned to the major will satisfy the requirements for transfer into corresponding departments at CSUs. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements. Please check with a counselor for more specific transfer information.

Required Courses – Major:		Units
GEO 201	Cultural Geography	3
GEO 206	Physical Geography	4
<b>Plus 6 additional units from the following:</b>		<b>Units</b>
EAS 211	Weather and Climate	3
EAS 222	Applied GIS	3
GEO 202	World Regional Geography	3
<b>Plus 6 additional units from the following or any courses not used above:</b>		<b>Units</b>
ANT 201	Cultural Anthropology	3
EAS 212	Introduction to Geographic Information Systems	3
GEL 201	Geology	3
Total Major Units		19
Total Degree Units		60

### *Program Level Student Learning Outcomes:*

1. After completing requirements for an A.A.-T in Geography, students will have a working knowledge of both physical and cultural geography.
2. After completing requirements for an A.A.-T in Geography, students will have a working knowledge of meteorology and world regional geography
3. After completing requirements for an A.A.-T in Geography, students will have a working knowledge of associated topics in geology and cultural anthropology.

### *Career Opportunities in GEOGRAPHY*

Graduates with geography degrees generally find employment opportunities in both the public and private sectors. These opportunities cross many components of society, from resource management to urban planning, from environmental degradation to natural hazards, from mapping to marketing. Based on data from the Bureau of Labor Statistics, job growth for geographers is expected to be highest of all STEM fields, with an expected 29% growth in the next decade (2012-2022).

### *Associate Degree for Transfer requirements pursuant to SB 1440:*

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

# GEOLOGY

Steve Cardimona • 707.468.3219

## Degrees

A.S.-T Geology

### ASSOCIATE IN SCIENCE IN GEOLOGY FOR TRANSFER

Geology is a field offering countless personal and professional opportunities to work on practical problems that are important for life as we know it. The job possibilities are broad, and job satisfaction is high in a field that often lets you spend time outdoors. A student completing this degree will learn the necessary introductory geology information and have the supplemental math and science background necessary to transfer to a four-year institution where you will major in Geology. The Associate in Science in Geology for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Geology or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

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

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

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

#### *Career Opportunities in GEOLOGY*

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

#### *Associate Degree for Transfer requirements pursuant to SB 1440:*

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

# 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 four-year program or a community college allied health occupation program, such as Dental Hygiene, Physical Therapy 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 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.

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 201	Computers and Computer Applications	3
HLH 114	Foods and Nutrition	3
HLH 115	Therapeutic Nutrition	3
HLH 196	HLH-Occupational Work Experience Education	1 - 2
PSY 205	Introductory Psychology	3
PSY 210	Life Span Developmental Psychology	3
PSY 215	Psychology of Personal Growth	3
PSY 216	Social Psychology	3
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.

## HEALTH SCIENCES ASSOCIATE OF SCIENCE

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

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

For students planning on careers in Radiology, Dental Hygiene, Animal Health Technology, etc. (i.e. lower division level programs), Mendocino College offers the prerequisite courses and general education requirements for such Allied Health Occupation programs offered at other two- and four-year colleges. The lower division core requirements are similar from school to school, but the general education and institutional requirements for graduation can vary. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses - Major:		Units
BIO 231	Human Physiology	5
BIO 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. Enhance their respective levels of: physical, mental, social, intellectual, spiritual, and environmental health through the examination and application of various health and wellness concepts.

# HISTORY

Neeka Aguirre • 707.468.3002

## Degrees

### A.A.-T History

#### ASSOCIATE IN ARTS IN HISTORY FOR TRANSFER

The study of history fosters an understanding of ourselves and our world through the study of the past, both remote and recent, local and geographically distant. In so doing it equips students with cultural literacy and promotes critical thinking and the formation of well-informed perspectives on today's world. It also offers fundamental preparation for careers in business, government, teaching, and professional fields. This degree provides a clearly articulated curricular track for students who wish to transfer to a CSU, while exposing students to the core principles and practices of the study of history in order to build a foundation for their future academic path. The Associate in Arts in History for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in History or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses – Major:		Units
HST 202	The United States to 1877	3
HST 203	The United States Since 1865	3
Plus 6 additional units selected from the following:		Units
HST 200	History of Western Civilization I	3
	<b>OR</b>	
HST 205	World History to 1500	3
	<b>AND</b>	
HST 201	History of Western Civilization II	3
	<b>OR</b>	
HST 206	World History Since 1500	3
Plus 3 additional units selected from the following:		Units
HST 207	Mexican American History	3
HST 208	Women in American History	3
HST 220	Mexican History	3
HST 222	Native American History	3
POL 205	Native Americans and Federal Indian Policy	3
SOC 202	Racial and Ethnic Relations	3
SOC 235	Mexican American Culture	3
SOC 241	Pacific Coast Indian Cultures	3
Plus 3 additional units selected from the following courses not previously used:		Units
ANT 201	Cultural Anthropology	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 204	California Government and Politics	3
POL 205	Native Americans and Federal Indian Policy	3
SOC 201	Social Problems	3
SOC 202	Racial and Ethnic Relations	3
SOC 235	Mexican American Culture	3
SOC 241	Pacific Coast Indian Cultures	3
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 pursuant to SB 1440:***

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



# HUMAN SERVICES

**Daniel Jenkins • 707.468.3020**

## Degrees

A.S. Human Services Paraprofessional

## Certificate of Achievement

Human Service Worker  
Human Services Paraprofessional

## HUMAN SERVICES PARAPROFESSIONAL ASSOCIATE OF SCIENCE

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

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

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

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

Required Courses – Major:		Units
HUS 101	Introduction to the Helping Profession	3
	<b>OR</b>	
HUS 170	Introduction to Social Work	3
HUS 103	Field Placement and Practicum Seminar	1.5
	<b>OR</b>	
AOD 164	Field Placement and Practicum Seminar I	1.5
HUS 152	Basic Skills for Human Service Workers	3
HUS 154	Fundamentals of Interviewing and Counseling	3
HUS 156	Case Management and Documentation	3
HUS 197A	Human Service Worker Practicum	2 - 8
	<b>OR</b>	
HUS 197b	Human Service Paraprofessional Practicum	2 - 8
	<b>OR</b>	
AOD 197A	Alcohol and Other Drug Studies Program Practicum	2 - 8
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. Students will be able to articulate the importance of ethical behavior, and of technical and cultural competence in the delivery of services in behavioral health-related fields.
2. Students will be able to accurately describe and analyze of the history and role of behavioral health-related occupations in their communities and society at large.
3. Students will be able to describe and analyze the principles and key concepts underlying behavioral health-related occupations.
4. Students will be able to identify, describe and perform the basic duties and responsibilities of a behavioral health paraprofessional.

## HUMAN SERVICES PARAPROFESSIONAL CERTIFICATE OF ACHIEVEMENT

The Human Service Paraprofessional Certificate of Achievement (HUS-P) program prepares students for employment in human service agencies (Social Services; Mental Health, Public Health and Community-Based Organizations). The Program provides students with the knowledge and skills to fulfill Human Service Paraprofessional duties and responsibilities in a competent and ethical manner, with an understanding of and sensitivity to the diverse populations which they will serve.

Human Service Paraprofessionals are non-professional employees who provide services under the supervision of certified and/or licensed counselors, social workers, nurses, and/or other professionals. Human Service Paraprofessionals may be members of a team or work with little direct supervision. Typical duties include: determining clients' needs and referring them to appropriate services; assisting clients in the application for benefits and other social programs; co-facilitating individual, family and group counseling sessions; developing treatment or case plans and monitoring clients' progress in fulfilling the plans; providing training in daily living skills; advocating for clients before social and government agencies; and maintaining case records and reports.

Employers prefer to hire Human Service Paraprofessionals who have completed post-secondary certificate training and who have some on-the-job experience, such as that provided by Cooperative Work Experience Education or an internship class. This program meets these employer needs, and gives students a clear employment advantage over untrained, inexperienced job applicants.

For many, the HUS-P program will be the beginning of a career and academic path. Students seeking immediate employment can complete the Certificate Program, and then complete General Education requirements for the Human Service Associate of Science Degree while working. Students who wish to continue their education in Human Services-related disciplines at four-year colleges will have the ability to work in fields akin to their academic studies, and this work experience will add meaning, purpose and direction to their college coursework.

Required Courses:		Units
HUS 101	Introduction to the Helping Profession	3
	<b>OR</b>	
HUS 170	Introduction to Social Work	3
	<b>OR</b>	
AOD 151	Alcohol and Other Drugs: Overview	3
HUS 103	Field Placement and Practicum Seminar	1.5
	<b>OR</b>	
AOD 164	Field Placement and Practicum Seminar I	1.5
HUS 105	Field Placement and Practicum Seminar II	1.5
	<b>OR</b>	
AOD 165	Field Placement and Practicum Seminar II	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 157	Dual Disorders and Mental Health Issues	2
HUS 160	Law, Ethics and Human Services	2
HUS 197b	Human Service Paraprofessional Practicum	4 - 8
	<b>OR</b>	
AOD 197A	Alcohol and Other Drug Studies Program Practicum	4 - 8
PSY 205	Introductory Psychology	3
Plus 12 additional units selected from the following:		Units
CDV 200	Psychology of Development: Infancy to Adolescence	3
HLH 103	Women's Health	3
HLH 114	Food and Nutrition	3
HLH 200	Health Education	3
HUS 155	Group Leadership and Group Process	3
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

		PROGRAMS
HUS 172	Working in Tribal Communities	3
HUS 196	HUS – Occupational Work Experience Education	1 - 8
PSY 175	Introduction to Health Psychology	3
PSY 190	Introduction to Counseling	3
PSY 206	Human Sexuality	3
PSY 208	The Psychology for Loss and Death	3
PSY 215	Psychology of Personal Growth	3
PSY 216	Social Psychology	3
PSY 218	Abnormal Psychology	3
PSY 220	Psychology of Gender	3
Total units required for Certificate		38 – 42

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

1. Students will be able to perform essential, entry-level behavioral health paraprofessional tasks in a competent and ethical manner, with an understanding of and sensitivity to the diverse populations.
2. Students will be able to describe and analyze the principles and key concepts underlying behavioral health-related occupations.
3. Students will be able to demonstrate the verbal and writing skills needed to communicate effectively and professionally with co-workers, supervisors and clients.
4. Students will be able to accurately describe and analyze of the history and role of behavioral health-related occupations in their communities and society at large.

## HUMAN SERVICE WORKER CERTIFICATE OF ACHIEVEMENT

The Human Service Worker Program provides students with the knowledge and skills to perform essential, entry-level Human Service Worker tasks in a competent and ethical manner, with an understanding of and sensitivity to the diverse populations which they will serve.

Human Service Workers are non-professional, entry-level workers who provide services to clients under the supervision of counselors, social workers, nurses, and/or other professionals. Human Service Workers may be members of a team to work with little direct supervision. Typical duties include: determining and referring to appropriate human service agencies; assisting in the application for benefits and other social programs; providing transportation; providing training in daily living skills; co-facilitating individual, family and group counseling sessions; advocating for clients before social and government agencies; and maintaining case records and reports.

Employers prefer potential Human Service Worker programs to have completed post-secondary certificate training (usually a minimum of 12-18 units at a community college or occupational training program) and who have some on-the-job experience, such as is provided by cooperative work experience or an internship class. This program meets these employer needs, and gives students a clear employment advantage over untrained, inexperienced job applicants.

The Human Service Worker program is, for many, a first step on a career path. It is an important step in an academic path, as well. Many of the courses in the Human Service Worker program may be applied to the Human Services Paraprofessional (HUS-P) and/or the Alcohol and other Drug Studies (AODS) Certificate and Degree programs for those students who want to continue with more advanced study, and who are interested in seeking more complex and challenging employment opportunities. Students who receive their Human Service Worker Certificate can continue their studies in the HUS-P or AODS certificate or degree programs while employed.

Required Courses:		Units
HUS 101	Introduction to the Helping Profession	3
	<b>OR</b>	
HUS 170	Introduction to Social Work	3
	<b>OR</b>	
AOD 151	Alcohol and Other Drugs: Overview	3
HUS 103	Field Placement and Practicum Seminar	1.5
	<b>OR</b>	
AOD 164	Field Placement and Practicum Seminar I	1.5
HUS 152	Basic Skills for Human Service Workers	3
HUS 154	Fundamentals of Interviewing and Counseling	3
HUS 156	Case Management and Documentation	3
HUS 197A	Human Service Worker Practicum	2 - 8
	<b>OR</b>	
AOD 197A	Alcohol and Other Drug Studies Program Practicum	2 - 8
HLH 103	Women's Health	3
	<b>OR</b>	
HLH 200	Health Education	3
Total units required for Certificate		18.5 – 24.5

### *Program Level Student Learning Outcomes:*

1. Students will be able to demonstrate the verbal and writing skills needed to communicate effectively and professionally with co-workers, supervisors and clients.
2. Students will be able to accurately describe and analyze of the history and role of behavioral health-related occupations in their communities and society at large.
3. Students will be able to 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. Students will be able to describe and analyze the principles and key concepts underlying behavioral health-related occupations.

# KINESIOLOGY

**Sue Blundell • 707.468.3144**

## Degrees

### A.A.-T Kinesiology

#### ASSOCIATE IN ARTS IN KINESIOLOGY FOR TRANSFER

Kinesiology is an academic discipline which involves the study of physical activity and its impact on health, society, and quality of life. Students completing the Associate in Arts in Kinesiology for Transfer degree will be provided with an integrated approach to the field that includes the biological, psychological, and social-humanistic perspectives. The Associate in Arts in Kinesiology for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Kinesiology or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses – Major:		Units
BIO 230	Human Anatomy	5
BIO 231	Human Physiology	5
KIN 200	Introduction to Kinesiology	3
<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
Team Sports:		
PES 208	Basketball	1
PES 212	Softball	1
PES 276A	Volleyball-Beginning	1
PES 276B	Volleyball-Intermediate	1
Individual Sport:		
PES 264A	Tennis-Beginning	1
PES 264B	Tennis-Intermediate	1
Fitness:		
PEF 202	Low Impact Fitness	1
PEF 216	Weight Training	1
Dance:		
THE 230A	Contemporary Dance: Beginning	2
THE 244A	Mexican Folkloric Dance: Beginning	1 - 2
Select two courses (minimum 6 units) from the following:		Units
BIO 202	Human Biology	3
CHM 250	General Chemistry I	5
HLH 202	First Aid, Emergency Care, and Cardiopulmonary Resuscitation	3
MTH 220	Statistics	4
PHY 210	General Physics I	4
	<b>OR</b>	
PHY 220	Physics for Scientists and Engineers I	4
Total Major Units		22 – 27
Total Degree Units		60

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

1. Identify and describe major concepts, theoretical principles, empirical findings, and historical and current trends in kinesiology.
2. Understand physical activity as it relates to the physiological responses and adaptations to exercise.
3. Apply critical thinking, writing, reading, oral communication, and quantitative and qualitative analysis to skill and movement-related questions.
4. Know, comprehend and apply scientific principles to movement, exercise and sport, including the demonstration of knowledge and skill in fitness, combative, individual sport, and team sport.

## PROGRAMS

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, kinesiotherapist, personal trainer, exercise physiologist, biomechanist, coach, athletic administrator, or sport psychologist.

### ***Associate Degree for Transfer requirements pursuant to SB 1440:***

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

# 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
	<b>OR</b>	
BIO 202	Human Biology	3
	<b>OR</b>	
BIO 250	Cell and Molecular Biology	4
HST 202	The United States to 1877	3
PSY 210	Life Span Developmental Psychology	3
	<b>OR</b>	
CDV 200	Psychology of Development: Infancy through Adolescence	3
SPE 200	Introduction to Public Speaking	3
	<b>OR</b>	
SPE 210	Interpersonal Communication	3
Plus 6 additional units from two disciplines from the following (if not used above):		Units
ART 210A	Fundamentals of Drawing	3
CDV 125	Creative Activities	3
CDV 200	Psychology of Development: Infancy through Adolescence	3
CHM 200	Introduction to Chemistry	5
GEL 201	Geology	3
ENG 270	Children's Literature	3
MTH 120	Math for Educators	3
MTH 121	Trigonometry	4
MTH 220	Statistics	4
PHY 202	Introductory Physics	4
PHY 210	General Physics I	4
THE 200	Introduction to Theatre	3
THE 210B	Beginning Acting	3
Total Major Units		18 – 19
Total Degree Units		60

### *Program Level Student Learning Outcomes:*

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

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

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

Required Courses – Major:		Units
BIO 202	Human Biology	3
	<b>OR</b>	
BIO 230	Human Anatomy	5
	<b>OR</b>	
BIO 231	Human Physiology	5
HLH 200	Health Education	3
	<b>OR</b>	
HLH 103	Women's Health	3
KIN 109	Fitness Instructor Training	3
	<b>OR</b>	
	Three (3) units from any course within the ATH, PEF, or PES designation	
KIN 200	Introduction to Kinesiology	3
Plus 9 additional units from any of the courses listed below, excluding those used above:		Units
BIO 201	Concepts of Biology Lab	1
BIO 202	Human Biology	3
BIO 230	Human Anatomy	5
BIO 231	Human Physiology	5
BIO 259	Microbiology	5
BIO 250	Cell and Molecular Biology	4
BUS 159	The Business of Sports	3
CHM 200	Introduction to Chemistry	5
CHM 202	Introduction to Organic and Biochemistry	4
CHM 250	General Chemistry I	5
CDV 200	Psychology of Development: Infancy through Adolescence	3
HLH 103	Women's Health	3
HLH 114	Foods and Nutrition	3
HLH 115	Therapeutic Nutrition	3
HLH 200	Health Education	3
HLH 202	First Aid, Emergency Care, and Cardiopulmonary Resuscitation	3
KIN 109	Fitness Instructor Training	3
KIN 214	Introduction to Sport Related Injuries	3
MTH 220	Statistics	4
PHY 210	General Physics I	4
PHY 211	General Physics II	4
PSY 205	Introductory Psychology	3
PSY 206	Human Sexuality	3
PSY 210	Life Span Developmental Psychology	3
PSY 220	Psychology of Gender	3
SPE 200	Introduction to Public Speaking	3
SPE 210	Interpersonal Communication	3
Total Major Units		21 – 23
Total Degree Units		60



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

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

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

Liberal Arts and Sciences with an emphasis in Native American Studies is designed to introduce students to the field. Students will study history and culture from a Native American perspective while improving their analytical skills. This program is designed to foster an appreciation of Native American heritage while also providing students with the tools to view both the Native American experience and the dominant culture critically. Upon completion of this degree, students will be prepared for entry-level positions in public institutions, non-profits, federal Indian law, tribal government, Native American education, or other organizations that require a good facility with college level reading and writing skills and critical and analytical thinking.

Required Courses – Major:		Units
ART 206	Introduction to Native American Art	3
HST 222	Native American History	3
SOC 241	Pacific Coast Indian Cultures	3
Plus 9 additional units selected from the following:		Units
HST 220	Mexican History	3
HST 221	California History	3
POL 205	Native Americans and Federal Indian Policy	3
SOC 202	Racial and Ethnic Relations	3
Total Major Units		18
Total Degree Units		60

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

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

## 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 The United States Since 1865	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
POL 204 California Government and Politics	3

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

Psychology, Society, and Culture	Units
CDV 200 Psychology of Development: Infancy through Adolescence	3
ECO 200 Principles of Macroeconomics	3
ECO 201 Principles of Microeconomics	3
PSY 205 Introductory Psychology	3
PSY 210 Life Span Developmental Psychology	3
PSY 250 Research Methods for the Social Sciences	3
SOC 200 Introduction to Sociology	3
SOC 202 Racial and Ethnic Relations	3
Plus 6 additional units selected from the following or any course not used above:	Units
ANT 201 Cultural Anthropology	3
HST 206 World History Since 1500	3
HST 221 California History	3
POL 202 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

**Roger Ahders • 707.468.3136**  
**Chantell Cimmiyotti • 707.468.3002**  
**Casey Terrill • 707.468.3228**

**Leslie Banta • 707.467.1053**  
**Jason Edington • 707.467.1004**  
**Deborah White • 707.468.3129**

## Degrees

A.S.-T Mathematics

## ASSOCIATE IN SCIENCE IN MATHEMATICS FOR TRANSFER

Mathematics is the language of science and is used to describe the real world as well as abstract concepts. It is the basis for all modern technological advances. The Associate in Science in Mathematics for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Mathematics or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses – Major:		Units
MTH 210	Calculus and Analytic Geometry I	5
MTH 211	Calculus and Analytic Geometry II	5
MTH 212	Calculus and Analytic Geometry III	5
Choose a minimum of 7 units from below with at least 3 units from Group A.		
Group A		Units
MTH 214	Linear Algebra	4
MTH 215	Differential Equations	3
Choose remaining units (if needed) from Group B.		
Group B		Units
MTH 220	Statistics	4
PHY 220	Physics for Scientists and Engineers I	4
Total Major Units		22 - 23
Total Degree Units		60

### *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*

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

### *Associate Degree for Transfer requirements pursuant to SB 1440:*

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

# MUSIC

**Rodney Grisanti • 707.468.3026**

## Degrees

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
Plus 4 units from the following repeatable courses:		Units
MUS 256	Jazz Band	1
MUS 272	Symphonic Band	1
MUS 280	Masters Chorale	1
MUS 281	Concert Choir I	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 pursuant to SB 1440:***

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

## 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
(Applied Music must be taken four times for a total of four units)		
MUS 201A	Music Theory/Musicianship I	4
MUS 201B	Music Theory/Musicianship II	4
MUS 202A	Music Theory/Musicianship III	4
MUS 202B	Music Theory/Musicianship IV	4
MUS 203	Music History and Literature I	3
MUS 204	Music History and Literature II	3
MUS 210A	Piano: Beginning I	2
MUS 250	Applied Music - Individual Instruction	4
Plus 3 additional units from the following:		Units
MUS 200	Fundamentals of Music	3
MUS 207	Introduction to Music Appreciation	3
MUS 208	Music in World Culture	3
MUS 209	History of Rock and Jazz Styles	3
Students will choose either the Vocal or Instrumental Option:		
Vocal Option:		
4 units (total of 4 semesters) from the following repeatable courses:		Units
MUS 280	Masterworks Chorale	1
MUS 281	Concert Choir I	1
MUS 285	Vocal Jazz Ensemble	1
Instrumental Option:		
4 units (total of 4 semesters) from the following repeatable courses:		Units
MUS 256	Jazz Band	1
MUS 272	Symphonic Band	1
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.

## 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-usage 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

Natural Resources major leads to the Associate of Science degree and prepares the student for transfer to a four-year institution. Students completing the baccalaureate program or graduate work may be hired in the major or allied fields as a conservationist, timber harvester, game warden, pollution analyst, naturalist, site selection consultant, ecologist, waste control specialist, resource development specialist or energy conservation specialist. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses – Major:		Units
BIO 250	Cell and Molecular Biology	4
BIO 255	Botany, Plant Diversity, and Ecology	4
BIO 257	Zoology, Animal Diversity, and Evolution	4
GEL 201	Geology	3
	<b>AND</b>	
GEL 202	Geology Laboratory	1
	<b>OR</b>	
GEO 206	Physical Geography	4
NRS 200	Environmental Science	3
Total Major Units		19
Total Degree Units		60

### *Program Level Student Learning Outcomes:*

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



# NURSING

**Fran Laughton - Director • 707.468.3099**

**Heidi Crean • 707.468.3099**

**Tiffinny Drake • 707.468.3231**

**Kimberly Swift • 707.468.3099**

## Degrees

A.S. Registered Nurse

A.S. LVN to RN Career Ladder

## Certificate of Achievement

LVN to RN

## REGISTERED NURSE ASSOCIATE OF SCIENCE

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

Required Courses - Prerequisites		Units
BIO 230	Human Anatomy	5
BIO 231	Human Physiology	5
BIO 259	Microbiology	5
ENG 200	Reading and Composition	3
Plus 1 of the following Required Prerequisite Health Courses:		Units
HLH 114	Foods and Nutrition	3
HLH 115	Therapeutic Nutrition	3
Plus 1 of the following Required Prerequisite Psychology Courses:		Units
CDV 200	Psychology of Development: Infancy through Adolescence	3
PSY 205	Introductory Psychology	3
PSY 210	Life Span Developmental Psychology	3
PSY 215	Psychology of Personal Growth	3
Plus 1 of the following Required Prerequisite Anthropology/Sociology Courses:		Units
ANT 201	Cultural Anthropology	3
SOC 200	Introduction to Sociology	3
SOC 201	Social Problems	3
SOC 202	Racial and Ethnic Relations	3
Plus 1 of the following Required Prerequisite Speech Courses:		Units
SPE 200	Introductory to Public Speaking	3
SPE 210	Interpersonal Communication	3
Required Courses - Major:		Units
NUR 102	Nursing Concepts and Skills I	10
NUR 105	Pharmacology I	2
NUR 112	Nursing Concepts and Skills II	10
NUR 115	Pharmacology II	2
NUR 116	Introduction to Nursing Seminar	1
NUR 121	Leadership and Management I	1
NUR 122	Complex Medical/Surgical Nursing I	8
NUR 125	Pharmacology III	2
NUR 126	Nursing Seminar I	2
NUR 131	Leadership & Management II	1
NUR 132	Complex Medical/Surgical Nursing II	8

## PROGRAMS

NUR 135	Pharmacology IV	2
NUR 136	Nursing Seminar II	2
Optional Courses:		Units
NUR 52A	Nursing Technical Lab I	1
NUR 52B	Nursing Technical Lab II	1
NUR 52C	Nursing Technical Lab III	1
NUR 52D	Nursing Technical Lab IV	1
Total Major Units		51 - 55
Total Degree Units		60

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

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

## LVN TO RN CAREER LADDER ASSOCIATE OF SCIENCE

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

### Required Courses - Prerequisites

(must be completed by end of semester in which application submitted)		Units
BIO 230	Human Anatomy	5
BIO 231	Human Physiology	5
BIO 259	Microbiology	5
ENG 200	Reading and Composition	3
Plus 1 of the following Required Prerequisite Health Courses:		Units
HLH 114	Foods and Nutrition	3
HLH 115	Therapeutic Nutrition	3
Plus 1 of the following Required Prerequisite Psychology Courses:		Units
PSY 205	Introductory Psychology	3
PSY 210	Life Span Developmental Psychology	3
PSY 215	Psychology of Personal Growth	3
CDV 200	Psychology of Development: Infancy through Adolescence	3
Plus 1 of the following Required Prerequisite Anthropology/Sociology Courses:		Units
ANT 201	Cultural Anthropology	3
SOC 200	Introduction to Sociology	3
SOC 201	Social Problems	3
SOC 202	Racial and Ethnic Relations	3
Plus 1 of the following Required Prerequisite Speech Courses:		Units
SPE 200	Introductory to Public Speaking	3
SPE 210	Interpersonal Communication	3
Required Courses - Major:		Units
NUR 50	LVN-RN Transition	1
NUR 52T	Nursing LVN-RN Transition Lab	1
NUR 121	Leadership and Management I	1
NUR 122	Complex Medical/Surgical Nursing I	8
NUR 125	Pharmacology III	2

		PROGRAMS
NUR 126	Nursing Seminar I	2
NUR 131	Leadership & Management II	1
NUR 132	Complex Medical/Surgical Nursing II	8
NUR 135	Pharmacology IV	2
NUR 136	Nursing Seminar II	2
Optional Courses:		Units
NUR 52C	Nursing Technical Lab III	1
NUR 52D	Nursing Technical Lab IV	1
Total Major Units		28 - 30
Total Degree Units		60

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

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



## LVN TO RN CERTIFICATE OF ACHIEVEMENT

The LVN-to-RN Certificate of Achievement (30 unit option) is an 18-month course of study consisting of both classroom and clinical training. Graduates of the program work as integral members of the healthcare team, providing care and educating clients across the lifespan. The LVN-to-RN (30-unit option) Certificate of Achievement is designed to provide California Licensed Vocational Nurses the classroom and clinical training necessary to be eligible for the National Council Licensing Examination (NCLEX). Students who take the NCLEX-RN after completing a certificate program, such as this (as opposed to a degree program) may not be able to practice as an RN outside the State of California. Prospective students must first complete required prerequisites before entry to the program. Prospective students must meet with the Nursing Program Director prior to application to discuss limitations of the RN role for 30-unit option nurses. Admission to the program is competitive. Initial screening is based on the CA Chancellor's Office Formula for Nursing Student Success which takes into account the applicant's overall college GPA, English prerequisite GPA, and prerequisite sciences GPA. Applicants who achieve the minimum cut score using this formula are then chosen by a random computerized selection process (lottery). For further details on admission criteria, see the Mendocino College Nursing Department webpages.

### Required Courses - Prerequisites

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

BIO 231	Human Physiology	5
BIO 259	Microbiology	5

### Required Courses - Major:

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

### Optional Courses:

	Units
NUR 52C	1
NUR 52D	1
NUR 126	2
NUR 136	2

Total units required for Certificate

30 - 32

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

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

*This 30-unit option Certificate Program does not lead to an Associate in Science Degree in Registered Nursing. It entitles the graduate to take the examination for licensure as a Registered Nurse, and to practice only in the State of California. The 30-unit option Certificate Program is required by regulation; however, neither the College, the BRN, nor employers consider it to be the best way to prepare students for the realities and demands of the nursing profession.*

# POLITICAL SCIENCE

Phil Warf • 707.468.3030

## Degrees

A.A.-T Political Science

### ASSOCIATE IN ARTS IN POLITICAL SCIENCE FOR TRANSFER

The Political Science major will provide students with a framework for understanding political theories, institutions, and processes. Students develop skills for critically evaluating issues and applying appropriate research methodologies for understanding political behavior. The Associate in Arts in Political Science for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Political Science or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses – Major:		Units
POL 200	American Government and Politics	3
Plus 9-10 additional units selected from the following:		Units
POL 201	Comparative Politics	3
POL 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	The United States Since 1865	3
HST 206	World History Since 1500	3
HST 221	California History	3
HST 250	Contemporary America: The People and the Issues	3
POL 197	Political Science Internship	1 - 8
POL 204	California Government and Politics	3
POL 205	Native Americans and Federal Indian Policy	3
SOC 201	Social Problems	3
Total Major Units		18 - 19
Total Degree Units		60

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

Associate Degree for Transfer requirements pursuant to SB 1440:

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

# PSYCHOLOGY

**Roger Hock • 707.468.3135**  
**Catherine Indermill • 707.468.3001**

## Degrees

A.A.-T Psychology

A.A. Psychology

## ASSOCIATE IN ARTS IN PSYCHOLOGY FOR TRANSFER

Psychology is defined as the scientific study of human behavior (including thoughts and emotions). The many and varied courses and areas of study in the Psychology Program provide a deeper understanding of the complexities of one's own behavior; the behavior of family, friends, and co-workers; and the interactions among diverse people and groups. The Associate in Arts in Psychology for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Psychology or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses - Major:		Units
MTH 220 *	Statistics	4
PSY 205 *	Introductory Psychology	3
PSY 250	Research Methods for the Social Sciences	3
Plus 3 additional units selected from the following:		Units
PSY 255	Introduction to Psychobiology	3
BIO 200	Concepts of Biology	3
Plus 3 additional units selected from the following or any course not used above:		Units
PSY 210	Life Span Development Psychology	3
PSY 216	Social Psychology	3
Plus 3 additional units selected from the following or any course not used above:		Units
PSY 175	Introduction to Health Psychology	3
PSY 190	Introduction to Counseling	3
PSY 206	Human Sexuality	3
PSY 208	The 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
* Prerequisite for PSY 250		
Total Major Units		19
Total Degree Units		60

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

1. Distinguish among and describe the fundamental theoretical approaches to human behavior (i.e., psychoanalytic, behavioral, cognitive, and humanistic).
2. Identify the principles that define psychology as a science and apply scientific principles to the study of human behavior, the evaluation of media reports about psychological issues, and the critical analysis of human behavior.
3. Identify the personal and societal factors of individual uniqueness, group differences and human diversity.
4. Identify and describe the interrelatedness of psychology with biology and physical health and illness.
5. Effectively use Internet resources, electronic databases and other digital sources of authoritative information for academic purposes.
6. Analyze and apply various theories of stress, coping, and behavior change.

***Career Opportunities in PSYCHOLOGY***

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

***Associate Degree for Transfer requirements pursuant to SB 1440:***

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

## 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
<b>OR</b>		
PSY 220	Psychology of Gender	3
PSY 250	Research Methods for the Social Sciences	3
Plus 9 additional units selected from the following courses not used above:		Units
PSY 80	Effective Adult-Child Relationships	1
PSY 85	Flashing Back: Post-Traumatic Stress Disorder	1
PSY 90	The Psychology of Stress and Coping	1
PSY 175	Introduction to Health Psychology	3
PSY 190	Introduction to Counseling	3
PSY 206	Human Sexuality	3
PSY 208	The Psychology of Loss and Death	3
PSY 210	Life Span Developmental Psychology	3
PSY 212	Personality Theories	3
PSY 215	Psychology of Personal Growth	3
PSY 216	Social Psychology	3
PSY 218	Abnormal Psychology	3
PSY 220	Psychology of Gender	3
PSY 255	Introduction to Psychobiology	3
Total Major Units		18
Total Degree Units		60

### *Program Level Student Learning Outcomes:*

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



# SOCIOLOGY

## Vivian Varela • 707.467.1024

### Degrees

#### A.A.-T Sociology

### ASSOCIATE IN ARTS IN SOCIOLOGY FOR TRANSFER

Sociology is a social science that involves the systematic study of the social lives of people, groups, and societies as well as the study of our behavior as social beings, covering everything from the analysis of short contacts between anonymous individuals on the street to the study of global social processes. The Associate in Arts in Sociology for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Sociology or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

Required Courses - Major:		Units
SOC 200	Introduction to Sociology	3
Plus 6-7 additional units selected from the following:		Units
MTH 220	Statistics	4
SOC 201	Social Problems	3
SOC 206	Introduction to Research Methods in Sociology	3
Plus 6 additional units selected from the following or any course not used above:		Units
PSY 216	Social Psychology	3
SOC 202	Racial and Ethnic Relations	3
SOC 210	Marriage and Family Relations	3
Plus 3 additional units selected from the following or any course not used above:		Units
ADJ 200	Introduction to Administration of Justice	3
ANT 201	Cultural Anthropology	3
GEO 201	Cultural Geography	3
Total Major Units		18 - 19
Total Degree Units		60

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

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

#### *Career Opportunities in SOCIOLOGY*

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

#### *Associate Degree for Transfer requirements pursuant to SB 1440:*

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

# SPANISH

**Maria Cetto • 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, to develop cultural awareness and sensitivity, to expand general knowledge and to promote more appreciation for other cultures. 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. Students completing this degree are exempt from Mendocino College Institutional 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
<b>OR</b>		
SPN 210	Spanish for Spanish Speakers: Level I	4
SPN 203	Intermediate Spanish: Level II	4
<b>OR</b>		
SPN 211	Spanish for Spanish Speakers: Level II	4
Plus 3 additional units from the following:		Units
HST 220	Mexican History	3
SOC 235	Mexican American Culture	3
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
COM 211	Intercultural Communication	3
GEO 201	Cultural Geography	3
HST 207	Mexican American History	3
SOC 200	Introduction to Sociology	3
SOC 202	Racial and Ethnic Relations	3
Total Major Units		19
Total Degree Units		60

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

1. Express personal plans, hopes, doubts, worries, and joys in spoken Spanish. Some grammatical errors may be frequent, but do not inhibit communication.
2. Compose organized writings of varying lengths. Summarize and paraphrase a variety of texts in Spanish.
3. Discuss and react appropriately to the cultural diversity, history, and the geography of Spanish speaking countries.

### ***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 more than one language. Proficiency in more than one language enhances students' occupational opportunities in government, business, law, health care, teaching, technology, the military, communications, and public service.

**Associate Degree for Transfer requirements pursuant to SB 1440:**

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

**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
HST 207	Mexican American History	3
SOC 235	Mexican American Culture	3
SPN 196 *	SPN-Occupational Work Experience Education	2
SPN 202	Intermediate Spanish: Level I	4
SPN 210	Spanish for Spanish Speakers: Level I	4
SPN 211	Spanish for Spanish Speakers: Level II	4
*Enrollment in Work Experience requires a meeting with the instructor within the first two weeks of the semester.		
Total Major Units		20
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

## PROGRAMS

Plus one additional course selected from the following:		Units
HST 207	Mexican American History	3
SOC 235	Mexican American Culture	3
SPN 102	Conversational Spanish: Level III	2
Total Major Units		18 - 19
Total Degree Units		60

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

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

# SUSTAINABLE CONSTRUCTION & ENERGY TECHNOLOGY

Office of Instruction • 707.468.3002

## Certificates of Achievement

Sustainable Construction & Energy Technology - Construction

Sustainable Construction & Energy Technology - Renewable Energy

Sustainable Construction & Energy Technology - Building Efficiency and Performance

## SUSTAINABLE CONSTRUCTION & ENERGY TECHNOLOGY – CONSTRUCTION CERTIFICATE OF ACHIEVEMENT

This certificate combines competencies in green building and clean technology, sustainability, construction technical trade skills, and entrepreneurial business. The combination of these competencies prepares students for emerging opportunities in modern construction and residential remodeling and retrofitting. Students completing this certificate will be well positioned to gain employment or start a business in fields such as green building and remodeling, building performance auditing and retrofitting, electrical, plumbing, and related trades.

Required Courses:		Units
BUS 174	Introduction to Green Business Principles and Practices	3
CSC 201	Computers and Computer Applications	3
SCT 162	Safety Standards for Construction	1.5
SCT 164	Construction Documents I - Understanding Blueprints	3
SCT 166	Introduction to Construction Management	2
SCT 172	Introduction to CleanTech	3
SCT 180A	Construction Fundamentals and Green Building	3
SCT 184	Construction Documents II – Building to Code and Beyond	3
SCT 193	Building Performance and Weatherization	3
SCT 196	SCT Occupational Work Experience Education	1 - 8
SCT 200	Sustainability Overview	3
Business Electives (minimum 2):		Units
BUS 108	Computerized Accounting	3
BUS 109	California Tax Accounting	1
BUS 132	Entrepreneurial Management	3
BUS 176	The New Green Economy: Trends and Opportunities	3
BUS 230	Introduction to Business	3
Construction Focus Electives (minimum of 1):		Units
SCT 180B	Advanced Construction Fundamentals	3
SCT 182	Residential Remodel and Repair	3
SCT 186	Introduction to Residential Electrical Systems	3
SCT 189	Introduction to Plumbing	3
Total units required for Certificate		35.5 – 44.5

### *Program Level Student Learning Outcomes:*

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

## SUSTAINABLE CONSTRUCTION & ENERGY TECHNOLOGY – RENEWABLE ENERGY CERTIFICATE OF ACHIEVEMENT

This certificate combines competencies in sustainability, renewable energy technical skills, and entrepreneurial business. The combination of these competencies prepares students for emerging opportunities in the rapidly expanding renewable energy sector. Students completing this certificate will be well positioned to gain employment or start a business in fields such as photovoltaic design and installation and solar hot water installation.

Required Courses:		Units
BUS 174	Introduction to Green Business Principles and Practices	3
CSC 201	Computers and Computer Applications	3
SCT 162	Safety Standards for Construction	1.5
SCT 164	Construction Documents I - Understanding Blueprints	3
SCT 166	Introduction to Construction Management	2
SCT 172	Introduction to CleanTech	3
SCT 186	Introduction to Residential Electrical Systems	3
SCT 190	Introduction to Photovoltaics (Solar)	3
SCT 192	Residential Solar Thermal (Hot Water)	3
SCT 196	SCT Occupational Work Experience Education	1 - 8
SCT 200	Sustainability Overview	3
Business Electives (minimum of 1)		Units
BUS 108	Computerized Accounting	3
BUS 109	California Tax Accounting	1
BUS 132	Entrepreneurial Management	3
BUS 176	The New Green Economy: Trends and Opportunities	3
BUS 230	Introduction to Business	3
Renewable Energy Electives (minimum of 1):		Units
SCT 180A	Construction Fundamentals and Green Building	3
SCT 184	Construction Documents II – Building to Code and Beyond	3
SCT 189	Introduction to Plumbing	3
SCT 193	Building Performance and Weatherization	3

Total units required for Certificate 32.5 – 41.5

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

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

## SUSTAINABLE CONSTRUCTION &amp; ENERGY TECHNOLOGY –

## BUILDING EFFICIENCY &amp; PERFORMANCE CERTIFICATE OF ACHIEVEMENT

This certificate combines competencies in sustainability, residential efficiency, heating and cooling, and entrepreneurial business skills. The combination of these competencies prepares students for emerging opportunities in building performance auditing, retrofitting, and efficient heating and cooling. Students completing this certificate will be well positioned to gain employment or start a business in fields such as efficiency upgrade retrofitting, building performance auditing, HVAC, and related trades.

Required Courses:		Units
BUS 174	Introduction to Green Business Principles and Practices	3
CSC 201	Computers and Computer Applications	3
SCT 162	Safety Standards for Construction	1.5
SCT 164	Construction Documents I - Understanding Blueprints	3
SCT 166	Introduction to Construction Management	2
SCT 172	Introduction to CleanTech	3
SCT 180A	Construction Fundamentals and Green Building	3
SCT 193	Building Performance and Weatherization	3
SCT 194	Efficient Heating and Cooling	3
SCT 196	SCT Occupational Work Experience Education	1 - 8
SCT 200	Sustainability Overview	3
Business Electives (minimum 1):		Units
BUS 108	Computerized Accounting	3
BUS 109	California Tax Accounting	1
BUS 132	Entrepreneurial Management	3
BUS 176	The New Green Economy: Trends and Opportunities	3
BUS 230	Introduction to Business	3
Residential Efficiency and Performance Electives (minimum of 1):		Units
SCT 182	Residential Remodel and Repair	3
SCT 186	Introduction to Residential Electrical Systems	3
SCT 195	Introduction to HVAC maintenance and Repair	3

Total units required for Certificate 32.5 – 41.5

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

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

# THEATRE ARTS

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

## ASSOCIATE IN ARTS IN THEATRE ARTS FOR TRANSFER

Through study in Theatre Arts and through completion of the college's Associate in Arts in Theatre Arts for Transfer, students develop the ability to participate in the creation and performance of live theatre. In addition, students learn to analyze performances in the context of theatre history, theory and practice. Fully staged productions in the college's two theatres supplement the studio and lecture classes. The program emphasizes the importance of creative collaboration and effective interpersonal communication. The program strives to develop, nurture and train future generations of theatre artists, as well as students who may apply their theatre studies in a variety of other academic areas and careers. The Associate in Arts in Theatre Arts for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Theatre Arts or similar major. Priority admission with junior status to the CSU system will be granted. Students completing this degree are exempt from Mendocino College Institutional Requirements.

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



### ***Career Opportunities in THEATRE ARTS***

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

### ***Associate Degree for Transfer requirements pursuant to SB 1440:***

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

### **THEATRE ARTS ASSOCIATE OF ARTS – Theatre or Dance**

The Theatre Arts major leads to an Associate of Arts degree with an emphasis in Theatre or Dance. Through sequential study in theatre arts and through completion of the college's AA degree program, students develop the ability to create and perform works of theatre and dance. In addition, students learn to analyze performances in the context of theatre/dance history, theory and practice. Study of theatre and dance also equips students with alternate methods of exploration and problem solving that are useful in multiple disciplines. As with all programs, students who intend to transfer to a four-year institution should research the transfer institution's requirements and plan to complete the CSU GE Breadth pattern or IGETC GE pattern.

Required Courses – Major:		Units
THE 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	1 - 3
THE 265B	Dance Repertory	1 - 3
Plus 3 additional units selected from the following:		Units
THE 215A	Stagecraft	3
THE 215B	Stage Lighting	3
THE 217A	Costume Construction I	3

## PROGRAMS

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

### THEATRE OPTION\*

Plus 7 additional units selected from the following:		Units
THE 105A	Narrative Theatre	3
THE 105D	Play Development III	1
THE 118	Introduction to Directing	3
THE 160	Audition Techniques	1
THE 170	Introduction to Playwriting	3
THE 202	Dramatic Literature and Script Analysis	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 215A	Stagecraft	3
THE 215B	Stage Lighting	3
THE 217A	Costume Construction I	3
THE 217B	Costume Construction II	2
THE 217C	Costume Construction III	2
THE 217D	Introduction to Costume Design	3
THE 220C	Acting Performance III	3
THE 220D	Acting Performance IV	3

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

### DANCE OPTION:

Six units selected from the following (if not used above):		Units
THE 206**	Dance in World Cultures	3
THE 230A	Contemporary Dance: Beginning	2
THE 230B	Contemporary Dance: Advanced Beginning	2
THE 230C	Contemporary Dance: Intermediate	2
THE 230D	Contemporary Dance: Advanced Intermediate	2
THE 242A	Ballet: Beginning	2
THE 242B	Ballet: Advanced Beginning	2
THE 242C	Ballet: Intermediate	2
THE 242D	Ballet: Advanced Intermediate	2
THE 250	Choreography	2
Plus 4 additional units selected from the following:		Units
THE 228A	Conditioning for Dance: Pilates Mat I	0.5 - 1
THE 228B	Conditioning for Dance: Pilates Mat II	0.5 - 1
THE 234A	Tap Dance: Beginning	2
THE 238E	Jazz Dance: Beginning	2
THE 238F	Jazz Dance: Advanced Beginning	2
THE 238G	Jazz Dance: Intermediate	2
THE 238H	Jazz Dance: Advanced Intermediate	2
Plus 4 additional units selected from the following:		Units
THE 130A	Hip Hop Dance: Beginning	0.5 - 1
THE 130B	Hip Hop Dance: Intermediate	0.5 - 1
THE 140	Middle Eastern Dance: Beginning	1
THE 222	Capoeira Dance	1
THE 223	Salsa Rueda	1

# PROGRAMS

THE 244A	Mexican Folkloric Dance: Beginning	1 - 2
THE 244B	Mexican Folkloric Dance: Intermediate Technique & Performance	1 - 2
THE 270	Afro-Cuban Dance	1
THE 280	Dances of India: Bhangra	1

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

Total Major Units – Theatre Option	21 - 22
Total Major Units – Dance Option	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.

# 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.

### 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 Studied in Cabinet Making I	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.

# MENDOCINO COLLEGE

## 2017 - 2018 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, corequisites, 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 Non-Credit

Courses numbered 500-599 are offered on a non-credit basis. Regular attendance and participation are required. No grades or college credit are issued. See the Schedule of Classes for more detail.

#### 18, 88, 188 Special Topics

Courses with these numbers are “special topics” courses. They follow all other rules noted above regarding degree applicability and transferability.

### KEY TO COURSE ABBREVIATIONS

Example:

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

*0.5 Units / 0.5 hours lecture.*

*Credit course taken for Pass/No Pass only.*

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

**Course number = 30**

**Course Title = Drug Abuse Recognition**

**Course Unit(s) = .5**

## ADMINISTRATION OF JUSTICE

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

**0.5 Units / 0.5 hours LEC**

*Credit course for Pass / No Pass only*

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

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

**0.5 Units / 0.5 hours LEC**

*Credit course for Pass / No Pass only*

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

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

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

*Credit course for Pass / No Pass only*

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

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

**1.5 Units / 1.5 hours LEC**

*Credit course for grade or Pass / No Pass*

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

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

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

**0.5 Units / .25 hours LEC; .75 hours LAB**

*Credit course for grade or Pass / No Pass*

This course will provide a firearms refresher for persons who have passed the Basic Firearms Safety Course and/or who have a current valid California Concealed Weapons (CCW) permit. The course will focus on those special skills required to handle, shoot, and carry a firearm, and survive a deadly encounter. Recognizing that firearms is a perishable skill, instruction will also focus on those basic skills which may have diminished with time and are necessary to maintain firearms proficiency and qualify to re-apply for a CCW. Students will receive updated information on laws regarding use of deadly force. Students will improve their overall ability in handling firearms with an emphasis on safety.

*Prerequisite: Completion of ADJ 53 with Department of Justice clearance (received within 18 months of the class) on file with the college; or possession of current, valid and original California Concealed Weapons (CCW) permit per Section 12050 of the California Penal Code.*

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

**CSU**

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

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

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

**CSU**

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This course will introduce students to the origin, development, philosophy and constitutional basis of evidence. Topics include: constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; and judicial decisions interpreting individual rights. (C-ID AJ 124)



## COURSES

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

CSU

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This course will introduce the fundamentals of investigation including crime scene search and recording; collection and preservation of physical evidence; scientific aids and modus operandi; sources of information; interviews and interrogation; and follow-up and case preparation. (C-ID AJ 140)

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

CSU

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

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

### **ADJ-108 Police Report Writing**

CSU

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

Police report writing in the first person, chronological, and plain-talk style. Course may not meet major requirements at transfer institutions. See your counselor for more information.

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

CSU

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

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is "discipline-specific" in that students' job and learning objectives relate to their academic and career goals. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester.  
*May be taken for a total of 16 units in any combination.*

### **ADJ-200 Introduction to Administration of Justice**

CSU (D0), UC,  
MC (B2)

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This course will provide an overview of the American criminal justice system that will cover the nature and causes of crime, the historical development of criminal law, and the roles of the various subsystems and agencies that operate within the justice system. This course covers the philosophy behind crime control measures, the prosecution of accused persons, incarceration and rehabilitation of convicted offenders and will also examine role expectations, ethics, education and training for professionalism within the justice system. (C-ID AJ 110)

### **ADJ-202 Concepts of Criminal Law**

CSU (D8), UC, IGETC (4H),  
MC (B2)

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This course covers the historical development, philosophy of law and constitutional provisions; definitions, classifications of crimes and their applications to the system of administration of justice; legal research, review of case law, methodology and concepts of law as a social force. Crimes against persons, property, and the state as a social force are also covered in this course. (C-ID AJ 120)

### **ADJ-204 Community Relations**

CSU (D0), UC, IGETC (4J),  
MC (B2)

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This course will explore the complex interrelationship and role expectations among the various agencies and the public in addressing crime and conflict. The challenges and prospects of administering justice within a diverse multicultural population is emphasized. The professional image of the criminal justice system is examined as well as the development of positive relationships between the system and the public. The fundamentals of community policing are a focus of the course. (C-ID AJ 160)



## 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.

### **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-58 Mushroom Identification**

**1.0 Units / 1.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This course is an introduction to the local mushroom flora. This class will include a field trip to a local mushroom hot spot along with time spent in the lab learning the basic techniques of mushroom identification. Special time will be devoted to edible species and their look-alikes. Students will also be encouraged to bring specimens from home for identification.

### **AGR-75 Introduction to Pruning**

**1.0 Units / 1.0 hours LEC**

*Credit course for grade or Pass / No Pass*

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

### **AGR-76 Introduction to Grafting**

**1.0 Units / 1.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This course will introduce plant science and the art of grafting plants. Students will learn how and why grafting results can be practically and economically successful, unsuccessful or unknown on various plant types. Grafting on woody deciduous and evergreen plants and on herbaceous plants will be conducted by the student, both in the classroom and at home. Students learning these grafts will be able to apply them to fruit and nut trees, vines, ornamental shrubs and trees. A number of different forms of grafts will be discussed and applied.

### **AGR-100 Plant Pest and Disease Management**

**CSU**

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

*Credit course for grade or Pass / No Pass*

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

### **AGR-102 Plant Propagation**

**CSU**

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

*Credit course for grade or Pass / No Pass*

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

## COURSES

### **AGR-108 Soils and Fertility Management**

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

*Credit course for letter grade only*

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

CSU,  
MC (A)

### **AGR-111 Introduction to Viticulture**

**3.0 Units / 3.0 hours LEC**

*Credit course for letter grade only*

This course will be an introduction to the viticulture industry including grape growing, history, distribution, biology, anatomy, propagation, cultivars, rootstocks, climate, vineyard cultural practices and common pests and diseases.

CSU

### **AGR-112 Viticulture Practices**

**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.

CSU

### **AGR-116 Sustainable Agricultural Systems**

**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.

CSU

### **AGR-140 Introduction to Horticulture**

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

*Credit course for letter grade only*

This course will explore the horticultural industry. It will cover the growing methods, practices, facilities, and management necessary to produce and market a variety of plants and crops popular with gardeners, nurseries, landscapers, and small farmers.

CSU

### **AGR-142 Landscape Maintenance**

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

*Credit course for letter grade only*

This course will give a student academic and hands-on training experience in the maintenance of diverse landscapes through modern techniques of pruning, irrigation and soil management. Students will learn how to find sustainable solutions to landscape problems, proper use of fertilizers, the basic concepts of arboriculture and the scheduling of landscape maintenance activities.

CSU

### **AGR-144 Nursery Management and Practices**

**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.

CSU

### **AGR-147 Greenhouse Projects**

**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.

CSU

### **AGR-151 Landscape Irrigation**

**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.

CSU

**AGR-154 Landscape Construction**

CSU

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB*****Credit course for letter grade only***

This course will cover the steps of constructing a new landscape and renovations of established landscapes. The students will learn the basics of designing and drafting a landscape plan. Students will construct and install various hardscape projects during this course.

**AGR-180 Fall Sustainable Vegetable and Fruit Production**

CSU

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

This course will cover sustainable fall vegetable growing practices for the gardener and small farmer. It will present specific cultural practices for fall vegetables and fruit production. The basic concepts and techniques in the following areas will be introduced: season extension, evaluation of sites and soils, propagation, irrigation, pests and disease, weeds, composting, soil preparation, pruning, harvesting, storage and preservation of produce. This course will emphasize organic/sustainable practices, but includes presentation and discussion of other practices as well.

**AGR-181 Sustainable Spring Vegetable Growing Practices**

CSU

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

This course will cover spring vegetable growing practices for the small farmer and gardener. This includes plant propagation, soils and crop fertility, drip irrigation practices and scheduling, pest and disease management, heat management and laboratory field work. Principles of sustainable practices will be stressed.

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

CSU

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

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is "discipline-specific" in that students' job and learning objectives relate to their academic and career goals. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester.

*May be taken for a total of 16 units in any combination*

**AGR-197 Agriculture Internship**

CSU

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

This course is a supervised internship in agricultural food production and/or marketing and distribution. Internships are courses in which students demonstrate knowledge and skills learned in the classroom in a real work situation, while developing new job-specific knowledge and skills. Internships also help students better understand an occupation, and to gauge their interest and compatibility with a specific career. Students can earn up to 8 units per semester (for a total of 16 combined Work Experience units).

*Recommended Preparation: AGR 140*

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

*May be taken for a total of 16 units in any combination*

**AGR-240 Plant Identification-Fall**

CSU, UC

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass / No Pass***

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

**AGR-241 Plant Identification-Spring**

CSU, UC

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass / No Pass***

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

**ALCOHOL & OTHER DRUGS****AOD-151 Alcohol and Other Drugs: Overview**

CSU

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

This course will provide students with an overview of the historical and contemporary role of licit and illicit drugs in society, emphasizing the physical, social, and emotional consequences of their use and abuse. Topics include pharmacologic, neurologic and physiologic effects of selected substances on the human brain; the social and cultural factors, including specific risk factors, that contribute to the use of licit and illicit drugs; social and economic factors involved in the supply and demand for licit and illicit drugs; the pattern and progression of substance use disorders; theories of harm reduction, prevention and treatment; and public policy and legislation.

*Recommended Preparation: Eligibility for ENG 200***AOD-153 Physiology and Pharmacology of Alcohol and Other Drugs**

CSU

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

The course will provide the student with a basic understanding of the physiological and pharmacological actions of psychoactive drugs. Psychological, sociological and biological perspectives will be presented. The course will provide detailed information on the following groups of drugs: stimulants, tobacco, depressants (including alcohol), opioids, hallucinogens, marijuana, over-the-counter (OTC) drugs, and other selected psychotherapeutic drugs.

*Recommended Preparation: Eligibility for ENG 200***AOD-158 AOD Practicum Preparation**

CSU

**1.5 Units / 1.0 hours LEC; 1.5 hours LAB*****Credit course for letter grade only***

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

*Prerequisite: HUS 154, HUS 155, and HUS 156 with a minimum grade of C***AOD-164 Field Placement and Practicum Seminar I**

CSU

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

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

*Corequisite: AOD 197A***AOD-165 Field Placement and Practicum Seminar II**

CSU

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

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

*Prerequisite: AOD 164 with a minimum grade of C**Corequisite: AOD 197A***AOD-166 Marijuana: An Overview**

CSU

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

This course will provide a balanced overview of marijuana, including its pharmacological effects; the history of its medicinal, recreational, agricultural and industrial uses; prevalence and social attitudes related to its use; criminalization and drug control policies; and behavioral health concerns. An emphasis will be placed on contemporary issues regarding decriminalization and legalization of its use as a medicinal and recreational drug.

*Recommended Preparation: Eligibility for ENG 200***AOD-196 AOD-Occupational Work Experience Education**

CSU

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

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is "discipline-specific" in that students' job and learning objectives relate to their academic and career goals. There are no prerequisites or concurrent enrollment requirements, and there are no

classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester.

*May be taken for a total of 16 units in any combination.*

### **AOD-197 Alcohol and Other Drug Studies Internship**

CSU

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

This course will enable students to earn credit by completing a supervised internship in substance use intervention, treatment, and/or prevention. Internships are courses in which students demonstrate knowledge and skills learned in the classroom in a real work situation, while developing new job-specific knowledge and skills. Internships also help students better understand an occupation, and to gauge their interest and compatibility with a specific career. Students can earn up to 8 units per semester (for a total of 16 combined Work Experience units).

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

*May be taken for a total of 16 units in any combination*

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

CSU

**2.0 - 8.0 Units / Credit course for letter grade only**

This course will provide Alcohol and Other Drug Studies certificate and degree students the opportunity to apply knowledge, skills and attitudes learned in the classroom in an actual human services workplace.

*Prerequisite: AOD 158 with a minimum grade of C*

*Corequisite: AOD 164 or AOD 165*

## **AMERICAN SIGN LANGUAGE**

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

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

**3.0 Units / 3.0 hours LEC**

MC (C)

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

This course will introduce everyday communication in American Sign Language (ASL). Students will learn to exchange information, identify others, make requests, give reasons, provide simple directions, and ask for clarification. Topics will center around personal information and the immediate environment. This course will also introduce students to Deaf culture, including the American Deaf perspective, education of the Deaf, and an overview of the history of the American Deaf.

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

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

**3.0 Units / 3.0 hours LEC**

MC (C)

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

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

*Prerequisite: ASL 200 with a minimum grade of C*

## **ANTHROPOLOGY**

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

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

**3.0 Units / 3.0 hours LEC**

MC (A)

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

This course will examine homo sapiens as an animal and our evolutionary history. Biological/ behavioral relationships between humans and other primates, human genetics, fossil evidence of human evolution, archaeology, and physical variation within and among modern human populations will also be covered. (C-ID ANTH 110)

*Recommended Preparation: Eligibility for ENG 200*

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

CSU (D1), UC, IGETC (4A),

**3.0 Units / 3.0 hours LEC**

MC (B2, Culture)

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

This course will examine a diversity of cultural phenomena, including material culture, economics, social and political organization, religion, language and related topics from different times and lands. It will also explore the significance of the historical emergence of various cultural traditions, with implications of understanding our own society. (C-ID ANTH 120)

*Recommended Preparation: Eligibility for ENG 200*

## ART

---

**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.

**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 210A, ART 213, ART 214

**Drawing and Aqua Media:** ART 210B, ART 231, ART 222A, ART 222B

**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 Construction:** ART 150, ART 170A, ART 170B

**Textile Surface Design:** ART 176A, ART 176B

---

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

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

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

This course will teach the basics of operating, constructing, maintaining, and repairing electric and fuel-burning kilns.

**ART-51 Introduction to Ceramic Glazes**

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

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

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

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

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

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

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

**ART-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-150 Introduction to Fiber Arts**

CSU,  
MC (C)

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

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

This course will introduce basic materials, methods and vocabulary used in fiber and textile media as well as the hands-on development of expressive visual ideas. Contemporary and historical development and cultural relevance of the fiber media is also explored. (C-ID ARTS 282)

**ART-160 Art Gallery Management & Exhibition**

CSU,  
MC (C)

**1.0 Unit / 0.5 hours LEC; 1.5 hours LAB**

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

This course will prepare students for a career in art gallery management. Gallery fundamentals in the visual arts including planning, preparation and maintenance of exhibits, experience in installation of exhibitions, inventory management, participation in staffing, and docent activities will be covered.

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

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

*Recommended Preparation: ART 213*

CSU,  
MC (C)**ART-170B Weaving II****3.0 Units / 1.5 hours LEC; 4.5 hours LAB*****Credit course for grade or Pass / No Pass***

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

*Prerequisite: ART 170A with a minimum grade of C*

*Recommended Preparation: ART 213*

CSU

**ART-176A Fabric Printing and Dyeing I****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.

CSU

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

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.

CSU

**ART-191 Art and Craft Marketing****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.

CSU

**ART-196 ART-Occupational Work Experience Education****1.0 - 8.0 Units / Credit course for grade or Pass / No Pass**

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is "discipline-specific" in that students' job and learning objectives relate to their academic and career goals. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester.

*May be taken for a total of 16 units in any combination.*

CSU

**ART-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 Instruction.*

CSU

## COURSES

### **ART-205 Modern Art History**

**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.

**CSU (C1), UC, IGETC (3A),  
MC (C)**

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

**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.

**CSU (C1), UC, IGETC (3A),  
MC (C, Culture)**

### **ART-207 Survey of Western Art from Prehistory through the Middle Ages**

**3.0 Units / 3.0 hours LEC**

*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*

**CSU (C1), UC, IGETC (3A),  
MC (C)**

### **ART-208 Survey of Western Art from the Renaissance to the Contemporary Period**

**3.0 Units / 3.0 hours LEC**

*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*

**CSU (C1), UC, IGETC (3A),  
MC (C)**

### **ART-209 Art Appreciation**

**3.0 Units / 3.0 hours LEC**

*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.

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

### **ART-210A Fundamentals of Drawing**

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

*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)

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

### **ART-210B Intermediate Drawing**

**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*

**CSU, UC**

### **ART-213 Color and Composition**

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

*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)

**CSU, UC,  
MC (C)**



**ART-214 Three-Dimensional Art and Design****3.0 Units/1.5 hours LEC; 4.5 hours LAB****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)

CSU, UC,  
MC (C)**ART-222A Painting-Watercolors I****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.

CSU, UC

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

CSU, UC

**ART-228A Beginning Painting I****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.

*Recommended Preparation:* ART 210A

CSU, UC

**ART-228B Beginning Painting II****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

CSU, UC

**ART-228C Intermediate Painting I****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

CSU, UC

**ART-228D Intermediate Painting II****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

CSU, UC

**ART-229 Portrait Painting****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.

CSU, UC

## COURSES

### **ART-231 Life Drawing**

**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)

CSU, UC,  
MC (C)

### **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 Collograph, monotype, linoleum cut, wood cut, drypoint etching, image transfer, low-tech lithography and screen print.

CSU, UC,  
MC (C)

### **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.

*Recommended Preparation: ART 232*

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. Demonstrations and assignments involving paper stencil, blockout, and photo-stencil methods.

*Recommended Preparation: ART 232*

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. 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 and introduction to the ancient art of ceramics. Student will learn to make many ceramic projects while gaining an appreciation for both contemporary and historic ceramics.

CSU, UC,  
MC (C)

### **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 further development of wheel and hand-built ceramic forms. In addition it will advance the student in the use of glazes, underglazes, overglazes and other types of decoration.

CSU, UC

### **ART-240C Advanced Ceramics I**

**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.

CSU, UC

**ART-240D Advanced Ceramics II**

CSU, UC

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

This course will provide an advanced study for students who demonstrate mastery of skills and principles in ceramics taught in ART 240A, B and C. Studies include: personalized projects, investigating clay and glaze composition, and advanced design problems.

**ART-246 Raku and Primitive Ceramics**

CSU, UC

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

This course will introduce students to Raku pottery and the primitive methods of making pottery. Examples and methods including primitive kilns and firing; Raku glazes, kilns, and firing; wheel and handbuilding pottery construction; native materials preparation and use; and decorating processes will be covered.

**ART-247 Ceramic Casting and Mold Making**

CSU, UC

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

This course will teach the basic principles and practices of making molds and using them to produce ceramic forms and objects. Projects will include simple molds for plates, bowls and cups, and complex molds for sculptures and tea pots.

**ART-250A Beginning Sculpture**CSU, UC,  
MC (C)**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 making techniques.

**ART-250B Clay Sculpture I**

CSU, UC

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

This course will teach the basic concepts and techniques of clay as a sculptural material. Projects in relief and three-dimension with relation to form, line, and space will be demonstrated and assigned.

**ART-250C Clay Sculpture II**

CSU, UC

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

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

**ART-282 Introduction to Photography**

CSU, UC

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

This course will be an introduction to the processes, principles, and tools of photography. Topics to be covered include the development of technical and aesthetic skills, elements of design and composition, camera technology, materials and equipment and contemporary trends in photography.

**ASTRONOMY****AST-200 Astronomy**CSU (B1), UC, IGETC (5A),  
MC (A)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass***

This course will give students a broad survey of the universe from a contemporary perspective. Topics include the history of modern astronomy; motions of the Earth, Sun, and Moon; interpretation of light; the solar system and its contents; stellar formation and evolution; the Milky Way and other galaxies; and cosmology.

**AST-210 Astronomy Observation**CSU (B3), UC, IGETC (5C),  
MC (A)**1.0 Units / 3.0 hours LAB*****Credit course for letter grade only***

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-200 Intercollegiate Baseball**

CSU, UC

**3.0 Units / 10.0 hours LAB***Credit course for grade or Pass / No Pass*

This course covers the skill fundamentals, game strategies, rules, regulations and conditioning appropriate to baseball for the purpose of participation in all scheduled events. Competing in intercollegiate athletics may be limited to those who possess the necessary physical skills. The passing of a medical examination is necessary for participation. All intercollegiate sports entail practice at the designated time and place; and meet for a minimum of ten hours per week.

*May be taken for a maximum of 2 enrollments***ATH-201 Theory and Analysis of Baseball I**

CSU, UC

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

This course covers the basic strategies, rationale and skill fundamentals involved in intercollegiate baseball.

**ATH-202 Theory and Analysis of Baseball II**

CSU, UC

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

This course covers the advanced strategies, rationale and skill fundamentals involved in intercollegiate baseball.

**ATH-204 Intercollegiate Basketball**

CSU, UC

**1.5 Units / 5.0 hours LAB***Credit course for grade or Pass / No Pass*

This course covers the skill fundamentals, game strategies, rules, regulations, and conditioning appropriate to basketball for the purpose of participation in all scheduled events. Competing in intercollegiate athletics may be limited to those who possess the necessary physical skills. The passing of a medical examination is necessary for participation.

*May be taken for a maximum of 4 enrollments***ATH-205A Theory and Analysis of Basketball IA**

CSU, UC

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

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

**ATH-205B Theory and Analysis of Basketball IB**

CSU, UC

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

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

**ATH-206A Theory and Analysis of Basketball IIA**

CSU, UC

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

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

**ATH-206B Theory and Analysis of Basketball IIB**

CSU, UC

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

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

**ATH-220 Intercollegiate Softball**

CSU, UC

**3.0 Units / 10.0 hours LAB***Credit course for grade or Pass / No Pass*

This course covers the skill fundamentals, game strategies, rules, regulations, and conditioning appropriate to softball for the purpose of participation in all scheduled events. Competing in intercollegiate athletics may be limited to those who possess the necessary physical skills. The passing of a medical examination is necessary for participation. All intercollegiate sports entail practice at the designated time and place, and meet for a minimum of ten hours per week.

*May be taken for a maximum of 2 enrollments*

**ATH-221 Theory and Analysis of Softball I**

CSU, UC

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

This course covers the basic strategies, rationale and skill fundamentals involved in intercollegiate softball.

**ATH-222 Theory and Analysis of Softball II**

CSU, UC

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

This course covers the advanced strategies, rationale and skill fundamentals involved in intercollegiate softball.

**ATH-226 Intercollegiate Soccer**

CSU, UC

*3.0 Units / 10.0 hours LAB**Credit course for grade or Pass / No Pass*

This course covers the skill fundamentals, game strategies, rules, regulations, and conditioning appropriate to soccer for the purpose of participation in all scheduled events. Competing in intercollegiate athletics may be limited to those who possess the necessary physical skills. The passing of a medical examination is necessary for participation.

*May be taken for a maximum of 2 enrollments***ATH-227 Theory and Analysis of Soccer I**

CSU, UC

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

This course covers the basic strategies, rationale and skill fundamentals involved in intercollegiate soccer.

**ATH-228 Theory and Analysis Soccer II**

CSU, UC

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

This course covers the advanced strategies, rationale and skill fundamentals involved in intercollegiate soccer.

**ATH-230 Intercollegiate Golf**

CSU, UC

*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 golf for the purpose of participation in all scheduled events. Competing in intercollegiate athletics may be limited to those who possess the necessary physical skills. The passing of a medical examination is necessary for participation.

*May be taken for a maximum of 2 enrollments***ATH-231 Theory and Analysis of Golf I**

CSU, UC

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

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

**ATH-232 Theory and Analysis of Golf II**

CSU, UC

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

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

**ATH-240 Intercollegiate Volleyball**

CSU, UC

*3.0 Units / 10.0 hours LAB**Credit course for grade or Pass / No Pass*

This course covers the skill fundamentals, game strategies, rules, regulations and conditioning appropriate to volleyball for the purpose of participation in all scheduled events. Competing in intercollegiate athletics may be limited to those who possess the necessary physical skills. The passing of a medical examination is necessary for participation. All intercollegiate sports entail practice at the designated time and place; and meet for a minimum of ten hours per week.

*May be taken for a maximum of 2 enrollments***ATH-241 Theory & Analysis of Volleyball I**

CSU, UC

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

This course covers the strategies, rationale and skill fundamentals involved in intercollegiate volleyball.

## COURSES

### **ATH-242 Theory & Analysis of Volleyball II**

CSU, UC

**2.0 Units / 2.0 hours LEC**

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

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

### **ATH-283 Conditioning for Intercollegiate Sports**

CSU, UC

**1.0 - 2.0 Units / 3.0 - 6.0 hours LAB**

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

This course covers the physical fitness components related to intercollegiate athletic participation through advanced exercise programs. Emphasis is placed on individual and group activities that contribute to specific sport advancement.

## **AUTOMOTIVE TECHNOLOGY**

### **AUT-51 Introduction to Automotive Technology**

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

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

This course is designed for students who are interested in automotive technology but may have little or no prior automotive experience. Topics will include theory and basic operating principles of the automobile. Students will have an opportunity to work on their own vehicle or a college-owned vehicle. Students will learn how to change oil, perform a vehicle inspection, change brake pads, read a micrometer, drill and tap threads, retrieve diagnostic codes with a scan tool, and other basic competencies.

### **AUT-140 Automotive Engines**

CSU

**4.0 Units / 2.0 hours LEC; 6.0 hours LAB**

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

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

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

*Corequisite:* AUT 51

### **AUT-142 Brakes/Suspension/Alignment**

CSU

**6.0 Units / 3.0 hours LEC; 9.0 hours LAB**

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

This course will cover the design, operation, diagnosis, service, and repair of modern automotive suspensions, wheels and tires, manual and power steering systems, alignment, and braking systems including anti-lock brakes, computer-controlled suspensions, and four-wheel alignment. This course prepares students for ASE (National Institute for Automotive Service Excellence) certification.

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

*Corequisite:* AUT 51

### **AUT-144 Manual Transmissions/Power Trains**

CSU

**3.0 Units / 1.0 hours LEC; 6.0 hours LAB**

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

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

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

*Corequisite:* AUT 51

### **AUT-145 Automatic Transmissions/Power Trains**

CSU

**4.0 Units / 2.0 hours LEC; 6.0 hours LAB**

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

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

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

*Corequisite:* AUT 51

### **AUT-146 Automotive Air Conditioning/Heating Systems**

CSU

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

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

This course will cover the basic operating principles, diagnosis, and servicing of modern automotive heating and air conditioning systems, emphasizing the development of diagnostic and service skills including servicing, evacuating,

charging, flushing, and recycling of materials. The course prepares students for ASE (National Institute for Automotive Service Excellence) certification.

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

*Corequisite: AUT 51*

### **AUT-162 Automotive Electrical Systems**

CSU

**5.0 Units / 3.0 hours LEC; 6.0 hours LAB**

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

This course will cover electrical principles, theory and operation of automotive batteries, charging, starting, ignition and accessory circuits; emphasizing the development of diagnostic and service skills and the use of modern diagnostic equipment. Preparation for ASE (National Institute for Automotive Service Excellence) certification is emphasized.

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

*Corequisite: AUT 51*

### **AUT-166 Automotive Engine Performance**

CSU

**6.0 Units / 4.0 hours LEC; 6.0 hours LAB**

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

This course will cover basic principles, theory and operation of automotive fuel delivery, ignition and emission control systems, emphasizing the development of diagnostic and service skills and the use of modern diagnostic equipment. Preparation for ASE (National Institute for Automotive Service Excellence) is emphasized.

*Prerequisite: AUT 162 with a minimum grade of C*

### **AUT-170 Advanced Automotive Engine Performance**

CSU

**6.0 Units / 4.0 hours LEC; 6.0 hours LAB**

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

This course will include an advanced study of modern electronic engine and emission control systems; their operation, diagnosis and repair. The course includes fuel injection, on-board diagnostics, electronic spark management, distributorless ignition, electronic control of emission systems, and multiplexing of computer control systems. Emphasis is placed on the development of diagnostic and service skills and the use of modern diagnostic equipment, and preparation for ASE (National Institute for Automotive Service Excellence) and California Smog Program Certification.

*Prerequisite: AUT 166 with a minimum grade of C*

### **AUT-196 AUT-Occupational Work Experience Education**

CSU

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

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is "discipline-specific" in that students' job and learning objectives relate to their academic and career goals. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester.

*May be taken for a total of 16 units in any combination*

### **AUT-199 Independent Study**

CSU

**0.5 - 4.0 Units / 1.5 - 12.0 hours LAB**

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

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

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

### **AUT-515 Introduction to Auto Mechanics**

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

***Non-credit Course***

This course is designed for those students with little or no prior automotive experience. The goal of the course is to develop basic automotive competencies. Topics will include theory and basic operating principles of the automobile, with the emphasis on simple diagnostic, maintenance and repair procedures.

## COURSES

### BASIC SKILLS

#### **BSK-501 Academic Skills/Pre-High School Equivalency**

**0.0 Units / 5 hours LEC**

##### ***Non-credit Course***

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 hours LEC**

##### ***Non-credit Course***

This course will provide instruction and individualized learning plans for preparation for High School Equivalency tests (GED, HiSET & others). The course covers math computation, 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 the 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***

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

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

#### **BIO-201 Concepts of Biology Lab**

**1.0 Units / 3.0 hours LAB**

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

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

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

*Corequisite: BIO 200 or BIO 202*

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

#### **BIO-202 Human Biology**

**3.0 Units / 3.0 hours LEC**

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

This course will introduce the student to the characteristics, structure, and processes of the human body as they relate to personal health, society, and the environment. This course is also designed for those students who need a review of the fundamentals of the human body before taking science courses required for the allied health sciences.

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

#### **BIO-220 Marine Biology Lecture**

**3.0 Units / 3.0 hours LEC**

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

This course will cover biological oceanography, natural history, taxonomy, and the ecology of the world's oceans with an emphasis on the Northern California coast.

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

#### **BIO-221 Marine Biology Laboratory**

**1.0 Units / 3.0 hours LAB**

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

This course will cover laboratory procedures, field procedures and analysis of data on selected marine biology topics.

*Corequisite: BIO 220*

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

#### **BIO-230 Human Anatomy**

**5.0 Units / 3.0 hours LEC; 6.0 hours LAB**

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

This course will cover an introduction to human cytology and cellular organization, fundamental tissues and organ systems, and appropriate laboratory study of basic human anatomy. (C-ID BIOL 110B)

*Prerequisite: Eligibility for ENG 200 and MTH 80 or high school college-prep Algebra II with a minimum grade of C taken within the last three years, or eligibility for MTH 120, MTH 121, MTH 220, or MTH 230.*

*Recommended Preparation: BIO 202 and HLH 104*

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



**BIO-231 Human Physiology****5.0 Units / 4.0 hours LEC; 4.0 hours LAB****Credit course for grade or Pass/No Pass****CSU (B2, B3), UC, IGETC (5B, 5C),  
MC (A)**

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 120B)

*Prerequisite:* Eligibility for ENG 200, MTH 80, with a minimum grade of C, or eligibility for MTH 120, MTH 121, MTH 220, or MTH 230 through the assessment process, and CHM 200 or CHM 250, with a minimum grade of C, or high school chemistry with a grade of C taken within the last three years.

*Recommended Preparation:* BIO 202

**BIO-242 Introduction to Oceanography****3.0 Units / 3.0 hours LEC****Credit course for grade or Pass/No Pass****CSU (B2), UC, IGETC (5B),  
MC (A)**

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

**BIO-243 Biology of Marine Mammals****3.0 Units / 3.0 hours LEC****Credit course for grade or Pass/No Pass****CSU (B2), UC,  
MC (A)**

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

**BIO-245 Introduction to Environmental Toxicology****3.0 Units / 3.0 hours LEC****Credit course for grade or Pass/No Pass****CSU, UC,  
MC (A, Wellness)**

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****4.0 Units / 3.0 hours LEC; 4.0 hours LAB****Credit course for grade or Pass/No Pass****CSU (B2, B3), UC, IGETC (5B, 5C),  
MC (A)**

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)

*Prerequisite:* CHM 250 with a minimum grade of C

*Recommended Preparation:* Eligibility for ENG 200

**BIO-255 Botany, Plant Diversity, and Ecology****4.0 Units / 3.0 hours LEC; 4.0 hours LAB****Credit course for grade or Pass/No Pass****CSU (B2, B3), UC, IGETC (5B, 5C),  
MC (A)**

This course will cover comparative diversity, structure, and function of plant, fungal, and protistan phyla. Topics include development, morphology and physiology, taxonomy and systematics. Principles of population and community ecology and ecosystem interactions are emphasized. This course is intended for biology majors. (C-ID BIOL 155)

*Prerequisite:* MTH 80, with a minimum grade of C, or eligibility for MTH 120, MTH 121, MTH 220, or MTH 230.

*Recommended Preparation:* BIO 250, with a minimum grade of C, and eligibility for ENG 200

**BIO-257 Zoology, Animal Diversity, and Evolution****4.0 Units / 3.0 hours LEC; 4.0 hours LAB****Credit course for grade or Pass/No Pass****CSU (B2, B3), UC, IGETC (5B, 5C),  
MC (A)**

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. This course is intended for biology majors. (C-ID BIOL 150)

*Prerequisite:* MTH 80, with a minimum grade of C, or eligibility for MTH 120, MTH 121, MTH 220, or MTH 230.

*Recommended Preparation:* BIO 250, with a minimum grade of C, and eligibility for ENG 200

## COURSES

### **BIO-259 Microbiology**

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

**5.0 Units / 4.0 hours LEC; 4.0 hours LAB**

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

This course will cover the morphology, physiology and ecology of bacteria and microorganisms and their role in areas related to human health and disease. Laboratory sessions will be devoted to culturing, staining and identifying pathogenic organisms.

*Prerequisite: BIO 231 or BIO 250 or BIO 260 and CHM 200 or CHM 250 with a minimum grade of C*

*Recommended Preparation: Eligibility for ENG 200*

## **BUSINESS**

### **BUS-50 Mathematical Applications in Business**

**3.0 Units / 3.0 hours LEC**

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

This course will cover the application of basic mathematical and algebraic skills to the business environment.

Business applications include pricing, payroll, accounting, simple interest, compound interest, annuities, investments, statistics, and the Metric System.

*Recommended Preparation: MTH 46*

### **BUS-61 Business Accounting Lab**

**1.0 Units / 3.0 hours LAB**

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

This class offers lab assistance for students of financial and managerial accounting courses. This course provides weekly assistance and an opportunity for working collaboratively to increase understanding and solve assigned problems.

*Corequisite: BUS 200 or BUS 201*

### **BUS-106 Retail Management**

**CSU**

**3.0 Units / 3.0 hours LEC**

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

This course will provide students with an overview of management of retail businesses including retail promotions, visual merchandising, communications, customer service, inventory control, supervision of personnel.

*Recommended Preparation: Eligibility for 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 Windows-based computer*

### **BUS-109 California Tax Accounting**

**CSU**

**1.0 Units / 1.0 hours LEC**

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

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

### **BUS-110 Payroll Taxation**

**CSU**

**3.0 Units / 3.0 hours LEC**

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

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

**BUS-111 Federal Tax Accounting**

CSU

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

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

**BUS-132 Entrepreneurial Management**

CSU

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

This course will explore the entrepreneurial process, from idea generation and assessment, to business planning, launch, and growth. Students learn how to develop and assess a business idea, decide on an appropriate structure, prepare the basic components of a business plan, articulate a funding strategy, and prepare for the launch and management of a new enterprise.

*Recommended Preparation: Eligibility for ENG 200*

**BUS-134 Human Relations in Business**CSU (D7),  
MC (B2)**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 and managing change.

*Recommended Preparation: Eligibility for 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: Eligibility for 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, and team work.

*Recommended Preparation: Eligibility for 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 analysis of the process of creating and distributing goods and services, and promotion activities.

*Recommended Preparation: Eligibility for 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, direct mail, personal selling, and marketing on the Internet.

*Recommended Preparation: Eligibility for ENG 200*

**BUS-159 The Business of Sports**

CSU

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

This course will offer an overview of all areas of the business of sports. Topics covered will include Management, Marketing, Finance, and Operations pertaining to professional and amateur athletic organizations.

*Recommended Preparation: Eligibility for ENG 200*

## COURSES

### **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.

*Recommended Preparation: Eligibility for 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 introduces students to the concepts, principles, and practices that define a green business. Students learn the importance of including environmental and social considerations in business products, services, and operations and effective methods for doing so. Topics covered include the opportunities and challenges of starting a green business, greening an existing business, triple bottom line accounting, understanding your market, green-washing pitfalls, competitive advantage, life cycle analysis, localization, resource depletion, regulatory trends, and carbon regulation.

*Recommended Preparation: Eligibility for ENG 200 and SCT 200 with a minimum grade of C*

### **BUS-176 The New Green Economy: Trends and Opportunities**

CSU

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This course offers an overview of green business trends and opportunities as they continue to emerge across a wide range of economic sectors. Students examine the cultural, scientific, and regulatory factors underlying the growth of the green economy, assess trends and opportunities within various sectors, and learn skills and strategies for pursuing employment or starting a green business. Industry sectors discussed include, energy, transportation, manufacturing, building trades, food and farming, waste, media, health and wellness, and consulting.

*Recommended Preparation: Eligibility for ENG 200 and SCT 200 with a minimum grade of C*

### **BUS-196 BUS-Occupational Work Experience Education**

CSU

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

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is "discipline-specific" in that students' job and learning objectives relate to their academic and career goals. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester.

*May be taken for a total of 16 units in any combination*

### **BUS-200 Financial Accounting**

CSU, UC

**4.0 Units / 4.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This course will cover financial accounting as 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, and eligibility for 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 use of accounting information by managers in making internal decisions relating to product and service cost systems. The course will cover business decision-making with the use analytical tools in the areas of: product pricing; profitability; cost behavior and allocation; operational, cash flow, and capital budgeting; performance analysis; and responsibility reporting. (C-ID ACCT 120)

*Prerequisite: BUS 200 with a minimum grade of C*

*Recommended Preparation: BUS 50, knowledge of spreadsheet software, and eligibility for ENG 200*

**BUS-212 Legal Environment of Business****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)

CSU, UC,  
MC (B2)**BUS-230 Introduction to Business****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass***

This course covers the complexities, relationships, and functions of such areas as management, marketing, accounting, finance, operations, human resources, information technology, legal issues, and the regulatory environment in business. (C-ID BUS 110)

*Recommended Preparation: Eligibility for ENG 200*

CSU, UC,  
MC (B2)**BUSINESS OFFICE TECHNOLOGY****BOT-51 Medical Transcription I****2.0 Units / 1.5 hours LEC; 1.5 hours LAB*****Credit course for grade or Pass / No Pass***

Basic and advanced medical terminology. Transcription of the medical terminology in history and physical reports, discharge summaries, radiology reports, and consultations.

*Recommended Preparation: HLH 104, a minimum typing speed of 25 wpm, and BOT 120*

**BOT-52 Medical Transcription II****2.0 Units / 1.5 hours LEC; 1.5 hours LAB*****Credit course for grade or Pass / No Pass***

Transcription of the medical terminology used in surgical and orthopedic reports.

*Recommended Preparation: HLH 104, a minimum typing speed of 25 wpm, and BOT 120*

**BOT-53 Medical Coding-CPT-4****2.0 Units / 2.0 hours LEC*****Credit course for grade or Pass / No Pass***

An introduction to CPT-4 coding for medical billing. Designed to provide the learner with fundamentals needed to use the systems correctly and consistently. The student will learn the structure and format of CPT-4 coding books and develop skills in assigning accurate codes. The student will use acceptable coding guidelines through practical application.

**BOT-54 Medical Coding-ICD-9-CM****2.0 Units / 2.0 hours LEC*****Credit course for grade or Pass / No Pass***

An introduction to ICD-9-CM coding for medical billing. Designed to provide the learner with fundamentals needed to use the systems correctly and consistently. The student will learn the structure and format of ICD-9-CM coding books and develop skills in assigning accurate codes. The student will use acceptable coding guidelines through practical application.

**BOT-55 Machine Transcription****2.0 Units / 1.5 hours LEC; 1.5 hours LAB*****Credit course for grade or Pass / No Pass***

Development of speed and accuracy in machine transcription, proofreading, spelling, punctuation and the operation of related machines. Reinforcement of correct letter, memo, report, and manuscript styles.

*Recommended Preparation: BOT 70 and a minimum typing speed of 20 wpm*

**BOT-56 Directed Practice: Medical Coding****2.0 Units / 1.0 hour LEC; 3.0 hours LAB*****Credit course for grade or Pass / No Pass***

This course is a supervised clinical experience in performing coding. Students must be available during regular business hours. Students shall have the status of learner and shall not be considered agency employees, nor shall they replace staff. Directed practice is conducted as non-paid laboratory experience for 48 hours.

*Recommended Preparation: BOT 70 and a minimum typing speed of 20 wpm*

## COURSES

### **BOT-57 Medical Billing/Office Procedures**

**3.0 Units / 3.0 hours LEC**

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

Preparation for employment as a receptionist or secretary in a medical office; orientation, public relations and ethics, office procedures, medical records and correspondence, and doctor's appointments.

*Recommended Preparation: A minimum typing speed of 20 wpm*

### **BOT-58 Advanced Medical Coding**

**2.0 Units / 2.0 hours LEC**

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

This course focuses on the advanced concepts in coding, Diagnosis Related Groups (DRGs), and coding for prospective payment. Class lectures and labs will focus on learning and applying higher level coding skills. Computerized encoders and groupers will be emphasized.

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

### **BOT-70 Business English**

**3.0 Units / 3.0 hours LEC**

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

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

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

### **BOT-75 PowerPoint for Presentations**

**1.5 Units / 1.5 hours LEC**

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

Learning to present oral business presentations using a computer-designed presentation package.

### **BOT-90.1 Legal Office Procedures**

**1.0 Units / 1.0 hours LEC**

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

Training in law office procedures with an emphasis on law office management and preparation of non-court documents.

*Recommended Preparation: BOT 120*

### **BOT-90.2 History of Law**

**0.5 Units / 0.5 hours LEC**

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

Overview of legal terminology, the history of the legal system and legal ethics.

*Recommended Preparation: BOT 120*

### **BOT-90.3 Landlord/Tenants Rights and Responsibilities**

**0.5 Units / 0.5 hours LEC**

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

Introduction to the rights and responsibilities of landlords and tenants in California.

*Recommended Preparation: BOT 90.1 and BOT 90.2*

### **BOT-90.4 Basic Wills and Trusts**

**1.0 Units / 1.0 hours LEC**

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

This course will cover preparation in estate planning through a study of legal issues pertaining to the making and execution of wills and trusts.

*Recommended Preparation: BOT 90.1 and BOT 90.2*

### **BOT-91.1 Constitutional Rights and Responsibilities**

**0.5 Units / 0.5 hours LEC**

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

Survey of federal Constitutional rights and responsibilities that safeguard our civic freedom.

*Recommended Preparation: BOT 90.1 and BOT 90.2*

### **BOT-91.2 Juvenile Rights and Responsibilities**

**1.0 Units / 1.0 hours LEC**

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

Introduction to the rights and responsibilities of juveniles in California.

*Recommended Preparation: BOT 90.1 and BOT 90.2*

**BOT-91.3 California Civil Complaints****1.0 Units/1.0 hours LEC****Credit course for grade or Pass/No Pass.**

Introduction to California Civil Complaints.

*Recommended Preparation: BOT 90.1 and BOT 90.2***BOT-91.4 California Civil Discovery****1.0 Units/1.0 hours LEC****Credit course for grade or Pass/No Pass.**

Introduction to California Pre-Trial Civil Discovery.

*Recommended Preparation: BOT 90.1 and BOT 90.2***BOT-101.3 Intermediate Typing/Keyboarding**

CSU

**1.0 Units/0.5 hours LEC; 1.5 hours LAB****Credit course for grade or Pass/No Pass**

Applying formatting skills in a simulated office environment. Speed goals: 55 wpm. Course may not meet major requirements at transfer institutions. See your counselor for more information.

*Recommended Preparation: A minimum typing speed of 40 wpm***BOT-110 Business Calculators**

CSU

**1.0 Units/0.5 hours LEC; 1.5 hours LAB****Credit course for grade or Pass/No Pass**

Operation and use of electronic calculators used by business and industry with skills developed to a level of employment proficiency. Course may not meet major requirements at transfer institutions. See your counselor for more information.

**BOT-111 Business Calculator Simulations**

CSU

**1.0 Units/0.5 hours LEC; 1.5 hours LAB****Credit course for grade or Pass/No Pass**

Business calculations applied to an office simulation using electronic ten-key desktop calculators. Course may not meet major requirements at transfer institutions. See your counselor for more information.

**BOT-120 Microsoft Word, Beginning**

CSU

**1.5 Units/1.0 hours LEC; 2.0 hours LAB****Credit course for grade or Pass/No Pass**

This course will show you how to use the basic word processing functions of the current Microsoft Word program.

*Recommended Preparation: A minimum typing speed of 20 wpm***BOT-121 Microsoft Word, Advanced**

CSU

**1.5 Units/1.0 hours LEC; 2.0 hours LAB****Credit course for grade or Pass/No Pass**

The course will show you how to use advanced word processing functions of the current Microsoft Word program.

**BOT-140 Office Procedures**

CSU

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

Clerical office procedures, decision making and supervision, time management, public relations, and office technology of the modern business environment. Course may not meet major requirements at transfer institutions. See your counselor for more information.

*Recommended Preparation: A minimum typing speed of 20 wpm***BOT-144 Records and Database Management**

CSU

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

Records system analysis and design. The application of alphabetic, numeric, subject, and geographic methods of manual database record systems. Course may not meet major requirements at transfer institutions. See your counselor for more information.

## COURSES

### **BOT-156 Medical Coding Internship Seminar**

CSU

**1.0 Units/1.0 hours LEC**

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

This course supports supervised field experience. Students will enhance interpersonal and professional communication and problem solving skills as they integrate and apply knowledge and skills developed in the medical coding classes.

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

*Corequisite: BOT 197B*

### **BOT-170 Written Communication for Business**

CSU,  
MC (D2)

**3.0 Units/3.0 hours LEC**

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

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

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

*Recommended Preparation: A minimum typing speed of 20 wpm*

### **BOT-196 BOT-Occupational Work Experience Education**

CSU

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

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is "discipline-specific" in that student' job and learning objectives relate to their academic and career goals. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester.

*May be taken for a total of 16 units in any combination*

### **BOT-197B Medical Coding Internship**

CSU

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

This course is a supervised internship required for the Medical Coding Certificate of Achievement. Internships are courses in which students demonstrate knowledge and skills learned in the classroom in a real work situation, while developing new job-specific knowledge and skills. Internships also help students better understand an occupation, and to gauge their interest and compatibility with a specific career. Students can earn up to 8 units per semester (for a total of 16 combined Work Experience units).

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

*Corequisite: BOT 156*

*Recommended Preparation: BOT 70*

*Limitation on Enrollment: Minimum typing speed of 20 wpm*

### **BOT-199**

#### **Independent Study**

CSU

**0.5 - 4.0 Units/1.5 - 12.0 hours LAB**

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

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

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

## 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 Instruction.*



**CHM-200 Introduction to Chemistry**  
**5.0 Units / 4.0 hours LEC; 3.0 hours LAB**  
*Credit course for letter grade only*

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

This course will study basic chemical principles including atoms, chemical bonds, gases, chemical reactions, aqueous solutions, pH, inorganic elements, and chemical calculations. This course is intended for health sciences, general education, and as a prerequisite for CHM 250.

*Prerequisite: MTH 60, with a minimum grade of C, or high school college-prep Algebra I with a minimum grade of C*

**CHM-202 Introduction to Organic and Biochemistry**  
**4.0 Units / 3.0 hours LEC; 3.0 hours LAB**  
*Credit course for letter grade only*

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

This course will study covalent bonding, organic molecules, chemical structures, functional groups, chemical reactivity and elementary mechanisms as it applies to organic and biochemistry. Families of molecules include alkanes, alkyl halides, alcohols, alkenes, alkynes, carbonyl compounds, benzene chemistry carboxylic acids, amines, di-functional compounds, amino acids, peptides, proteins, lipids carbohydrates, and nucleic acids.

*Prerequisite: CHM 200 or CHM 250 with a minimum grade of C*

**CHM-250 General Chemistry I**  
**5.0 Units / 4.0 hours LEC; 4.0 hours LAB**  
*Credit course for letter grade only*

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

This course will study general chemical principles including: measurements, matter, atomic structure, the periodic table, chemical bonding, energy, nomenclature, reactions, mass relationships, gases, and solutions. This course is often for science, engineering, and pre-professional majors. (C-ID CHEM 110)

*Prerequisite: CHM 200, with a minimum grade of C, or one year of high school chemistry, and MTH 80 with a minimum grade of C*

**CHM-251 General Chemistry II**  
**5.0 Units / 3.0 hours LEC; 6.0 hours LAB**  
*Credit course for letter grade only*

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

This course will study general chemical principles including: Solutions, Chemical Kinetics, Chemical Equilibrium, Acids and Bases, Thermodynamics, and Electrochemistry. This course is often a requirement for science, engineering, and pre-professional majors. (C-ID CHEM 120S)

*Prerequisite: CHM 250 with a minimum grade of C*

**CHM-255 Organic Chemistry I**  
**5.0 Units / 3.0 hours LEC; 6.0 hours LAB**  
*Credit course for letter grade only*

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

The course will study the mechanisms and reactions of the hydrocarbons, alkyl halides, alcohols and ether compounds, as well as, the use of spectroscopy as it relates to the functional groups. This is an introduction to laboratory techniques of organic chemistry. Techniques include: separating, purification, synthesis, and isolation of organic compounds. This is the first semester of a two-semester sequence. This organic chemistry course is for science majors primarily in chemistry, chemical engineering, biochemistry, biology, environmental toxicology, pre-medical, pre-dental, and pre-veterinary. (C-ID CHEM 150)

*Prerequisite: CHM 251 with a minimum grade of C*

**CHM-256 Organic Chemistry II**  
**5.0 Units / 3.0 hours LEC; 6.0 hours LAB**  
*Credit course for letter grade only*

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

This course will study organic reactions, multi-step synthetic preparation, and mechanisms for various functional groups including: aromatic compounds, aldehydes, ketones, carboxylic acids, phenols, thiols, and the chemistry of biomolecules such as carbohydrates lipids, amino acids and proteins. This is the second semester of a two-semester sequence. This organic chemistry course is for science majors primarily in chemistry, chemical engineering, biochemistry, biology, environmental toxicology, pre-medical, pre-dental, and pre-veterinary. (C-ID CHEM 160S)

*Prerequisite: CHM 255 with a minimum grade of C*

## CHILD DEVELOPMENT

### **CDV-70A Ages and Stages of Development**

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

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

This class will explore the ages and stages of development from birth to age 6.

*Limitation on Enrollment: The student must have a child enrolled in Child Development Center.*

### **CDV-70B Language and Literacy Development with Young Children**

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

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

This course will introduce students to the process of language development in young children. It will include an examination of how to encourage early literacy.

*Limitation on Enrollment: The student must have a child enrolled in the Child Development Center.*

### **CDV-70C Guidance and Discipline for Young Children**

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

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

This course will introduce a framework for implementing positive guidance techniques for young children.

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

### **CDV-70D Math and Science for Young Children**

**1.0 Units / 1.0 hours LEC**

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

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

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

### **CDV-79 Effective Adult-Child Relationships**

**1.0 Units / 1.0 hour LEC**

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

This course will explore strategies for establishing effective adult-child relationships and their role in the successful management of children's behavior. This course is cross listed as PSY-80.

### **CDV-100 Principles in Preschool Programs**

**CSU**

**3.0 Units / 3.0 hours LEC**

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

This course will examine the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. (C-ID ECE 120)

### **CDV-101 Practices and Curriculum in Preschool Programs**

**CSU**

**3.0 Units / 3.0 hours LEC**

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

This course will present an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will examine a teacher's role in supporting development and engagement for all young children. This course provides strategies for developmentally-appropriate practice based on observation and assessments across the curriculum, including academic content areas; play, art, and creativity; and development of social-emotional, communication, and cognitive skills. (C-ID ECE 130)

### **CDV-106 Children with Special Learning Needs**

**CSU**

**3.0 Units / 3.0 hours LEC**

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

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

**CDV-107 Practicum in Child Development**

CSU

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

This course will allow students to practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of CDV faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. (C-ID ECE 210)

*Prerequisite:* CDV 100, CDV 101, CDV 180, and CDV 200, with a minimum grade of C

*Limitation on Enrollment:* Fingerprint clearance and negative Pulmonary Tuberculosis (TB) test results

**CDV-108 Observation and Assessment**

CSU

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

This course will focus on the appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. (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 and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. This course will focus on integrating the concepts into everyday planning and program development for all children. (C-ID ECE 220)

**CDV-120 Infants and Toddlers**

CSU

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

This course will examine principles and philosophy of care for children up to three years of age including: growth and development, health and nutritional needs, social-emotional needs, cognitive development, language development, development of a positive self-image, community resources, and cultural and ethnic differences.

**CDV-121 Infant/Toddler Curriculum**

CSU

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

This course will explore different curricular areas for infant/toddler development including physical, emotional, social, and intellectual. Principles of child care, nutrition, health practices, and curriculum for children ages birth through three years will be discussed.

**CDV-125 Creative Activities**CSU,  
MC (C)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass***

This course will introduce students to educational activities suitable for children in art, music, movement, literature, and drama. It is designed for teachers, aides, parents and people who provide care for children ages two through eight. Students will gain an enhanced understanding of the interrelationship between creative arts and the self. Students will engage in creative and subjective responses to a variety of aesthetic experiences.

**CDV-126 Music and Movement**

CSU

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

Learn songs, rhymes, musical stories and creative movement activities for young children.

## COURSES

### **CDV-130 Administration of Preschools/Child Care Centers**

CSU

**3.0 Units / 3.0 hours LEC**

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

This course will examine administrative principles and practices for Early Childhood Programs. Topics covered include: licensing regulations, leadership skills, budget preparation and analysis, personnel management, parent involvement programs and community resources. Professionalism and quality standard are emphasized. Partially fulfills licensing requirement for the director.

### **CDV-134 Advanced Administration of Preschools/Child Care Centers**

CSU

**3.0 Units / 3.0 hours lecture.**

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

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

### **CDV-135 Supervision of Adults in a Child Development Program**

CSU

**3.0 Units / 3.0 hours LEC**

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

This course will explore methods and principles of supervising auxiliary staff and trainees in early childhood programs. It explores the role of experienced teachers who function as mentors to new teachers and staff while addressing the needs of children, parents and other staff.

*Recommended Preparation: CDV 100 or CDV 101*

### **CDV-140 Working With School-Aged Children and Youth**

CSU

**3.0 Units / 3.0 hours LEC**

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

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

### **CDV-161 Active Learning and Play**

CSU

**1.0 Units / 1.0 hours LEC**

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

An examination of the value of play and how to create an environment for active learning. Course may not meet major requirements at transfer institutions. See your counselor for more information.

*Recommended Preparation: CDV 101 or CDV 125*

### **CDV-180 Child, Family and Community**

CSU (D0),  
MC (B2)

**3.0 Units / 3.0 hours LEC**

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

This course will examine the developing child in a societal context focusing on the interrelationship of family, school, and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. (C-ID CDEV 110)

### **CDV-196 CDV-Occupational Work Experience Education**

CSU

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

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is "discipline-specific" in that students' job and learning objectives relate to their academic and career goals. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester.

*May be taken for a total of 16 units in any combination*

**CDV-199 Independent Study**

CSU

**1.0 - 4.0 Units / 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 Instruction.*

**CDV-200 Psychology of Development: Infancy through Adolescence**CSU (D9, E), UC, IGETC (4I),  
MC (B2, Wellness)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass***

This course will examine the major physical, psychosocial, and cognitive/language developmental milestones for children both typical and atypical from conception through adolescence. There will be an emphasis on interactions between maturational process and environment factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. (C-ID CDEV 100)

**CDV-202 Multi-Cultural Perspective**CSU, UC,  
MC (B2, Culture)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass***

This course will explore the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. (C-ID ECE 230)

**CLOTHING****CLO-80 Beginning Clothing Construction****3.0 Units / 1.5 hours LEC; 4.5 hours LAB*****Credit course for grade or Pass / No Pass***

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

**CLO-81 Intermediate Clothing Construction****3.0 Units / 1.5 hours LEC; 4.5 hours LAB*****Credit course for grade or Pass / No Pass***

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

*Recommended Preparation: CLO 80 or similar experience*

**CLO-82 Pattern Drafting****3.0 Units / 1.5 hours LEC; 4.5 hours LAB*****Credit course for grade or Pass / No Pass***

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

*Recommended Preparation: CLO 80, CLO 81, and MTH 46*

**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 Instruction.*

**COLLEGE AND CAREER SUCCESS****CCS-10 Transition to College****3.0 Units/3.0 hours LEC****Credit course for grade or Pass/No Pass**

This course will introduce new students to skills and concepts key to college success. The topics explored will make the transition to college more comfortable and meaningful. Students will learn about campus facilities and resources, academic skills and strategies, and common obstacles to success. This course is intended for students who place into English 10 through the assessment process or students who would like additional support adjusting to college life.

*Recommended Corequisite: ENG 10*

**CCS-60 College Success****3.0 Units/3.0 hours LEC****Credit course for grade or Pass/No Pass**

This course will provide an introduction to college and skills for success for beginning students. Topics include: study skills, time management, goal setting, and decision making, college money management and dealing with stress; programs, educational opportunities, and services at Mendocino College.

**CCS-100 Career Planning Success**

CSU

**1.5 - 3.0 Units/1.5 - 3.0 hours LEC****Credit course for grade or Pass/No Pass**

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..

*Recommended Preparation: Computer literacy*

**CCS-101 Career and Life Planning**

CSU (E),

**3.0 Units/3.0 hours LEC**

MC (Wellness)

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

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

*Recommended Preparation: Computer literacy*

**CCS-102 Job Search Skills**

CSU

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

This course will cover skills needed to secure gainful employment: researching the job market, networking, completing job applications, cover letters and resumes, and interviewing.

*Recommended Preparation: Computer literacy*

**CCS-119 Orientation to College**

CSU

**0.5 - 1.5 Units/0.5 - 1.5 hours LEC****Credit course for grade or Pass/No Pass**

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

**CCS-123 Test Taking Success**

CSU

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

This course will cover the nature and causes of test anxiety, provide tools for reducing test anxiety, and provide test taking and studying strategies to improve test results.

**CCS-123.1 Test Taking Success - Part I**

CSU

**0.5 Units / 0.5 hours LEC*****Credit course for grade or Pass / No Pass***

This course will cover the nature and causes of test anxiety and provide tools for reducing test anxiety.

**CCS-123.2 Test Taking Success - Part 2**

CSU

**0.5 Units / 0.5 hours LEC*****Credit course for grade or Pass / No Pass***

This course will provide test taking and studying strategies to improve test results.

**CCS-124 Becoming A Successful Online Student**

CSU

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

This course explores the theory and practice of successful online learning. The course familiarizes students with the course management system used for online courses at Mendocino College and many California Community Colleges and offers practical guidance and hands-on experience in a variety of approaches for increasing their online learning success.

*Recommended Preparation: Eligibility for ENG 200 and computer literacy*

**CCS-221 Becoming a Master Student**

CSU, UC

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

This course will provide an exploration of intellectual, psychological, social and physical factors that impact college learning, well-being and success. Students will learn critical college-level skills and strategies for motivation and stress management and build a community for academic and personal support.

*Recommended Preparation: Eligibility for ENG 200*

**CCS-500 The Immigrant's Guide to Landing a Job****0.0 Units / 2.0 hours LEC*****Non-credit Course***

This course will provide ESL students with an introduction to the workforce skills needed to find and obtain a job in the United States, such as locating information, networking, preparing for an interview; English language skills will also be further developed as a result of class activities.

**COMMUNICATION STUDIES****COM-180 Writing for Publication**CSU,  
MC (C)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass***

This course will provide students with the opportunity to develop marketable writing through identification and analysis of market demands. Students learn to use writer's guidelines; to create contact queries to newspaper, magazine, and book-length publishers; to develop non-fiction and fiction story ideas and prepare book-length manuscripts; to understand copyright law and the ethics of publishing; and to edit for general and specific markets. Writing market emphasis may vary each semester.

*Recommended Preparation: ENG 200*

**COM-200 Mass Media and Society**CSU (D7), UC, IGETC (4G),  
MC (B2)**3.0 Units / 3.0 hours LEC*****Credit course for letter grade only***

This course will introduce students to the history, structure, function and influence of all major forms of mass media and their support industries. (C-ID JOUR 100)

*Recommended Preparation: Eligibility for ENG 200*

## COURSES

### **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)

*Prerequisite: Eligibility for ENG 200*

### **COM-202 Argumentation and Debate**

CSU (A3), UC, IGETC (1B),

MC (D2)

**3.0 Units / 3.0 hours LEC**

*Credit course for letter grade only*

This course will prepare students to present sound arguments and evaluate the arguments of others in both written and verbal formats. Students learn to assert a clear thesis and provide appropriate evidence in the context of verbal argument and debate. A series of writing assignments will focus on developing critical thinking skills, persuasive rhetoric, and sophisticated argumentative skills. The fundamentals of analysis, case building and dissent are discussed and applied to written assignments and oral presentations. (C-ID COMM 120)

*Prerequisite: ENG 200 with a minimum grade of C*

### **COM-211 Intercultural Communication**

CSU (D7), UC, IGETC (4G),

MC (B2, Culture)

**3.0 Units / 3.0 hours LEC**

*Credit course for letter grade only*

This course will introduce students to the influence of culture on identity, perception, social organization, and language in both domestic and global contexts. (C-ID COMM 150)

*Recommended Preparation: ENG 200*

### **COM-250 Introduction to Communication Studies**

CSU (D7), UC, IGETC (4G),

MC (B2)

**3.0 Units / 3.0 hours LEC**

*Credit course for letter grade only*

This course will introduce students to the field of Communication Studies. Exploring communication theories and its foundational principles will help students recognize and use this complex, dynamic, and often misunderstood process. Students will also explore the various contexts of communication such as interpersonal, intercultural, gender, and group communication. (C-ID COMM 180)

*Recommended Preparation: Eligibility for ENG 200*

## COMPUTER SCIENCE

### **CSC-20 Beginning Computer Skills**

**1.5 Units / 1.25 hours LEC; 0.75 hours LAB**

*Credit course for grade or Pass / No Pass*

This course will present basic computer use topics, including vocabulary and concepts such as documents, files, and applications. Students will learn tools and techniques such as the mouse, menus, selecting/ highlighting, basic word processing, and Internet and e-mail use.

### **CSC-26 Computer Skills for Advanced Beginners**

**1.5 Units / 1.25 hours LEC; 0.75 hours LAB**

*Credit course for grade or Pass / No Pass*

This course will continue the introduction to the computer and keyboard. Topics include basic computer terminology and skills, including keyboarding, operating system, word processor, Internet, spreadsheet, and PowerPoint. Students will learn keyboarding, simple document processing, Internet use, and simple spreadsheet operations and features.

### **CSC-105 Introduction to Linux I**

CSU,

MC (D2)

**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****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

CSU,  
MC (D2)**CSC-116 Information & Communication Technology Essentials****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)

CSU

**CSC-117 Computer Network Fundamentals****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 the CompTIA Network+ certification exam. (C-ID ITIS 150)

*Prerequisite:* CSC 116 with a minimum grade of C

CSU

**CSC-118 Introduction to Information Systems Security****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

CSU

**CSC-130 Web Design and Development****3.0 Units / 2.5 hours LEC; 1.5 hours LAB****Credit course for grade or Pass / No Pass**

This course will present technologies and best practices for the creation of web content, as well as discussion of the structure of the web. Tools and assignments will focus on design using current W3C standards for content and presentation.

*Recommended Preparation:* CSC 105 with a minimum grade of C

CSU,  
MC (D2)**CSC-134 Web Application Development****3.0 Units / 2.5 hours LEC; 1.5 hours LAB****Credit course for letter grade only**

This course will explore web development, focusing on developing projects that integrate server- and client-side programming with the use of a solution stack such as LAMP. Students will develop scripts, databases, and interfaces to support web applications that generate and store dynamic content. This course will also include discussion and projects related to security and database integration.

*Prerequisite:* CSC 130 with a minimum grade of C

*Recommended Preparation:* Some experience with computer programming or CSC 221

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

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

*Recommended Preparation:* Computer literacy

CSU

## COURSES

### **CSC-166 Desktop Database Software**

**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 homes and small businesses. Students will examine and learn to use software such as Microsoft Access to organize and store data and information.

CSU,  
MC (D2)

### **CSC-170 Mobile Application Development**

**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 the Android platform. Students will use tools and frameworks to build and analyze Android applications that incorporate various aspects of user interfaces, web services, animation, multimedia, and location awareness.

*Prerequisite: CSC 221 with a minimum grade of C*

CSU,  
MC (D2)

### **CSC-196 CSC-Occupational Work Experience**

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

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is "discipline-specific" in that students' job and learning objectives relate to their academic and career goals. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester.

*May be taken for a total of 16 units in any combination*

CSU

### **CSC-197 Computer Science Internship**

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

This course is a supervised internship in computer and information technology occupations. Internships are courses in which students demonstrate knowledge and skills learned in the classroom in a real work situation, while developing new job-specific knowledge and skills. Internships also help students better understand an occupation, and to gauge their interest and compatibility with a specific career. Students can earn up to 8 units per semester (for a total of 16 combined Work Experience units).

*Recommended Preparation: CSC 201 and CSC 220*

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

CSU

### **CSC-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 Instruction.*

CSU

### **CSC-201 Computers and Computer Applications**

**3.0 Units / 2.5 hours LEC; 1.5 hours LAB**

***Credit course for letter grade only***

This course presents the computer as a problem-solving tool, with a focus on word processing, spreadsheet, database and presentation applications. Additional topics include an introduction to fundamental computer concepts such as operating systems, hardware, networking and graphics.

CSU, UC,  
MC (D2)

### **CSC-210 Computer Organization and Architecture**

**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*

CSU, UC,  
MC (D2)

**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. 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,

**4.0 Units / 3.5 hours LEC; 1.5 hours LAB****MC (D2)*****Credit course for letter grade only***

This course will present an overview of computers and computer science. Lecture and hands-on assignments cover a wide range of topics, from bits and transistors to 3D games and the Internet. Other topics include data representation, computing components, low- and high-level programming languages, algorithm design, operating systems, information systems, simulation and graphics. Students will give short presentations on current events and near-future technology changes. This course is suitable for all majors and is a recommended first course for Computer Science majors, along with CSC 221.

**CSC-221 Programming and Algorithms I**

CSU, UC,

**3.0 Units / 3.0 hours LEC****MC (D2)*****Credit course for letter grade only***

This course will introduce the discipline of computer science using a high-level programming language, with a focus on practical, hands-on problem solving. It is intended both for computer science majors and for others seeking a general, formal introduction to computer programming. (C-ID COMP 122)

*Recommended Preparation: Prior or concurrent enrollment in CSC 220***CSC-221L Programming and Algorithms I 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 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***CSC-222 Programming and Algorithms II**

CSU, UC,

**3.0 Units / 3.0 hours LEC****MC (D2)*****Credit course for letter grade only***

This course will explore the application of software engineering techniques, data structures, and associated algorithms to the design and development of computer programs. Programs are written in an appropriate and modern object-oriented language. (C-ID COMP 132)

*Prerequisite: CSC 221 with a minimum grade of C***CSC-222L Programming and Algorithms II 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 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***CSC-240 Discrete Structures**

CSU (B4), UC, IGETC (2A),

**3.0 Units / 3.0 hours LEC****MC (D2)*****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***CSC-500 Computer Laboratory****0.0 Units / 3.0 hours LAB*****Non-credit Course***

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

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

## COOPERATIVE WORK EXPERIENCE

### **CED-50 Introduction to Work Experience**

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

This course will provide students credit for achieving supervised, on-the-job learning objectives, and is intended for students who are new to employment and/or who are undecided about their career. The course helps students integrate classroom instruction with practical work experience and will assist them in acquiring desirable work habits, attitudes, and career awareness.

*May be taken for a total of 3 units*

### **CED-195 General Work Experience**

**CSU**

**1.0 - 6.0 Units / Credit course for grade or Pass / No Pass**

This course will enable students to earn college credit for learning or improving skills or knowledge while working. Any type of work is suitable. Faculty and employers help students create meaningful educational experiences by developing specific learning objectives. There are no classroom meetings after the initial orientation. There are no pre-requisites or concurrent enrollment requirements. Units are degree applicable and transferable. Units are awarded based on the achievement of learning objectives; additionally, each unit of Occupational Work Experience requires a paid employee to document 75 hours (volunteers - 60 hours) over the course of the semester.

*May be taken for a total of 16 units*

## CULINARY ARTS MANAGEMENT

### **CAM-58 Chocolate Confections**

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

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

This course will cover basic chocolate confectionery techniques. Students will prepare a variety of classic and modern chocolate confections

### **CAM-68 Food Preservation**

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

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

This course will teach students how to safely preserve high quality foods by canning, drying, pickling, and freezing. Cheese making will be introduced. The manufacture of food products for sale, including regulations, will be discussed.

*Prerequisite: CAM 152 with a minimum grade of C*

*Corequisite: CAM 152*

### **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.

### **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.

### **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.

### **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.

### **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.

*Prerequisite: CAM 152 with a minimum grade of C**Corequisite: CAM 152***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 Ukiah Campus and other centers. Students will cater various types of on-campus events such as breakfast, lunches, dinners, coffee breaks, 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 Ukiah Campus and other centers. Students will cater various types of on-campus events such as breakfast, lunches, dinners, coffee breaks, 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 Ukiah Campus and other centers. Students will cater various types of on-campus events such as breakfast, lunches, dinners, coffee breaks, 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.

*Prerequisite: CAM 152 with a minimum grade of C**Corequisite: CAM 152*

**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.

*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.

*Prerequisite:* CAM 152 with a minimum grade of C

*Corequisite:* CAM 152

**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.

**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.

*Recommended Preparation:* Ability to work with fractions and decimals

**CAM-160 The Meaning of Food: The Forces That Shape Our Food Culture**

CSU

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

This course will provide students with an overview of the 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:* Eligibility for English 200

**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.

*Prerequisite:* CAM 154 with a minimum grade of C

*Corequisite:* CAM 154

*Recommended Preparation:* Eligibility for ENG 200

**CAM-180 Modern Cuisine**

CSU

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB****Credit course for grade or Pass / No Pass**

This course will explore rapidly changing techniques within the Culinary Arts. Students will learn modern techniques such as spherification, cryoblanching, sous vide, vacuum compression and hydrocolloid use.

*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

**CAM-196 CAM-Occupational Work Experience Education**

CSU

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

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is "discipline-specific" in that students' job and learning objectives relate to their academic and career goals. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester.

*May be taken for a total of 16 units in any combination*

**CAM-197A Culinary Arts Practicum**

CSU

**3.0 - 8.0 Units / 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

**DIGITAL ARTS AND MEDIA****DAM-105 Introduction to Digital Design**

CSU

**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 principles of design including color theory, line, texture, pattern, balance, space and movement primarily in 2-D. Students will be introduced to computer graphics creation using industry standard software packages.

**DAM-110 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 and web publishing. Students develop digital projects and learn appropriate file formats and terminology to effectively communicate with colleagues, printers, web developers in the field; learn how to apply visual design elements and principles; discover their personal style. They are also introduced to the evolving role of the Photoshop artist and designer working professionally today

*Recommended Preparation:* Prior completion or concurrent enrollment in DAM 105

**DAM-125 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 planning and producing a variety of printed materials using Adobe InDesign, a desktop publishing software product. The computer will be used as a tool to produce graphically oriented materials such as newspapers, newsletters, magazines, books, brochures, pamphlets, advertisements, promotional and public relation materials. These materials will progress from simple to complex.

*Prerequisite:* DAM 105 with a minimum grade of C

*Corequisite:* DAM 105

**DAM-150 Digital Media**

CSU

**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 (Adobe Premiere), with music and voice over to produce multimedia videos in a digital format.

*Prerequisite:* DAM 105 with a minimum grade of C

**DAM-281 Adobe Illustrator**

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 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, and learn how to create their own original artwork. The course will have an emphasis on graphic design and fine art principles, which is key to producing designs which communicate a message in a clear and professional manner. (C-ID ARTS 250)

*Prerequisite:* DAM 105 with a minimum grade of C

*Corequisite:* DAM 105

**EARTH SCIENCE****EAS-208 Environmental Geology**CSU (B1, B3), UC, IGETC (5A, 5C),  
MC (A)**4.0 Units / 3.0 hours LEC; 3.0 hours LAB****Credit course for grade or Pass/No Pass**

This course will introduce the basic science and math concepts we use to understand important topics in geologic hazards including volcanoes, landslides, earthquakes, coastal processes, stream processes and flooding. In addition, scientific principles are applied to important problems related to groundwater, energy resource management and land use that have faced every civilization over time, but are becoming much more critical to life on this planet as human population and resource use increase. (C-ID GEOL 131)

*Recommended Preparation:* Eligibility for ENG 200

**EAS-210 Geology of California**CSU (B1, B3), UC, IGETC (5A, 5C),  
MC (A)**4.0 Units / 3.0 hours LEC; 3.0 hours LAB****Credit course for grade or Pass/No Pass**

This course will focus on the theory of plate tectonics and earthquake seismology in order to explore the geologic history of California. The varied landscapes and rocks of California are viewed within the plate tectonic model, and the geologic provinces that are associated with various aspects of plate tectonic activity are presented to illustrate the evolution of California through geologic time. (C-ID GEOL 200)

*Recommended Preparation:* Eligibility for ENG 200

**EAS-211 Weather and Climate**CSU (B1), UC, IGETC (5A),  
MC (A)**3.0 Units / 3.0 hours LEC****Credit course for grade or Pass/No Pass**

This course will 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. (C-ID GEOG 130)

*Recommended Preparation:* Eligibility for ENG 200

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

This course will introduce basic scientific principles as they relate to working with data that have important spatial orientation and organization. Geometric and geographic concepts and theories are used to develop scientific methods for proper communication of the data and the solution of problems that have spatial relationships. The course covers basic concepts in mapping and orientation, the development of map scales and comparison of different coordinate systems, and data error analysis.

*Recommended Preparation:* Eligibility for ENG 200



**EAS-222 Applied GIS****3.0 Units / 2.0 hours LEC; 3.0 hours LAB****Credit course for grade or Pass / No Pass**

This course will focus on using a modern Geographic Information System (GIS) for organizing and presenting spatial data. Students will learn to work with spatially-related data such as those dealing with natural hazards investigation, environmental resource management, agriculture, urban planning, infrastructure, site assessment or land-use planning. In addition to being useful for applying GIS concepts in a variety of disciplines, the course will prepare students for further study in spatial analysis at the university level. (C-ID GEOG 155)

*Recommended Preparation:* CSC 201 or equivalent competency; EAS 212 or equivalent background; and either coursework or job experience related to earth science applications

CSU, UC,  
MC (A)**ECONOMICS****ECO-200 Principles of Macroeconomics****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

CSU (D2), UC, IGETC (4B),  
MC (B2)**ECO-201 Principles of Microeconomics****3.0 Units / 3.0 hours LEC****Credit course for grade or Pass / No Pass**

This course will cover economic analysis of the theory of prices, including supply and demand, marginal utility, cost and revenue concepts, market structure, and pricing the factors of production. Students learn to use economic principles to analyze the economic challenges facing the individual and business organization. (C-ID ECON 201)

*Prerequisite:* MTH 80, with a minimum grade of C, or one year of college-prep Algebra II

CSU (D2), UC, IGETC (4B),  
MC (B2)**EDUCATION****EDU-110 Tutoring Methods****1.0 Units / 1.0 hours LEC****Credit course for grade or Pass / No Pass**

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

CSU

**EDU-196 EDU-Occupational Work Experience****1.0 - 8.0 Units / Credit course for grade or Pass / No Pass**

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is "discipline-specific" in that students' job and learning objectives relate to their academic and career goals. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester.

*May be taken for a total of 16 units in any combination.*

CSU

**EDU-200 Introduction to the Teaching Profession****3.0 Units / 3.0 hours LEC****Credit course for grade or Pass / No Pass**

This course will 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:* Eligibility for ENG 200

CSU, UC

## COURSES

### **EDU-500 Supervised Tutoring**

**0.0 Units / 2.0 hours LAB**

**Non-credit Course**

An open enrollment lab which supports students' academic success through assistance by trained student tutors.

*Limitation on Enrollment: Students must be enrolled in the course for which they receive tutoring.*

## ENGINEERING

### **EGR-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 Instruction.*

### **EGR-202 Statics**

CSU, UC

**3.0 Units / 3.0 hours LEC**

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

This course will provide students with a vectorial treatment of the principles of statics with application to engineering problems and an emphasis on common engineering computational tools.

*Prerequisite: PHY 214 or PHY 220 with a minimum grade of C*

## ENGLISH

### **ENG-10 Basic Reading and Writing**

**5.0 Units / 5.0 hours LEC**

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

This course will introduce students to reading, writing, and language skills in preparation for college classes and workplace settings.

### **ENG-12 Intermediate Reading and Writing**

**5.0 Units / 5.0 hours LEC**

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

Reading to learn from narrative and expository text and development of basic composition skills. Application of effective strategies for active learning through reading, writing and studying about a major problem or issue.

*Prerequisite: ENG 10 or ESL 11A and ESL 11B, with a minimum grade of C, or qualification for ENG 12 through the assessment process.*

### **ENG-41A English Bridge A**

**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB**

**Credit course taken for Pass / No Pass only**

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

### **ENG-41B English Bridge B**

**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB**

**Credit course taken for Pass / No Pass only**

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

### **ENG-41C English Bridge C**

**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB**

**Credit course taken for Pass / No Pass only**

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

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

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

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

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

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

*Recommended Preparation:* Concurrent enrollment in ENG 60 or ENG 560

**ENG-85 Accelerated Preparation for College Writing****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 in a highly intensive, accelerated format and has no prerequisite. Students will review English fundamentals, read and analyze professional essays, and write essays with an emphasis on exposition and critical thinking.

*Corequisite:* ENG 60, ENG 160, or ENG 560

**ENG-160 Transfer-Level Reading and Writing Lab**

CSU

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

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

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

**ENG-199 Independent Study**

CSU

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

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

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

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

This course will fulfill the requirements of the first semester of freshman composition at the university level. All sections are both writing and reading intensive. Topics covered include thesis development and support, writing essays in various rhetorical modes, close reading, and completion of a thorough, properly cited research paper. (C-ID ENGL 100)

*Prerequisite:* BOT 170, ENG 80, or ENG 85, with a minimum grade of C, or qualification for ENG 200 through the assessment process

*Recommended Preparation:* Concurrent enrollment in ENG 60, ENG 160, or ENG 560

**ENG-201 Critical Thinking through Literature**CSU (A3, C2), UC, IGETC (1B, 3B),  
MC (C)**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

## COURSES

### **ENG-205 Critical Thinking**

CSU (A3), UC, IGETC (1B),  
MC (D2)

**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 (C)

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This course will help students develop their writing in a creative, supportive atmosphere. Emphasis on various genres may change from semester to semester; consult with instructor for more information. (C-ID ENGL 200)

*Prerequisite:* Eligibility for ENG 200

*Recommended Preparation:* ENG 200

### **ENG-212 Intermediate Creative Writing**

CSU (C2), UC,  
MC (C)

**3.0 Units / 3.0 hours LEC**

*Credit course for letter grade only*

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

*Prerequisite:* ENG 210 with a minimum grade of C

### **ENG-225 Introduction to Shakespeare**

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

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

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

*Prerequisite:* ENG 200 with a minimum grade of C

### **ENG-245 American Literature I**

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

**3.0 Units / 3.0 hours LEC**

*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

### **ENG-246 American Literature II**

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

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This course will introduce students to a wide range of American authors and their relationship to major literary and intellectual movements from the second half of the nineteenth century to the present. (C-ID ENGL 135)

*Prerequisite:* ENG 200 with a minimum grade of C

### **ENG-250 Contemporary World Literature**

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

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

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

*Prerequisite:* ENG 200 with a minimum grade of C

### **ENG-265 Introduction to California Literature**

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

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

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

*Prerequisite:* ENG 200 with a minimum grade of C

**ENG-270 Children's Literature**CSU (C2), UC, IGETC (3B),  
MC (C)**3.0 Units / 3.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will explore classic to contemporary children's literature from all over the world. Students will closely examine these works to better understand the social, cultural, and historical roles of children's literature from early folktales to modern day works. (C-ID ENGL 180)

*Prerequisite: ENG 200 with a minimum grade of C*

**ENG-503 Creative Writing for Older Adults****0.0 Units / 1.5 - 3.0 hours LEC***Non-credit 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 the writing of creative fiction and non-fiction. Written expression is explored through the development of memoirs, personal essays, stories, poems, and/or short scripts. Students will have the opportunity to sharpen creative writing skills, computer skills, and interact with a supportive community of fellow writers. This course provides older adults an opportunity to recall, organize, and share life experiences about events, family, health, or work, as well as by the use of imagination. The instructor will provide help as needed in the basics of plot, point of view, characterization, dialogue, setting, and revision.

*Course exempt from repeat provisions*

**ENG-560 Basic Reading and Writing Lab****0.0 Units / 1.0 - 3.0 hours LAB***Non-credit Course*

This course will provide basic reading and writing skills support for students completing assignments from any class. Students will have the opportunity to work on their assignments, get help as needed from an English instructor, and be directed toward other campus resources for reading and writing support. This noncredit class is available on a drop-in basis throughout the semester. See the course schedule for locations/times available.

*Course exempt from repeat provisions*

**ENGLISH AS A SECOND LANGUAGE****ESL-3 English as a Second Language: Oral Communication Skills****1.0 - 3.0 Units / 1.0 - 3.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will be a beginning to intermediate level oral communication course designed to improve listening and speaking skills needed for successful interaction in workplace, academic, and social environments.

**ESL-5 English as a Second Language: Laboratory****0.5 - 1.0 Units / 1.5 - 3.0 hours LAB***Credit course for grade or Pass / No Pass*

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

**ESL-7A English as a Second Language: Beginning A****5.0 Units / 5.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will promote the development of beginning level grammar skills in the context of authentic language production including reading, writing, listening and speaking. Students will expand vocabulary and oral proficiency and develop competency in sentence level writing leading into paragraph construction. This course along with one semester of ESL 7B will cover the grammar topics necessary to complete Beginning level of ESL.

**ESL-7B English as a Second Language: Beginning B****5.0 Units / 5.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will continue to promote the development of beginning grammar skills covered in ESL 7A, in the context of authentic language production. Coursework will include reading, writing, listening and speaking skills development. Students will expand upon vocabulary, oral proficiency, and develop competency in sentence writing leading into paragraph construction. This course along with one semester of ESL 7A will cover the grammar topics necessary to complete beginning level of ESL.

## COURSES

### **ESL-9A English as a Second Language: Intermediate A**

**5.0 Units / 5.0 hours LEC**

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

This course will promote the development of skills in writing, reading and speaking that will help prepare students for college-level work in English. Students will continue to develop competency in sentence organization, paragraph writing, and the development of longer pieces of writing. Students will improve their confidence in speaking English in academic and other settings. This course along with English 9B will cover the grammar topics necessary to complete the intermediate level of ESL.

*Prerequisite: ESL 7A, with a minimum grade of C, and ESL 7B, with a minimum grade of C, or qualification for Level 9 through the assessment process*

### **ESL-9B English as a Second Language: Intermediate B**

**5.0 Units / 5.0 hours LEC**

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

This course will expand upon the development of skills in reading, writing, listening, and speaking that were covered in ESL 9A. This course will prepare students for college-level work in English. Students will continue to develop competency in sentence organization, paragraph writing, and the development of longer pieces of writing. Students will improve their confidence in speaking English in academic and other settings. This course along with ESL 9A will cover the grammar topics necessary to complete the Intermediate level of ESL.

*Prerequisite: ESL 7A, with a minimum grade of C, and ESL 7B, with a minimum grade of C, or qualification for Level 9 through the assessment process*

### **ESL-11A English as a Second Language: Advanced A**

**5.0 Units / 5.0 hours LEC**

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

This course will promote the development of communicative competence in advanced grammar topics in the context of a variety of writing forms, reading comprehension and speaking, which are necessary for college work in English. Students will improve vocabulary and the ability to use English in classroom and other situations. This course along with ESL 11B will cover the grammar topics necessary to complete the advanced level of ESL.

*Prerequisite: ESL 9A, with a minimum grade of C, and ESL 9B, with a minimum grade of C, or qualification for Level 11 through the assessment process*

### **ESL-11B English as a Second Language: Advanced B**

**5.0 Units / 5.0 hours LEC**

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

This course will further promote the development of communicative competence in advanced grammar topics in the context of a variety of writing forms, reading comprehension and speaking covered in ESL 11A. Students will continue to improve vocabulary and the ability to use English in classroom and other situations. This course along with ESL 11A will cover the grammar topics necessary to complete the Advanced level of ESL.

*Prerequisite: ESL 9A, with a minimum grade of C, and ESL 9B, with a minimum grade of C, or qualification for Level 11 through the assessment process*

### **ESL-500 English as a Second Language: Preparatory Level**

**0.0 Units / 5.0 hours LEC**

***Non-credit Course***

This course will help develop your reading, writing, speaking, and listening skills in preparation for college ESL classes. Gain confidence and practice in doing academic assignments.

### **ESL-501 English as a Second Language: Lab Preparatory Level**

**0.0 Units / 1.5 - 3.0 hours LAB**

***Non-credit Course***

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

### **ESL-503A English as a Second Language: Oral Communication Skills A**

**0.0 Units / 1.0 hours LEC**

***Non-credit Course***

This course will promote the development of intermediate oral communication skills. This course is designed to improve listening and speaking skills needed for successful interaction in workplace, academic and social environments.

**ESL-503B English as a Second Language: Oral Communication Skills B****0.0 Units / 2.0 hours LEC****Non-credit Course**

This course will promote the development of intermediate oral communication skills. This course is designed to improve listening and speaking skills needed for successful interaction in workplace, academic and social environments.

**ESL-503C English as a Second Language: Oral Communication Skills C****0.0 Units / 3.0 hours LEC****Non-credit Course**

This course will promote the development of intermediate oral communication skills. This course is designed to improve listening and speaking skills needed for successful interaction in workplace, academic and social environments.

**ESL-507 English as a Second Language: Beginning****0.0 Units / 5.0 hours LEC****Non-credit Course**

This course will promote the development of beginning grammar skills in the context of authentic language production including reading, writing, listening and speaking. Students will expand vocabulary and oral proficiency and develop competency in sentence writing leading into paragraph construction. ESL 507 will cover the topics necessary to complete beginning level ESL.

**ESL-509 English as a Second Language: Intermediate****0.0 Units / 5.0 hours LEC****Non-credit Course**

This course will develop skills in reading, writing and speaking which will help to prepare students for college-level work in English. Students will continue to develop competency in sentence organization, paragraph writing and the development of longer pieces of writing. Students will improve their confidence in speaking English in academic and other settings. This course will cover the grammar topics necessary to complete the Intermediate level of ESL.

**ESL-511 English as a Second Language: Advanced****0.0 Units / 5.0 hours LEC****Non-credit Course**

This course will develop communicative competence in advanced grammar topics in the context of a variety of writing forms, reading comprehension and speaking, which are necessary for college work in English. Students will improve vocabulary and the ability to use English in the classroom and in other situations. ESL 511 will cover the topics necessary to complete advanced level ESL.

**FIRE SCIENCE****FSC-50 Training Instructor 1A-Cognitive Lesson Delivery****2.5 Units / 2.5 hours LEC****Credit course for grade or Pass / No Pass**

This course will develop teaching techniques used in vocational education to select, develop, organize and utilize instructional materials appropriate for teaching manipulative lessons to firefighters who want to become fire training officers or certified fire officers.

*Recommended Preparation: Eligibility for ENG 200*

**FSC-51 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 50, with a minimum grade of C, or CFSTES Training Instructor 1A Certification*

**FSC-52 Fire Prevention 1 - Fire and Life Safety Inspections for the Company Officer****2.5 Units / 2.5 hours LEC****Credit course for grade or Pass / No Pass**

This course will be a technical overview of fire prevention codes and ordinances, inspection practices, and key hazards. Discussion includes flammable and combustible liquids and gases, explosives, fireworks, extinguishing systems, and others for the company officer.

*Recommended Preparation: Eligibility for ENG 200*

## COURSES

### **FSC-53 Fire Prevention IB/Code Enforcement**

**2.0 Units / 2.5 hours LEC**

*Credit course for grade or Pass / No Pass*

Codes, ordinances, and statutes that pertain to fire prevention practices in California. Topics of discussion include building construction and occupancy, evacuation procedures, inspection reports, and processing plans.

*Recommended Preparation: FSC 52*

### **FSC-54 Fire Management 1 Management/Supervision for Company Officers**

**2.5 Units / 2.5 hours LEC**

*Credit course for grade or Pass / No Pass*

This course will provide an overview of basic Fire Science supervisory and managerial skills, decision-making, delegation, motivation, communication, record keeping, team building, disciplining and resource management.

### **FSC-59 Fire Investigation I**

**2.0 Units / 2.5 hours LEC**

*Credit course for grade or Pass / No Pass*

Identify how fire behavior and building construction affects the ability to determine cause and point of origin; methods of investigating incendiary and accidental fires, and collecting, preserving and documenting evidence.

### **FSC-62 Basic Wildland Firefighting**

**2.0 Units / 2.5 hours LEC**

*Credit course for grade or Pass / No Pass*

This course offers basic, entry-level wildland firefighting training for individuals who are seeking a career with state, federal and local fire departments.

### **FSC-65 Incident Command System (ICS) 300**

**1.5 Units / 1.75 hours LEC**

*Credit course for grade or Pass / No Pass*

Incident Command System (ICS) 300 meets standards developed by the National Wildfire Coordinating Group (NWCG) to coordinate programs and activities of wildfire management agencies participating in major wildland fires. The course represents modules 7 through 11 of the Incident Command System National Training Curriculum, and includes ICS organization and staffing, organizing for incidents, incident resource management, air operations, and incident planning.

*Prerequisite: FSC 64, with a minimum grade of C, or California State Fire Marshall certified ICS 200 course*

### **FSC-66 Command 1C Command Operations for the Company Officer**

**2.5 Units / 2.5 hours LEC**

*Credit course for grade or Pass / No Pass*

This course will increase the command skills of the Company Officer in dealing with Urban/Interface fires. Expands on the lessons learned in Command 1A when dealing with fires in the Incident Zone (I-Zone). Command 1C deals with the unique problems associated with wildland fires in the suburban/urban areas.

*Prerequisite: FSC 55 with a minimum grade of C*

### **FSC-70 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.

### **FSC-71 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-72 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-73 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-111 Fire Protection Organization****CSU****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass***

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

**FSC-112 Fire Behavior & Combustion****CSU****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass***

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

**FSC-113 Fire Protection Equipment & Systems****CSU****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass***

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

**FSC-114 Building Construction for Fire Safety****CSU****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass***

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

**FSC-115 Hazardous Materials Response for Public Safety****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 Haz Mat incidents. Topics will include basic Haz Mat chemistry, regulation, toxicology, tactics and strategy of mitigation, decontamination, and scene management.

**FSC-196 FSC-Occupational Work Experience Education****CSU****1.0 - 8.0 Units / Credit course for grade or Pass/No Pass**

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is "discipline-specific" in that students' job and learning objectives relate to their academic and career goals. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester.

*May be taken for a total of 16 units in any combination*

**GEOGRAPHY****GEO-201 Cultural Geography****CSU (D5), UC, IGETC (4E),  
MC (B2, Culture)****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass/No Pass***

This course will focus on the natural patterns of the earth and the human perception of the environment as a key to understanding regional cultural differences. Field trips to local cultural areas may be assigned. This course is recommended for those interested in elementary teaching, ecology, and the social sciences. (C-ID GEOG 120)

**GEO-202 World Regional Geography**CSU (D5), UC, IGETC (4E),  
MC (B2, Culture)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass***

This course will explore the global patterns of the human habitat. The student will examine natural processes, such as geology, meteorology, and geographic location, and their influences on patterns of population, land use, history, religion/ideology, human well-being, and environmental concerns. The student will gain an appreciation of the diversity of world regional cultures and the interaction of people and their environment. (C-ID GEOG 125)

*Recommended Preparation: Eligibility for ENG 200***GEO-206 Physical Geography**CSU (B1, B3), UC, IGETC (5A, 5C),  
MC (A)**4.0 Units / 3.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass / No Pass***

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. (C-ID GEOG 115, GEOG 121)

*Recommended Preparation: Eligibility for ENG 200***GEOLOGY****GEL-100 Earthquake Country**

CSU

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

This course will increase your knowledge of earthquakes in order to better prepare you for related effects due to movement along the nearby San Andreas and Mayacama faults. You will become better informed about the "how's and why's" of earthquakes, as well as the steps to take before and after an earthquake strikes. Field trips may be scheduled.

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

This course will introduce modern geologic principles and use those as a framework for understanding the processes involved in the crystallizing of minerals, the formation and deformation of rocks, the creation of geologic resources, and the history of the ever-changing surface of the Earth. Students needing an associated physical science laboratory should sign up for GEL 202 along with this course. (C-ID GEOL 100)

*Recommended Preparation: Eligibility for ENG 200***GEL-202 Geology Laboratory**

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

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

This course will give students a chance for hands-on study of key geologic principles. Topics include plate tectonics, rock and mineral sample identification, geologic map analysis, and field investigations. (C-ID GEOL 100L, GEOL 101)

*Prerequisite: GEL 201 with a minimum grade of C**Corequisite: GEL 201***GEL-203 Earth History**CSU (B1), UC, IGETC (5A),  
MC (A)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass***

This course will introduce students to modern geologic principles and use those as a framework for understanding the processes involved in shaping the earth through time, including the creation of the fossil record and the formation and deformation of rocks. Students needing an associated physical science laboratory should sign up for GEL 204 along with this course. (C-ID GEOL 110)

*Recommended Preparation: Eligibility for ENG 200***GEL-204 Earth History Laboratory**

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

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

This course will introduce the world of fossils and rocks and what they tell us about the history of the Earth. Using modern geologic principles, the Earth and its ancient history can be understood for a better appreciation of the solid Earth and the world around you. Required field trips may be scheduled. (C-ID GEOL 110L, GEOL 111)

*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-56 EMT-I Refresher**

**1.0 Units / 0.8 hours LEC; 0.6 hours LAB**

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

This course will meet the minimum standards for Emergency Medical Technician I refresher training, pursuant to Title 22, California Administrative Code. Includes review of EMT-I scope of practice including use of Automated External Defibrillator (AED). Supplemental Advanced Life Support information regarding IV therapy and advanced airway management will be provided as information only.

*Prerequisite: HLH 135 or current EMT-I certification and current CPR card*

### **HLH-60 Paramedic I (Didactic)**

**9.0 Units / 8.0 hours LEC; 3.0 hours LAB**

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

This course will cover the application of the principles of anatomy, physiology, pathophysiology, clinical symptoms and diagnosis pertaining to prehospital emergency medical care. This course is the first of a four course series designed to meet the California State Health and Safety Code Training requirements for licensure as a Paramedic.

*Prerequisite: 1) Minimum age of 18; 2) Possess a high school diploma or GED equivalent; 3) Possess a current EMT license, Advanced EMT license, or have possessed one within the last 12 months; 4) provide proof of a minimum of 1000 hours work experience or six-months full-time work experience (paid or volunteer) on a 911 ambulance or as a certified military medic through a letter from your employer.*

### **HLH-61 Paramedic II (Didactic)**

**9.0 Units / 8.0 hours LEC; 3.0 hours LAB**

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

This course will cover the application of the principles of anatomy, physiology, clinical symptoms and diagnosis as they pertain to prehospital emergency medical care. This is the second course of a four course series designed to meet the California State Health and Safety Code Training requirements for licensure as a Paramedic.

*Prerequisite: HLH 60 with a minimum grade of C*

### **HLH-62 Paramedic (Clinical)**

**5.0 Units / 15.0 hours LAB**

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

This course will be the third course in a four-course series necessary to complete the Paramedic program and is designed to prepare students for National Registry Certification as an EMT-Paramedic (EMT-P). This course is designed to provide the students with closely supervised field internship experience requiring the successful application of didactic, skill and clinical knowledge bases in a controlled hospital setting.

*Prerequisite: HLH 61 with a minimum grade of C*

### **HLH-63 Paramedic Field Internship**

**10.0 Units / 30.0 hours LAB**

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

This course will be the fourth course in a four-course series necessary to complete the Paramedic program and is designed to prepare students for National Registry Certification as an EMT-Paramedic (EMT-P). This course is designed to provide the students with closely supervised field internship experience requiring the successful application of didactic, skill and clinical knowledge bases in a controlled 911 response environment.

*Prerequisite: HLH 61 with a minimum grade of C*

## COURSES

### **HLH-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.

### **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.

**CSU**

### **HLH-114 Foods and Nutrition**

**3.0 Units / 3.0 hours LEC**

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

This course will introduce the field of foods and nutrition and their relationship to good health. This course will also establish a foundation in nutritional science and provide students interested in medicine or biochemistry with the knowledge and skill for further studies.

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

### **HLH-115 Therapeutic Nutrition**

**3.0 Units / 3.0 hours LEC**

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

This course will present a survey of current research and the practical application of the principles of therapeutic nutrition to the hospitalized patient. Emphasis is placed on the role of nutrition in the prevention of illness and disease.

**CSU**

### **HLH-135 Emergency Medical Technician I**

**7.0 Units / 6.0 hours LEC; 3.0 hours LAB**

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

This course will prepare students to take the qualifying examination for EMT-I certification pursuant to Title 22, Section 10011, 10035 and 10037, of the California Administrative Code. The course includes basic assessment and treatment of life threatening injuries, extrication of the injured, and basic ambulance procedures.

*Prerequisite: 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**

### **HLH-196 HLH-Occupational Work Experience Education**

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

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is "discipline-specific" in that students' job and learning objectives relate to their academic and career goals. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester.

*May be taken for a total of 16 units in any combination*

**CSU**

### **HLH-199 Independent Study**

**0.5 - 4.0 Units / 1.5 - 12.0 hours LAB**

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

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

**CSU**

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 Instruction.*

### **HLH-200 Health Education**

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

**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: Eligibility for ENG 200*

### **HLH-202 First Aid, Emergency Care, and Cardiopulmonary Resuscitation**

**CSU, UC,  
MC (Wellness)**

**3.0 Units / 1.75 hours LEC; 2.25 hours LAB**

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

This course will qualify students for American Red Cross certification in First Aid, CPR, AED and Oxygen Delivery for the Professional Rescuer. (C-ID KIN 101)

### **HLH-213 Lifeguard Training**

**CSU, UC**

**3 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.

## **HISTORY**

### **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 Instruction.*

### **HST-200 History of Western Civilization I**

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

**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 (B2, C)**

**3.0 Units / 3.0 hours LEC**

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

This course covers Europe and the New World from 1648 A.D. to the present. Includes a survey of the development of modern nations, the industrial revolution, the French revolution, the urban revolution and the social upheavals of the 19th and 20th centuries. (C-ID HIST 180)

*Recommended Preparation: ENG 200*

## COURSES

### **HST-202 The United States to 1877**

**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*

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

### **HST-203 The United States Since 1865**

**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*

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

### **HST-205 World History to 1500**

**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*

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

### **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 (B2, C, Culture)

### **HST-207 Mexican American History**

**3.0 Units / 3.0 hours LEC**

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

This course will examine the development of diverse Mexican American communities throughout the US. Topics will include how Mexican American men and women have struggled for economic, political, and social equality in their local communities, as well on the national scene. Students can expect to learn about the aftermath of the Mexican American war, ongoing immigration and its effect on receiving communities; changing gender roles; tension between assimilation and maintenance of an ethnic identity; and the development of civil rights organizations. Special emphasis will be given to the history of labor and its impact on the development of the Mexican American community.

*Recommended Preparation: ENG 200*

CSU (C2, D3, D6), UC, IGETC (3B, 4C, 4F),  
MC (B1, B2, C, Culture)

### **HST-208 Women in American History**

**3.0 Units / 3.0 hours LEC**

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

This course will introduce the student to major political, social and cultural developments of US history from the perspective of American women. Topics will include the roles and status of women of different races and classes from colonial times through the current day. Special attention will be given to women's political struggles for equality.

*Recommended Preparation: ENG 200*

CSU (C2, D4, D6), UC, IGETC (3B, 4D, 4F),  
MC (B1, B2, C, Culture)

### **HST-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: Eligibility for ENG 200*

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

**HST-220 Mexican History****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass***

This course will survey the history of Mexico from the pre-Columbian period through the present day. It will include political, social, and cultural history and will combine lecture with class discussion.

*Recommended Preparation: ENG 200*

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

**HST-221 California History****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass***

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

*Recommended Preparation: Eligibility for ENG 200*

CSU (D6), UC, IGETC (3B),  
MC (B2, C)

**HST-222 Native American History****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass***

This course will examine Native American history from pre-Columbian times through the present using tribal histories to illustrate broad historical dynamics and the interplay between politics, law, culture, philosophies, and religions of First Nation people and those of foreigners.

*Recommended Preparation: Eligibility for ENG 200*

CSU (C2, D3, D6), UC, IGETC (3B, 4C, 4F),  
MC (B1, B2, C, Culture)

**HST-250 Contemporary America: The People and the Issues****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass***

This course will investigate how critical issues of US history have shaped Contemporary America. Topics to be studied include rugged individualism, America's history as a world power, the labor movement, citizen participation and civil rights. Each topic is presented in its historical context.

*Recommended Preparation: Eligibility for ENG 200*

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

**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: Eligibility for 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-105 Field Placement and Practicum Seminar II****1.5 Units / 1.5 hours LEC*****Credit course for grade or Pass / No Pass***

This course is a continuation of classroom instruction supporting supervised field experience. Students will further enhance interpersonal and professional communication and problem solving skills as they integrate and apply knowledge and skills developed in the Human Services Paraprofessional program

*Prerequisite: HUS 103 with a minimum grade of C*

*Corequisite: HUS 197b*

CSU

## COURSES

### **HUS-152 Basic Skills for Human Service Workers**

CSU

**3.0 Units / 3.0 hours LEC**

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

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

*Recommended Preparation: SPE 210 and eligibility for ENG 200*

### **HUS-154 Fundamentals of Interviewing and Counseling**

CSU,  
MC (D2)

**3.0 Units / 3.0 hours LEC**

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

This course will provide students with a non-authoritarian approach to motivating individuals to overcome ambivalence towards change, and to engage in healthy, pro-social lifestyles. This course reviews the conceptual and research background from which motivational enhancement therapy was derived, and provides a practical introduction to the approach at a level appropriate for entry-level counselors.

*Recommended Preparation: HUS 152 and eligibility for ENG 200*

### **HUS-155 Group Leadership and Group Process**

CSU

**3.0 Units / 3.0 hours LEC**

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

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

*Recommended preparation: HUS 152, HUS 154, with a minimum grade of C, and eligibility for ENG 200*

### **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: Eligibility for 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: AOD 151, HUS 152, HUS 154, with a minimum grade of C and eligibility for 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 eligibility for 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: Eligibility for 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 eligibility for 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: Eligibility for 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: Eligibility for ENG 200*

**HUS-170 Introduction to Social Work**CSU,  
MC (B2)**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: Eligibility for 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: Eligibility for 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: Eligibility for 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-196 HUS-Occupational Work Experience Education**

CSU

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

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is "discipline-specific" in that students' job and learning objectives relate to their academic and career goals. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester.

*May be taken for a total of 16 units in any combination*

**HUS-197A Human Service Worker Practicum**

CSU

**2.0 - 8.0 Units / 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-197B Human Service Paraprofessional Practicum**

CSU

**2.0 - 8.0 Units / Credit course for grade or Pass / No Pass**

This course is a required field placement practicum for the HUS-Paraprofessional AS degree program. It provides students the opportunity to apply knowledge, skills and attitudes learned in the classroom in an actual human services workplace.

*Corequisite: HUS 103 or HUS 105, with a minimum grade of C*

**HUS-500 Working with Transition Age Youth****0.0 Units / 2.0 hours LEC****Non-credit Course**

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: Eligibility for ENG 200*

*Course exempt from repeat provisions*

**HUS-501 Working in Tribal Communities****0.0 Units / 3.0 hours LEC****Non-credit 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: Eligibility for ENG 200 and HUS 101 or HUS 170 with a minimum grade of C.*

*Course exempt from repeat provisions*

**KINESIOLOGY****KIN-109 Fitness Instructor Training**

CSU

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

This course is an in depth investigation into the skills and techniques necessary to design, implement and oversee exercise prescription and programs for individuals at various levels of fitness.

**KIN-200 Introduction to Kinesiology**

CSU, UC

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

This course is an introduction to the interdisciplinary approach to the study of Kinesiology, the study of movement. The course will cover an overview of the historical, ethical, philosophical, sociological, psychological, and scientific

foundations of the Kinesiology field. The course will also include an overview of careers, fields of study and requirements in Kinesiology and allied disciplines. Issues, challenges, and current/future trends will also be addressed. (C-ID KIN 100)

**KIN-214 Introduction to Sport Related Injuries**

CSU, UC

**3.0 Units / 3.0 hours LEC**

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

This course covers the introductory theories and principles associated with the prevention and care of sport related injuries. Topics include first aid, treatment and prevention of sport related injuries including therapeutic techniques, rehabilitation modalities, taping and nutrition. Legal and ethical issues, professionalism, organization and administrations of a sports medicine facility will also be included.

*Prerequisite: Eligibility for ENG 200*

## LEARNING SKILLS

**LRS-10 Reading Strategies for Students with Learning Disabilities**

**0.5 Units / 0.5 hours LEC**

***Credit course taken for Pass/No Pass only***

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

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

*Eligible students may enroll a maximum of 4 times.*

**LRS-11 Writing Strategies for Students with Learning Disabilities**

**0.5 Units / 0.5 hours LEC**

***Credit course taken for Pass/No Pass only***

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

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

*Eligible students may enroll a maximum of 4 times.*

**LRS-12 Math Strategies for Students with Learning Disabilities**

**0.5 Units / 0.5 hours LEC**

***Credit course taken for Pass/No Pass only***

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

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

*Eligible students may enroll a maximum of 4 times.*

**LRS-14 Mainstream Strategies for Students w/Learning Disabilities**

**0.5 Units / 0.5 hours LEC**

***Credit course taken for Pass/No Pass only***

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

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

*Eligible students may enroll a maximum of 4 times.*

## COURSES

### **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**

***Non-credit Course***

This course will combine lecture and small group instruction with self-paced practice to encourage adult learners with disabilities to reach their educational and employment goals. Learning has no limits. Improving basic education and literacy skills can be the key to long-term self-sufficiency. Become more successful in college coursework or in the job market by increasing skills in reading, writing, mathematics, and communication. This course is designed for adult learners with disabilities.

*Course exempt from repeat provisions*

### **LRS-523 Basic Learning Skills Laboratory**

**0.0 Units / 1.5 hours LAB**

***Non-credit Course***

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

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

*Course exempt from repeat provisions*

### **LRS-525 Cooking for Adult Learners with Disabilities**

**0.0 Units / 1.25 hours LEC**

***Non-credit Course***

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**

***Non-credit Course***

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**

***Non-credit Course***

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*

## LIBRARY

### **LIB-200 Information and Research Competency**

CSU, UC

**0.5 - 1.0 Units / 0.5 - 1.0 hours LEC**

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

This course will teach students to develop a process for dealing with the numerous information sources that barrage us in the 21st century so that information needs are met by learning to use print and electronic indexes, electronic databases, and the numerous resources inside the walls of libraries as well as over the Internet. This introductory course will teach the skills necessary to find, evaluate, use, and synthesize information for information needs within a college environment or the world of work.

*Recommended Preparation: Eligibility for ENG 200*

## MATHEMATICS

### **MTH-30 Math Success**

**1.0 Units / 1.0 hours LEC**

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

This course will introduce students to the skills needed to be a successful math student. Topics may include study skills, time management, note-taking, reading a math textbook, calculator usage and other skills specific to the math curriculum. This course is designed to be taken in conjunction with a math course for the development of the student's skill set.

*Corequisite: Enrollment in a math course*

### **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-41A Mathematics Institute A**

**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB**

***Credit course taken for Pass/No Pass only***

This course will offer first semester Math Institute students the opportunity to develop competence for future mathematics courses through supervised practice and supplemental instruction.

### **MTH-41B Mathematics Institute B**

**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB**

***Credit course taken for Pass/No Pass only***

This course will offer second semester Math Institute students the opportunity to develop competence for future mathematics courses through supervised practice and supplemental instruction.

## COURSES

### **MTH-41C Mathematics Institute C**

**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB**

***Credit course taken for Pass / No Pass only***

This course will offer third semester Math Institute students the opportunity to develop competence for future mathematics courses through supervised practice and supplemental instruction.

### **MTH-46 Pre-College Mathematics**

**5.0 Units / 5.0 hours LEC**

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

This course is a review of arithmetic and a study of the applications of formulas, percents, ratio and proportions and of basic algebra concepts and techniques, such as the order of operations, signed numbers, variables, evaluating and simplifying algebraic expressions, solving linear equations, the number line, and the rectangular coordinate system.

### **MTH-51 Algebra and Logic for Statistics**

**5.0 Units / 5.0 hours LEC**

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

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

*Prerequisite: MTH 46, with a minimum grade of C, one year of college-prep Algebra I or a higher-level math class, with a minimum grade of C, taken within three years of enrollment, or qualification for MTH 51 through the assessment process.*

### **MTH-60 Beginning Algebra for STEM and Business Majors**

**5.0 Units / 5.0 hours LEC**

***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. The course is intended for students majoring in math, a science discipline, computer science, business or education. This course leads to MTH 80 and MTH 78.

*Prerequisite: MTH 46, with a minimum grade of C, or one year of college-prep Algebra I or a higher-level math class, with a minimum grade of C, taken within three years of enrollment, or qualification for MTH 60 through the assessment process.*

### **MTH-77 Geometry**

**3.0 Units / 3.0 - 3.0 hours LEC**

***Credit course for letter grade only***

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

*Prerequisite: MTH 60, with a minimum grade of C, one year of college-prep Algebra I or higher-level math class, with a minimum grade of C, taken within three years of enrollment, or qualification for MTH 77 through the assessment process.*

### **MTH-78 Applied Math**

**4.0 Units / 4.0 hours LEC**

**MC (D2)**

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

This course will introduce students to mathematics that is useful outside of the classroom. Topics include personal finance, statistics, voting, and analysis of change, with a focus on applications relevant to everyday life. This course fulfills the mathematics competency requirement for an associate's degree from Mendocino College. It is not intended for future educators or for students majoring in business, computer science, math, or science.

*Prerequisite: MTH 60, with a minimum grade of C, one year of college-prep Algebra I or higher level math class, with a minimum grade of C, taken within three years of enrollment, or qualification for MTH 78 through the assessment process.*

### **MTH-80 Intermediate Algebra for STEM and Business Majors**

**5.0 Units / 5.0 hours LEC**

**MC (D2)**

***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.

*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 assessment process.*

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

This course will focus on the development of quantitative reasoning skills through in-depth, integrated explorations of topics in mathematics, including real number systems and subsystems. Emphasis is on comprehension and analysis of mathematical concepts and applications of logical reasoning. This course is a requirement for the Associate in Arts in Elementary Teacher Education for Transfer degree. (C-ID MATH 120)

*Prerequisite:* MTH 80, with a minimum grade of C, MTH 78, 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 120 through the assessment process.

**MTH-121 Trigonometry****4.0 Units / 4.0 hours LEC****CSU (B4),  
MC (D2)*****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 assessment process.

**MTH-200 Precalculus Mathematics****5.0 Units / 5.0 hours LEC****CSU (B4), UC, IGETC (2A),  
MC (D2)*****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 assessment process

**MTH-210 Calculus and Analytic Geometry I****5.0 Units / 5.0 hours LEC****CSU (B4), UC, IGETC (2A),  
MC (D2)*****Credit course for letter grade only***

This course will explore the basic concepts of analytic geometry, limits, derivatives, and the definite integral. The topics covered will include limits, derivatives of algebraic and transcendental functions, integration, graphing and optimization. (C-ID MATH 210)

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

**MTH-211 Calculus and Analytic Geometry II****5.0 Units / 5.0 hours LEC****CSU (B4), UC, IGETC (2A),  
MC (D2)*****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****5.0 Units / 5.0 hours LEC****CSU (B4), UC, IGETC (2A),  
MC (D2)*****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****4.0 Units / 4.0 hours LEC****CSU (B4), UC, IGETC (2A),  
MC (D2)*****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)

*Prerequisite:* MTH 211 with a minimum grade of C

## COURSES

### **MTH-215 Differential Equations**

**3.0 Units / 3.0 hours LEC**

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

*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)

*Prerequisite: MTH 212 and MTH 214 with a minimum grade of C*

### **MTH-220 Statistics**

**4.0 Units / 4.0 hours LEC**

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

*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. (C-ID MATH 110, SOCI 125)

*Prerequisite: 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 assessment process.*

### **MTH-230 Calculus for Business and Economics**

**3.0 Units / 3.0 hours LEC**

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

*Credit course for letter grade only*

This course will examine applications of differential and integral calculus to the fields of business and economics. (C-ID MATH 140)

*Prerequisite: MTH 80, with a minimum grade of C, or qualification for MTH 230 through the assessment process.*

### **MTH-540 Supplemental Mathematics Lab**

**0.0 Units / 1.5 – 4.5 hours LAB**

*Non-credit 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, or in preparation for, Math courses below the transfer level.

## MUSIC

---

### **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-110 Recording Studio Techniques I**

**3.0 Units / 3.0 hours LEC**

**CSU**

*Credit course for grade or Pass / No Pass*

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

*Corequisite: MUS 115A*



**MUS-111 Recording Studio Techniques II**

CSU

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

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

*Prerequisite: MUS 110 with a minimum grade of C**Corequisite: MUS 115B***MUS-112 Recording Techniques III**

CSU

**3.0 Units / 3.0 hours LEC*****Credit course for letter grade only***

Recording Techniques III covers advanced technologies in digital and analog recording, mixing, and editing. The role of the producer is explored including recording, mixing arranging, analyzing projects, session planning, communication, budgeting, business aspects, technical considerations, and music markets.

*Prerequisite: MUS 111 and MUS 115B with a minimum grade of C**Corequisite: MUS 115C***MUS-113 Recording Techniques IV**

CSU

**3.0 Units / 3.0 hours LEC*****Credit course for letter grade only***

Recording Techniques IV covers the advanced practice of procedures and techniques in recording and manipulating audio. The course includes an in-depth study of digital audio editing, advanced recording and engineering techniques including advanced automation; mixing, product manufacturing, professionalism in the workplace including the role of the tracking engineer, mixing engineer and mastering engineer. Session strategies including budgeting, technical considerations, business aspects and marketing will be analyzed and discussed. The course will cover multi-media audio including audio production for film.

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

CSU

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

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

*Corequisite: MUS 110***MUS-115B Recording Laboratory II**

CSU

**1.0 Units / 3.0 hours LAB*****Credit course for letter grade only***

Music 115B, Recording Laboratory II, focuses on practical applications of audio recording systems, components and philosophies. Students will experience hands-on recording of studio sessions, ensemble rehearsals, and live performances. This course emphasizes study in the daily workings of a recording studio.

*Prerequisite: MUS 110 and MUS 115A with a minimum grade of C**Corequisite: MUS 111***MUS-115C Recording Laboratory III**

CSU

**1.0 Units / 3.0 hours LAB*****Credit course for letter grade only***

This course is a comprehensive study in digital audio recording with Digidesign Pro Tools. Topics include digital audio theory, theory of analog and digital recording, signal flow, microphones, mixers, monitors, and hands-on introduction to the Pro Tools system

*Prerequisite: MUS 111 and MUS 115B with a minimum grade of C**Corequisite: MUS 112*

## COURSES

### **MUS-115D Recording Laboratory IV**

CSU

**1.0 Units / 3.0 hours LAB**

*Credit course for letter grade only*

Recording Laboratory IV covers the practical application of digital and analog recording equipment and processes. In addition to recording, editing, and mixing, mastering techniques will be covered.

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

*Corequisite: MUS 113*

### **MUS-196 MUS-Occupational Work Experience Education**

CSU

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

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is "discipline-specific" in that students' job and learning objectives relate to their academic and career goals. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester.

*May be taken for a total of 16 units in any combination*

### **MUS-199 Independent Study**

CSU

**0.5 - 4.0 Units / 1.5 - 12.0 hours LAB**

*Credit course for grade or Pass / No Pass*

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

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

### **MUS-200 Fundamentals of Music**

CSU, UC,  
MC (C)

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This course will focus on notation and primary elements of tonal music. It incorporates the following concepts: staff notation in treble and bass clefs, rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; and diatonic chords. Development of skills in handwritten notation is expected. The course includes an emphasis on the development of an appreciation for the integrity of both emotional and intellectual responses to music of Western and non-Western cultures. (C-ID MUS 110)

### **MUS-201A Music Theory/Musicianship I**

CSU (C1), UC,  
MC (C)

**4.0 Units / 4.0 hours LEC**

*Credit course for letter grade only*

This course 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,  
MC (C)

**4.0 Units / 4.0 hours LEC**

*Credit course for letter grade only*

This course will incorporate the concepts from Music Theory I. In addition, through guided composition and analysis, the course will include: an introduction to two-part counterpoint; voice leading involving four-part chorale writing; diatonic harmony; and an introduction to secondary function in tonicization and modulation. (C-ID MUS 130, MUS 135)

*Recommended Preparation: MUS 201A*

### **MUS-202A Music Theory/Musicianship III**

CSU, UC,  
MC (C)

**4.0 Units / 4.0 hours LEC.**

*Credit course for letter grade only*

This course will incorporate the concepts from Music Theory/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****4.0 Units / 4.0 hours LEC***Credit course for letter grade only***CSU, UC,  
MC (C)**

This course incorporates concepts from Music Theory/Musicianship III. In addition, through writing and analysis, the course will include: post-Romantic techniques such as borrowed chords and modal mixture; chromatic mediant; Neapolitan and augmented-sixth chords; 9th, 11th, and 13th chords; altered chords; and 20th century techniques such as: Impressionism, tone rows, set theory, pandiatonicism, and polytonalism. (C-ID MUS 150, MUS 155)

*Recommended Preparation: MUS 202A***MUS-203 Music History and Literature I****3.0 Units / 3.0 hours LEC***Credit course for grade or Pass / No Pass***CSU (C1), UC, IGETC (3A),  
MC (C)**

This course will focus on the history of music in Western Civilizations including the Middle Ages, Renaissance, and Baroque style periods of music. The analysis of established musical forms will be included. It includes an emphasis on the development of an appreciation for the integrity of both emotional and intellectual responses to music of Western cultures.

*Recommended Preparation: ENG 200***MUS-204 Music History and Literature II****3.0 Units / 3.0 hours LEC***Credit course for grade or Pass / No Pass***CSU (C1), UC, IGETC (3A),  
MC (C)**

This course will focus on the history of music in Western Civilizations including the Classical, Romantic, Early 20th and New Music style periods of music. Analysis of established musical forms will be included. It also includes an emphasis on the development of an appreciation for the integrity of both emotional and intellectual responses to music of Western cultures.

*Recommended Preparation: ENG 200***MUS-207 Introduction to Music Appreciation****3.0 Units / 3.0 hours LEC***Credit course for grade or Pass / No Pass***CSU (C1), UC, IGETC (3A),  
MC (C)**

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****3.0 Units / 3.0 hours LEC.***Credit course for grade or Pass / No Pass***CSU (C1), UC, IGETC (3A),  
MC (C, Culture)**

This course will cover the music of Polynesia, Africa, Asia, and the Americas through lecture, listening, film, and music-making, looking at musical instruments and the role of music in culture. The musical elements of rhythm, melody, texture, and form will be included. The 20th century music which incorporates styles of many cultures will be analyzed as well.

*Recommended Preparation: ENG 200***MUS-209 History of Rock and Jazz Styles****3.0 Units / 3.0 hours LEC***Credit course for grade or Pass / No Pass***CSU (C1), UC, IGETC (3A),  
MC (C)**

This course will cover elements of jazz and rock with attention to stylistic differences throughout their history. The evolution and influence of the music of jazz and rock in relation to modern day culture will be examined and analyzed.

*Recommended Preparation: ENG 200***MUS-210A Piano: Beginning I****2.0 Units / 1.5 hours LEC; 1.5 hours LAB***Credit course for grade or Pass / No Pass***CSU (C1), UC,  
MC (C)**

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.

## COURSES

### **MUS-210B Piano: Beginning II**

**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.

*Prerequisite: MUS 210A with a minimum grade of C*

CSU, UC,  
MC (C)

### **MUS-210C Piano: Intermediate I**

**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.

*Prerequisite: MUS 210B with a minimum grade of C*

CSU, UC,  
MC (C)

### **MUS-210D Piano: Intermediate II**

**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*

CSU, UC

### **MUS-220 Opera Theatre-Performance**

**1.0 - 3.0 Units / 3.0 - 9.0 hours LAB**

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

Staging, performing, and study of respective roles of an opera or operatic scene. Study, memorize and perform. The opera or operatic scene will be fully staged, with costume and setting, and will be performed for the public. The culmination will be the performance.

*Prerequisite: Student must demonstrate vocal and acting technique at an intermediate level.*

CSU, UC,  
MC (C)

### **MUS-222A Guitar: Beginning I**

**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.

CSU, UC

### **MUS-222B Guitar: Beginning II**

**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*

CSU, UC

### **MUS-222C Guitar: Beginning III**

**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*

CSU, UC

### **MUS-222D Guitar: Beginning IV**

**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*

CSU, UC

**MUS-230A Beginning Voice****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.

CSU, UC,  
MC (C)**MUS-230B Intermediate Voice****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*

CSU, UC

**MUS-230C Singers' Repertoire****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*

CSU, UC,  
MC (C)**MUS-250 Applied Music - Individual Instruction****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.*

CSU, UC

**MUS-256 Jazz Band****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.

*Limitation on enrollment: Instructor permission*

*May be taken for a maximum of 4 enrollments*

CSU, UC,  
MC (C)**MUS-272 Symphonic Band****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*

CSU, UC,  
MC (C)

## COURSES

### **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: Instructor permission*

*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: Instructor permission*

*May be taken for a maximum of 4 enrollments*

### **MUS-280 Masterworks Chorale**

CSU (C1), UC,  
MC (C)

**1.0 Units / 3.0 hours LAB**

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

This course will include the study and performance of selected large-scale choral literature accompanied by orchestra. The emphasis will be repertoire scored for an ensemble with multiple soprano, alto, tenor and bass part duplication. Attendance at scheduled rehearsals and performances is required. (C-ID MUS 180)

*May be taken for a maximum of 4 enrollments*

### **MUS-281 Concert Choir I**

CSU (C1), UC,  
MC (C)

**1.0 Units / 3.0 hours LAB**

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

This course will focus on traditional choral music. The Concert Choir is a 40-60-voice mixed ensemble dedicated to the study, rehearsal, and performance of a cappella and accompanied choral literature from the Renaissance to the contemporary era. It is designed for the music major and students interested in singing great four-part choral music at the introductory level. The student will be required to attend scheduled rehearsals and performances.

*May be taken for a maximum of 4 enrollments*

### **MUS-285 Vocal Jazz Ensemble**

CSU, UC,  
MC (C)

**1.0 Units / 3.0 hours LAB**

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

This course focuses on the study and interpretation of vocal jazz styles. Emphasis is on improvisation, solo, and ensemble technique. Attendance at scheduled rehearsals and performances is required. (C-ID MUS 180)

*May be taken for a maximum of 4 enrollments*

## NATURAL RESOURCES

### **NRS-115 The Coastal Redwoods**

CSU

**3.0 Units / 3.0 hours LEC**

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

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

### **NRS-196 NRS-Occupational Work Experience Education**

CSU

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

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is "discipline-specific" in that students' job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester.

*May be taken for a total of 16 units in any combination*

**NRS-199 Independent Study**

CSU

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

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

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

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

This course will introduce students to Environmental Science, a field that brings aspects of biology, physics and chemistry together with geology and geography to understand the earth and its interrelated systems. The main emphasis is on sustainable use of Earth's resources and the reduction of pollution. The focus on both physical and biological principles is critical when dealing with complex environmental problems. (C-ID GEOL 130)

*Recommended Preparation: Eligibility for ENG 200*

**NRS-205 Environmental Science Laboratory**CSU, UC,  
MC (A)**1.0 Units / 3.0 hours LAB****Credit course for grade or Pass/No Pass**

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 related to human society.

*Prerequisite: EAS 200 or 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 and formal admission to Mendocino College LVN to RN Program.*

**NUR-52A Nursing Technical Lab 1****1.0 Units / 3.0 hours LAB****Credit course for letter grade only**

This course will prepare first-semester RN students to achieve proficiency in basic systems head-to-toe assessments. Students will participate in two basic patient-care simulations and master basic IV skills.

*Corequisite: NUR 102*

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

This course will prepare second-semester RN students to achieve proficiency in advanced systems head-to-toe assessments focusing on pediatric and obstetrical cases. Students will participate in patient simulation activities and demonstrate advanced IV skills.

*Corequisite: NUR 112*

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

This course will prepare third-semester RN students to achieve proficiency in moderately advanced head-to-toe assessments. Students will participate in patient-care simulations and practice advanced IV placement.

*Corequisite: NUR 122*

## COURSES

### **NUR-52D Nursing Technical Lab IV**

**1.0 Units / 3.0 hours LAB**

*Credit course for letter grade only*

This course will prepare fourth-semester RN students to achieve proficiency in advanced head-to-toe assessments. Students will participate in complex patient-care simulations including Mock Code.

*Corequisite: NUR 132*

### **NUR-52T Nursing LVN-RN Transition Lab**

**1.0 Units / 3.0 hours LAB**

*Credit course for grade or Pass / No Pass*

This course will prepare LVN-to-RN students to enter advanced nursing courses. This is a structured lab in which first-year RN skills will be verified and advanced skills developed.

*Corequisite: NUR 50*

### **NUR-55 Fundamentals of Intravenous Therapy and Blood Drawing**

**2.0 Units / 1.75 hours LEC; 0.75 hours LAB**

*Credit course for grade or Pass / No Pass*

This course will cover the theoretical application and clinical techniques required for safe administration of intravenous therapy and withdrawal of blood for laboratory testing. This course is intended for RN students or RN reentry, LVN students or licensed LVN, paramedic students or paramedic reentry. Approved by the Board of Vocational Nursing and Psychiatric Technicians for certification in Intravenous Therapy and Blood Withdrawal (Section 2547).

### **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

**2.0 Units / 2.0 hours LEC**

*Credit course for letter grade only*

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

*Limitation on Enrollment: Acceptance into the Mendocino College RN Program*

### **NUR-111 Basic Cardiac Monitoring**

CSU

**2.0 Units / 2.0 hours LEC**

*Credit course for grade or Pass / No Pass*

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

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

### **NUR-112 Nursing Concepts and Skills II**

CSU

**10.0 Units / 5.0 hours LEC; 15.0 hours LAB**

*Credit course for letter grade only*

In this second course in the nursing sequence, students apply critical thinking and the nursing process to medical/surgical clients and to members of the childbearing and childrearing family. The focus is on common alterations of health and on promoting optimum health across the lifespan (prenatal to geriatric). Patient teaching is emphasized. Clinical experiences include on-campus lab as well as a wide variety of community health care settings.

*Prerequisite: NUR 102, with a minimum grade of C, or equivalent*



**NUR-115 Pharmacology II**

CSU

**2.0 Units / 2.0 hours LEC***Credit course for letter grade only*

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

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

*Corequisite:* NUR 112

**NUR-116 Introduction to Nursing Seminar**

CSU

**1.0 Units / 1.0 hours LEC***Credit course for letter grade only*

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

*Corequisite:* NUR 112

**NUR-121 Leadership and Management I**

CSU

**1.0 Units / 1.0 hours LEC***Credit course for letter grade only*

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

*Corequisite:* NUR 122

**NUR-122 Complex Medical/Surgical Nursing I**

CSU

**8.0 Units / 4.0 hours LEC; 12.0 hours LAB***Credit course for letter grade only*

This course will address nursing of clients with acute and chronic illness. Learning is accomplished in both inpatient and outpatient or community settings. The study of common chronic and geriatric illnesses, adaption to, and acute episodes of these illnesses in the acute hospital setting are focus areas. Also included are physical assessment of the client, normal development and physiology, nutrition, pharmacology, sexuality, cultural factors, psychological issues, and prevention and early detection measures appropriate to the various nursing problems. Directed clinical experiences in hospitals and community health agencies is required.

*Prerequisite:* NUR 112, with a minimum grade of C, or NUR 50, with a minimum grade of C, for the LVN to RN Bridge Student entering as Advanced Standing.

**NUR-125 Pharmacology III**

CSU

**2.0 Units / 2.0 hours LEC***Credit course for letter grade only*

This course will continue the concepts of pharmacotherapy for the Registered Nurse. Content includes pharmacological considerations for the patient with anxiety, insomnia, seizure disorder, hypertension, dysrhythmias, heart failure, degenerative diseases of the nervous system, and degenerative bone and joint disorders.

*Prerequisite:* NUR 115, with a minimum grade of C, or equivalent

**NUR-126 Nursing Seminar I**

CSU

**2.0 Units / 2.0 hours LEC***Credit course for letter grade only*

This course will allow for integration of nursing knowledge and theory with concurrent experiences in gerontology, geriatrics, chronic illness, acute illness, outpatient mental health, and community/home nursing. This course includes practice in interpretation of research based nursing journal articles and in classroom presentations.

*Corequisite:* NUR 122

**NUR-131 Leadership & Management II**

CSU

**1.0 Units / 1.0 hours LEC***Credit course for letter grade only*

This course will allow students to further their knowledge in nursing leadership and management. The Registered Nurse's role in planning, organizing, staffing, and directing care will be a focus. Students will develop an individual plan for the prevention of burnout. Legal and ethical dilemmas will be explored through the context of the nurses role.

*Corequisite:* NUR 132

## COURSES

### **NUR-132 Complex Medical/Surgical Nursing II**

CSU

**8.0 Units / 4.0 hours LEC; 12.0 hours LAB**

*Credit course for letter grade only*

This course will introduce nursing theory of clients with high-risk, complex, critical care health problems and/or mental health issues. Students will study the nursing process related to care of patients with multi-system disorders, unstable medical conditions, critical health care disorders and mental health diagnoses.

*Corequisite: NUR 135*

### **NUR-135 Pharmacology IV**

CSU

**2.0 Units / 2.0 hours LEC**

*Credit course for letter grade only*

This course will provide a continuation of the concepts of pharmacotherapy for the Registered Nurse. Content includes pharmacological considerations for the patient with coagulation disorders, lipid disorders, shock, mood disorders, psychosis, immunological disorders, viral infections, angina, myocardial conditions, and neoplastic conditions.

*Prerequisite: NUR 125, with a minimum grade of C, or equivalent*

### **NUR-136 Nursing Seminar II**

CSU

**2.0 Units / 2.0 hours LEC**

*Credit course for letter grade only*

This course will explore the integration of nursing knowledge and theory with concurrent clinical experiences in mental health, management, and acute medical surgical nursing.

*Prerequisite: NUR 126 with a minimum grade of C, or equivalent*

## PHILOSOPHY

### **PHL-210 Ethics**

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

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This course will introduce theories of ethics related to morality, virtue, values and natural law with an emphasis on the critical evaluation of contemporary issues. The course will include both Western and non-Western perspectives. Students will study selected philosophical texts drawn from natural law, virtue, divine command, utilitarian and Eastern religious traditions. (C-ID PHIL 120)

### **PHL-220 Introduction to Philosophy**

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

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

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

This course includes an introduction to Western and non-Western traditions.

### **PHL-230 Religions of the World**

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

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

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

## 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****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

**PEF-80 Individual Exercise Lab****1.0 - 2.0 Units / 3.0 - 6.0 hours LAB*****Credit course for grade or Pass / No Pass***

This course will provide general conditioning, focused on participation in an individualized exercise program. Emphasis is placed on activities that contribute to lifelong wellness.

**PEF-201 Sport Related Physical Fitness Training****CSU, UC****1.0 - 2.0 Units / 3.0 - 6.0 hours LAB*****Credit course for grade or Pass / No Pass***

This course is a physical activity course that covers the physical training elements that enhance participation in sports. Elements covered in this course include cardiovascular endurance, muscle strength and endurance, speed, agility, and balance.

**PEF-202 Low Impact Fitness****CSU, UC****1.0 Units / 3.0 hours LAB*****Credit course for grade or Pass / No Pass***

This course will cover physical conditioning to provide cardiovascular, strength, and flexibility fitness through active participation.

**PEF-216 Weight Training****CSU, UC****1.0 Units / 3.0 hours LAB*****Credit course for grade or Pass / No Pass***

This course will cover the general muscular endurance and strength components of physical fitness are enhanced and investigated through active participation in a resistance exercise program.

**PEF-217 Circuit Weight Training****CSU, UC****1.0 Units / 3.0 hours LAB*****Credit course for grade or Pass / No Pass***

This course will provide physical conditioning through circuit weight training. Emphasis will be put on enhance muscular endurance and strength as it applies to health and fitness.

**PEF-218 Power Weight Lifting****CSU, UC****1.0 Units / 3.0 hours LAB*****Credit course for grade or Pass / No Pass***

This course is an active participatory course that introduces power lifting techniques for building power, strength and size in all muscle groups.

**PEF-280 Physical Fitness****CSU, UC****1.0 - 2.0 Units / 3.0 - 6.0 hours LAB*****Credit course for grade or Pass / No Pass***

This course will cover the techniques and application of an all-around physical fitness program. Students will gain an understanding of health and fitness through participation in a personal exercise program which emphasizes individual activities that contribute to lifelong wellness and fitness.

## PHYSICAL EDUCATION - SPORT

### 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 212, PES 224, PES 225, PES 276A, PES 276B

**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, 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-212 Softball

CSU, UC

*1.0 Units / 3.0 hours LAB*

*Credit course for grade or Pass / No Pass*

This course covers the fundamental skills and techniques of softball. Includes a study of the rules and strategies of the game.

### PES-224 Soccer

CSU, UC

*1.0 Units / 3.0 hours LAB*

*Credit course for grade or Pass / No Pass*

This course will cover the basic techniques and skill required to play soccer.

### PES-225 Ultimate

CSU, UC

*1.0 Units / 3.0 hours LAB*

*Credit course for grade or Pass / No Pass*

This course will cover the essential techniques and rules of Ultimate, a fast game requiring accurate throwing, evasive motor skills, and stamina.

### PES-264A Tennis-Beginning

CSU, UC

*1.0 Units / 3.0 hours LAB*

*Credit course for grade or Pass / No Pass*

This course covers the basic fundamentals, rules and strategies necessary to play tennis. Teaching the proper techniques and skills to enable the student to progress to a higher skill level.

### PES-264B Tennis-Intermediate

CSU, UC

*1.0 Units / 3.0 hours LAB*

*Credit course for grade or Pass / No Pass*

This course covers the intermediate techniques, rules and strategies required to play tennis. Proper techniques and skills learned will enable progress to an intermediate skill level.

### PES-273A Beginning Foil Fencing

CSU, UC

*1.0 Units / 3.0 hours LAB*

*Credit course for grade or Pass / No Pass*

This course will cover the fundamentals of the dynamic European martial art of fencing. Students will be instructed in the basics of the Italian School of Fencing which will include (but not be limited to) proper fencing etiquette, vocabulary/terminology, placements of the weapon and corresponding hand positions, right-of-way rules, families of actions, proper footwork and movement patterns, and proper bouting etiquette.

**PES-273B Intermediate Foil Fencing**

CSU, UC

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

This course will cover the intermediate instruction in Classic Italian foil fencing. Students will be expected to possess a basic knowledge of foil fencing which includes: proper fencing etiquette; terminology; placements of the weapon and corresponding hand positions; right-of-way rules; families of actions; proper footwork and movement patterns, as well as proper bouting etiquette.

**PES-276A Volleyball-Beginning**

CSU, UC

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

This course will cover the basic fundamentals, rules, and strategies necessary to play volleyball, enabling the student to progress to a higher skill level.

**PES-276B Volleyball-Intermediate**

CSU, UC

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

The course will cover the intermediate techniques, rules, and strategies necessary to play volleyball, enabling the student to progress to a higher skill level.

**PHYSICS****PHY-202 Introductory Physics**CSU (B1, B3), UC, IGETC (5A, 5C),  
MC (A)**4.0 Units / 3.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass / No Pass***

This course will introduce classical and modern physics without the use of mathematics. Topics of study include motion, momentum, energy, thermodynamics, relativity, light, electricity and magnetism, atomic and nuclear physics.

*Prerequisite: MTH 46 with a minimum grade of C*

**PHY-210 General Physics I**CSU (B1, B3), UC, IGETC (5A, 5C),  
MC (A)**4.0 Units / 3.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass / No Pass***

Non-calculus-based introduction to classical physics. Topics include vectors, kinematics and dynamics, Newton's Laws, work and energy, momentum, conservation principles, static equilibrium, vibrations and waves, fluids, sound, and thermodynamics. Assumes knowledge of basic algebra and trigonometry. Recommended for students majoring in the life sciences and similar courses. (C-ID PHYS 105)

*Prerequisite: MTH 121 with a minimum grade of C*

**PHY-211 General Physics II**CSU (B1, B3), UC, IGETC (5A, 5C),  
MC (A)**4.0 Units / 3.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass / No Pass***

This course will 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 100S)

*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 (A)**4.0 Units / 3.0 hours LEC; 3.0 hours LAB*****Credit course for letter grade only***

This course will begin a three-semester calculus-based physics sequence for scientists and engineers. This introduction to elementary mechanics includes the topics: vectors, Newton's laws, work and energy, rigid body rotation and angular momentum, conservation laws, and oscillations. (C-ID PHYS 205)

*Prerequisite: MTH 210 with a minimum grade of C*

*Recommended Preparation: PHY 210 and/or high school physics strongly recommended.*

## COURSES

### **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)

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

*Corequisite: MTH 212*

### **PHY-222 Physics for Scientists and Engineers III**

CSU, UC

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

*Credit course for letter grade only*

This course is one of a three-semester calculus-based physics sequence for scientists and engineers. This introduction to thermodynamics and waves includes the topics: heat and temperature, ideal gas laws, the first and second laws of thermodynamics, kinetic theory, heat engines and refrigerators, traveling and standing waves, interference, wave optics, geometrical optics, optical instruments, and selected topics in modern physics. (C-ID PHYS 215)

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

## POLITICAL SCIENCE

### **POL-197 Political Science Internship**

CSU

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

This course is a supervised internship in national, state, local or related political organizations or government agencies. Internships are courses in which students demonstrate knowledge and skills learned in the classroom in a real work situation, while developing new job-specific knowledge and skills. Internships also help students better understand an occupation, and to gauge their interest and compatibility with a specific career. Students can earn up to 8 units per semester (for a total of 16 combined Work Experience units).

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

*Recommended Preparation: POL 200, POL 201, POL 202, POL 203 or POL 204*

### **POL-199 Independent Study**

CSU

**0.5 - 4.0 Units / 1.5 - 12.0 hours LAB**

*Credit course for grade or Pass / No Pass*

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

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

### **POL-200 American Government and Politics**

CSU (D8), UC, IGETC (4H),  
MC (B1, B2)

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This course will provide an introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. The course also examines political behavior and its influences, as well as key contemporary political issues. (C-ID POLS 110)

*Recommended Preparation: Eligibility for ENG 200*

### **POL-201 Comparative Politics**

CSU (D8), UC, IGETC (4H),  
MC (B2)

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This course will analyze different kinds of political systems, including their history, political institutions, processes and policies, the environments in which they occur, and their consequences. (C-ID POLS 130)

*Recommended Preparation: ENG 200*

**POL-202 Political Theory****3.0 Units / 3.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will provide an introduction to the history of Western political thought, exploring approaches to understanding political theory and analyzing writings of classical and contemporary theorists. Course topics include fundamental concepts such as freedom, equality and justice; modern political ideologies such as liberalism, conservatism, socialism, and feminism; and human nature and the relationship between the individual and the state. (C-ID POLS 150)

*Recommended Preparation: Eligibility for ENG 200***CSU (D8), UC, IGETC (4H),  
MC (B2)****POL-203 International Relations****3.0 Units / 3.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will provide an introductory survey of world politics involving a historical and theoretical analysis of the relations among states and international organizations. It will also explore contemporary problems and issues in global politics, including international institutions and global order; diplomacy and bargaining; war, conflict, terrorism, and weapons of mass destruction; international trade, finance and the global economy; international economic development; the global environment; and human rights. (C-ID POLS 140)

*Recommended Preparation: Eligibility for ENG 200***CSU (D8), UC, IGETC (4H),  
MC (B2, Culture)****POL-204 California Government and Politics****3.0 Units / 3.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will provide an overview and analysis of the role of state and local governments, with special emphasis directed to the history and development of these institutions; the state and local political systems; the political environment; party, interest groups, citizens and media inputs; and current problems and changing functions affecting local governments.

*Recommended Preparation: Eligibility for ENG 200***CSU (D8), UC, IGETC (4H),  
MC (B1, B2)****POL-205 Native Americans and Federal Indian Policy****3.0 Units / 3.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will examine Federal Indian policy from the Washington administration to today, including major government offices and programs that affect the Native American community. It will also examine the role of Native American people in the political system and political institutions; Native American political structures and functions; and the relationship between tribes and states.

**CSU (D3, D8), UC, IGETC (4C, 4H),  
MC (B2)****PSYCHOLOGY****PSY-80 Effective Adult-Child Relationships****1.0 Units / 1.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will explore strategies for establishing effective adult-child relationships and their role in the successful management of children's behavior. This course is cross listed as CDV 79.

**PSY-85 Post-Traumatic Stress Disorder****1.0 Units / 1.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will examine the psychological condition known as post-traumatic stress disorder (PTSD). PTSD is an intense emotional reaction to a profoundly distressing event or experience such as combat, domestic violence, rape, natural disasters, or terrorist attacks. Origins, diagnosis, and treatment options will be explored.

**PSY-90 The Psychology of Stress and Coping****1.0 Units / 1.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will provide an overview of human stress response. It identifies typical causes of stress in contemporary society and throughout history. It offers a range of positive and negative responses to stress, both physical and psychological. Students will learn to distinguish between stress response and anxiety, and will learn a spectrum of remedies for illnesses thought to be caused by or worsened by stress.

## COURSES

### **PSY-175 Introduction to Health Psychology**

**3.0 Units / 3.0 hours LEC**

**CSU (E),  
MC (B2, Wellness)**

*Credit course for grade or Pass / No Pass*

This course will explore the influences of psychological factors in the prevention of illness, the treatment of illness, recovery from illness, the maintenance of good health, and the effectiveness of the health care system. Psychology is playing an ever-increasing role in health behaviors, illnesses, injuries, and in medical settings. Students will learn to analyze and integrate a multidisciplinary approach to health, illness, and health care by applying a biopsychosocial perspective to topics such as stress and illness; health-related lifestyle behaviors; the psychology of pain management; the use and abuse of the health care system; psychological factors in health care settings; and psychological issues in chronic and terminal illnesses.

*Recommended Preparation: Eligibility for ENG 200*

### **PSY-190 Introduction to Counseling**

**3.0 Units / 3.0 hours LEC**

**CSU,  
MC (B2)**

*Credit course for grade or Pass / No Pass*

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

*Recommended Preparation: Eligibility for ENG 200*

### **PSY-199 Independent Study**

**0.5 - 4.0 Units / 1.5 - 12.0 hours LAB**

**CSU**

*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 Instruction.*

### **PSY-205 Introductory Psychology**

**3.0 Units / 3.0 hours LEC**

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

*Credit course for grade or Pass / No Pass*

This course will provide an introduction to the field of psychology, defined as the scientific study of all human behaviors, including observable actions, emotions, and thinking processes. The approach of the course offers students a foundation for applying the principles of psychology to daily life, understanding the self and others, enhancing interpersonal relationships, and preparing for further study in psychology. Topics include the psychology-biology connection, learning, memory, mental processes, emotions, motivation, human development, mental illness, psychotherapy, human interaction, and methods used in psychological research. (C-ID PSY 110)

*Recommended Preparation: Eligibility for ENG 200*

### **PSY-206 Human Sexuality**

**3.0 Units / 3.0 hours LEC**

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

*Credit course for letter grade only*

This course is an introductory overview of the field of human sexuality. Human sexuality will be examined from psychological, biological, sociocultural, and historical perspectives. Students will be encouraged to become aware of their own sexual attitudes, values, and behaviors and to evaluate the consistency of their behaviors within their own moral frameworks. Current sex norms and various aspects of interpersonal and individual sexual adjustment will be explored. (C-ID PSY 130)

*Recommended Preparation: ENG 200*

### **PSY-208 The Psychology of Loss and Death**

**3.0 Units / 3.0 hours LEC**

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

*Credit course for grade or Pass / No Pass*

This course will 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: Eligibility for ENG 200*



**PSY-210 Life Span Developmental Psychology**CSU (D9, E), UC, IGETC (4I),  
MC (B2, Wellness)**3.0 Units / 3.0 hours LEC***Credit course for letter grade only*

This course will explore the predictable behavioral changes humans experience throughout their lifetime, from birth to aging and death. (C-ID PSY 180)

*Recommended Preparation: Eligibility for ENG 200*

**PSY-212 Personality Theories**CSU (D9), UC, IGETC (4I),  
MC (B2)**3.0 Units / 3.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will explore the major historical and contemporary theories of personality and the application of these theories to the understanding and analysis of human behavior.

*Recommended Preparation: Eligibility for ENG 200*

**PSY-215 Psychology of Personal Growth**CSU (D9), UC, IGETC (4I),  
MC (B2)**3.0 Units / 3.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will examine personal growth and adjustment. Some of the topics covered include: Self-image and self-esteem, assertiveness, recognizing and regulating emotions, interpersonal relationships, career/work, and fulfilling one's potential.

*Recommended Preparation: ENG 200*

**PSY-216 Social Psychology**CSU (D9), UC, IGETC (4I),  
MC (B2)**3.0 Units / 3.0 hours LEC***Credit course for grade or Pass / No Pass*

An analysis of the interaction between the person and society. Includes study of attitude formation and change, social institutions, conformity, and human aggression. (C-ID PSY 170)

*Recommended Preparation: ENG 200 and PSY 205*

**PSY-218 Abnormal Psychology**CSU (D9), UC, IGETC (4I),  
MC (B2)**3.0 Units / 3.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will provide an introduction to the branch of psychology that studies and treats mental illness and psychological disorders. Areas of study include the diagnosis, treatment, and the social, environmental, and biological factors involved in psychopathology. (C-ID PSY 120)

*Recommended Preparation: ENG 200*

**PSY-220 Psychology of Gender**CSU (D9), UC, IGETC (4I),  
MC (B2, Culture)**3.0 Units / 3.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will explore the psychological implications of being male and female through the life cycle. The influence of traditional psychological theory and research in relation to the impact gender has on women's and men's behaviors. Gender issues will be addressed from both the social and individual level. Topics include: gender role development, gender identification, stereotypes, mental health, family roles, cognition, emotion, education, work, as well as analysis of the influences of the media and technology.

*Recommended Preparation: Eligibility for ENG 200*

**PSY-250 Research Methods for the Social Sciences**CSU (D9), UC,  
MC (B2)**3.0 Units / 3.0 hours LEC***Credit course for grade or Pass / No Pass*

This course will provide an introduction to scientific research methods in the social sciences. Topics will include research ethics, research and experimental design, searching and synthesizing relevant literature, collecting and analyzing data, interpreting results, becoming familiar with American Psychological Association (APA) writing format, and critical analysis of scientific findings. (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 (A)**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. (C-ID PSY 150)

*Prerequisite: PSY 205 with a minimum grade of C*

## COURSES

### REAL ESTATE

#### **RLS-60 Real Estate Principles**

**3.0 Units / 3.0 hours LEC**

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

This course will survey the principles, concepts, and laws pertaining to the field of real estate. It is a prerequisite to and prepares the student for taking the real estate salesperson's license examination and applies toward the educational requirements for a broker's license.

#### **RLS-61 Real Estate Practices**

**3.0 Units / 3.0 hours LEC**

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

This course will introduce the student to practical knowledge needed by persons engaged in the real estate business, relating to brokerage, salesmanship, marketing, overall procedures, forms, and contracts. Fulfills State licensing requirements for Salespersons and Brokers.

*Recommended Preparation: RLS 60*

#### **RLS-62 Real Estate Appraisal**

**3.0 Units / 3.0 hours LEC**

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

This course will introduce students and real estate professionals to basic methods and techniques used in appraising real property; fundamental principles and techniques of valuation, types of appraisal reports, appraisal trade associations; and code of ethics as it relates to residential property. This course fulfills state license requirements for Salespersons and Brokers.

*Recommended Preparation: RLS 60 or real estate license*

#### **RLS-63 Real Estate Finance**

**3.0 Units / 3.0 hours LEC**

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

This course will focus on the regulations and procedures for financing real estate; types of lenders, loans, financing instruments; and the processes of qualifying buyer and property. Fulfills State license requirements for brokers and salespersons.

*Recommended Preparation: RLS 60*

#### **RLS-64 Legal Aspects of Real Estate**

**3.0 Units / 3.0 hours LEC**

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

This course will introduce students to California Real Estate Law, including rights incident to property ownerships and management, agency, contracts and applications of real estate transfer, conveyances, probate proceedings, trust deeds, and foreclosure, community property as well as recent legislation and litigation governing real estate transactions.

#### **RLS-65 Fundamentals of Home Inspections**

**1.0 Units / 1.0 hours LEC**

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

This course will introduce real estate professionals and home owners to basic construction techniques and terminology that will allow for the recognition of the visual signs or indications of defects in a structure, including the property itself. Such trouble spots including drainage, foundations, roofs, electrical, plumbing and environmental constraints that can affect the desirability and value of a home.

#### **RLS-67 Real Estate Economics**

**3.0 Units / 3.0 hours LEC**

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

This course will examine the causes and effects of value fluctuations in real estate, including the economic factors affecting real estate; urban development; renewal, and regulation of land uses; business fluctuations and real estate cycles; mortgage market; commercial, industrial, and residential income properties and trends. This course Fulfills State license and educational requirements for brokers and salespersons.

**RLS-69 Fundamentals of Geology for Real Estate****1.0 Units / 1.0 hours LEC*****Credit course for grade or Pass / No Pass***

This course will introduce real estate professionals and home owners to the geology of Lake and Mendocino Counties and provide information on specific geologic hazards, applicable regulations, and pertinent sources of information. Knowledge of the earth beneath our feet and how it can affect our property and us is critical to making informed decisions on where to buy, build, develop, and remodel.

**RLS-70 Property Management****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass***

This course will include the principles and practices of managing residential, commercial, industrial, and special purpose income properties. Covers nature and types of property management, leases and contracts, collections, rent schedules, tenant selection and supervision, budgets, and purchasing. This course fulfills State license and educational requirements for brokers and salespersons.

**RLS-72 Real Estate Investments****3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass***

This course will focus on the fundamentals of Real Estate Investments and provide the student an understanding of real estate market activities that fluctuate as a function of supply and demand. Students will learn how investing in real estate can be profitable and/or be utilized as a tax shelter. Students will examine the various types of investment properties, such as residential, commercial and industrial, including environmental issues associated with land development.

**RLS-73 Real Estate Financial Calculations****0.5 Units / 0.5 hours LEC*****Credit course for grade or Pass / No Pass***

This course will prepare the student who is considering buying a home or enhance the skills of real estate professionals who are actively engaged in the field of real estate. The student will learn to utilize the Calculated Industries Real Estate Calculator to compute real estate financial calculations found in a typical real estate transaction, such as down payment amounts, loan amortizations, and calculating interest payments.

**RLS-74 Real Estate Licensing Preparation****1.0 Units / 1.0 hours LEC*****Credit course for grade or Pass / No Pass***

This course will prepare students to pass the State Real Estate Salesperson's or Brokers Examinations through a concentrated review of the principles of real estate. Emphasis on topics typically covered in the state examinations, such as property ownership, encumbrances, real estate agency, real estate law, contracts, finance, title and escrow, taxation, appraisal and real estate mathematics. Additionally, the course will focus on test taking techniques and current content of the state examinations.

**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*

## COURSES

### **SCI-51C Science Resource Laboratory C**

**1.0 Units / 3.0 hours LAB**

***Credit course taken for Pass / No Pass only***

This course will provide support for third semester science students currently enrolled in any natural science course at Mendocino College. This course offers additional time for developing competency in science topical areas, allows for additional time to review materials presented in the lecture and laboratory, and gives an opportunity for students to develop advanced study strategies.

*Corequisite: Concurrent enrollment in any AST, BIO, CHM, EAS, GEO, GEL, NRS, PHY course or EGR 202*

### **SCI-51D Science Resource Laboratory D**

**1.0 Units / 3.0 hours LAB**

***Credit course taken for Pass / No Pass only***

This course will provide support for fourth semester science students currently enrolled in any natural science course at Mendocino College. This course offers additional time for developing competency in science topical areas, allows for additional time to review materials presented in the lecture and laboratory, and gives an opportunity for students to develop advanced techniques for effective study group formation and operation.

*Corequisite: Concurrent enrollment in any AST, BIO, CHM, EAS, GEO, GEL, NRS, PHY course or EGR 202*

### **SCI-51E Science Resource Laboratory E**

**1.0 Units / 3.0 hours LAB**

***Credit course taken for Pass / No Pass only***

This course will provide support for fifth semester science students currently enrolled in any natural science course at Mendocino College. This course offers additional time for developing competency in science topical areas, allows for additional time to review materials presented in the lecture and laboratory, and gives an opportunity for students to explore the difference between learning and studying.

*Corequisite: Concurrent enrollment in any AST, BIO, CHM, EAS, GEO, GEL, NRS, PHY course or EGR 202*

### **SCI-51F Science Resource Laboratory F**

**1.0 Units / 3.0 hours LAB**

***Credit course taken for Pass / No Pass only***

This course will provide support for sixth semester science students currently enrolled in any natural science course at Mendocino College. This course offers additional time for developing competency in science topical areas, allows for additional time to review materials presented in the lecture and laboratory, and gives an opportunity for students to develop problem solving skills using systematic and disciplined approaches.

*Corequisite: Concurrent enrollment in any AST, BIO, CHM, EAS, GEO, GEL, NRS, PHY course or EGR 202*

### **SCI-201 Survey of Chemistry and Physics**

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

***Credit course for letter grade only***

This course will investigate basic principles of physics and chemistry including matter, physical and chemical properties, energy, motion, light, atomic structure, bonding, solutions and chemical reactions. The inter-dependence of chemistry and physics will be emphasized. This course is intended for non-science majors. (C-ID CHEM 140, PHYS 140)

*Prerequisite: MTH 60 with a minimum grade of C*

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

## **SOCIOLOGY**

### **SOC-200 Introduction to Sociology**

**3.0 Units / 3.0 hours LEC**

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

This introductory course provides a set of concepts and theories to describe and explain the social behavior of human beings and organization of society. Students examine subjects such as culture, deviance, sexuality, media, social stratification, and the institutions of the family, religion, education, politics, and the economy. (C-ID SOCI 110)

*Recommended Preparation: Eligibility for ENG 200*

**CSU (D0), UC, IGETC (4J),  
MC (B2)**

### **SOC-201 Social Problems**

**3.0 Units / 3.0 hours LEC**

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

This course will provide an identification and analysis of contemporary social problems including the role of power and ideology in the definition of social problems, their causes and consequences, evaluations of proposed solutions, and methods of intervention. (C-ID SOCI 115)

*Recommended Preparation: Eligibility for ENG 200*

**CSU (D0), UC, IGETC (4J),  
MC (B2, Culture)**

**SOC-202 Racial and Ethnic Relations**CSU (D0, D3), UC, IGETC (4C, 4J),  
MC (B2, Culture)**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. Successful students will be able to analyze racial and ethnic relations using sociological theories, literature, and current events. (C-ID SOCI 150)

*Recommended Preparation: Eligibility for ENG 200*

**SOC-206 Introduction to Research Methods in Sociology**CSU (D0), UC, IGETC (4J),  
MC (B2)**3.0 Units / 3.0 hours LEC*****Credit course for letter grade only***

This course will introduce students to the primary research methods used by social scientists with an emphasis on the research methodologies of sociology through an understanding of theory, sociological paradigms and empirical research. Focus will be on how social research is designed, conducted and analyzed both scientific logic as these apply to the methodologies used in conducting qualitatively and quantitatively. Major sociological research studies will be critiqued. Students will analyze specific data collected in the field. (C-ID SOCI 120)

*Prerequisite: SOC 200 with a minimum grade of C*

*Recommended Preparation: MTH 220, with a minimum grade of C, or basic ability to perform statistical analysis highly recommended.*

**SOC-210 Marriage and Family Relations**CSU (D0, E), UC, IGETC (4J),  
MC (B2, Wellness)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass***

This course will provide a systematic study of the family as a social institution. The biological, psychological and sociological factors that impact family relationships are considered, including mate selection, courtship, human sexuality, marital adjustment, parenthood, and economic and social policies. Successful students will be able to apply major sociological concepts and perspectives related to family life. (C-ID SOCI 130)

**SOC-235 Mexican American Culture**CSU (C2, D0, D3), UC, IGETC (4C, 4J),  
MC (B2, Culture)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass***

This course will study the rich cultural heritage of Mexicans and Mexican Southwest. Topics will include political, social, economical and cultural perspectives, as well as recent movements and developments.

*Recommended Preparation: Eligibility for ENG 200*

**SOC-241 Pacific Coast Indian Cultures**CSU (D0), UC, IGETC (4J),  
MC (B2, Culture)**3.0 Units / 3.0 hours LEC*****Credit course for grade or Pass / No Pass***

This course will introduce students to the cultural, historical, political, environmental, and educational perspectives of Native American life in California. Students will gain understanding of the material and non-material cultures of Native Americans, the relationship between California tribes and the environment and geography of California, and the contemporary problems facing California Indians.

*Recommended Preparation: Eligibility for ENG 200*

**SPANISH****SPN-100 Conversational Spanish: Level I**CSU,  
MC (C)**2.0 Units / 2.0 hours LEC*****Credit course for grade or Pass / No Pass***

Beginning development of verbal skills by means of vocabulary acquisition. Structural practice and guided conversation. A practical conversational approach to learning a language. Course may not meet major requirements at transfer institutions. See your counselor for more information.

**SPN-101 Conversational Spanish: Level II**CSU,  
MC (C)**2.0 Units / 2.0 hours LEC*****Credit course for grade or Pass / No Pass***

This second semester course continues the development of practical language skills with the emphasis on speaking and listening. Course may not meet major requirements at transfer institutions. See your counselor for more information.

*Recommended Preparation: SPN 100*

## COURSES

### **SPN-102 Conversational Spanish: Level III**

CSU,  
MC (C)

**2.0 Units / 2.0 hours LEC**

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

This third semester course is designed for those who have taken two semesters of beginning college Spanish or one to two years of high school Spanish with the emphasis on verbal skills. Mastery of the language is greatly enhanced through vocabulary and practical usage.

*Recommended Preparation: SPN 101*

### **SPN-196 SPN-Occupational Work Experience Education**

CSU

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

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is "discipline-specific" in that students' job and learning objectives relate to their academic and career goals. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester.

*May be taken for a total of 16 units in any combination*

### **SPN-197 Spanish Interpreter Internship**

CSU

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

This course is a supervised internship as a Spanish interpreter, in which students demonstrate knowledge and skills learned in the classroom in a real work situation, while developing new job-specific knowledge and skills.

Internships also help students better understand an occupation, and to gauge their interest and compatibility with a specific career. Students can earn up to 8 units per semester (for a total of 16 combined Work Experience units).

*Recommended Preparation: SPN 210 or SPN 211*

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

*May be taken for a total of 16 units in any combination.*

### **SPN-199 Independent Study**

CSU

**0.5 - 4.0 Units / 1.5 - 12.0 hours LAB**

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

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

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

### **SPN-200 Elementary Spanish: Level I**

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

**4.0 Units / 4.0 hours LEC**

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

This course will begin the instruction in understanding, speaking, reading, and writing Spanish. The development of pronunciation, vocabulary and conversational skills within the context of the exploration of cultures, histories and peoples of the Spanish-speaking world. (C-ID SPAN 100)

### **SPN-201 Elementary Spanish: Level II**

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

**4.0 Units / 4.0 hours LEC**

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

This course will continue the development of basic speaking, listening, reading and writing skills in Spanish. The material is presented within the context of the exploration of cultures, histories and peoples of the Spanish-speaking world and the US. (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 (C)

**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 within the context of the exploration of cultures, histories and peoples of the Spanish-speaking world. (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 (C)**4.0 Units / 4.0 hours LEC***Credit course for grade or Pass/No Pass*

This course will continue the development and refinement of linguistic skills (reading, writing, listening and speaking) as well as the cultural exploration of literature and history of the Spanish speaking countries and that of 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 (C)**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*

**SPN-211 Spanish for Spanish Speakers: Level II**CSU (C2), UC, IGETC (3B, 6A),  
MC (C)**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*

**SPN-212 Introduction to Latin-American Literature and Film**CSU, UC,  
MC (C)**4.0 Units / 4.0 hours LEC***Credit course for grade or Pass/No Pass*

This course will introduce seminal works by Latino American and U.S. Latino writers and filmmakers. It explores Spanish literature and a variety of Latino films for the purpose of critique and analysis as a way to develop advanced academic writing. Selected novels, short stories and plays are thematically paired with films as tools to advance written expression in a variety of genres.

*Prerequisite: SPN 211 with a minimum grade of C*

**SPEECH****SPE-200 Introduction to Public Speaking**CSU (A1), UC, IGETC (1C),  
MC (D2)**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*

**SPE-210 Interpersonal Communication**CSU (A1), UC, IGETC (1C),  
MC (D2)**3.0 Units / 3.0 hours LEC***Credit course for letter grade only*

This course will introduce the student to interpersonal communication theories, rational dialogue, and cooperative analysis of communicative events. Students will study communicative interactions, their symbolic processes, reasoning and advocacy, and the effects of communication on people and society. (C-ID COMM 130)

**SUSTAINABLE CONSTRUCTION AND ENERGY TECHNOLOGY****SCT-162 Safety Standards for Construction**

CSU

**1.5 Units / 1.0 hours LEC; 1.5 hours LAB***Credit course for grade or Pass/No Pass*

This course introduces students to important construction job site and workplace safety considerations, practices, and trade-related safety procedures. This course includes lecture and hands-on lab.

**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.

*Recommended Preparation:* MTH 46, with a minimum grade of C, or qualification for MTH 60 through the assessment process

**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.

*Recommended Preparation:* Eligibility for ENG 200, MTH 46, SCT 164, and SCT 184 with a minimum grade of C

**SCT-172 Introduction to CleanTech**

CSU

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

Clean Technology has recently emerged as the leading descriptor for a diverse range of products, services, and processes that harness renewable materials and energy sources, dramatically reduce the use of natural resources, and cut or eliminate emissions and wastes. This course offers an introductory survey of the technologies, trends, and opportunities that define this emerging field.

*Recommended Preparation:* SCT 200

**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.

*Recommended Preparation:* Eligibility for ENG 200, MTH 46, SCT 162, and SCT 164 with a minimum grade of C

**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.

*Recommended Preparation:* SCT 164, SCT 184 and MTH 46, with a minimum grade of C, or qualification for MTH 60 through the assessment process

**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**

In this course students acquire knowledge of the techniques, materials, technology, and tools necessary to maintain, remodel, repair, or renovate existing residential buildings. Green processes and materials are highlighted. Students gain hands-on experience with common maintenance, repair, and remodel tasks and learn about business opportunities and customer service strategies.

*Recommended Preparation:* SCT 162, SCT 164, SCT 180A and MTH 46, with a minimum grade of C, or qualification for MTH 60 through the assessment process



**SCT-184 Construction Documents II: Building to Code and Beyond**

CSU

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass/No Pass***

This course will continue the process started in Construction Documents 1 - Understanding Blueprints.

The course work expands student understanding of regulatory codes as they relate to the construction trades.

Students are introduced to the process of obtaining building permits, planning a construction project, and completing a project to code specifications. Regulations required by IRC, UMC, UPC, NEC, FireSafe and other codes are incorporated into plan sets. California Energy Code and CalGreen standards are explored and integrated into the plan documents. Students will complete plan set begun in Construction Documents 1 - Understanding Blueprints with code compliant documentation.

*Prerequisite:* SCT 164 with a minimum grade of C

*Recommended Preparation:* SCT 162, SCT 180A, and MTH 46, with a minimum grade of C, or qualification for MTH 60 through the assessment process

**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.

*Recommended Preparation:* Eligibility for ENG 200, SCT 162, SCT 164, and MTH 46, with a minimum grade of C, or qualification for MTH 60 through the assessment process

**SCT-189 Introduction to Plumbing**

CSU

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

This course introduces students to the basic concepts, vocabulary, tools, materials, and practices of residential plumbing. Students learn about various plumbing systems, focusing on pipe, fittings, fixtures, layout, water heating, and concepts related to energy and resource efficient plumbing. This course includes an introduction to the Uniform Plumbing Code and hands-on practice in design, layout, installation, troubleshooting, and repair.

*Recommended Preparation:* SCT 162, SCT 164, and MTH 46, with a minimum grade of C, or qualification for MTH 60 through the assessment process

**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 introduces students to the fundamentals of photovoltaic (solar) technology and the process of residential PV system design and installation. This course includes instruction and practice in site evaluation, basic financial analysis, and code compliant PV system design and installation. Students learn basic concepts and skills needed to work with potential clients and prepare for entry-level employment in the solar PV industry.

*Recommended Preparation:* SCT 162, SCT 164, SCT 186, and MTH 46, with a minimum grade of C, or qualification for MTH 60 through the assessment process

**SCT-192 Residential Solar Thermal (Hot Water)**

CSU

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

This course introduces students to the technology, applications, design, and installation of residential solar thermal (hot water) systems. This course includes instruction and practice in site evaluation, basic financial analysis, and code compliant system design and installation. Students learn about different types of solar thermal applications such as passive solar water heaters, drain-back systems, antifreeze systems, photovoltaic powered systems, pool heating systems, and radiant space heating systems. Students participate in site evaluation, simulated client interaction, and the design and installation of a demonstration system.

*Recommended Preparation:* SCT 162, SCT 164, SCT 189 and MTH 46, with a minimum grade of C, or qualification for MTH 60 through the assessment process

## 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 introduces students to the elements of residential design and construction that relate to energy efficiency, heating and cooling, air quality, and ventilation. Students learn how building performance is determined, gain hands-on experience using testing and monitoring equipment to assess a structure, and learn how to perform common efficiency upgrades. This course includes an introduction to the Home Rating System (HERS) and an overview of career and certification options.

*Recommended Preparation:* SCT 162, SCT 164, SCT 180A and MTH 46, with a minimum grade of C, or qualification for MTH 60 through the assessment process

### **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 integrates energy efficiency and building performance principles with entry level HVAC knowledge and skill advancement. Students use an understanding of efficiency and performance principles to guide in the proper sizing, system design, and installation of typical residential heating and cooling technology. Students learn how to determine proper heat load and cooling load calculations using typical manual J methods, how to install, run ducts, wire, and program typical HVAC equipment. This course includes an overview of HVAC career opportunities and certification options.

*Recommended Preparation:* SCT 162, SCT 164, SCT 193 and MTH 46, with a minimum grade of C, or qualification for MTH 60 through the assessment process

### **SCT-195 Introduction to HVAC maintenance and Repair**

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

CSU

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

This course introduces students to HVAC maintenance, service, and repair. Students are given an overview of common heaters and air conditioners and gain hands-on experience in practicing preventive maintenance, troubleshooting, and repair. This course includes an overview of service technician training and certification opportunities and instruction on in-home customer service.

*Recommended Preparation:* SCT 162, SCT 164, SCT 193, SCT 194 and MTH 46, with a minimum grade of C, or qualification for MTH 60 through the assessment process

### **SCT-196 SCT Occupational Work Experience Education**

CSU

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

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is "discipline-specific" in that students' job and learning objectives relate to their academic and career goals. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester.

*May be taken for a total of 16 units in any combination*

### **SCT-200 Sustainability Overview**

CSU (D7), UC, IGETC (4G),

**3.0 Units/3.0 hours LEC**

MC (B2)

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

This course introduces students to the concepts and principles that define Sustainability in current political, scientific and economic discourse. Through examination of the current state of the world students develop sustainability literacy in relation to environmental, social, and economic systems. Students are introduced to current and evolving responses to sustainability challenges and learn to assess potential viability and impact of these responses. An emphasis is placed on preparing students to take an active role in addressing sustainability challenges personally and professionally. Student projects help students integrate sustainability strategies into their own lives.

*Recommended Preparation:* Eligibility for ENG 200

## THEATRE ARTS

---

### 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 250

**Dance Performance:** THE 260, THE 262, THE 265A, THE 265B, THE 268

**Dance – World Dance Forms:** THE 130A, THE 130B, THE 140, THE 222, THE 223, THE 244A, THE 244B, THE 270, THE 280

**Jazz:** THE 238E, THE 238F, THE 238G, THE 238H

**Pilates:** THE 228A, THE 228B

**Tap:** THE 234A, THE 234B

### THEATRE FAMILIES

**Acting Performance:** THE 220A, THE 220B, THE 220C, THE 220D

**Playwriting and Development:** THE 105A, THE 105B, THE 105C, THE 105D

**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 115C, THE 115D, THE 215A, THE 215B

**Theatrical Textile:** THE 217A, THE 217B, THE 217C, THE 217D

### THE-105A Narrative Theatre

CSU

**3.0 Units / 2.5 hours LEC; 1.5 hours LAB**

*Credit course for grade or Pass / No Pass*

This course will provide an opportunity for students to develop an original ensemble theatre production based on an established theme. Material may be drawn from personal stories, community-based interviews, or historical research. The focus will be on the development of ensemble performance skills, techniques for creating original performance material, and the role of theatre as community story telling. Students will learn to utilize theatre to reflect upon political, social, and cultural dynamics of a particular community; listen across cultural divides; and/or to give voice to personal stories. Topics will include the history, principles, and theatrical techniques of community-based and ensemble theatre.

### THE-105B Play Development I

CSU

**1.0 Units / 3.0 hours LAB**

*Credit course for grade or Pass / No Pass*

This course will provide an opportunity for playwrights, directors and actors to collaborate on the development of new plays. Through a workshop process, actors and directors will support playwrights in the revision and development of their work, culminating in a publicly presented new works festival.

*Prerequisite: A successful audition and/or interview is required for entry into course.*

### THE-105C Play Development II

CSU

**1.0 Units / 3.0 hours LAB**

*Credit course for grade or Pass / No Pass*

This course will provide an opportunity for intermediate level playwrights, directors and actors to practice intermediate level collaborative techniques for the development of new plays.

*Prerequisite: THE 105B, with a minimum grade of C, an audition and/or interview is required.*

### THE-105D Play Development III

CSU

**1.0 Units / 3.0 hours LAB**

*Credit course for grade or Pass / No Pass*

This course will provide opportunity for experienced playwrights, directors and actors to practice more challenging collaborative techniques for the development of new plays. Actor roles, directorial script assignments and playwrights' topics / themes will reflect the more advanced level of this course.

*Prerequisite: THE 105C, with a minimum grade of C, and a successful audition/interview*

## COURSES

### **THE-115C Stagecraft II**

CSU

**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 215A with a minimum grade of C*

### **THE-115D Stage Lighting II**

CSU

**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.

*Prerequisite: THE 215B with a minimum grade of C*

### **THE-118 Introduction to Directing**

CSU

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This class will introduce fundamental principles of directing. Students will study and practice the directorial process including research, script analysis, conceptualization, casting and rehearsal techniques.

*Corequisite: THE 225A, THE 225B, THE 225C, THE 225D, THE 105B, THE 105C, or THE 105D*

*Recommended Preparation: THE 202, THE 210B, and eligibility for ENG 200*

### **THE-130A Hip Hop Dance: Beginning**

CSU,  
MC (C)

**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.

### **THE-130B Hip Hop Dance: Intermediate**

CSU,  
MC (C)

**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.

### **THE-140 Middle Eastern Dance: Beginning**

CSU

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

*Credit course for grade or Pass / No Pass*

This course will cover a variety of Middle Eastern dance techniques that will increase body awareness, strength, flexibility, control and coordination through movement isolations, combinations, improvisation, and styling. The history of Middle Eastern dance will also be covered.

### **THE-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-170 Introduction to Playwriting**

CSU

**3.0 Units / 3.0 hours LEC**

*Credit course for grade or Pass / No Pass*

This course will allow both beginning and experienced writers to explore the art of playwriting in a supportive, inquisitive environment. Through readings, writing exercises, and continual revision of our works- in-progress, we will explore how plays evolve from fledgling ideas to stage-ready scripts.

**THE-196 THE-Occupational Work Experience Education**

CSU

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

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. Occupational Work Experience is "discipline-specific" in that students' job and learning objectives relate to their academic and career goals. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester.

*May be taken for a total of 16 units in any combination*

**THE-199 Independent Study**

CSU

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

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

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

**THE-200 Introduction to Theatre**

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

**3.0 Units / 3.0 hours LEC**

MC (C)

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

This course will 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)

*Recommended Preparation: Eligibility for ENG 200*

**THE-201 Introduction to Film**

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

**3.0 Units / 3.0 hours LEC**

MC (C)

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

This course will 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),

**3.0 Units / 3.0 hours LEC**

MC (C)

**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)

*Recommended Preparation: Eligibility for ENG 200*

**THE-204 History and Appreciation of Dance**

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

**3.0 Units / 3.0 hours LEC**

MC (C)

**Credit course for letter grade only**

This course introduces students to the history of Western theatrical dance, from early pre-Christian civilizations to the present. The course will trace the history and evolution of ballet, from early court dance in Renaissance Europe through the flowering of ballet and other forms of theatrical dance, such as modern and jazz, which emerged at the turn of the 20th century. The course explores how dance influences and is influenced by the social and political culture at various times in history. By examining key events in dance history and the art of dance, students learn to appreciate dance as a powerful form of human expression throughout the history of man.

*Recommended Preparation: ENG 200*

## COURSES

### **THE-206 Dance in World Cultures**

CSU (C1), UC, IGETC (3A),  
MC (C, Culture)

**3.0 Units / 3.0 hours LEC**

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

This course will explore dance around the world and how it interacts with customs and beliefs within specific cultural groups. The course explores dance as an expression of religious worship, social order, power, cultural mores, as a theatrical art form, and as an emblem of cultural identity.

*Recommended Preparation: ENG 200*

### **THE-210A Acting Improvisation**

CSU, UC

**3.0 Units / 2.5 hours LEC; 1.5 hours LAB**

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

This class will function as an improv ensemble, creating improvised theatre that is spontaneous, energetic and engaging. Fundamental acting techniques such as commitment, spontaneity and concentration will be addressed through exercises and performance. Most importantly, the course strives to create an environment of creative risk taking in which each student's full imagination may flourish. No previous theatre experience or preparation required.

### **THE-210B Beginning Acting**

CSU, UC,  
MC (C)

**3.0 Units / 2.5 hours LEC; 1.5 hours LAB**

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

This course will introduce students to fundamental acting techniques and terminology. While the class is challenging and useful for students with varying levels of experience, no prior work in theatre is required. Through exercises, scene work, and improvisation, students will develop their ability to "live truthfully under imaginary circumstances." The course focuses on Stanislavsky's technique of realistic action (objectives) for characterization and script analysis. The class will explore fundamental acting skills, such as: relaxation, concentration, listening and spontaneity. The course culminates in a public performance of student scenes. (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 (C)

**3.0 Units / 2.5 hours LEC; 1.5 hours LAB**

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

The course will explore the special demands of non-realistic and poetic drama. Students will rehearse and perform a variety of contemporary and classical scenes, including the works of Shakespeare, Moliere and the Greek tragedians. Special topics such as improvisation, vocal production, physicalization, commedia del arte, stage combat, and audition techniques may also be included as they relate to the material being studied. (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-215A Stagecraft**

CSU, UC

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass/No Pass***

This course will introduce students to technical aspects of theatre production (including set construction, painting, rigging and shifting, basic lighting, properties construction, and stage management). Lab activities will relate to the college play in production. (C-ID THTR 171)

*Recommended Preparation: MTH 46*

**THE-215B Stage Lighting**

CSU, UC

**3.0 Units / 2.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass/No Pass***

This course will introduce students to basic concepts of stage lighting, including planning, rigging and operation of lighting systems. Students will become familiar with optics, equipment, electricity and color. Basic lighting design concepts will also be introduced. (C-ID THTR 173)

*Recommended Preparation: MTH 46*

**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*

**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.*

## COURSES

### **THE-220A Acting Performance I**

CSU, UC,  
MC (C)

**3.0 Units / 9.0 hours LAB**

*Credit course for grade or Pass / No Pass*

This course will provide an opportunity for students to participate in a college production as a performing ensemble member of the cast. Students will develop fundamental rehearsal and performance techniques. All actors are required to audition for roles. (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: An audition is necessary to ensure that an appropriate role exists for each student in the production.*

### **THE-220D Acting Performance IV**

CSU, UC

**3.0 Units / 9.0 hours LAB**

*Credit course for grade or Pass / No Pass*

This course will provide an opportunity for student actors to explore specific stylistic performance challenges, such as poetic text, operatic or musical roles, non-realistic performance styles, circus skills, mask work and others. Students will apply these advanced performance techniques as a principal actor in an appropriate college production. A successful audition is required.

*Prerequisite: THE 220C with a minimum grade of C*

*Limitation on Enrollment: A successful audition is required.*

### **THE-222 Capoeira Dance**

CSU, UC

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

*Credit course for grade or Pass / No Pass*

This class will introduce students to the game of Capoeira, an Afro-Brazilian dance. It will include history, etiquette, music, and the fluid athletic movement of this martial art dance.

### **THE-223 Salsa Rueda**

CSU, UC

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

*Credit course for grade or Pass / No Pass*

This course will introduce students to Cuban style Salsa, which is danced in a circle. The leader calls different moves and the group simultaneously changes steps based on these calls. This class is for dancers of all levels with or without Salsa experience. No partner is necessary.

### **THE-225A Production Crew I**

CSU, UC,  
MC (C)

**1.0 - 2.0 Units / 3.0 - 6.0 hours LAB**

*Credit course for grade or Pass / No Pass*

This course will provide an opportunity for students to participate in a college production as a member of the technical crew. Students will focus on one or more of the following areas during the development of the play: scenery building and painting, stage lighting, make-up, costuming, stage operations, publicity, and/or house management. (C-ID THTR 192)

*Limitation on Enrollment: Instructor approval required.*



**THE-225B Production Crew II**

CSU, UC

**1.0 - 2.0 Units / 3.0 - 6.0 hours LAB*****Credit course for grade or Pass/No Pass***

This course will provide an opportunity for students to participate in a college production as a member of the technical crew or production staff at an intermediate level of responsibility. Students will focus on one or more of the following areas during the development of the play: scenery building and painting, stage lighting, make-up, costuming, stage operations, publicity, and/or house management. (C-ID THTR 192)

*Prerequisite: THE 225A with a minimum grade of C*

*Limitation on Enrollment: Instructor approval required.*

**THE-225C Production Crew III**

CSU, UC

**1.0 - 2.0 Units / 3.0 - 6.0 hours LAB*****Credit course for grade or Pass/No Pass***

This course will provide an opportunity for intermediate students to participate at a leadership level as members of the production crew of a college production. Students will focus on one or more of the following areas during the development of the play: scenery building and painting, stage lighting, make-up, costuming, stage operations, theatrical design, stage management, publicity, and/or house management. (C-ID THTR 192)

*Prerequisite: THE 225B with a minimum grade of C*

*Limitation on Enrollment: Instructor approval required.*

**THE-225D Production Crew IV**

CSU, UC

**1.0 - 2.0 Units / 3.0 - 6.0 hours LAB*****Credit course for grade or Pass/No Pass***

This course will provide an opportunity for advanced technical production students to participate at a leadership level as members of the production crew, technical staff or design team of a college production. Students will focus on one or more of the following areas during the development of the play: scenery, lighting, make-up, costuming, stage operations, stage management, publicity, and/or house management.

*Prerequisite: THE 225C with a minimum grade of C*

*Limitation on Enrollment: Instructor approval required*

**THE-228A Conditioning for Dance: Pilates Mat I**

CSU, UC

**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB*****Credit course for grade or Pass/No Pass***

This course will provide instruction in beginning Pilates mat work. This technique emphasizes exercises for improved movement memory, body alignment, strength, flexibility, control, coordination and breathing.

**THE-228B Conditioning for Dance: Pilates Mat II**

CSU, UC

**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB*****Credit course for grade or Pass/No Pass***

This course will provide instruction in intermediate level Pilates mat work emphasizing exercises for improved movement memory, body alignment, strength, flexibility, control, coordination, and breathing

*Recommended preparation: THE 228A*

**THE-230A Contemporary Dance: Beginning**CSU, UC,  
MC (C)**2.0 Units / 1.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass/No Pass***

This course will provide the beginning student with training in a variety of contemporary dance techniques that will increase body awareness, strength, flexibility, control and coordination. The history of contemporary dance from its beginnings through the 1950's will be covered, focusing on key pioneers and how they helped shape dance in America in its formative years. Students will also explore dance as recreation, a social activity, a form of spiritual expression and as a theatrical art form.

**THE-230B Contemporary Dance: Advanced Beginning**

CSU, UC

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

This course will provide the advanced beginning student with continued training in a variety of contemporary dance techniques that will increase awareness, strength, flexibility, control and coordination. The history of contemporary dance from the 1960's to the present will be covered, focusing on key innovators of the time. Students will also explore how contemporary dance mirrors our society and societies around the world. Basic anatomy, as it pertains to dance, will be studied in the context of safe movement practices.

## COURSES

### **THE-230C Contemporary Dance: Intermediate**

CSU, UC

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

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

This course provides training in intermediate level skills in contemporary dance technique, with greater emphasis on the creative process and further development of the body as an instrument of communication. An introduction to dance composition and dance criticism are included in this course.

*Recommended Preparation: THE 230A and/or THE 230B*

### **THE-230D Contemporary Dance: Advanced Intermediate**

CSU, UC

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

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

This course provides the advanced intermediate student with continued training in contemporary dance technique. Students will continue their exploration of the choreographic process including the fundamentals of music and the concept of musicality in dance performance.

*Recommended Preparation: THE 230C*

### **THE-234A Tap Dance: Beginning**

CSU, UC,  
MC (C)

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

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

This course will provide training in beginning tap dance technique with an emphasis on basic steps, rhythmic patterns, and style.

### **THE-234B Tap Styles and Performance**

CSU, UC

**0.5 - 1.0 Units / 1.5 - 3.0 hours LAB**

***Credit course for grade or Pass / No Pass***

This course will provide instruction in intermediate level tap dance technique with an emphasis on style and performance. Students will learn technique and step patterns of greater complexity, concentrating on speed, time steps and turning combinations.

*Recommended Preparation: THE 234A*

### **THE-238E Jazz Dance: Beginning**

CSU, UC,  
MC (C)

**2.0 Units / 1.0 hours LEC; 3.0 hours LAB**

***Credit course for grade or Pass / No Pass***

This course will provide the beginning student with training in a variety of jazz dance techniques that will increase body awareness, strength, flexibility, control and coordination. The history of jazz dance from its beginnings through the 1940's will be covered, focusing on key pioneers, styles and social dance forms that were influential during this time.

### **THE-238F Jazz Dance: Advanced Beginning**

CSU, UC

**2.0 Units / 1.0 hours LEC; 3.0 hours LAB**

***Credit course for grade or Pass / No Pass***

This course will provide the advanced beginning student with continued training in a variety of jazz dance techniques that will increase body awareness, strength, flexibility, control and coordination. The history of jazz dance in the 1950's and 60's will be covered, focusing on key pioneers, styles and social dance forms that were influential during this time.

*Recommended Preparation: THE 238E*

### **THE-238G Jazz Dance: Intermediate**

CSU, UC

**2.0 Units / 1.0 hours LEC; 3.0 hours LAB**

***Credit course for grade or Pass / No Pass***

This course will provide training in intermediate level skills in jazz dance technique, with greater emphasis on the creative process and further development of the body as an instrument of expression. The history of jazz dance in the 1970's and 80's will be covered, focusing on key pioneers, styles and social dance forms that were influential during this time. An introduction to dance composition and dance criticism is included in this course.

*Recommended Preparation: THE 238F*

### **THE-238H Jazz Dance: Advanced Intermediate**

CSU, UC

**2.0 Units / 1.0 hours LEC; 3.0 hours LAB**

***Credit course for grade or Pass / No Pass***

This course provides the advanced intermediate student with continued training in jazz dance technique. The history of jazz dance in the 1990's through the present will be covered, focusing on key pioneers, styles and social dance forms that were and are influential during this time. Students will continue their exploration of the choreographic process including the fundamentals of music and the concept of musicality in dance performance.

*Recommended Preparation: THE 238G*

**THE-242A Ballet: Beginning****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 (C1), UC,  
MC (C)**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 develops intermediate level skills and techniques within the discipline of classical ballet, with continued emphasis on body placement as well as adagio and allegro phrases. Students will be introduced to the basic concepts of dance composition and will explore the history of ballet in the early to the middle part of the 20th century.

*Recommended Preparation: THE 242A and/or THE 242B*

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 develops advanced intermediate skills and techniques in ballet with an emphasis on developing physical virtuosity and artistic expression through the execution of classical and contemporary ballet variations. Students will be introduced to the basic concepts of dance critique and will explore the evolution of ballet from the later part of the 20th century to the present.

*Recommended Preparation: THE 242C*

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 introduces students to folk dances from various regions in Mexico. Students will learn various expressive dances covering basic Mexican folk dance technique, movement sequences, body alignment, and choreography.

CSU, UC,  
MC (C)**THE-244B Mexican Folkloric Dance: Intermediate Technique & Performance****1.0 - 2.0 Units / 3.0 - 6.0 hours LAB*****Credit course for grade or Pass / No Pass***

This course will provide students with the technical skills to perform Ballet Folklorico. Students learn intermediate level dance techniques and various dances representing a variety of regions from Mexico, as well as body alignment, choreography and costuming techniques.

CSU, UC,  
MC (C)**THE-250 Choreography****2.0 Units / 1.0 hours LEC; 3.0 hours LAB*****Credit course for grade or Pass / No Pass***

This course will introduce students to the basic theory and practice of dance composition in relation to design, dynamics, rhythm, theme, style, and musicality.

*Recommended Preparation: THE 230A*CSU (C1), UC,  
MC (C)**THE-260 Dance Performance****1.0 - 3.0 Units / 3.0 - 9.0 hours LAB*****Credit course for grade or Pass / No Pass***

This course will introduce students to the theory and practice of performing in a dance production. Students will learn performance techniques that will help them obtain confidence and greater skill level as a performing artist.

*Recommended Preparation: THE 230A, THE 230C, THE 238E and THE 238G*CSU, UC,  
MC (C)

## COURSES

### **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**

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 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.

### **THE-265B Dance Repertory**

CSU, UC

**1.0 - 3.0 Units / 3.0 - 9.0 hours LAB**

***Credit course for grade or Pass/No Pass***

This course will give students an opportunity to participate in a dance company and to choreograph and perform dances in a dance production. Students will learn and practice how to produce a dance performance.

*Recommended Preparation: THE 250 and THE 260*

*Limitation on Enrollment: Instructor permission required. Retention based on successful audition.*

### **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-270 Afro-Cuban Dance**

CSU, UC

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

***Credit course for grade or Pass/No Pass***

This course will blend traditional Cuban musical and dance expression with strong African influences. Movement for this class ranges from slow and subtle to dynamic, and is tailored to each dancer's comfort level. Learn dances with hip hop and salsa flavor while improving coordination, rhythm, strength and technique. For men and women of all levels.

### **THE-280 Dances of India: Bhangra**

CSU, UC

**1.0 Units / 0.5 hours LEC; 1.5 hours LAB**

***Credit course for grade or Pass/No Pass***

This course will explore the movement techniques, culture, music, history and evolution of Bhangra, a festive and energetic dance of the Punjabi warrior tribes of Northern India. An exuberant full body workout that allows both men and women to increase endurance, strength and flexibility while experiencing this centuries old dance form.

## WELDING

### **WLD-61 Shielded Metal Arc Welding I (SMAW)**

**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**

***Credit course for grade or Pass/No Pass***

This course will introduce students to the development of the manual skills necessary to perform arc and oxyacetylene welding and cutting in the flat, horizontal, vertical, and overhead positions. Included is the study of the technical aspects of the processes, equipment, and material used.

### **WLD-62 Shielded Metal Arc Welding II (SMAW)**

**3.0 Units / 1.5 hours LEC; 4.5 hours LAB**

***Credit course for grade or Pass/No Pass***

This course will continue the development of manual skills necessary to perform arc welding in flat, horizontal, vertical and overhead positions, using both E6010 and E7018 electrodes. Included is the study of technical aspects of the process, equipment and materials used.

*Recommended Preparation: WLD 61*

**WLD-65 Gas Tungsten Arc Welding (TIG I)****3.0 Units / 1.5 hours LEC; 4.5 hours LAB*****Credit course for grade or Pass / No Pass***

This course will cover the technical understanding of Gas Tungsten Arc Welding (TIG) fundamentals, arc characteristics, and welding safety. Development of the manual skills necessary to make high quality gas tungsten arc welds in all positions on mild steel, stainless steel, and aluminum will be covered.

**WLD-66 Gas Tungsten Arc Welding (TIG II)****3.0 Units / 1.5 hours LEC; 4.5 hours LAB*****Credit course for grade or Pass / No Pass***

This course will cover the advanced theory and skills on Gas Tungsten Arc Welding (TIG). Training in all positions of mild steel, stainless steel, aluminum and other exotic metals of flat and pipe materials is covered as well.

*Recommended Preparation: WLD 65***WLD-70 Gas Metal Arc Welding Basic (MIG I)****3.0 Units / 1.5 hours LEC; 4.5 hours LAB*****Credit course for grade or Pass / No Pass***

Technical understanding of Gas Metal Arc Welding (MIG) fundamentals, arc characteristics and welding safety. Develop the manual skills necessary to make high quality gas metal arc welds in all positions on mild steel.

*Recommended Preparation: WLD 61 with a minimum grade of C***WLD-71 Gas Metal Arc Welding Advanced (MIG II)****3.0 Units / 1.5 hours LEC; 4.5 hours LAB*****Credit course for grade or Pass / No Pass***

This course will include a technical understanding of Gas Metal Arc Welding (MIG) fundamentals, using spray and short circuiting mode. Continued development of the manual skills necessary to make high quality gas metal arc welds in all positions on aluminum, carbon and stainless steel is also covered.

*Recommended Preparation: WLD 70 with a minimum grade of C***WLD-72 Flux Cored Arc Welding (MIG III)****1.0 Units / 0.5 hours LEC; 1.5 hours LAB*****Credit course for grade or Pass / No Pass***

This course will cover the technical understanding of Flux Cored Arc Welding fundamentals. Advanced development of the manual skills necessary to make high quality flux cored arc welds in all positions will be covered as well.

*Recommended Preparation: WLD 70 and WLD 71***WLD-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 Instruction.*

CSU

**WOODWORKING****WOD-70A Introduction to Woodworking****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 46***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*

## COURSES

### **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 the student 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.

*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 I**

**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*

# MENDOCINO COLLEGE

## 2017 - 2018 CATALOG



## FACULTY & STAFF

## ADMINISTRATION

### OFFICE OF THE SUPERINTENDENT/ PRESIDENT

**J. Arturo Reyes**

Superintendent/President

B.A. California State University-Sacramento  
M.A. California State University-Sacramento

**Mary Lamb**

Executive Assistant II  
Superintendent/President

**Minerva Flores**

Director of Institutional Research

B.A. University of California-Davis  
M.A. Sonoma State University

**Jessica Silva**

Director of Community Relations  
and Communication

B.A. Kent State University

### OFFICE OF THE FOUNDATION

**Katie Fairbairn**

Executive Director, Mendocino  
College Foundation, Inc.

B.A. Sonoma State University

### OFFICE OF INSTRUCTION

**Vacant**

Vice President of Instruction

**Debra Polak**

Dean of Instruction, Centers

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

**Dennis Aseltyn**

Dean of Applied Academics

M.A. University of Michigan  
M.A. St. Mary's of Moraga

**Valerie Jensen**

Director of Lake Center

B.A. California State University-Stanislaus  
M.A. California State University-Stanislaus

**Matt Gordon**

Director of Athletics

A.A. Mendocino College  
B.A. California State University-Chico  
M.A. Concordia University

**Janet Daugherty**

Interim Learning Center Director

B.A. California State University-Chico  
M.S. Dominican University

**Amanda Xu**

MESA/STEM Success Director

B.S. University of California-Merced  
Ph.D. University of California-Davis

**Orion Walker**

Prop 39 Grant Project Director

B.A. Oberlin College  
M.A. Dominican University

**Peggy Randrup**

Center Operations Supervisor,  
North County Center

**Katherine Brown**

Center Operation Supervisor, Coast Center

B.A. Mills College  
M.F.A. Fairleigh Dickinson University



## OFFICE OF STUDENT SERVICES

### **Vacant**

Vice President of Student Services

### **Antonio Lopez**

Dean of Counseling and Student Programs

A.A. Mendocino College  
B.A. Sacramento State University  
M.A. Sacramento State University

### **Ulises Velasco**

Director of Financial Aid

A.A. Santa Monica College  
B.A. Columbia University  
M.P.A. Arizona State University

### **Anastasia Simpson-Logg**

Director of Admissions and Records

A.A. Mendocino College

### **Monica Flores**

Program Manager, CAMP and HSI

B.A. Stanford University  
M.A. Stanford University

### **Jackeline Orozco**

Program Manager, HEP

B.S. Universidad Autonoma  
De Tamaulipas

### **Adan Chaidez**

SSSP and Student Equity Coordinator

B.A. University of California-Davis  
M.S. California State University-Sacramento

## OFFICE OF ADMINISTRATIVE SERVICES

### **Eileen Cichocki**

Assistant Superintendent/Vice President of  
Administrative Services

A.A. Santa Rosa Junior College  
B.A. Sonoma State University  
M.B.A. Sonoma State University

### **Cindy Chapman**

Executive Assistant I  
Vice Presidents

A.A. Mendocino College

### **Karen Christopherson**

Director of Information Technology

B.S. California State University-Sacramento

### **Sabrina Meyer**

Director of Human Resources

A.A. Santa Rosa Junior College  
B.S. University of San Francisco

### **Joe Atherton**

Director of Fiscal Services

B.S. California State University-Chico

## FULL TIME FACULTY

### **Neeka Aguirre**

History

B.A. University of Redlands  
M.A. Claremont Graduate University

### **Roger Ahders**

Mathematics

A.S. Santa Rosa Junior College  
B.A. Sonoma State University  
M.S. Oregon State University

### **Daniella Azuela**

Counselor, HSI

B.A. University of California-Davis  
M.A. California State University-  
East Bay

### **Leslie Banta**

Mathematics

A.A. Mendocino College  
B.A. Sonoma State University  
M.S. Dominican College

### **Timothy Beck**

Physics and Astronomy

B.A. Lawrence University  
M.S. University of California-  
Santa Cruz  
Ph.D. University of California-  
Santa Cruz

### **Suzette Blundell**

Biological Sciences

B.S. University of Illinois  
M.S. University of Illinois

### **Doug Boswell**

Automotive Technology

B.A. California State University-  
Los Angeles

### **Douglas Browe**

Ceramics

B.A. New College of California  
M.A. California State University-  
Sacramento

### **Virginia Buccelli**

English

A.A. Santa Rosa Junior College  
B.A. Sonoma State University  
M.A. Antioch University

### **Steve Cardimona**

Earth Science

B.S. University of Wisconsin  
Ph.D. University of Texas

### **Jaime Cechin**

English

A.A. Golden West College  
B.A. University of California-Berkeley  
M.A. California State University-  
Long Beach

### **Maria Cetto**

Spanish

B.A. Boston Conservatory of Music  
M.A. University of Iowa

### **Chantell Cimmiyotti**

Mathematics

B.A. University of California-  
Santa Barbara  
M.A. University of California-  
Santa Barbara

### **Kurt Combs**

Counselor/Articulation Officer

B.A. California State University-  
Sacramento  
M.A. Sonoma State University

### **Heidi Crean**

Nursing

B.S. Marist College  
M.S.N. Sonoma State University  
D.C. Life Chiropractic College West

### **Steve Crossman**

Counselor

B.S. California Polytechnic University  
M.A. California Polytechnic University  
M.A. University of California-  
San Francisco

### **Cintya Da Cruz**

Counselor, EOPS

B.S. University of California-Davis  
M.A. California State University-  
Sacramento

### **Stephen Decker**

Theatre Arts/Technical Theatre

B.A. Western State  
M.F.A. University of Georgia

### **Rachel Donham**

Biological Sciences

A.A. Shasta College  
B.S. University of California-Davis  
Ph.D. University of California-Davis

### **Tiffinny Drake**

Nursing

B.A. University of California-  
Santa Barbara  
M.S. University of California-  
San Francisco

### **Reid Edelman**

Theatre Arts

B.A. Stanford University  
Ed.M. Harvard University

### **Jason Edington**

Mathematics

A.A. Saddleback  
B.A. California State University-  
Fullerton  
M.A. California State University-  
Fullerton

### **Julie Finnegan**

Accounting/Economics

B.A. Saint Mary's College  
M.A. University of Bocconi-Italy

### **Marcus Frederickson**

Chemistry

B.S. University of California-  
Santa Cruz  
Ph.D. University of California-  
Santa Cruz

### **Jody Gehrman**

Communications

B.A. University of California-  
Santa Cruz  
M.A. West Washington University  
M.P.W. University of Southern  
California

### **Mike Giuffrida**

English

B.A. California State University-  
East Bay  
M.A. California State University-  
Chico

**Rodney Grisanti****Music**

B.A. University of Memphis  
M.A. University of Michigan  
D.M.A. University of Michigan

**Gregory Hicks****Health**

B.S. San Jose State University  
M.A. San Jose State University  
Ph.D. University of New Mexico

**Steve Hixenbaugh****Business**

B.A. University of California-Berkeley  
M.S. San Francisco State University

**Roger Hock****Psychology**

B.A. U.S. International University  
M.S. California State University-San Diego  
Ph.D. University of California-San Diego

**Rhea Hollis****Adult and Career Education  
Counselor**

B.A. University of California-Davis  
M.S. Credential Humboldt State University  
M.A. Sonoma State University

**Catherine Indermill****Psychology/Health**

B.A. California State University-Long Beach  
M.A. University of San Francisco  
M.S. Texas A & M University

**Daniel Jenkins****Instructor/Director,  
Cooperative Work Experience**

B.A. New College of California  
M.A. California State University-Dominguez Hills

**Fran Laughton****Instructor/Director, Nursing**

A.D.N. City College of San Francisco  
B.S.N. California State University-Dominguez Hills  
M.S.N. Sonoma State University

**Laura Mays****Woodworking**

C.A. College of the Redwoods  
B.A. University College Dublin-Ireland  
M.A. National College of Arts & Design-Dublin, Ireland

**Conan McKay****Child Development**

B.A. Whittier College  
M.A. California State University-Bakersfield

**Alicia Mendoza****Counselor**

A.A. Mendocino College  
B.A. University of California-Los Angeles  
M.A. / P.P.S.-Sonoma State University

**David Pai****Computer Science**

B.S. California State Polytechnic University-San Luis Obispo  
M.A. California State University-Sacramento  
Ph.D. University of Hawaii-Manoa

**Nicholas Petti****Culinary Arts**

Certificate in Culinary Arts - California Culinary Academy-San Francisco  
Chef/Owner - 18 years of experience

**John Rall****English**

B.A. University of California-Santa Cruz  
M.A. San Diego State University

**Tanja Ramming****CalWORKS/TANF Coordinator  
and Counselor**

B.A. University of California-Davis  
M.S. Indiana University

**Bart Rawlinson****English**

B.A. San Francisco State University  
M.F.A. San Francisco State University

**Lisa Rosenstreich****Art**

B.A. Antioch College  
M.F.A. California State University-Chico

**Lidia Sanchez****Counselor, CAMP**

B.A. California State University-Stanislaus  
M.A. California State University-Stanislaus

**Kimberly Swift****Nursing**

A.D.N. Harrisburg Area Community College  
M.S.N. Walden University

**Casey Terrill****Mathematics**

B.A. University San Francisco  
M.A. Washington State University

**Vivian Varela****Sociology/Distance Education**

B.A. California State University-Chico  
M.S. California State University-East Bay  
M.A. California State University-Bakersfield

**Sarah Walsh****English as a Second Language**

B.A. University of California-Santa Cruz  
M.A. New York University

**Phillip Warf****Political Science**

B.A. University of Memphis  
M.A. University of South Carolina

**Tascha Whetzel****Disabled Student Programs and  
Services/Learning Disabilities  
Specialist**

B.S. University of California-Davis  
M.S. California State University-Sacramento

**Deborah White****Mathematics**

B.A. Swarthmore College  
M.S. Stanford University

**Jim Xerogeanes****Instructor/Director, Agriculture**

B.S. Humboldt State University

**Brianna Zuber****Biological Sciences**

B.S. Shorter University  
M.S. University of Southern Mississippi  
Ph.D. Tennessee Technical University

## CLASSIFIED STAFF

**Erik Alfin**  
Programmer/Analyst

**Kris Bartolomei**  
Human Resources Specialist

**Kaye Boswell**  
Budget and Grants Technician  
A.A. Mendocino College

**Kevin Burtress**  
Computer Lab Technician

**David Bushway**  
Instructional Technology Specialist  
A.S. Mendocino College

**Ginger Bushway**  
Nursing Program Support Specialist  
B.A. Eastern Illinois University

**Shadna Cameron**  
Child Development Specialist

**Tammy Cartwright**  
Library Specialist  
A.A. Mendocino College  
A.S. Mendocino College  
B.A. Sonoma State University  
M.A.Ed. University of Phoenix

**Karen Cavanaugh**  
Financial Aid Coordinator  
A.S. Mendocino College

**Erik Cisneros**  
Security/Utility Worker

**Marianna Cooper**  
Admissions and Records Specialist  
B.A. University of California-Berkeley

**Homero Delgado**  
Custodian

**Salvador Delgado**  
Painter/Utility Worker

**Doug Dippel**  
Computer Support Technician

**David Drysdale**  
Groundskeeper  
A.S. West Valley College, Saratoga

**Lana Eberhard**  
Foundation Support Specialist /  
Scholarship Coordinator  
Applied Graphics Certificate, SRJC

**Holly Egger**  
Athletic Programs Specialist

**Toni Fort**  
Instructional Schedule Technician  
B.A. University of Wisconsin  
M.A. University of Phoenix

**Celina Fuentes**  
Custodian

**Darletta Fulwider**  
Administrative Assistant II,  
Counseling  
B.A. Sonoma State University

**Manual Galicia**  
HEP Outreach Specialist  
B.S. National Polytechnic Institute

**Patricia Gulyas**  
Accounting Technician,  
Fiscal Services

**Nancy Heth**  
EOPS/CARE Specialist

**Shaun Hoffman**  
Prop 39 Program Assistant

**Naoto Horiguchi**  
Athletic Trainer  
B.A. Osaka Sangyo University-Japan  
M.A. California State University-Chico

**Mary Houghton**  
Administrative Assistant II,  
Instruction

**Stephen King**  
Security/Utility Worker

**Morgan Knight**  
Child Development Specialist  
A.S. Mendocino College  
B.S. Pacific Union College

**Cathleen Kucz**  
Accounting Specialist -  
Payroll, Human Resources

**Jacob Kyle**  
Agriculture Technician  
A.S. Mendocino College

**Eric LaMaster**  
Groundskeeper

**Adriaan Leon**  
Lab Technician,  
Biology

**Beronica Leon**  
Admissions and Records Technician

**Isabel Lopez**  
Financial Aid Technician  
A.A. Mendocino College

**John Loucks**  
Telecommunications Technician

**Eileen Lucas**  
Center Assistant, Lake Center  
A.A. Santa Rosa Junior College  
Child Development Certificate,  
Santa Rosa Junior College

**Chantell Martinez**  
Native American and Other  
Populations Outreach Support Specialist  
B.A. University of California-Davis

**Lucinda Mosna**  
Food Service Worker

**Nicolaj Murray**  
Maintenance Technician

**Amy Nelson**  
Curriculum Technician  
A.A. Mendocino College  
B.S. Franklin University

**Bianca Nieto**  
Admissions and Records Specialist  
A.A. Mendocino College

**Maricela Nieto**  
Child Development Specialist

**Barbara Nobles**  
Center Assistant, North County  
A.A. Mendocino College

**Tony Novelli**

Marketing and Community  
Relations Specialist

**Lois O'Rourke**

Computer Support Technician  
B.A. Humboldt State University

**Christopher Olson**

Programmer/Analyst

**Susan Orozco**

Assistive Technology/  
Alternative Media Technician

**Kimberly Pinson**

Financial Aid Technician

**Victoria Ramos**

Financial Aid Technician  
A.S. Mendocino College

**Jana Rauch**

Office Services Assistant,  
Duplicating

**Mark Rauch**

Maintenance Technician

**Silvia Rodriquez**

Custodian

**Elfego Ruiz**

Custodian  
Certificate of Study,  
School of Visual Arts-  
New York City

**Marilyn Saderlund**

Custodian

**Mayra Sanchez**

Accounting Specialist  
B.A. Sonoma State University

**Denice Solgat**

Center Assistant, Lake Center

**Martha Soto**

Administrative Assistant I,  
Financial Aid  
A.A. Mendocino College

**Zachary Steiger**

Groundskeeper

**Jeana Thompson**

Administrative Assistant II,  
Facilities

**Karen Todd**

Library Assistant

**Tim Todd**

Programmer/Analyst  
B.S. George Fox University

**Antonio Toste**

Maintenance Technician

**Leticia Trejo**

Admissions and Records  
Specialist I

**Jacob Troester**

Instructional Assistant, Ceramics  
B.A. California State University-Chico

**Juvenal Vasquez**

Special Populations Outreach  
Specialist, Financial Aid/EOPS

**Yolanda Vazquez**

HEP/CAMP Administrative  
Assistant  
B.A. California State University-Chico  
B.S. California State University-Chico

**David Wolf**

Theatre/College Media  
Technician  
B.A. University of Alabama

**Cyndi Woskow**

Administrative Assistant II,  
Applied Academics  
B.S. California State Polytechnic  
University-Pomona

**Chenfei Xu**

Lab Technician - Chemistry  
B.S. University of California-Merced  
M.S. University of California-Merced



## TELEPHONE NUMBERS

(Area Code 707)

**Admissions & Records.....468.3101****Art Gallery .....468.3207****ASMC-Student Activities .....467.1019****Assessment Testing .....468.3046****Athletics**

Athletic Office.....468.3036

Team Sports-Baseball.....468.3142

Team Sports-Men's Basketball.....468.3028

Team Sports-Women's Basketball.....468.3166

Team Sports-Soccer.....468.3006

Team Sports-Softball.....468.3130

Team Sports-Volleyball.....468.3163

Athletic Trainer.....468.3037

**Bookstore .....467.9127****Business Office**

Accounts Payable.....468.3061

Accounts Receivable.....468.3060

Administrative Services.....468.3068

**CAMP.....467.1008****Career Center-Student Employment 468.3044****Child Development Center .....468.3089****Counseling .....468.3048****Disabled Student Services .. 468.3031 or 3032**

TDD.....468.3179

**Distance Education .....467.1024****Financial Aid/EOPS .....468.3110****Foundation .....467.1018****Human Resources .....468.3062**

Payroll.....468.3066

**Instruction Office .....468.3002****Learning Center-Tutorial Services ...468.3046****Library.....468.3053****Maintenance and Operations ..... 468.3076****MESA.....468.3023****Native American Outreach ..... 468.3223****Public Information Office ..... 468.3012****Scholarships ..... 467.1018****Security.....(text only 489.8404) 468.3155****Student Services ..... 468.3105****Superintendent/President ..... 468.3071****Transfer Center ..... 468.3045****Veterans Services ..... 468.3101****Work Experience ..... 468.3047****Lake Center**2565 Parallel Drive,  
Lakeport ..... 263.4944 or 468.3084**Mendocino Coast Center**1211 Del Mar Drive,  
Fort Bragg ..... 961.2200 or 468.3085**North County Center**372 E. Commercial Street,  
Willits ..... 459.6224 or 468.3082**Fax Numbers**

Admissions &amp; Records ..... 468.3430

Bookstore ..... 467.9349

Business Office ..... 468.3350

CDV/Ukiah ..... 468.3363

Financial Aid..... 468.3197

Human Resources..... 467.0123

Instruction Office ..... 463.6529

Lake Center ..... 263.1908

North County Center ..... 459.6225

President's Office ..... 468.3074

Ukiah Campus ..... 468.3120

## NOTES

[illegible]

## NOTES

[illegible]