

# Academic Calendar 2011-2012

## Fall Semester 2011

*August 22 to December 15, 2011*

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August 22	Classes Begin
August 22-26	Late Registration and Program Changes
September 5	Labor Day Holiday
November 1	Graduation Application Deadline
November 11	Veterans Day Holiday
November 15	Last Day Student May Withdraw from Semester-Length Classes
November 24-25	Thanksgiving Recess
December 12-15	Final Examinations

## Early Spring Session 2012

*January 3 to January 24, 2012*

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January 3	Classes Begin
January 16	Martin Luther King, Jr. Holiday

## Spring Semester 2012

*January 30 to May 31, 2012*

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January 30	Classes Begin
January 30-February 3	Late Registration and Program Changes
February 17	Lincoln's Day Holiday
February 20	Washington's Day Holiday
March 1	Graduation Application Deadline
March 25 – 31	Spring Recess
May 3	Last Day Student May Withdraw from Semester-Length Classes
May 28	Memorial Day Holiday
May 25, 29, 30, 31	Final Examinations
June 2	Commencement (12:00 p.m. at the Amphitheatre)

## Summer Session 2012

*June 11 to July 20, 2012 (6-week session)*

*June 11 to August 3, 2012 (8-week session)*

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June 11	Classes Begin
June 11-13	Late Registration and Program Changes
June 29	Graduation Application Deadline
July 4	Independence Day Holiday
July 20	End of 6-Week Session
August 3	End of 8-Week Session

For directions to the MPC Campus and the Campus Map, see the inside back cover of this Catalog.

Information:  
(831) 646-4000

Admissions and  
Registration Information:  
(831) 646-4002/4007

TTY:  
(831) 645-1319

Web Registration:  
[www.mpc.edu](http://www.mpc.edu)

Helpline:  
(831) 646-4002/4007

Campus Security:  
(831) 646-4099

Counseling:  
(831) 646-4020

Assessment Center:  
(831) 646-4027

Child Development Center:  
(831) 646-4066

Bookstore:  
(831) 657-4680

Library:  
(831) 646-4262

MPC Education Center at Marina:  
(831) 646-4850

MPC Public Safety Training Center,  
Seaside:  
(831) 646-4240



980 Fremont Street  
Monterey, CA 93940  
[www.mpc.edu](http://www.mpc.edu)





**Monterey Peninsula College**

is a community college accredited by the Western Association of Schools and Colleges. The College is open to high school graduates and all others 18 years of age or older who may profitably pursue a course of study. Sixth through twelfth grade students may attend with written approval from their school principal and their parent(s) prior to registering. Sixth through eighth grade students need additional approval from the Dean of Student Services.

**Call (831) 646-4002/4007 for registration information.**

All Monterey Peninsula College written publications will be made available in alternative formats (print, Braille, audiotape, or e-text). Requests for alternate media should be made to Supportive Services and Instruction at (831) 646-4070.

## Welcome to Monterey Peninsula College!



Congratulations on taking this step toward success. By enrolling at Monterey Peninsula College, you are preparing a better tomorrow for yourself and your community. The 2011-2012 online catalog contains information that will help you select and achieve your goals. The MPC faculty and staff are ready to serve you at the Monterey campus, the MPC Education Center at Marina, the MPC Public Safety Training Center at Seaside, many off-campus locations through our district, or on-line. You've made a wise choice to enroll at MPC. The wide variety of courses and options for study are intended to provide the flexibility you need whether you are seeking a high demand career field or transfer to a four-year university. Whether you study on campus or on-line, you can expect high quality and great value with fees that can save families thousands of dollars.

Welcome to Monterey Peninsula College, your quality choice for college. Expect the best!

## ¡Bienvenido a Monterey Peninsula College!

Lo felicitamos por tomar un paso hacia el éxito. Al matricularse en Monterey Peninsula College, usted se asegura un mañana mejor para usted y su comunidad. En las páginas del catálogo 2011-2012 encontrará información que lo ayudará a seleccionar y lograr sus metas.

El personal docente y no docente de MPC están dispuestos a ofrecerle sus servicios en este campus, en las instalaciones educativas de Marina, el Centro de Entrenamiento de Seguridad Pública de Seaside (MPC Public Safety Training Center), en cualquiera de las instalaciones ubicadas en el distrito y por Internet. Inscribirse en MPC ha sido una idea acertada. La amplia variedad de cursos y opciones de estudio se diseñaron para proporcionarle la flexibilidad que usted necesita, ya sea para estudios en una especialidad de mucha demanda o para transferirse a otra universidad superior para su especialización. Tanto en MPC como por Internet, puede contar con alta calidad, y precios razonables que pueden ahorrarle a su familia miles de dólares.

Bienvenido a Monterey Peninsula College, la opción de calidad en estudios universitarios que lo sorprenderá.

**Dr. Doug Garrison**  
*Superintendent / President*



MONTEREY PENINSULA  
COLLEGE

A public community college of the  
Monterey Peninsula Community College District  
980 Fremont Street  
Monterey, California 93940-4799  
www.mpc.edu

Serving the population included within the Monterey Peninsula Unified School District, Carmel Unified School District and Pacific Grove Unified School District

### **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 (CHEA) and the U.S. Department of Education

### **Approved by**

The California State Department of Education for the enrollment of Veterans  
The United States Department of Immigration and Naturalization  
Appropriate courses, as identified, accepted by the University of California and the California State University

Monterey Peninsula College has accreditations and certifications from:

- California Board of Registered Nursing
- California State Board of Dental Examiners
- California State Fire Marshal
- Commission on Peace Officer Standards and Training (POST)
- The National League for Nursing Accrediting Commission
- National Automotive Technicians Education Foundation, Inc.

### **Information**

(831) 646-4000

### **Admissions**

(831) 646-4002/4007

### **Registration**

(831) 646-4002/4007

### **Counseling**

(831) 646-4020

### **Monterey Peninsula Community College District**

#### **Governing Board**

**R. Lynn Davis, J.D., Chair**

**Charles Brown, Vice Chair**

**Dr. Margaret-Anne Coppernoll, Trustee**

**Charles H. Page, Trustee**

**Dr. Loren Steck, Trustee**

**Vacant, Student Trustee**

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Monterey Peninsula College will make available, upon request, alternate formats (large print, Braille, audio tape, or E-text) of its written publications, such as the College catalog, announcements, meeting minutes, and job announcements. Requests for alternative media should be made to the Supportive Services and Instruction Department (831-646-4070). This publication is intended to serve students as a guide to program planning, institutional services, and regulations for attendance at Monterey Peninsula College. The College reserves the right to change the regulations, fees and other information contained in the catalog without prior notice.

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# GENERAL

*Information*

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# MISSION AND GOALS

## Mission Statement

Monterey Peninsula College is committed to fostering student learning and success by providing excellence in instructional programs, facilities, and services to support the goals of students pursuing transfer, career, basic skills, and life-long learning opportunities. Through these efforts MPC seeks to enhance the intellectual, cultural, and economic vitality of our diverse community.

## Institutional Goals:

Monterey Peninsula College is committed to promoting academic excellence and enrollment growth based on the following institutional goals.

### 1. Promote academic excellence and critical thinking across all areas and disciplines.

#### Objectives:

- a. Support faculty and staff development for effective teaching, learning, and service delivery
- b. Expand distance education by providing leadership, technical assistance, services, training opportunities, exploring partnerships, and designing quality control mechanisms
- c. Articulate the meaning, value, and use of Student Learning Outcomes (SLOs) at MPC

### 2. Foster a climate that promotes diversity throughout the institution.

#### Objectives:

- a. Actively seek and enhance diversity in all college programs, curricula, extra-curricula, outreach and community events, and in the college population, students, employees and Board of Trustees
- b. Recruit and retain a diverse college-wide community

### 3. Grow enrollment and build MPC into an economic driving force for the Monterey area by supporting and developing programs that teach employable skills.

#### Objectives:

- a. Improve the college's financial stability by diversifying the college's revenue sources and increasing enrollment
- b. Establish and strengthen industry, government, and community partnerships
- c. Establish and strengthen partnerships with high schools and transfer institutions
- d. Develop an integrated, effective district-wide marketing strategy for continuing programs, new programs and services

### 4. Create pathways to success that address the diverse, holistic needs of all MPC students.

#### Objectives:

- a. Identify barriers that prevent students from achieving their goals
- b. Increase collaboration between Student Services and Academic Affairs to provide systems and programs that better assist students
- c. Improve the delivery of academic support for diverse student learners

### 5. Provide educational programs and services in Seaside and Marina that meet community needs.

#### Objectives:

- a. Develop class and service delivery schedules based on assessment and analysis of community needs
- b. Provide support services that are sufficient in quantity, currency, depth, and variety to facilitate educational offerings

### 6. Ensure adequate levels of personnel to support current programs and establish priorities for future growth.

#### Objectives:

- a. Provide adequate levels of well-trained support personnel to meet the needs of learning, teaching, college-wide communications, research and operational systems
- b. Attract and retain the best-qualified employees by continuing to increase compensation for full- and part-time staff and faculty

### 7. Maintain and improve district facilities.

#### Objectives:

- a. Create safe, attractive, functional facilities through the allocation of bond funds
- b. Provide a stable and secure technical environment for the entire institution

## HISTORY

Monterey Peninsula College (MPC) commenced its operation in September of 1947 on the campus of Monterey High School, holding classes from 4 p.m. to 10 p.m. daily. During this first year, 97 acres of land were purchased on Fremont Street. The following September, classes opened in converted barracks buildings with 280 students and 20 faculty members.

The campus was originally designed for approximately 1,000 students, but by 1957 the enrollment had approached this figure and it was evident that new buildings were necessary. The engineering building was constructed in 1958, the library in 1960, and the art and music center and swimming pool in 1962.

The junior college separated from the Monterey Union High School District in 1961 and became a separate junior college district. With this reorganization, the Carmel Unified School District and the Pacific Grove Unified School District became part of the Peninsula-wide junior college district.



The student population as well as the need for additional classrooms continued to grow. In 1965, the building program was renewed, and the "temporary" buildings of 1948 were replaced with new buildings for business, humanities, life sciences, physical education, physical sciences and social sciences. The Lecture Forum, the College Theater, and the Student Center were part of this campus renewal.

In 1971, the College recognized the need to meet the educational needs of the communities residing in the north side of its service area, comprised primarily of Marina and Seaside. During this time, Fort Ord was in full operation; therefore, the residents in these two communities consisted mostly of service men and women and their families. From 1971 to 1993, the College operated an education center at Fort Ord in cooperation with the U.S. Army, mainly for the benefit of armed forces personnel and their families. After the closing of the base, the Fort Ord Re-Use Authority (FORA) was formed to administer and oversee the distribution of the former Fort Ord property to various state, county and local agencies, including Monterey Peninsula College. Several properties were slated for conveyance to Monterey Peninsula College including a parcel on 12th Street in Marina and another on Colonel Durham Street in Seaside. These properties have been conveyed to the college; they include 1) the MPC Education Center at Marina, whose mission is to meet the general education needs of the communities in the north end of MPC's service area; and 2) the Public Safety Training Center in Seaside, which includes a Fire and Police Academy. However, the conveyance of other properties, including Parker Flats and the MOUT (Military Operations on Urban Terrain) has been delayed due to munitions cleanup requirements.

In 1982-83, Monterey Peninsula College was selected as the site for the Maurine Church Coburn School of Nursing, established with a grant from the Maurine Church Coburn Charitable Trust. The school is operated, in part, with support from the Community Hospital Foundation. During August 1988, the engineering building was remodeled with funds from the Community Hospital Foundation to house the School of Nursing. In 1999, further remodeling of this building was completed, and the second floor of the International Center was remodeled to meet office and classroom space needs.

Monterey Peninsula College has enjoyed tremendous support from its residents. In November 2002, local voters approved a \$145 million bond for facilities, infrastructure, and equipment at Monterey Peninsula College. Funds from the bond are being used to support the programmatic needs described in the College's Educational/Facilities Master Plan, which includes the development of the MPC Education Center at Marina located in the former Fort Ord.

In addition, in 2003, construction of the new Library and Technology Center at the entrance to the campus was completed, and a new Plant Services building was erected near the Automotive Technology program site.

Monterey Peninsula College is part of California's public community college system of 112 campuses in 72 districts across the state. It is a comprehensive community college that responds to the educational, cultural, and recreational needs of the community, insofar as its resources permit. The College serves the communities of Big Sur, Carmel, Carmel Valley, Del Rey Oaks, Marina, Monterey, Pacific Grove, Pebble Beach, Presidio of Monterey Annex, Sand City, and Seaside. Monterey Peninsula College classes are held on the Monterey campus, at the MPC Education Center at Marina, at the Public Safety Training Center in Seaside, and at off-campus locations.

## COMPLETION AND TRANSFER RATES

In compliance with Student Right-to-Know, Monterey Peninsula College makes the following information available regarding the completion and transfer rates of certificate or degree-seeking, first-time, full-time students entering the College, beginning Fall 2006 to Spring 2009 and annually thereafter.

- Based on the cohort of first-time, full-time freshmen with a declared program of study, 22.49% attained a certificate or degree or became "transfer-prepared" during a three-year period from Fall 2006 to Spring 2009. Students who are transfer-prepared have completed 60 transferable units with a GPA of 2.0 or higher.
- Based on the cohort of first-time, full-time freshmen with a declared program of study, 18.34% transferred to another public institution in California (UC, CSU, or other California Community College) prior to attaining a degree or certificate during a five-semester period from Spring 2007 to Spring 2009.

## DRUG-FREE CAMPUS

It is the policy of the Monterey Peninsula College District to maintain a workplace free of the unlawful manufacture, distribution, dispensing, possession or use of controlled substances listed in Sections I through V of Section 202 of the Controlled Substances Act (21 United States Code Section 812), and revised schedules as published in the Code of Federal Regulations, Part 1308 of Title 21, Food and Drugs (alcoholic beverages, etc.).

For additional information regarding this policy contact Carsbia Anderson, Vice President for Student Services, at (831) 646-4190.

## NOTICE OF NONDISCRIMINATION

Monterey Peninsula College shall not discriminate on the basis of ethnic group, race, color, national origin, religion, sex (including sexual harassment), sexual orientation, handicap (or disability), or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 pertaining to race, color and national origin and Title IX of the Educational Amendments of 1972; section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, pertaining to disabilities; and the Age Discrimination Act of 1975, pertaining to age. Limited English language skills will not be a barrier to admission to and participation in career technical education programs.

Persons who seek information and/or resolution of alleged acts of discrimination and/or resolution of sexual harassment are directed to contact Barbara Lee, Associate Dean of Human Resources, who serves as the Sexual Harassment Officer, at (831) 646-4014. This office is located in the Administration Building.

## **OPEN ENROLLMENT POLICY**

It is the policy of this District that, unless specifically exempt by statute, every course, course section, or class, of which the attendance is reported for state aid, wherever offered and maintained by the District, is 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 Title 5 of the California Code of Regulations.

It is further the policy of the District in accordance with Title 5 that, where health, safety, legal requirements, or the facility is a limiting factor in the conduct of a course/program, fair and equitable admission requirements and procedures will be established to meet such limitation.

## **PRE-COLLEGIATE UNIT LIMITATION**

Students are limited to enrolling in thirty units in pre-collegiate (300-level) courses. Students shall be notified when they have completed thirty units of pre-collegiate courses. A student who has reached this limit may petition the Academic Council for permission to exceed this limit providing that he/she has demonstrated satisfactory progress and the need to complete a stated number of pre-collegiate units to continue progress toward the completion of an educational plan. (MPC Board Policy Appendix 4130)

## **SEXUAL HARASSMENT POLICY**

The Monterey Peninsula College District is committed to all provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and other human rights and equal opportunity laws. It is the policy of the Monterey Peninsula College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes.

If you believe that you are the victim of sexual harassment, promptly report the behavior to a supervisor, manager, administrator, or the Associate Dean of Human Resources (the "Responsible Officer" for sexual harassment complaints). If you make your report to anyone other than the Responsible Officer, that person will immediately notify the Responsible Officer of your complaint.

Copies of the District's Procedures for Complaints of Unlawful Discrimination, including sexual harassment, are available in the library, in Division Offices, in other offices providing student and employee services, and on the website [www.mpc.edu/employment/documents](http://www.mpc.edu/employment/documents). For additional information regarding this policy, and the procedures for reporting incidents of sexual harassment, contact Barbara Lee, Associate Dean of Human Resources, at (831) 646-4014 or the Human Resources Office in the Administration Building.

## **SMOKING POLICY**

In the interest of protecting the health of students, employees, and visitors to the campus, smoking is prohibited within 20 feet of main entrances, exits, and operable windows of any MPC facility. Additionally, the use of tobacco – to include smoking and/or chewing any form of tobacco – is not permitted except in parking lots. Smoking is not permitted in Lower Parking Lot A during the hours of the Farmers Market, International Center Staff Parking Lot, Parking Lot J, or the Business/Humanities Driveway. Smoking is not allowed in campus-owned vehicles. (MPC Board policy 2240)

Students, staff, and visitors who violate the smoking policy are subject to disciplinary procedures as detailed in the appropriate sections of the Board Policy.

## **STUDENTS WITH DISABILITIES**

The College will make reasonable accommodations and/or academic adjustments to ensure that students with disabilities have an equal opportunity to participate in the College's courses, programs, and activities, including extracurricular activities. Students with disabilities who are requesting academic accommodations, auxiliary aids or services, should contact Supportive Services and Instruction at (831) 646-4070.

Participation by students with disabilities in Supportive Services and Instruction is voluntary. Any student choosing not to participate in the Program may elect to take an alternative path for support services through the A.D.A. Coordinator, Carsbia Anderson, Vice President for Student Services. Please call (831) 646-4190 for more information.

# ADMISSION

*Information*

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## MATRICULATION

Matriculation is an agreement between the College and the student for the purpose of defining and realizing the student's educational goal. This agreement includes responsibilities for both the College and the individual student, and results in the development of a Student Education Plan (SEP).

### College Responsibilities Include:

1. Providing an admissions and records process that will enable the College to collect state-required information that will be used as a basis for providing services for students.
2. Providing an assessment process using multiple measures to determine academic readiness in English, reading, and math. These assessment results will be used by the College to assist students in the selection of academic courses. Additional assessments are available in areas of study/learning skills and career technical interests.
3. Providing an orientation process designed to acquaint students with College programs and services, facilities and grounds, academic expectations, and College policies and procedures.
4. Providing counseling services to assist students in course selection, development of a student education plan, and use of campus support services. Additional advisement and counseling assistance will be provided for students who have not declared educational goals, are enrolled in basic skills courses, are on academic probation/dismissal, or have been identified as high-risk students.
5. Establishing a process to monitor students' progress and provide the necessary assistance toward meeting their educational goals.

### Student Responsibilities Include:

1. Submitting official transcripts from all high schools and colleges attended.
2. Acquiring and reading the College catalog, Schedule of Classes, handouts, and other student materials which detail College policies and procedures.
3. Indicating at least a broad educational goal upon admission.
4. Declaring a specific educational goal after completing a minimum of 15 units.
5. Participating in assessment, orientation, counseling/advisement services and other follow-up support services deemed necessary by the College in order for students to complete their stated educational goal.
6. Attending all classes and completing all course assignments.
7. Completing courses and maintaining progress toward their stated educational goals.

### STEP Program

There are six important steps to take before beginning course work at Monterey Peninsula College:

- Admission
- Financial Aid (Optional)
- Assessment
- Orientation
- Counseling/Advisement
- Registration

The completion of these steps will expedite the enrollment process and greatly enhance chances for educational success. The College encourages all NEW students to participate in the STEP Program.

**STEP ONE – Admission:** Submit the Application for Admission and have transcripts mailed to the Admissions and Records Office.

**STEP TWO – Financial Aid (optional):** To learn more about the many different kinds of financial assistance that are available and how to apply, see page 15, visit the Student Financial Services webpage at [www.mpc.edu/financialaid](http://www.mpc.edu/financialaid) or visit Student Financial Services in the Student Services Building.

**STEP THREE – Assessment:** Students planning to take an English or math class (or course with English or math prerequisite) must have their skills assessed for placement. Assessment sessions are offered many times throughout the year and take about three hours to complete. The dates and times of these sessions are published in the Schedule of Classes. Dates and times can also be viewed at [www.mpc.edu](http://www.mpc.edu). Students interested in taking an assessment are required to make an appointment at (831) 646-4027. If a student has been exempt from taking assessments because of test scores or completion of prerequisite courses, the student must provide the Counseling Department with the score reports or transcripts.

Disabled students needing special accommodations for an assessment should contact Supportive Services and Instruction to make arrangements. Telephone (831) 646-4070. TTY users should telephone (831) 645-1319.

The English Placement Test (EPT) was designed for native speakers of English. Students who speak English as a second language should take the ESL Placement Test (ESLPT) in order to be advised accurately. The ESLPT is offered throughout the year and takes about two hours to complete. The dates and times of the tests are published in the Schedule of Classes and on the MPC website ([www.mpc.edu](http://www.mpc.edu)) under New Students.

**STEP FOUR – Orientation:** Attend one of the orientation sessions to receive information about educational programs, policies, and procedures of the College or complete orientation through our website ([www.mpcfaculty.net/counseling/orientation](http://www.mpcfaculty.net/counseling/orientation)).

New transfer students who completed orientation at another college should file the Orientation Verification Form with the Counseling Department. This form is available from the Counseling Department or on our website at [www.mpc.edu/takeaclass](http://www.mpc.edu/takeaclass) or New Transfer Student Homepage. If orientation was not completed at another college, call (831) 646-1326 to make an appointment with the Matriculation Assistant Coordinator for an orientation session or to receive a copy of the Orientation Handbook and Quiz or complete orientation through our website ([www.mpcfaculty.net/counseling/orientation](http://www.mpcfaculty.net/counseling/orientation)).

**STEP FIVE – Counseling/Advisement (Education Plan):** New students who have completed assessment and orientation can schedule an appointment with a counselor in the Counseling Department at (831) 646-4020 to complete a Student Education Plan. A student can also complete the On-Line Advisement at [www.mpcfaculty.net/counseling/advisement](http://www.mpcfaculty.net/counseling/advisement)

All students receiving veteran's benefits or financial aid must meet with a counselor to complete a Student Education Plan.

**STEP SIX – Registration:** Upon the student's completion of assessment, orientation, and counseling/advisement, check the registration dates online at [www.mpc.edu](http://www.mpc.edu)

## Matriculation Exemption Policy

Students may be exempt from assessment, orientation, and/or counseling/advisement if they meet one of the exemption criteria listed below for each component. Students, however, may not be exempt from the admission or follow-up components. Students who do not meet approved matriculation exemption criteria, but choose to be exempt from part of the matriculation components, may do so by completing a waiver form available from the Counseling Department.

### Exemptions

#### Assessment:

1. Received English credit through completion of the CLEP (50 percentile) or Advanced Placement (score of 3 or higher) tests.
2. Received math credit through completion of the CLEP (50 percentile) or Advanced Placement – AB or BC (score of 3 or higher) tests.
3. Received a grade of “C” or better in a college prerequisite English course.
4. Received a grade of “C” or better in a prerequisite math course.
5. Earned a bachelor’s or higher degree from an accredited institution.
6. Taking courses for personal interest which do not require an English or math course as a prerequisite.
7. Taking courses for advancement in current job/career (job skills update) which do not require an English or math course as a prerequisite.
8. Taking courses to maintain certificate or license which do not require an English or math course as a prerequisite.

#### Orientation (Registration Planning Session):

1. Earned an associate or higher degree.
2. Attended orientation at another college.
3. 6th-12th grade student.
4. Concurrently enrolled in another college/university, and receiving matriculation services at that college/university.
5. Taking courses for personal interest.
6. Taking courses for advancement in current job/career (job skills update).
7. Taking courses to maintain certificate or license.

#### Counseling/Advisement (Education Plan):

1. Earned an associate or higher degree and does not intend to pursue another degree.
2. 6th-12th grade student.
3. Concurrently enrolled in another college/university and receives matriculation services at that college/university.
4. Taking courses for personal interest.
5. Taking courses for advancement in current job/career (job skills update).
6. Taking courses to maintain certificate or license.

## Matriculation Complaints

If a student believes that assessment, orientation, counseling, or any other matriculation procedure is being applied in a discriminatory manner, the student may file a written complaint. For additional information regarding the complaint procedures, contact the Matriculation Coordinator at (831) 645-1326.

## ADMISSIONS

### Eligibility

Anyone who is 18 years of age or older and is capable of profiting from instruction, or anyone who has a High School Diploma, a Certificate of Proficiency, or a Certificate of Completion is eligible to attend Monterey Peninsula College. Students who do not possess a high school diploma, a Certificate of Completion, or a GED, or did not pass the High School Proficiency Exam, may be required to take an independently administered exam to demonstrate their ability to benefit from instruction at MPC.

Monterey Peninsula College shall admit students who are capable of profiting from the instruction offered. In addition, the College shall admit:

- International students on F-1 or M-1 (student) visa with a minimum acceptable TOEFL score of 450 paper-based (or 133 computer-based; or 45 Internet-based), evidence of financial support during enrollment at the College, and approval of the International Student Programs designee.
- Refugee students who have Form I-181 from the Immigration and Naturalization Service or evidence of political asylum or refugee status.
- Undocumented students will be admitted as nonresidents unless they qualify for the California Nonresident Tuition Exemption under the law (AB540) that was passed by the legislature in 2001.

### Student Classifications

**New Student:** A student who has never enrolled at any college or attended only as a 6th-12th grade student and has now graduated from high school.

**New Transfer Student:** A student who has attended a college other than Monterey Peninsula College.

**Continuing Student:** A student who was enrolled at Monterey Peninsula College the preceding semester/session.

**Returning Student:** A student who has attended Monterey Peninsula College, but was not enrolled during the previous semester/session.

**Nonresident Student:** A student who has not met California educational resident requirements and must pay nonresident tuition.

**International Student:** A student from another country who has applied to Monterey Peninsula College and has been accepted on an F-1 or M-1 (student) visa through the International Student Programs Office.

**6th-12th Grade Student:** A student currently enrolled in grades 6 through 12.

## Admission Process: New, Returning, New Transfer, and 6th-12th Grade Students

The forms required in the admissions process are available in the Schedule of Classes, on the MPC website ([www.mpc.edu](http://www.mpc.edu)), and from the Admissions and Records Office.

As part of the admissions process, to assist the State of California in evaluating community college programs, social security numbers are requested. Social security numbers are required for students who apply for financial aid. All students will be assigned a Student Identification Number that will be used to conduct all MPC business.

**New and Returning Students:** All new and returning students must complete an Application for Admission prior to registering.

**New Transfer Students:** All new transfer students must submit an Application for Admission prior to registering. In addition, new transfer students who plan to seek a degree or certificate or receive veteran's educational benefits or financial aid at Monterey Peninsula College must have copies of official transcripts of previous college work mailed, by all colleges attended, directly to the Admissions and Records Office. Transcripts from other colleges are kept on file for three years after the student's last enrollment at Monterey Peninsula College.

**6th-12th Grade Students:** A student currently enrolled in grades 6-12 must complete an Application for Admission, a Statement of Legal Residence, and an approved Concurrent Enrollment Form each semester or session of enrollment. In addition, the student must have the recommendation of the school principal and parental approval. Students in grades 6-8 must have additional approval from the MPC Dean of Student Services or designee. No approvals will be given once classes begin.

A 6th-12th grade student may be admitted as a special part-time student and must enroll in college credit courses (courses numbered 1-199).

The College may restrict the admission or enrollment into any course or program based on age and/or completion of a specified grade level or demonstrated eligibility for instruction using approved assessment methods and procedures.

## Admission Process: International Students

Monterey Peninsula College currently welcomes 200+ students from 54 countries. The International Student Programs Office offers comprehensive support and services to assist students (see International Student Programs, page 38). The following documentation is required by federal law in order to be considered for admission:

- 1. A written application** which may be downloaded from the MPC web site <http://www.mpc.edu/student-services/international-student-programs/Pages/default.aspx>
- 2. Official copies of all academic records** showing subjects taken and grades earned;
- 3. Financial certification form** (available at above-listed website) and bank statement(s) from the student and/or student sponsor(s);
- 4. Evidence of English language proficiency** (for all applicants whose native/first language is not English) satisfied by a minimum TOEFL score of 450 paper-based; 133 computer-based (CBT); or 45 Internet-based test (iBT).

**Conditional Admission:** Students who have not taken the TOEFL, or who scored below 450 paper-based, 133 CBT or 45 iBT may be eligible for "conditional admission." This means that applicants meeting the academic and financial requirements for admission to MPC will be accepted conditionally to begin intensive English language study at the Monterey Institute of International Studies (MIIS) ESL program: <http://www.miiis.edu/academics/language/english> Upon completion of study at the MIIS ESL program, and a positive recommendation from the MIIS ESL program director, plus the appropriate minimum TOEFL score, applicants will be accepted for full-time study at Monterey Peninsula College.

**Budget:** MPC tuition and fees are at least \$5,200 per year for full-time students; approximate room and board (\$8,700), books and supplies (\$800), and health insurance (\$1,300) bring the average annual budget to approximately \$16,000. International students must purchase school health insurance at the time of registration. No financial aid is available.

**More information:** Applicants may contact the International Student Programs Office through the MPC website: <http://www.mpc.edu> or directly by e-mail [international\\_center@mpc.edu](mailto:international_center@mpc.edu), fax (831) 645-1390, or telephone (831) 645-1357. All questions are welcomed and receive a prompt response.

## Programs with Special Admission Requirements

Acceptance to Monterey Peninsula College or completion of program prerequisites does not guarantee acceptance into certain programs. The following programs have separate application and screening procedures which must be completed independently from regular admission. Please contact the specific department or the MPC Counseling Office for more information.

Nursing: (831) 646-4258

Police Academy: South Bay Regional Public Safety Training Consortium  
(408) 270-6458

Student Support Services (TRiO/SSS): (831) 646-4246

## Residency

### CALIFORNIA RESIDENTS:

**This information applies to U.S. citizens, students on permanent resident visas, and students on visas that allow the establishment of residence. You may be asked to submit documentation to verify California residence.**

Resident student classification for education purposes will be given to students 19 years of age or older who have resided in California for at least one year and one day prior to the beginning of the semester or session, and have "manifested the intent" to make California their residence one year and one day prior to the beginning of the semester or session. "Manifested the intent" means having the supporting documentation indicating the intention to make California one's state of legal residence. This is normally done by filing state income tax forms as a resident, by voting as a resident, and not possessing documents contradicting California residence (e. g., attending college as a resident of another state, voting absentee for another state, petitioning for a divorce in another state).

If a student is under 19 years of age and the student's parents or legal guardian meet the conditions listed above, the student may qualify as a California resident upon completion of appropriate form.

**Nonresident status is not changed automatically.** Students previously classified as nonresidents must complete a "Request to be Classified as a California Resident" form. And if now requesting California resident status, this form, with required documentation, must be submitted to the Admissions and Records Office before registering. Dependents of

active duty U.S. military personnel assigned to California may be exempt from nonresident tuition upon completion of the U.S. Military Dependent Residence Statement. The form must be completed each semester/session until the dependent has declared California residence. See the Schedule of Classes or the MPC website for a copy of the form.

#### **NONRESIDENTS:**

Students not meeting the California residency requirement, including international students and students possessing visas which preclude them from establishing California residence, will be classified as “nonresidents” and are subject to nonresident tuition.

The law governing residence determination for tuition purposes may be found in the California Education Code and in Title 5 of the California Code of Regulations. A copy of the statutes and regulations is available for inspection in the Dean of Student Services Office.

## **REGISTRATION**

### **Class Schedule**

Each semester/session the College prepares a Schedule of Classes, available on the MPC website, which provides exact registration dates, a description of registration procedures, course offerings and descriptions, fees, and other information.

### **Procedures**

Monterey Peninsula College students must use the web (WebReg) to register. All students must pay all past debts before registering.

Monterey Peninsula College has adopted a priority registration system for students to register. See the [www.mpc.edu](http://www.mpc.edu) website for registration dates and times.

A student may not register for more than one class having the same course number which meets at different times, places or days during a given semester or session.

Students are responsible for ensuring that they are officially registered for the correct courses.

### **Registration Changes: Adding and Dropping Classes**

**Add:** Generally, a change which involves the addition of a course to a student's initial class schedule is considered an add. The exact dates during which a change of program can be made are available on the College website (and also are in the Schedule of Classes for each semester/session). Effective the fourth week of semester-length courses, the second week of summer and Early Spring sessions, and for courses that have already begun, students must petition the Academic Council for permission to register after the advertised deadlines. See the Schedule of Classes or check the website for exact dates.

**Drop:** Students are responsible for dropping themselves from a class and must not expect faculty to initiate withdrawal procedures for them. Students may withdraw from semester-length courses through the last day of the 14th week of instruction or 60% of a class, whichever is less. To officially withdraw from a course within the specified deadline, an eligible student may drop by logging onto the website ([www.mpc.edu](http://www.mpc.edu)) using WebReg, or by mailing in an Add/Drop Form or letter indicating the courses that are to be dropped, or by submitting an Add/Drop Form, in person, to the Admissions and Records Office.

## **Prerequisite Verification**

The College has mandatory prerequisite verification. If a prerequisite course was completed at another college, the Prerequisite Verification Form, with required documentation, must be completed and submitted to the Counseling Department in the Student Services Building. If the prerequisite course was completed at MPC before Fall 1995, complete the Prerequisite Verification Form and submit it to the Counseling Department who will check your MPC record. If the prerequisite course was completed at MPC in Fall 1995 or after, verification is not required.

## **Prerequisites and Corequisites Challenges**

Some courses require students to meet certain conditions in order to register. A 'prerequisite' is a requirement that must be met before registering for a course. A 'corequisite' is a requirement that a student must enroll simultaneously in another course.

A student may challenge a prerequisite by following the Prerequisite/Corequisite Challenge Procedures described below. NOTE: Challenge paperwork must be filed by the last day of regular late registration.

1. Pick up a Prerequisite Challenge Form from the Division Office responsible for the course you wish to challenge.
2. Complete the form by identifying one or more of the following reasons for seeking a challenge:
  - a. The prerequisite or corequisite is not reasonably available;
  - b. The student believes the prerequisite was established in violation of regulations or in violation of the District-approved processes;
  - c. The student believes the prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
  - d. The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite or corequisite. (NOTE: Attach documentation to the prerequisite form for the department to review.)
3. File the completed Prerequisite Challenge Form with the Division.
4. Take the Counseling Copy of the Challenge Form to the Counseling Department in the Student Services Building for prerequisite clearance.
5. Enroll in the course which required the prerequisite challenge.
6. Department review must take no longer than five working days. Check with department's schedule for review of challenges.
7. A copy of the Prerequisite Challenge Form will be forwarded by the department/division to the Dean of Student Services office indicating that the challenge was approved or denied. If the challenge is denied, the student will be dropped from the course.

## FEES

Fees and tuition are due and payable at the time of registration using cash, check, money order, VISA, or MasterCard. Visa and MasterCard may also be used when registering by WebReg.

All fees and tuition charges are subject to change without prior notification.

### Expenses

**Community College Enrollment Fee:** Students are required to pay an Enrollment Fee of \$36.00 per unit (2011-2012). No Enrollment Fee is required of a student who is a California resident and a recipient of benefits under the Temporary Assistance for Needy Families Program, the Supplementary Security Income/State Supplementary Program, or the General Assistance Program. Eligibility is determined by Student Financial Services prior to registering. The Enrollment Fee is refundable for courses dropped by the end of the second week for semester-length courses and by the third class meeting for courses that are more than one week in length but less than a semester.

**Nonresident Tuition:** Students classified as nonresidents must also pay nonresident tuition. Nonresident tuition for the 2011-2012 academic year is \$176.00 per unit in addition to the Enrollment Fee. Nonresident tuition is refundable for courses dropped by the end of the third week for semester-length courses and by the third class meeting for courses that are more than one week in length but less than a semester.

**Student Center Use Fee:** The Student Center Use Fee of \$10.00 per semester or \$5.00 for summer session is required of all students taking at least one course (excluding Living Room Series, online, and weekend-only courses) on the main campus. This fee helps to repay a government loan which was obtained to build and maintain the Student Center. The Student Center Use Fee is refundable if all courses are dropped by the end of the second week for semester-length courses and by the third class meeting for courses that are more than one week in length but less than a semester.

**Health Fee:** The Health Fee of \$17.00 per semester or \$14.00 for summer session is required of all students. Exemptions to the fee may be made through Student Health Services, before registering, for students who use prayer for healing (which must be verified in writing by the College Nurse). The Health Fee is refundable if all courses are dropped by the end of the second week for semester-length courses or by the third class meeting for courses that are more than one week in length but less than a semester.

**Parking Permits:** A parking permit is available for each vehicle at the rate of \$40.00 per semester (\$20.00 per semester for students who qualify for BOG fee waivers) for students enrolled in more than 6.0 units and \$20.00 per semester for students enrolled in 6.0 or fewer units. Permits are \$20.00 for summer. Vehicles without parking permits must display a daily permit which costs \$1.00 per day. A discounted fall/spring/summer annual permit, sold in fall, is available for \$70.00, or \$35.00 for 6.0 or fewer units. The Parking Permit Fee is refundable if all courses are dropped by the end of the second week for semester-length courses and by the third class meeting for courses that are more than one week in length but less than a semester. The Parking Permit must be returned, if picked up, to the Admissions and Records Office within the first two weeks of the semester or by the third class meeting for courses less than semester-length.

**Student Body Fee:** This optional fee may be purchased at the time of registration. The \$5.00 picture ID supports Student Government and entitles the student to local merchants' discounts, ASMPAC short-term emergency loans, free or reduced admission to all sporting events, dances, and other cultural, social or academic activities sponsored by Monterey Peninsula College. The Student Body Fee is refundable if all courses are dropped by the end of the second week for semester-length courses or by the third class meeting for courses that are more than one week in length but less than a semester. Students requesting a waiver from the Student Body Fee must submit the Student Body Fee Waiver Form, available at the Admissions and Records Office and at the Student Activities Office.

**Student Representation Fee:** This fee of \$1.00 is collected at the time of registration for the purpose of providing student government representatives the means to travel and attend conferences to enhance their goal in bringing forth the students' viewpoints before any political entity. The Student Representation Fee is refundable if all courses are dropped by the end of the second week for semester-length courses and by the third class meeting for courses that are more than one week in length but less than a semester. Students requesting a waiver from the Student Representation Fee must submit the Student Representation Fee Waiver Form, available at the Admissions and Records Office and at the Student Activities Office.

**Child Development Center Fee:** An optional \$3.00 fee can be designated to support the Child Development Center on campus. The Child Development Center Fee is a donation and is nonrefundable.

**Textbooks:** Textbooks are essential and though prices vary, textbooks for most classes are approximately \$100.00. Textbooks for accounting, nursing, math and drafting classes can be \$150.00 or more.

**Transcript Fee:** Upon the written request of the student, official transcripts are mailed by the Admissions and Records Office. The first two copies of a student's transcript requested in a lifetime, under normal mail procedures, are provided at no charge. After the first two copies, there is a \$5.00 charge for each transcript. Transcript processing time may take up to two weeks. There is a \$15.00 per copy charge for transcripts issued for same-day service. Transcripts cannot be released if the student has any outstanding debts and/or obligations due the District. College policy does not permit the faxing or e-mailing of transcripts. Transcripts from high school and other colleges will not be forwarded by MPC. Unofficial transcripts for students who attended MPC since 1995 are available on our website ([www.mpc.edu](http://www.mpc.edu)): click on Admissions, then Unofficial Transcript. To request an official transcript, go to the [www.mpc.edu](http://www.mpc.edu) website, click on Admissions, then on Official Transcript, and download the Transcript Request Form.

**Instructional Materials Charge:** Monterey Peninsula College may require students enrolling in some courses to pay materials charges, if the materials required for the class/lab are used in the production of an end product and have continuing value to students outside the classroom/lab. Materials charges are refundable through the second week of instruction for semester-length courses and before the third class meeting for courses less than semester-length.

### Refunds – Fees

#### NO FEES ARE AUTOMATICALLY REFUNDED.

Students requesting refunds of the Student Center Use Fee, Health Fee, Student Body Fee, Student Representation Fee, and/or Parking Permit Fee must drop all courses before the end of the second week of instruction for semester-length courses, and by the third class meeting for courses that are more than one week in length but less than a semester. The same applies to the Enrollment Fee and material charges. For distance learning courses less than semester-length, the refund deadline is the third day



after the official start date. Refunds will not be authorized for courses not dropped by the appropriate deadline.

Nonresident tuition is refundable for classes officially dropped during the first three weeks of the semester for semester-length courses, and by the third class meeting for courses that are more than one week in length but less than a semester. Nonresident tuition will not be refunded if courses are not dropped by the appropriate date.

A refund processing fee of \$10 per semester/session will be withheld from the refund of the Enrollment Fee for courses dropped that have not been canceled by the College.

## Refund Request Process

It is the student's responsibility to drop courses by the correct deadline. **NO FEES ARE AUTOMATICALLY REFUNDED.** An Application for Refund form, available on our website and at the Admissions and Records Office, must be completed and submitted to the Admissions and Records Office before the end of the semester or session in which a refund is due; otherwise no refund will be made. Any fee/tuition collected for a class that is canceled by the College or collected in error is refundable upon application. Requests for refunds must be made ONLY through the Admissions and Records Office. Refund checks are mailed or credited to credit card accounts by Fiscal Services 4 to 6 weeks after the end of the late registration period.

### Canceled Classes

Any fee/tuition collected for a class that is canceled by the College or that is collected in error is refundable upon request. Application for Refund forms are available at the Admissions and Records Office and on our website.

### Exception to the Refund of Fees Policy

Any exception to the refund policy, because of extenuating circumstances, may be made to the Academic Council, upon student petition, before the end of the semester/session in which the refund is being requested. Academic Council petitions are available at the Admissions and Records Office and on the MPC website.

## Refunds – Textbooks

See College Bookstore on page 37 for refund policy.

## FINANCIAL AID

[www.mpc.edu/financialaid](http://www.mpc.edu/financialaid)

### What is Financial Aid?

Financial aid is resources that are used to supplement, not replace, the financial responsibility of the family. These funds can assist a student in covering the cost of attendance such as tuition, fees, room, board, transportation and miscellaneous expenses. Assistance is available from a variety of programs funded by federal, state, college, and private sources.

### Types of Financial Aid

#### Grants (based on financial need – no repayment)

- Cal Grants
- California Community College Board of Governors (BOG) Fee Waiver
- California Work Opportunity and Responsibilities for Kids (CalWORKS)
- Cooperative Agencies Resources in Education (CARE)

- Extended Opportunity Programs and Services (EOPS)
- Federal Academic Competitive Grant (ACG)
- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (FSEOG)

#### Loans (require repayment)

- Federal Subsidized Direct Student Loan: Interest is paid by the federal government while you are attending school – low interest rate
- Federal Unsubsidized Direct Student Loan: Interest is added to the amount of the loan while you are attending school – low interest rate
- Federal Parents Loans for Undergraduate Students (FPLUS): Variable interest rate
- Short-Term Emergency Loans: The College offers a short-term emergency loan program to students who have applied for financial aid but who have not yet received awards. You must have a completed financial aid file to qualify.

#### Part-Time Employment

- Federal Work-Study (FWS)

### Basic Eligibility

To receive and maintain eligibility for financial aid, a student must:

1. be a U.S. citizen or eligible non-citizen;
2. be registered with Selective Service (if required);
3. be enrolled or be accepted for enrollment in an eligible program of study at MPC;
4. have a valid Social Security Number;
5. be making satisfactory academic progress;
6. not owe a refund on a federal grant or be in default on a federal educational loan;
7. have financial need (except for Unsubsidized Direct Loans); and
8. possess a high school diploma, GED, or the equivalent, take and pass an approved Ability to Benefit Test administered by the College, or complete six units of college-level work leading to a degree or certificate.

### How to Apply for Federal Student Aid

To be considered for federal financial aid at Monterey Peninsula College, a student must:

1. Apply for admission to the College.
2. Electronically apply for federal student aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) by using MPC's federal school code 001242 when filling out the application.
3. Complete and submit a Monterey Peninsula College Student Information Form to Student Financial Services.
4. Request that transcripts from all previous colleges be sent to the Admissions and Records Office at the College, followed by notifying Student Financial Services that this has been done.

Student Financial Services will notify students of any additional documentation required to complete the application for financial services.

All student financial services forms are available in Student Financial Services located in the Student Center or may be downloaded from the MPC website (<http://www.mpc.edu/financialaid>). All forms and information are also available in Spanish.

FAFSA workshops are scheduled weekly to assist students with the application process. For additional information, contact Student Financial Services at (831) 646-4030.

## What is the deadline to apply for financial aid?

Financial Aid is disbursed throughout the school year. The earlier students apply, the more resources may be available. There are application deadlines each academic year for specific types of aid:

- Cal Grant deadline: March 2
- Scholarship Application deadline: Third Monday in March
- Federal Aid: Last date of attendance or June 30, whichever is earlier

See the Student Financial Services website or consumer information for specific annual disbursement deadlines.

## Satisfactory Academic Progress

A student must maintain financial aid satisfactory academic progress each semester financial aid is received. To maintain satisfactory academic progress during a given semester, students must:

1. Earn a semester GPA of at least 2.0.
2. Maintain an overall cumulative GPA of at least 2.0.
3. Complete at least 67% of the units attempted each semester.
4. Complete 67% of the total units attempted.
5. Complete the educational program within 90 attempted units (150%).

## SCHOLARSHIPS

Scholarships are awarded annually.

- Scholarship booklet and application are available from Student Financial Services the first week of spring semester.
- Application deadline: Third Monday in March
- Scholarship Award Ceremony: Third week in May

Scholarships are awarded based on criteria which may vary according to the scholarship such as scholastic achievement, student leadership, community involvement, academic progress, and/or financial need. For additional information contact Student Financial Services.

The following is a list of scholarships which have been offered in the past:

**A.T. & T. National Pro-Am Youth Fund – Dan Searle Scholarship**  
**Alison Faul Memorial Scholarship**  
**American Association of University Women, Monterey Peninsula Branch**  
**American Legion Auxiliary, Unit #41**  
**Auxiliary of Community Hospital of the Monterey Peninsula**  
**Bessie Knight – Ecology/Biological Science**  
**Bessie Knight – Horticulture**  
**Betty Macias Memorial Scholarship**  
**Bill Mathewson Memorial**  
**Bob Lemmon**  
**Borrowing from Paul to Pay Peter**  
**California Association of Nurserymen Endowment Research**  
**CANFIT: Nutrition and Physical Education**  
**The Cedric Rowntree Memorial**  
**Central Coast Art Association**  
**Colonial Dame, Monterey Peninsula Founders Scholarship**  
**Dan Searle Memorial Scholarship**

**Danny Nugent Memorial Photography Scholarship, MPC**  
**David Yamada JAACL Scholarship**  
**Dole Fresh Vegetable Inc. & Bud of California Scholarship**  
**Dr. Winona Trason Memorial Health Science**  
**First National Bank of Central California**  
**First Sergeant Reid W. McNary Memorial Scholarship**  
**Floyd S. Richards**  
**Frances Quinines Memorial Scholarship**  
**Frank G. Samora Memorial Scholarship**  
**Grace Donlin Scholarship**  
**Gentrain Society Scholarships**  
**Jack Leach Social Science**  
**Jack Sedan Memorial Scholarship**  
**Joseph D. Blacow Memorial Scholarship**  
**Junior League of Monterey County**  
**Karl S. Pister Leadership Program**  
**Leticia Boundey Re-Entry Scholarship**  
**Leticia Boundey Scholarship**  
**Lewis Jackson Memorial Music**  
**Lobo Baseball Scholarship**  
**Lorene Horen Nursing Scholarship**  
**Mary Lou Welch Drama**  
**The Matsui Foundation**  
**Millard Hawkins Music Scholarship**  
**Milton Fletcher Memorial Scholarship**  
**Miracal Sports Scholarship**  
**Monterey County Association of REALTORS Scholarship**  
**Monterey County Retired Teachers Association**  
**Monterey Peninsula Board of Realtors**  
**Monterey Rotary**  
**MPC Pre-Nursing Scholarship**  
**National Society of Public Accountants**  
**Nellie Irons Orr Estate**  
**Nick Zandies Memorial Scholarship**  
**Otis Marshall Memorial Scholarship**  
**Patricia Martin Memorial Scholarship**  
**P.E.O. Scholarships/PG Chapter**  
**Quentin Allioti Memorial Scholarship**  
**Ruth R. Young/MPC Scholarship**  
**Sherman Smith Scholarship**  
**Soroptomist International of the Monterey Peninsula**  
**Steven Crouch Scholarship**  
**Sue Skipper Scholarship**  
**SVMH Service League Non-Nursing Health Career Scholarship**  
**Sylvia Panetta**  
**Tor Spindler Memorial Award for Athletics**  
**Tor Spindler Memorial Award in Police Training**  
**Vietnam Veterans of Monterey County Book Award for Non-Vietnam Service Veterans**  
**Vietnam Veterans of Monterey County (In Honor of Alfredo Saldivar)**  
**William Shanner Memorial**  
**William Wright Memorial Scholarship**  
**World Affairs Council Singleton Scholarship**

# ACADEMIC

*Information*

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# ACADEMIC POLICIES

## Auditing

District policy prohibits the auditing of courses. Students must enroll in each course, and classes cannot overlap in time; students may enroll in only one course in a scheduled time period.

## Course Repetition

A student may repeat a course only under the following conditions:

1. the student's prior evaluative grade in the course is a "D," "F," or "NP," or the student withdrew from the course and received a "W"; after the second attempt and received D, F, or NP, the student will be required to petition the Academic Council for a third attempt; or
2. the College catalog and Schedule of Classes designate the course as repeatable and the number of times it may be repeated; or
3. the student receives prior written permission from the Academic Council when the student can demonstrate that the course must be repeated in order to make progress toward employment, graduation, certification, or transfer, and a significant length of time (at least three years) has lapsed since the completion of the course.

## Grading

The following symbols are used to record student progress:

Symbol	Definition
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### Evaluative

A	Excellent
B	Good
C	Satisfactory
D	Passing, less than satisfactory
F	Failing
P	Pass (at least satisfactory ["C" or better])
NP	No Pass (less than satisfactory ["D" or "F"])

### Non-evaluative

I	Incomplete
IP	In Progress
MW	Military Withdrawal
RD	Report Delayed
W	Withdrawal

## Expanded Definitions:

### Pass (P)

A "P" grade indicates completion of work with a grade of "C" or better. "P" does not affect a student's grade point average. A maximum of 20 units of "P" may be applied towards the associate degree. Departments may require majors to obtain letter grades in all courses specifically required for that major, provided the letter grade option exists.

### No Pass (NP)

An "NP" grade indicates completion of work with a grade of "D" or "F." "NP" does not affect a student's grade point average. However, the course in which an "NP" grade is earned will not apply towards graduation, and the grade shall be considered in probation and dismissal procedures.

### Incomplete (I)

An Incomplete ("I") grade may be assigned by an instructor only when a student has failed to complete course work at the end of the semester or session for unforeseeable, emergency, and justifiable reasons. The

condition for removal of the "I" will be stated on a written form by the instructor. The grade to be assigned, if the conditions are not met, also must be indicated and will be changed on the student's record if the work is not completed within one year. A copy of the form must be given to the student by the instructor with the original on file at the Admissions and Records Office. A final grade may be assigned by the instructor within one year when the work stipulated has been completed and evaluated. A Change of Grade Form must be submitted by the instructor to the Admissions and Records Office. Students must complete the coursework within one year and may not register for the course in order to make up the incomplete work. The "I" grade is not used in calculating a grade point average but is used as a factor in determining progress probation and progress dismissal status.

### In Progress (IP)

An In Progress ("IP") grade denotes that the class extends beyond the normal end of the academic semester/session and that the assignment of a grade must await completion of the course. The "IP" will remain on the student's record in order to satisfy enrollment documentation. The appropriate grade and units will be assigned when the course has ended. The "IP" grade is not used in calculating the grade point average or probation and dismissal status.

### Report Delayed (RD)

The Report Delayed ("RD") denotes a delay in reporting the grade of a student due to circumstances beyond the control of the student. "RD" is a temporary notation and will be replaced by a permanent symbol as soon as possible. "RD" is not used in calculating the grade point average.

### Military Withdrawal (MW)

The "MW" will be assigned, upon verification of such orders, only to students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses. "MW" will not be counted in progress probation and dismissal calculations.

### Withdrawal (W)

Withdrawal from a class or classes is authorized through the last day of the 14th week or 75% of instruction, whichever is earlier, for semester-length classes or 60% of a short-term class. No notation ("W" or other) will be made on the academic record of the student who withdraws during the first four weeks or 25% of a short-term class. Withdrawal after this period and up to the 14th week or 75% of instruction, whichever is earlier, for semester-length classes or 60% of a short-term class will be recorded as a "W" on the student's record. A student who remains in a class beyond this period must receive an evaluative grade, unless an exception is made by the instructor and the Academic Council when a student petition demonstrates that the withdrawal is beyond the student's control, such as illness, accident, or other circumstances.

Prior to the drop deadline for a class, a student may initiate a withdrawal for any reason. An instructor may initiate a withdrawal when the student is failing to meet course attendance requirements or academic assignments.

The "W" will not be used in calculating grade point averages, but excessive "W" grades are used as factors in progress probation and progress dismissal.

## Grading Option

Monterey Peninsula College offers:

- some courses solely on the standard letter (A-F) grade basis;
- some courses solely on the pass/no pass (P/NP) grade basis;
- some courses in which the student may choose to complete the course on either a letter grade or a pass/no pass (LG-P/NP) grade basis. The default for this option is letter grade.

Offering courses for pass/no pass grades provides students with the opportunity to explore areas outside their current interest 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 student. Pass/no pass grading enables students to enroll in courses on a pass/no pass basis to improve basic skills; to provide educational opportunities to pursue studies not in the major field; and to explore general education. Each department determines the courses it will designate for pass/no pass grading.

If P/NP is an option for a course and the student wishes to take the course for P/NP, the student may request this option through WebReg or complete and submit to the Admissions and Records Office the "Pass/No Pass Authorization Form." This option must be requested within 25% of the course or by the end of the fourth week for semester-length courses. All courses numbered 300 and above are always offered on the P/NP option.

## Grade Point Average (GPA)

A grade point average (GPA) is a computation based on the value of the letter grade (A-F) for each course, the number of units associated with each course, and the total number of units attempted.

Letter Grade	Grade Points per unit
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

**The semester GPA** (grade point average) is calculated by dividing the total number of grade points earned in that semester by the total number of units attempted in letter-graded courses for that semester.

**The cumulative GPA** (grade point average) is calculated by dividing the total number of grade points earned by the total number of units attempted in letter-graded courses.

In course repetition for substandard work, the grade earned in the last enrollment will be used in determining the units attempted, completed, and grade points earned. Transcripts are not audited; students must inform the Admissions and Records Office of courses repeated for substandard grades. Grades awarded for courses repeated, under provisions of special circumstances other than for substandard work, will not be counted in calculating a student's grade point average.

## Graduation

### Graduation Requirements and Catalog Rights

- Graduation requirements are subject to change.
- Graduation requirements are determined based on several conditions:
  1. if MPC enrollment is continuous (enrolled in at least one credit course during an academic year), then graduation requirements are taken from either the catalog in effect at the time of first enrollment at MPC or the catalog in effect at the time of the petition to graduate;

2. if a break in MPC enrollment occurs (there is no record of a credit course on the transcript for an academic year) and the student does not return to MPC, then graduation requirements are determined according to the catalog in effect at the time of either first or last enrollment at MPC;
  3. if a break in MPC enrollment occurs (there is no record of a credit course on the transcript for an academic year) and the student does return to MPC, then graduation requirements can be taken from either the catalog in effect at the time of re-entry into continuous enrollment at MPC or the catalog in effect at the time of the petition to graduate.
- Each new catalog year begins with the fall semester and includes the following spring semester and summer session.
  - Students may not complete general education requirements under one catalog and major requirements under a different catalog.
  - Requests for exception to this policy may be addressed by submitting a petition to the Academic Council.

### Petition and Evaluation

Students who expect to graduate from the College must file a petition to graduate with the Admissions and Records Office. The form is available in the Admissions and Records Office and on the [www.mpc.edu](http://www.mpc.edu) website.

All external transcripts, military records, advanced placement scores, International Baccalaureate scores, CLEP scores, and counselor course evaluations must be on file in the Admissions and Records Office by the following petition deadlines:

Graduation Month	Deadline to Receive Materials
DECEMBER	NOVEMBER 1
JUNE	MARCH 1
AUGUST	JULY 1

Students are advised to make an appointment with a counselor to evaluate eligibility for the associate degree.

### Commencement

Commencement is held once a year, in June, for students who have completed the requirements for their degree any semester during the school year, including the previous summer session.

## Exceptions to Regulations and Requirements

Requests for exceptions to the admissions, academic, and curricular regulations may be made by petition to the Academic Council. Exceptions are made only for extenuating circumstances. Petition forms are available from the Admissions and Records Office.

## Other Credit

### Advanced Placement (AP) Examinations

Students who complete the College Entrance Examination Board Advanced Placement exams with test scores of 5, 4, or 3, depending on the examination taken, may be granted credit. Contact the Counseling Department for course equivalency information.

### Articulation of High School Courses

**Tech Prep** supports activities such as job shadowing, career fairs, professional development for teachers, and articulation of programs and courses between the high schools and Monterey Peninsula College. An articulation agreement enables students to receive either a course waiver or college credit for completion of courses at the secondary level, Regional Occupational Program, or Adult School which are comparable to courses offered at Monterey Peninsula College (MPC). The granting of a course

waiver and/or college credit is based on the achievement of competencies through a course, or a sequence of courses, as defined on the Course Waiver or the Credit by Proficiency Examination which specifies the conditions of the articulation agreement. Students must initiate the process to receive a waiver or credit and must have completed six units at MPC prior to being granted articulated credit. Tech Prep bridges the gap from high school to community college and beyond with classes and activities that explore careers, link educational and career pathway planning, and assists students to go successfully from high school to college.

**TechEd Monterey Bay** is a team of educators that coordinates tech prep in high schools/ROP programs, businesses, and Monterey Peninsula College in an effort to prepare high school students for college and careers. Visit the website at [www.techedmontereybay.org](http://www.techedmontereybay.org)

### College Level Examination Program (CLEP)

An enrolled student may receive credit by requesting a transcript from the College Level Examination Program. Test score must be at a 50% minimum. A maximum of 30 units may be earned through CLEP. Contact the Counseling Department for course equivalency information.

### Credit by Examination of Selected Monterey Peninsula College Courses

A student who has acquired knowledge and/or skills may be able to receive college credit for these achievements through an appropriate examination and may be awarded credit. A maximum of 30 units may be earned through credit by examination. Credit granted by examination does not apply toward the 12-unit residency requirement. A registered student who has completed at least six units at Monterey Peninsula College may petition to receive college credit by comprehensive examination for a course on the approved challenge list available at the Admissions and Records Office. The student must have been enrolled during a prior term, be in good standing, enrolled in and complete at least one other course during the semester/session the challenge is administered, and pay appropriate fees for the challenge. The challenged course is not part of the current unit load. The units and grade earned will be recorded on the student's permanent record. Contact the Admissions and Records Office for the procedure and current list of courses.

### International Baccalaureate (IB) Examinations

Monterey Peninsula College considers for transfer credit high-level International Baccalaureate examinations where a grade of 5, 6, or 7 has been earned. The official International Baccalaureate transcript must be submitted to the Admissions and Records Office for review once the student has enrolled. The number of credits awarded reflects the units of the equivalent course at the College. The examinations may also be used to meet prerequisites for other courses.

### Evaluation of Transfer Credit

Students who attended another college prior to Monterey Peninsula College and plan to earn a degree, certificate or transfer to a four-year college or university must have official copies of previous college work mailed directly to the Admissions and Records Office. A student may receive credit towards the associate degree or certification for CSU-GE or IGETC (see pages 53-56) from Monterey Peninsula College if the courses were lower division, and the institution was regionally accredited at the time of attendance and listed in the Accredited Institutions of Post-Secondary Education. Contact the Counseling Department for course-to-course evaluation.

Credit may also be allowed for college-level USAFI courses and for formal courses taken at military services schools, if such credit is recommended in the American Council on Education Guide.

## Student Load

A full-time student must simultaneously carry a minimum of 12 units each semester. A student must complete an average of 15 degree-applicable units each semester, or 30 units each year, including summer session, to meet the requirements for an associate degree within two years.

Students are not permitted to register for more than 18 units for a semester or for more than two courses, plus one physical activity course, for the summer session. Students capable of successfully carrying an overload may be authorized by a counselor to add excess units.

There are no minimum requirements for enrollment in the College, except for the purpose of qualifying for eligibility status. The following represents minimum load eligibility requirements:

	Full-length semester	8-week session	6-week session
<b>Athletic eligibility</b>	12 units	*	*
<b>Veteran's benefits</b>	12 units (full pay)	6 units (full pay)	4 units (full pay)
	9 units (3/4 pay)	---	---
	6 units (1/2 pay)	3 units (1/2 pay)	2 units (1/2 pay)
<b>International students (F-1/M-1 visas only)</b>	12 units		
<b>Financial aid**</b>	**	**	**

\*Consult Physical Education Department.

\*\*Varies with the specific loan, grant or scholarship. Contact Student Financial Services.

## ACADEMIC STANDARDS

### Academic/Progress Probation

Students are not evaluated for probation until they have enrolled in 12.0 units at Monterey Peninsula College.

#### Academic Probation

A student who has attempted at least 12 units at Monterey Peninsula College will be placed on academic probation when he/she has earned a grade point average below 2.0 in all accumulated units with evaluative grades or was readmitted after academic dismissal.

#### Removal from Academic Probation

A student shall be removed from academic probation whenever he/she has achieved a cumulative grade point average of 2.0 or higher in all accumulated units with evaluative grades.

#### Progress Probation

A student who has enrolled in at least 12 units at Monterey Peninsula College will be placed on progress probation when the cumulative percentage of "W," "I," and "NP" units at Monterey Peninsula College reaches or exceeds 50% of all units attempted at the College.

#### Removal from Progress Probation

A student will be removed from progress probation whenever a student completes more than 50% of all units attempted at the College.

## Academic/Progress Dismissal and Readmission

### Academic Dismissal

A student on academic probation shall be dismissed when the student's cumulative grade point average is below 2.0 for two consecutive semesters.

### Academic Readmission

Upon petition to the Academic Council, a student who has been dismissed for academic reasons may be readmitted. The student must see an MPC counselor and complete and submit the "Petition for Readmission" form to the Academic Council. Upon readmission the student is placed on academic probation and must earn at least a 2.0 ("C") cumulative grade point average in order to continue enrollment.

### Progress Dismissal

A student who has been on progress probation for two consecutive semesters will be dismissed when, for the third consecutive semester, the student has "W," "I," and/or "NP" grades in 50% or more of all units attempted.

### Progress Readmission

Upon petition to the Academic Council, a student who has been dismissed for progress reasons may be readmitted. The student sees an MPC counselor and completes and submits the "Petition for Readmission" form to the Academic Council.

## Academic Renewal

There are instances when a student's past academic record is not reflective of the student's current, demonstrated level of academic performance. The intent of the academic renewal policy is to prevent past substandard grades ("D" or "F") from deterring a student's progress toward employment, graduation, certification, or transfer. A student may request that his/her record be reviewed for academic renewal action by petitioning the Academic Council. The student must explain on the petition how the past record is deterring progress toward employment, graduation, certification, or transfer. If the Academic Council determines that such progress is being deterred, academic renewal will be granted under the following conditions:

1. The student has achieved a grade point average of 2.0 or higher in the last 15 units of letter grades at Monterey Peninsula College.
2. There has been at least a two-calendar-year lapse of time between the time of the most recent units earned at Monterey Peninsula College and the time of the units to be alleviated.
3. If both of the above conditions are met, academic renewal action will be granted, which consists of:
  - a. Elimination from consideration in the cumulative Monterey Peninsula College grade point average up to 30 semester units of academic work. All units earned or attempted during the time period of the alleviated units shall be so excluded from the grade point average.
  - b. Making a notation on the student's permanent transcript indicating the semesters/sessions that have been alleviated. All courses and grades remain visible on the transcript.

Academic renewal action taken by Monterey Peninsula College does not guarantee that other colleges or universities will accept such action. This determination will be made by the respective institutions.

## Attendance

Regular attendance and consistent study are student responsibilities. A college student is expected to attend all class meetings. Failure to attend class

may prevent a student from participating fully in the educational process, thus causing the student to underperform academically. Failure to attend class may also result in being dropped from class. Each instructor establishes the standards in the syllabus. It is the student's responsibility to know the attendance requirements in each class and to be aware of his/her attendance status. When the student has been absent or expects to be absent from a class, he/she should notify the instructor of the reason for the absence.

## Veterans – Attendance and Progress

Veterans and eligible dependents must initiate their claim for educational benefits through the Veteran's Office on campus. After classes begin, students are required to promptly notify the Veteran's Office by calling (831) 646-4025 of any changes in their classes or address.

The College maintains a written record of previous education and training of the veteran or eligible person. The College is required to report the appropriate credit accepted by the College for previous education and training.

Students receiving VA education benefits must maintain both satisfactory attendance and a grade point average (GPA) at 2.00 or higher. If a student is placed on academic or progress dismissal, the student will not be certified for VA education benefits until the student makes satisfactory progress (i.e., have a GPA above 2.00 or complete more than 50% of total units in which he/she is enrolled). A veteran who is dismissed should contact the MPC Veteran's Office for specific details concerning continued certification of VA education benefits.

## Final Examinations

A schedule of final examinations for on-campus day classes is available in each semester's Schedule of Classes as well as on the MPC website. Students are expected to take examinations when scheduled. Final examinations for other classes are announced in the class.

## Plagiarism and Cheating

Academic honesty is a cornerstone of the educational community; therefore, students are expected to understand the standards of academic honesty as they pertain to students' behavior in the classroom.

### Plagiarism

It is important for students to acknowledge sources that are used for completing classroom assignments. Plagiarism is a form of academic dishonesty.

Plagiarism may be any one of the following:

1. Verbatim copying without proper documentation of the source(s).
2. Paraphrasing without proper documentation of the source(s).
3. Unacknowledged appropriation of information or ideas from someone else.

If students have any questions about these forms of plagiarism or about an assignment they are preparing, they should ask their instructor for clarification rather than risk unintentional plagiarism.

### Cheating

It is important for students to act in an honest and trustworthy manner. Work performed on examinations or other forms of evaluation must represent an individual's own work, knowledge and experience of the subject matter. Students are expected to follow the classroom rules established by the instructor.

Cheating may be any one of the following:

1. Unauthorized looking at or procuring information from any unauthorized sources or from another student's work during an examination or from any work that will be graded or given points.
2. Unauthorized acquiring, reading or learning of test questions prior to the testing date and time.
3. Changing any portion of a returned graded test or report and resubmitting it as an original work to be regraded.
4. Presenting the work of another as one's own for a grade or points.
5. Knowingly assisting another student in cheating.

This list is not all-inclusive and the list itself is not meant to limit the definition of cheating to just these items mentioned.

### **Consequences**

The disciplinary action for cheating or plagiarism is up to the discretion of the instructor. The instructor may select one or more of the following options:

1. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.
2. Issue an "NP" or a failing grade ("F" or "0" for the assignment in question.
3. Refer the student to the Vice President for Student Services for disciplinary action.

### **Scholastic Honors**

Scholastic honors are published in the local newspaper at the end of each semester for students completing 12 or more units of letter-graded courses with a grade point average of 3.0 or higher.

Highest Honors are awarded to the student whose grade point average is 4.0; High Honors to the student whose grade point average is 3.50-3.99; and Honors to the student whose grade point average is 3.0-3.49.

Monterey Peninsula College sponsors Chi Chapter of Alpha Gamma Sigma, the California Community College Honor Scholarship Society, and Phi Theta Kappa, the International Honor Society for community college students. Eligibility for initial, temporary, continuing, and permanent memberships depends on scholastic performance, cumulatively and by semesters.

### **Student Records**

#### **Impoundment of Student Records**

Students who fail to comply with College rules or regulations, return property owned by the College, pay debts owed to the College, or pay for damaged College property may not be allowed to register, receive certificates and/or degrees, have official transcripts forwarded, and/or receive other services related to student records. When the student has cleared the obligation with the College, the impoundment of records will be released.

#### **Transcripts**

Only course work taken at MPC will appear on the transcript. See page 14 for transcript fee information.



# INFORMACIÓN

*en español*

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## MISIÓN Y METAS

### Declaración de misión

Monterey Peninsula College se compromete a promover el aprendizaje y el éxito de los estudiantes ofreciendo excelencia en programas de instrucción, instalaciones y servicios para apoyar las metas de los estudiantes que buscan oportunidades para transferirse a otra universidad, completar una carrera, obtener capacidades básicas y adquirir aprendizaje durante toda la vida. Mediante esta labor, MPC busca aumentar la vitalidad intelectual, cultural y económica de nuestra comunidad diversa.

### Metas institucionales

Monterey Peninsula College se compromete a promover la excelencia académica y el aumento de la matrícula de alumnos basándose en las siguientes metas institucionales.

#### 1. Promover la excelencia académica y el pensamiento crítico en todas las áreas y disciplinas

##### Objetivos:

- a. Apoyar el desarrollo del personal docente y no docente para lograr una enseñanza, un aprendizaje y un servicio eficientes
- b. Expandir la educación a distancia proveyendo liderazgo, asistencia técnica, servicio, oportunidades de entrenamiento, explorando las asociaciones y diseñando mecanismos de control de calidad
- c. Comunicar el significado, valor y uso de los Resultados de Aprendizaje Estudiantil (Student Learning Outcomes) (SLO, por sus siglas en inglés) en MPC

#### 2. Promover un ambiente que promueva la diversidad en toda la institución

##### Objetivos:

- a. Buscar activamente y aumentar la diversidad en todos los programas, planes de estudio, actividades extracurriculares y actividades de alcance y comunitarias de la institución, y en la población, los estudiantes, los empleados y la Junta de Directores
- b. Reclutar y mantener una comunidad diversa en toda la institución

#### 3. Aumentar la matrícula de estudiantes y convertir MPC en un motor de impulso del área de Monterey apoyando y desarrollando programas que enseñan capacidades rentables

##### Objetivos:

- a. Aumentar la estabilidad financiera de la institución diversificando las fuentes de recursos y aumentando la matrícula de estudiantes
- b. Establecer y fortalecer las asociaciones con la industria, el gobierno y la comunidad
- c. Establecer y fortalecer las asociaciones con las escuelas secundarias y las instituciones a las cuales pueden transferirse los estudiantes
- d. Desarrollar una estrategia de mercadotecnia eficaz a nivel de distrito para programas de continuación de la educación, programas y servicios nuevos

#### 4. Crear vías hacia el éxito que tratan las necesidades diversas y totales de todos los estudiantes de MPC

##### Objetivos:

- a. Identificar barreras que evitan que los estudiantes alcancen sus metas
- b. Aumentar la colaboración entre los Departamentos de Servicios Estudiantiles y Asuntos Académicos para proveer servicios y programas que ayuden mejor a los estudiantes
- c. Mejorar el suministro de apoyo académico para los diversos estudiantes

#### 5. Proveer programas y servicios educativos en Seaside y Marina que satisfagan las necesidades de la comunidad

##### Objetivos:

- a. Desarrollar programas de clase y servicio basados en una evaluación y un análisis de las necesidades de la comunidad
- b. Proveer servicios de apoyo en suficiente cantidad, diversidad, profundidad y variedad para facilitar la oferta educativa

#### 6. Asegurar niveles adecuados de personal para apoyar los programas actuales y establecer prioridades para el crecimiento futuro

##### Objetivos:

- a. Proveer niveles adecuados de personal de apoyo bien entrenado para cumplir con las necesidades de aprendizaje, enseñanza, comunicación dentro de la institución, investigación y sistemas operativos
- b. Atraer y mantener a los empleados mejor capacitados mediante el aumento continuo de la compensación para el personal y el plantel académico de tiempo parcial y completo

#### 7. Mantener y mejorar las instalaciones del distrito

##### Objetivos:

- a. Crear instalaciones seguras, atractivas y funcionales mediante la distribución de fondos de bonos
- b. Proveer un ambiente técnico estable y seguro para toda la institución

## PROGRAMAS DE INSTRUCCIÓN

Uno de los objetivos principales de Monterey Peninsula College consiste en ofrecer sus servicios y recursos a la comunidad con el fin de responder a los intereses educativos, culturales y recreativos de la comunidad. Los servicios de enseñanza incluyen programas de enseñanza diurna, nocturna y de fines de semana que se ofrecen en el campus principal de Monterey, en el Centro de capacitación en seguridad pública en Seaside, y en sitios fuera del campus, así como una variada selección de cursos de aprendizaje a distancia y cursos orientados a satisfacer las necesidades de los adultos mayores.

Para lograr dicho objetivo, Monterey Peninsula College ofrece los siguientes tipos de programas:

**Carrera técnica:** El programa de educación carrera técnica les ofrece a los alumnos planes de estudios básicos, técnicos y profesionales para que aprendan destrezas y conocimientos necesarios para el trabajo, avanzar en dicho trabajo y obtener certificados o el título de Asociado.

**De transferencia:** El programa de transferencia les permite a los alumnos cursar los primeros dos años a fin de prepararse para pasar a una institución que ofrezca el título de Bachillerato. Los cursos de MPC equivalen a los que se les ofrecen a los alumnos del primer y segundo año en la Universidad de California, en la Universidad Estatal de California y en universidades privadas.

**Capacitación:** Se ofrece un programa de conocimientos básicos para alumnos que necesitan mejorar su nivel de rendimiento en inglés, lectura, destrezas de estudio, matemáticas, análisis crítico y demás destrezas fundamentales necesarias para cursar satisfactoriamente estudios en una universidad. Se ofrece un programa de Inglés como Segundo Idioma para alumnos cuyo idioma natal no sea el inglés. Se ofrecen centros de apoyo para mejorar conocimientos lingüísticos y matemáticos en una amplia variedad de niveles.

Para promover la asistencia a Monterey Peninsula College se ofrecen muchos cursos en la comunidad, así como también en el recinto principal. Se ofrecen numerosos cursos por medio del programa de Adultos Mayores en centros para ciudadanos de la tercera edad y en otros lugares de fácil acceso. MPC ofrece también cursos en las escuelas secundarias de la comunidad.

Además, Monterey Peninsula College ofrece educación a distancia por medio de su creciente número de cursos en Internet. Para algunos de los cursos de Internet se requiere asistir a sesiones de orientación en el recinto. Por último, Monterey Peninsula College ofrece una amplia variedad de cursos por medio de educadores contratados, con lo cual se ofrecen oportunidades educativas conjuntamente con numerosos organismos y empresas de la comunidad.

## RECINTO LIBRE DE DROGAS

Uno de los Reglamentos Generales del Distrito de Monterey Peninsula College consiste en mantener un lugar de trabajo libre de la fabricación, distribución, oferta, posesión o consumo ilegal de sustancias controladas indicadas en los Artículos I a V del Artículo 202 de la Ley de Sustancias Controladas (21 Artículo 812 del Código de Estados Unidos) y tablas modificadas publicadas en el Código de Reglamentos Federales, Parte 1308 del Título 21, Alimentos y Fármacos (bebidas alcohólicas, etc.).

Para obtener información adicional sobre dicho Reglamento, llame a Carlsbia Anderson, vicepresidente de Servicios al Alumno, al (831) 646-4190.

## NOTIFICACIÓN DE NO-DISCRIMINACIÓN

**Monterey Peninsula College** no discriminará en base a raza, identificación, color, origen nacional y étnico, religión, sexo (incluyendo acoso sexual), orientación sexual, discapacidad o edad en ninguna de sus normas, procedimientos o prácticas, y en cumplimiento del Título VI del Decreto de Derechos Civiles del año 1964, relacionado con raza, color y origen nacional, y el Título IX de la Enmienda Educativa de 1972; sección 504 del Decreto de Rehabilitación de 1973 y el Decreto de Americanos con Discapacidades, relacionado con discapacidades y el Decreto de Discriminación por Edad de 1975, relacionado con la edad. La habilidad limitada del uso del inglés no será impedimento para la admisión y participación en los programas educativos vocacionales.

Aquellos que busquen información y/o resolución de supuestos actos de discriminación, y/o resolución de acoso sexual deben recurrir a Barbara Lee, directora de Personal (Human Resources/ Affirmative Action),

quien es la persona encargada de asuntos de acoso sexual; al teléfono (831) 646-4014. Esta oficina se encuentra en el edificio de la administración.

## REGLAMENTOS GENERALES SOBRE LA MATRÍCULA

Este Distrito tiene como política que, a menos que se exonere específicamente mediante un estatuto, cada curso, sección de curso, o clase, de los cuales se reporte asistencia para la ayuda estatal, siempre que los ofrezca y los mantenga el Distrito, podrá matricularse y participar toda persona que haya sido aceptada a MPC y cumpla con los requisitos previos que se dispongan conforme al Título 5 del Código de Reglamentos de California.

Además el Distrito tiene como reglamento adicional, conforme al Título 5, que en caso de que la salud, la seguridad, los requisitos legales o las instalaciones constituyan un factor limitante en la enseñanza de un curso o programa, se establecerán requisitos y procedimientos justos y equitativos que cumplan con dicha limitación.

## REGLAMENTOS GENERALES SOBRE ACOSO SEXUAL

El Distrito de Monterey Peninsula College se compromete con todas las disposiciones del Título VII de la Ley de Derechos Civiles de 1964, Título IX de las Enmiendas de Educación de 1972 y demás derechos humanos y leyes sobre la igualdad de oportunidades. El Distrito de Monterey Peninsula College tiene como reglamento ofrecer un entorno educativo, laboral y comercial libre de propuestas sexuales no deseadas, solicitudes de favores sexuales y demás conductas o comunicaciones verbales o físicas que constituyan acoso sexual, tal como se define y además se prohíbe mediante las leyes estatales y federales.

Si usted piensa que ha sido víctima de acoso sexual, comuníquese de inmediato a su supervisor, gerente, administrador o al decano adjunto del departamento de Recursos Humanos (el "oficial encargado" de quejas de acoso sexual). Si le avisa a cualquier otra persona que no sea el oficial encargado, esa persona deberá comunicar de inmediato su queja al oficial encargado.

Hay copias de los procedimientos del Distrito para presentar una queja de discriminación ilícita, incluyendo hostigamiento sexual, disponibles en la biblioteca, en las oficinas de la división y en otras oficinas de servicios estudiantiles y para empleados, y en el sitio Web. Para obtener información adicional sobre dichos reglamentos y los procedimientos para denunciar incidentes de acoso sexual, póngase en contacto con Barbara Lee, decana adjunta del Departamento de Recursos Humanos, al (831) 646-4014 o en el edificio de Administración.

## REGLAMENTOS GENERALES SOBRE EL CONSUMO DE TABACO

Para proteger la salud de los alumnos, empleados y visitantes, se prohíbe fumar a veinte pies de entradas y salidas principales, y ventanas de cualquier instalación de MPC. Además, no se permite consumir tabaco -fumado o mascado - salvo en los estacionamientos. No se permite fumar en el estacionamiento A durante horas del Mercado de Agricultores, en el estacionamiento de los empleados del Centro Internacional, en el estacionamiento J, ni en la vía de acceso al Departamento de Humanidades

y Administración de Empresas. No se permite fumar en los vehículos propiedad de MPC.

Los alumnos, el personal y las visitas que no cumplan con los reglamentos de consumo de tabaco serán sometidos a los procedimientos disciplinarios tal como se detallan en los artículos apropiados de los Reglamentos Generales de la Junta Directiva.

## ALUMNOS DISCAPACITADOS

MPC hará toda modificación o ajuste académico razonable para cerciorarse de que todo alumno discapacitado goce de igualdad de oportunidades en los cursos, programas y actividades de la universidad o en actividades extracurriculares. Los alumnos discapacitados que soliciten modificaciones académicas, asistentes o servicios auxiliares, deberán llamar al Departamento de Servicios de Apoyo e Instrucción (Supportive Services) al (831) 646-4070.

Todo estudiante que elija no participar en el programa puede optar por un camino alternativo para obtener servicios de apoyo a través del Coordinador de A.D.A., Carsbia Anderson, Vicepresidente de Servicios Estudiantiles (Office of the Vice President for Student Services). Por favor llame al (831) 646-4190 para obtener más información.

## INGRESO

### Requisitos de admisión

Cualquier persona que tenga 18 años de edad o más y sea capaz de aprovechar la enseñanza, o cualquier persona que tenga un Diploma de la Escuela Secundaria, un Certificado de Aptitud, un Certificado de Finalización o un Certificado de Estudios Completos reúne los requisitos para asistir a Monterey Peninsula College. Los alumnos que no dispongan de un diploma de secundaria, un Diploma de Equivalencia de Secundaria (GED) o no aprueben el Examen de Competencia de Secundaria, podrían tener que tomar un examen que se administrará independientemente para demostrar su capacidad de participar en la instrucción que ofrece MPC.

Monterey Peninsula College aceptará a los alumnos que puedan participar en la instrucción que se ofrece. Además, MPC aceptará a:

- Alumnos internacionales que dispongan de una visa de estudiante F-1 o M-1 y una puntuación mínima aceptable de 460 en el examen TOEFL, constancia de recursos económicos mientras cursen sus estudios, y la aprobación del Programa para Alumnos Internacionales.
- Alumnos refugiados que disponen del formulario I-181 de la Dirección de Inmigración y Naturalización, constancia de asilo político o categoría de refugiado.
- Conforme a la ley (AB540), aprobada por la legislatura del 2001, a los alumnos indocumentados se les aceptará como no residentes, a menos que reúnan los requisitos para beneficiarse de la Exención del Pago de Derechos de Matrícula para no Residentes de California.

### Clasificaciones de los alumnos

**Alumno nuevo:** Alumno que nunca se ha matriculado en ninguna universidad comunitaria o que únicamente ha asistido como estudiante del grado seis al doce.

**Alumno nuevo transferido:** Alumno que ha asistido a otra universidad aparte de Monterey Peninsula College.

**Alumno antiguo:** Alumno que el semestre/la sesión anterior se matriculó en Monterey Peninsula College.

**Alumno que regresa:** Un alumno que ha asistido a Monterey Peninsula College, pero no se matriculó durante el semestre/la sesión anterior.

**Alumno no residente:** Alumno que no cumple con los requisitos educativos de residencia en California y debe pagar los derechos de matrícula que se cobran a los no residentes.

**Alumno internacional:** Alumno de otro país que ha solicitado ingreso en Monterey Peninsula College y ha sido aceptado con una visa F-1 o M-1 (de estudiante) por la Oficina de Programas de Estudiantes Internacionales.

**Estudiante de 6<sup>to</sup>-12<sup>vo</sup> grado:** Un estudiante actualmente inscrito en el sexto al doceavo grado.

### Proceso de solicitud de ingreso: Estudiantes nuevos, que regresan, transferidos nuevos y estudiantes de 6<sup>to</sup>-12<sup>vo</sup> grado

Los formularios necesarios para el proceso de admisión se encuentran disponibles en el horario de clases, en el sitio Web de MPC ([www.mpc.edu](http://www.mpc.edu)), y en la Oficina de Matrícula y Registro.

Como parte del proceso de admisiones, para ayudar al estado de California a evaluar los programas de las universidades comunitarias (o institutos de educación superior), se exigen los números de seguro social. Los números de seguro social son obligatorios para estudiantes que solicitan ayuda financiera. Se les asignará a todos los estudiantes un Número de Identificación de Estudiante que será usado para todos los asuntos de MPC.

**Estudiantes nuevos y antiguos:** todos los estudiantes nuevos y antiguos deben completar una Solicitud de Admisión antes de la inscripción.

**Estudiantes recientemente transferidos:** Todos los estudiantes recientemente transferidos deben presentar una Solicitud de Admisión antes de la inscripción. Además, los estudiantes recientemente transferidos que planeen obtener un título o certificado, o recibir beneficios educativos para el Veterano deben enviar por correo copias de expedientes académicos oficiales de colegios o instituciones previos, de todos los colegios a los que hayan asistido, directamente a la Oficina de Matrícula y Registro. Los expedientes académicos de otros colegios se archivan durante tres años después de la última inscripción del estudiante en Monterey Peninsula College.

**Estudiantes de 6<sup>to</sup>-12<sup>vo</sup> grado:** Un estudiante que esté actualmente inscrito en sexto a doceavo grado debe completar una solicitud de ingreso, una declaración de residencia legal y un formulario de inscripción concurrente autorizado cada semestre o sesión de inscripción. Además, el estudiante debe poseer la recomendación del director de la escuela, y autorización de los padres. Los estudiantes que se encuentran en sexto-octavo grado deben contar con la aprobación adicional del Decano de Servicios Estudiantiles de MPC o la persona designada por él. No se otorgarán aprobaciones después de comenzadas las clases.

Un estudiante de 6<sup>to</sup>-12<sup>vo</sup> grado puede ser autorizado a ingresar sólo como estudiante especial de tiempo parcial y debe inscribirse en cursos acreditados de la institución (cursos numerados 1-199).

La institución puede restringir la admisión o inscripción en cualquier curso o programa basándose en la edad y/o el haber completado un nivel académico específico o una idoneidad demostrada para la enseñanza usando métodos y procedimientos de evaluación aprobados.

## Ingreso de alumnos internacionales

Hasta la fecha, Monterey Peninsula College ha recibido a 200 alumnos de 54 países. La Oficina del Programa de Estudiantes Internacionales ofrece apoyo y servicios exhaustivos para ayudar a todos los alumnos (consulte la sección Programas de Alumnos Internacionales). Conforme a las leyes federales, para optar a ser admitido, se exigen los siguientes documentos.

1. Solicitud por escrito, la cual se puede bajar de la página Web de MPC, <http://www.mpc.edu/studentservices/internationalstudentprograms/Pages/default.aspx>
2. Copias oficiales de todos los expedientes académicos en los cuales se indican las asignaturas que el alumno ha tomado y las notas que ha recibido
3. Formulario de certificación financiera (disponible en la página Web antes mencionada) y estados de cuentas bancarias del alumno o de su patrocinador
4. Constancia de competencia en el idioma inglés (para todos los solicitantes de idioma nativo distinto al inglés) se satisface con una calificación TOEFL mínima de 450 en el examen tomado en papel ordinario; 133 en el examen tomado por computadora (CBT); o 45 en el examen tomado por Internet (iBT).

**Ingreso condicional:** Los alumnos que no se han presentado al TOEFL, o cuya puntuación en el examen en papel ordinario ha sido de 450 o menos, 133 por computadora o 45 por Internet, podrán reunir los requisitos para que se les acepte en forma condicional. Eso significa que los solicitantes que cumplan con los requisitos académicos y financieros de ingreso a MPC serán aceptados con la condición de que comiencen un curso intensivo de inglés en el programa de ESL del Monterey Institute of International Studies (MIIS): <http://www.miiis.edu/academics/language/english> Tras terminar el curso de ESL en MIIS y recibir una buena recomendación del director de dicho programa, además de la puntuación mínima correspondiente en el TOEFL, a los solicitantes se les podrá aceptar para que estudien a tiempo completo en Monterey Peninsula College.

**Presupuesto:** El costo de la enseñanza de MPC es de un mínimo de \$5,200 anuales para los alumnos de tiempo completo; aproximadamente \$8,700 por alojamiento y comida; \$800 por libros y útiles escolares, y \$1,300 de seguro médico; la suma de lo cual asciende a \$15,000 aproximadamente. Al matricularse, los alumnos internacionales deben comprar el seguro médico de MPC. No se les ofrece asistencia financiera.

**Información adicional:** Los solicitantes pueden comunicarse con la Oficina de Programas de Alumnos Internacionales por medio de la página Web de MPC: <http://www.mpc.edu>, o bien, escribir directamente a la siguiente dirección electrónica: [international\\_center@mpc.edu](mailto:international_center@mpc.edu) Por fax al (831)645-1390, o por teléfono al (831) 645-1357. Se reciben todas las preguntas y se ofrecen respuestas inmediatamente.

## Programas con requisitos de ingreso especiales

El ser aceptado en Monterey Peninsula College o cumplir con los requisitos previos de algún programa no garantiza el ser aceptado en ciertos programas. Los siguientes programas cuentan con procedimientos de solicitud y selección además de los que se deben seguir independientemente del ingreso ordinario. Para obtener información adicional, por favor comuníquese con el departamento correspondiente o con la Oficina de Orientación de MPC.

Academia de Policía: (408) 270-6458

Enfermería: (831) 646-4258

Student Support Services (Programa de apoyo académico): (831) 646-4246

## Residencia

### RESIDENTES DE CALIFORNIA

**Esta información se aplica a los ciudadanos estadounidenses, a los estudiantes con visas de residencia permanente, y a los estudiantes con visas que permiten el establecimiento de una residencia. Se les podrá pedir que presenten documentos para comprobar su residencia en California.**

A los alumnos de diecinueve años de edad o mayores que han residido en California durante un mínimo de un año y un día antes de comenzar el semestre o la sesión, y que han “manifestado su intención” de residir en California un año y un día antes de comenzar el semestre o la sesión, se les clasificará como alumnos residentes para efectos de educación. “Manifestar su intención” significa disponer de los documentos justificantes que indican la intención de hacer de California el estado donde uno reside legalmente, para lo cual se suele llenar el formulario de declaración de impuestos estatales como residente, votar como residente y no poseer documentos que contradigan la residencia de California (p. ej., asistir a la universidad como residente de otro estado, votar en ausencia en otro estado o interponer una demanda de divorcio en otro estado).

Si un alumno es menor de diecinueve años de edad y sus padres o tutores cumplen con las condiciones antes mencionadas, dicho alumno reunirá los requisitos como residente de California tras la sumisión de la forma apropiada.

**La categoría de no residente no cambia automáticamente.** Los alumnos clasificados anteriormente como no residentes deben llenar un formulario de Solicitud para Ser Clasificado Como Residente de California. Si ahora piden la categoría de Residente de California, dicho formulario, conjuntamente con los documentos exigidos, se debe entregar a la Oficina de Matrícula y Registros antes de matricularse.

Una vez que llenen una Declaración de Residencia de Dependiente Militar de Estados Unidos, los dependientes de empleados activos de las Fuerzas Armadas de EE.UU. asignados a California podrán quedar exentos de pagar los derechos de matrícula que se cobran a los no residentes. El formulario se debe llenar cada semestre o sesión hasta que el dependiente declare su residencia en California. Para obtener una copia del formulario, consulte el horario de clases o la página Web de MPC.

### NO RESIDENTES:

Los alumnos que no cumplen con el requisito de residencia de California, tales como estudiantes internacionales y alumnos que disponen de visas que les impiden establecer residencia en California, serán clasificados como “no residentes” y quedarán sujetos a los derechos de matrícula que se cobran a los no residentes.

La ley aplicable a la determinación de residencia para efectos de la matrícula se encuentra en el Código de Educación de California y en el Título 5 del Código de Reglamentos de California. En la Oficina del Decano de Servicios al Alumno existe una copia de dichas leyes y reglamentos disponible al público.

## MATRÍCULA

### Horario de clases

Para cada semestre o sesión, MPC prepara un horario de clases en la página Web de MPC que se indican las fechas de matrícula exactas y se detallan los procedimientos de matrícula, los cursos que se ofrecen, los derechos de matrícula y demás información.

## Asistencia como oyente

Los reglamentos generales del Distrito prohíben que los alumnos asistan como oyentes a los cursos. Dichos alumnos deberán matricularse en cada curso, y no habrán de coincidir los horarios de las clases. Los alumnos pueden matricularse únicamente en un curso por periodo programado.

## Procedimientos de matrícula

Los estudiantes de Monterey Peninsula College deben utilizar la web (WebReg) para matricularse. A partir del otoño de 2011, Monterey Peninsula College ha adoptado un sistema de matriculación prioritaria para matricular a los estudiantes. El horario de matriculación prioritaria es de 7:00 a.m.-7:00 p.m. Sin embargo, el sistema se encuentra disponible las 24 horas del día. Los estudiantes que no pueden matricularse en su horario de matriculación prioritaria pueden hacerlo de 7:00 a.m.-7:00 p.m., de lunes a viernes, y en cualquier horario los sábados y domingos y durante el período de matriculación abierta. Por favor vaya a [www.mpc.edu](http://www.mpc.edu) para obtener las fechas de matriculación prioritaria. Todo alumno debe pagar todas las deudas con MPC antes de matricularse.

Los alumnos no deberán matricularse en más de una clase que tenga el mismo número de curso que se reúna en horas, lugares o días distintos en cualquier semestre o sesión.

El alumno es responsable de cerciorarse de su matrícula oficial en los cursos apropiados.

## Cambio de programa

**Adición:** En general, un cambio para el cual se necesita agregar un curso al horario inicial de clases de un alumno se considera como adición. Las fechas exactas durante las cuales el alumno puede cambiar de programa aparecen en la página Web de MPC, y también se publican en el horario de clases para cada semestre y sesión. A partir de la cuarta semana de los cursos de un semestre de duración y la segunda semana de las sesiones de verano y al comienzo de la primavera, y en el caso de cursos que ya han comenzado, el alumno debe pedir al Consejo Académico autorización para matricularse después de las fechas límite anunciadas. Para averiguar las fechas exactas, consulte el horario de clases o la página Web.

**Abandono:** El alumno tiene la responsabilidad de retirarse oficialmente de los cursos. Puede retirarse de los cursos de un semestre de duración hasta el último día de la cuarta semana de instrucción o al 60% de una clase, lo que sea menos. Para retirarse oficialmente de un curso dentro del plazo especificado, un estudiante que califique podrá abandonar una clase ingresando en el sitio Web ([www.mpc.edu](http://www.mpc.edu)) a través de WebReg, o enviando por correo un Formulario de Admisión/Abandono o carta indicando los cursos que se abandonarán, o bien presentando en persona un Formulario de Admisión/Abandono a la Oficina de Matrícula y Registro.

## Verificación de prerequisites

La Universidad realiza una verificación de los prerequisites obligatorios. Si el o los cursos de prerequisite fueron completados en otra universidad, se debe completar el Formulario de verificación de prerequisites junto con la documentación requerida y presentar todo ante el Departamento de consejería en el Edificio de servicios del estudiante. Si el o los cursos de prerequisite fueron completados en MPC antes de 1995, complete el Formulario de verificación de prerequisites y preséntelo al Departamento de consejería a fin de que controlen su registro previo de MPC. Si el o los cursos de prerequisite fueron completados en MPC en el otoño de 1995 o posteriormente, no es necesario el Formulario de verificación de prerequisites.

## Repetición de cursos

El alumno podrá repetir un curso únicamente si cumple con las siguientes condiciones:

1. La nota de calificación anterior del alumno fue una D, F o NP; o bien, el alumno se retiró del curso y recibió una W; después del segundo intento y de recibir una calificación de D, F, o NP, el estudiante deberá solicitar un tercer intento al consejo Académico; o
2. Se indica en el catálogo de MPC y en el horario de clases si el curso se puede repetir y el número de veces que se puede repetir; después del segundointento y de recibir una calificación de D, F, o NP, el estudiante deberá solicitar un tercer intento al consejo Académico; o
3. El alumno recibe del Consejo Académico permiso previo por escrito si puede demostrar que debe repetir el curso para avanzar con el fin de obtener trabajo, graduarse, recibir un certificado o transferirse a otra universidad, y ha transcurrido tiempo (por lo menos tres años) desde que terminó el curso.

## NÚMERO DE HORAS DE CLASES Y DE ESTUDIO

El alumno de tiempo completo debe llevar un mínimo de doce unidades por semestre. Para cumplir con los requisitos del título de Asociado dentro de los dos años, el alumno debe concluir un promedio de quince unidades por semestre o treinta unidades por año, incluyendo la sesión de verano. Todos los cursos deberán ser aplicables a dicho título. No se le permite al alumno matricularse en más de dieciocho unidades en un semestre ordinario; y para la sesión de verano, en más de dos cursos, más uno de actividad física. Los estudiantes que superen la cantidad máxima permitida pueden recibir autorización de un asesor para agregar unidades adicionales.

No se aplican requisitos mínimos para la inscripción en MPC, excepto con el propósito de calificar para el estatus de elegibilidad. Los siguientes representan los requisitos de elegibilidad de carga mínima:

1. Deportes: 12 unidades (consulte con el Departamento de Educación Física para averiguar el mínimo asignado a los semestres subsiguientes)
2. Beneficios de excombatientes de guerra: 12 unidades por pago íntegro de beneficios, 9 unidades por 3/4 partes del pago, y 6 unidades por 1/2 pago
3. Alumnos internacionales (únicamente para los que tienen las visas F-1/M-1): 12 unidades (comuníquese con Servicios Financieros Estudiantiles).

## MATRICULACIÓN

Matriculación es un contrato entre MPC y el alumno cuyo objetivo consiste en definir y concretar las metas educativas del alumno. Dicho contrato abarca responsabilidades tanto para MPC como para el alumno propiamente dicho, y resulta en la creación de un Plan de educación estudiantil.

### Las responsabilidades de MPC consisten en:

1. Ofrecer un proceso de ingresos y registros que le permita a MPC compilar información exigida por el estado que se utilizará como base para ofrecer servicios a los alumnos

**2.** Ofrecer un proceso de evaluación mediante la utilización de múltiples medidas para determinar la preparación académica del alumno en inglés, lectura y matemáticas. Los resultados de dicha evaluación serán utilizados por MPC para ayudar a los alumnos a seleccionar cursos académicos. Se ofrecen evaluaciones en diversas disciplinas de estudios, destrezas de aprendizaje e intereses vocacionales

**3.** Ofrecer un proceso de orientación diseñado para familiarizar a los alumnos con programas y servicios, instalaciones, expectativas académicas, normas generales y procedimientos de MPC

**4.** Ofrecer servicios de orientación para ayudar a los alumnos a seleccionar cursos, a crear planes educativos adaptados al alumno, y utilizar los servicios de apoyo del recinto. Se ofrecerán servicios adicionales de asesoramiento y orientación a los alumnos que no han declarado sus metas educativas, que se encuentran matriculados en cursos de conocimientos básicos, en periodo de prueba o expulsión académica, o identificados como alumnos vulnerables

**5.** Establecer un proceso para seguir el progreso de los alumnos y la asistencia necesaria para que cumplan con sus metas educativas.

### Las responsabilidades del alumno consisten en:

1. Presentar expedientes académicos oficiales de todas las escuelas secundarias y universidades a las cuales ha asistido
2. Obtener y leer el catálogo de MPC, el horario de clases, las hojas y demás materiales que se le ofrecen al alumno y en los cuales se detallan las normas generales y procedimientos de dicho centro
3. Indicar como mínimo una meta educativa general al ingresar
4. Declarar una meta educativa específica después de cursar un mínimo de quince unidades
5. Participar en la evaluación, orientación, servicios de orientación o asesoramiento y demás servicios de apoyo complementarios que MPC estima necesarios para que el alumno alcance las metas educativas que se propone
6. Asistir a todas las clases y cumplir con todo el trabajo de sus cursos
7. Terminar los cursos y seguir avanzando hacia los objetivos educativos establecidos.

### Programa STEP

Existen seis pasos importantes que se deben seguir antes de comenzar un curso en Monterey Peninsula College:

- Admisión
- Ayuda financiera (opcional)
- Evaluación
- Orientación
- Asesoramiento/Apoyo
- Inscripción

El concluir dichos pasos agilizará el proceso de la matrícula y aumentará notablemente las oportunidades de lograr resultados fructuosos en el plano académico. MPC les aconseja a todos los alumnos NUEVOS participar en el programa STEP.

**PASO UNO – Admisión:** Presente la solicitud de ingreso y pida que se envíen por correo los expedientes académicos a la Oficina de Matrícula y Registro.

**PASO DOS – Ayuda financiera (opcional):** Considere la ayuda financiera si tiene dificultad para pagar. Para obtener más información sobre los diferentes tipos de ayuda financiera disponible y sobre cómo solicitarla, consulte la página 15, visite el sitio Web de los Servicios Financieros para Estudiantes en [www.mpc.edu/financialaid](http://www.mpc.edu/financialaid), o bien visite los Servicios Financieros en el Centro de Estudiantes.

**PASO TRES – Evaluación:** Los estudiantes que piensen tomar una clase de inglés o matemáticas (o un curso con un requisito previo de inglés o matemáticas) deben ser evaluados para asignarles el nivel adecuado. Las sesiones de evaluación se ofrecen varias veces durante el año y duran aproximadamente tres horas. Las fechas y horas de dichas sesiones se publican en el horario de clases. También se pueden ver en [www.mpc.edu](http://www.mpc.edu). Si un estudiante está exento de la evaluación por sus calificaciones en exámenes o cursos de requisito previo, el estudiante debe proveer sus boletines de calificaciones o expediente académico al Departamento de Orientación.

Los alumnos discapacitados que necesitan adaptaciones especiales para ser evaluados en inglés o matemáticas deberán llamar al Departamento de Servicios de Apoyo para concertar arreglos: teléfono (831) 646-4070. Los usuarios de dispositivos de telecomunicaciones para sordos deberán llamar al (831) 645-1319.

El examen de asignación a cursos de inglés (English Placement Test – EPT) ha sido diseñado para alumnos cuyo idioma natal es el inglés. Los alumnos para quienes el inglés es un segundo idioma deberán presentar el examen de asignación a ESL (ESLPT) para que se le ofrezca el asesoramiento exacto. El examen ESLPT se ofrece todo el año y dura unas dos horas. Las fechas y horas de los exámenes se publican en el horario de clases y en la página Web de MPC ([www.mpc.edu](http://www.mpc.edu)), en la sección Estudiantes Nuevos.

**PASO CUATRO – Orientación:** Asista a una de las sesiones de introducción para recibir información sobre los programas educativos, reglamentos generales y procedimientos de MPC, o bien, preparar su introducción en nuestra página Web: [www.mpcfaculty.net/counseling/orientation](http://www.mpcfaculty.net/counseling/orientation). Los nuevos alumnos transferidos que sigan su introducción en otra universidad deberán presentar un formulario de Verificación de Introducción ante el Departamento de Orientación. Este formulario se ofrece en dicho departamento, en nuestra página Web: <http://www.mpc.edu/takeaclass>, o en la página inicial de Alumnos Nuevos Transferidos. Si no realizó su introducción en otra universidad, llame al Departamento de Orientación al (831) 646-4020 para concertar una cita con el coordinador asistente de matriculación, a fin de participar en una sesión de introducción o recibir una copia del Manual y Prueba de Introducción, o bien, prepare su introducción en nuestra página Web ([www.mpcfaculty.net/counseling/orientation](http://www.mpcfaculty.net/counseling/orientation)).

**PASO CINCO – Asesoramiento/apoyo (plan de educación):** Los nuevos alumnos que han sido evaluados y han terminado su evaluación e introducción pueden concertar una cita con un consejero a fin de preparar su plan de educación individual. El alumno también puede recibir asesoramiento en nuestra página Web (<http://www.mpcfaculty.net/counseling/advisement>).

Todo alumno que recibe beneficios de excombatiente de guerra o asistencia financiera debe reunirse con un consejero para preparar su plan de educación individual.

**PASO SEIS – Matrícula:** Al terminar el alumno su evaluación, introducción y orientación o asesoramiento, consulte las fechas de matrícula por Internet en [www.mpc.edu](http://www.mpc.edu)

## Normas generales sobre la exención de la matriculación

Se podrá exentar al alumno de la evaluación, introducción, orientación o asesoramiento si cumple con uno de los criterios de exención que figuran a continuación para cada componente. Sin embargo, al alumno no se le podrá exentar de los componentes de ingreso o complementarios. El alumno que no cumpla con los criterios de exención de matriculación aprobados, pero opte por quedar exento total o parcialmente de los componentes de matriculación, podrá hacerlo llenando un formulario de renuncia que se ofrece en el Departamento de Orientación.

## Exenciones

### Evaluación:

1. Recibió créditos de inglés al presentar el examen CLEP (en el percentil 50) o por su asignación a un curso avanzado (puntuación de 3 o superior).
2. Recibió créditos de matemáticas al presentar el examen CLEP (en el percentil 50) o fue asignado a un curso avanzado – AB o BC (puntuación de 3 o superior).
3. Recibió una "C" o una nota superior en un curso de inglés como requisito previo para ingresar en una universidad.
4. Recibió una "C" o una nota superior en un curso de matemáticas como requisito previo en los últimos dos años.
5. Obtuvo un título de bachillerato o superior en una Universidad reconocida.
6. Toma cursos por interés personal para los cuales no se exigen cursos de inglés o matemáticas como requisito previo.
7. Toma cursos para avanzar en su trabajo o carrera actual (para actualizar sus conocimientos sobre su empleo) para los cuales no se exigen cursos de inglés o matemáticas como requisito previo.
8. Toma cursos, para conservar un certificado o licencia, para los cuales no se exigen cursos de inglés o matemáticas como requisito previo.

### Orientación (sesión para planear la matrícula):

1. Obtuvo un título de Asociado o superior.
2. Asistió a una sesión de introducción en otra universidad.
3. Es alumno de uno de los grados de seis al grado doce.
4. Se encuentra matriculado simultáneamente en otra universidad y recibe servicios de matriculación en ese centro o universidad.
5. Toma cursos por interés personal.
6. Toma cursos para avanzar en su puesto o carrera actual (para actualizar sus conocimientos sobre su empleo).
7. Toma cursos para conservar un certificado o licencia.

### Asesoramiento/apoyo (plan educativo):

1. Obtuvo un título de asociado o superior y no tiene intención de obtener otro título.
2. Es alumno de uno de los grados de seis al grado doce.
3. Se encuentra matriculado simultáneamente en otra universidad y recibe servicios de matriculación en ese centro o universidad.
4. Toma cursos por interés personal.

5. Toma cursos para avanzar en su puesto o carrera actual (para actualizar sus conocimientos sobre su empleo).

6. Toma cursos para conservar un certificado o licencia.

## Quejas relacionadas con la matrícula

Si piensa que el procedimiento de evaluación, introducción, orientación o cualquier otro procedimiento de matrícula se ha realizado en forma discriminatoria, el alumno puede presentar una queja por escrito. Para obtener información adicional sobre los procedimientos de presentación de quejas, llame al coordinador asistente de matriculación al (831) 645-1326.

## DERECHOS DE MATRÍCULA

Las tasas y la matrícula vencen y se deben pagar al momento de la inscripción, en efectivo, cheque, giro postal, VISA o Mastercard. Para matricularse con WebReg se pueden utilizar las tarjetas VISA o Mastercard. Todos los derechos de matrícula y costos de enseñanza están sujetos a modificaciones.

### Gastos

**Derechos de matrícula en universidades comunitarias:** A los alumnos se les exige pagar un derecho de matrícula de \$36.00 por unidad. No se cobra el derecho de matrícula al alumno que se beneficia del Programa de Asistencia Temporal para Familias Necesitadas, de Ingresos de Previsión Social Complementarios o del Programa Estatal Complementario, o bien, del Programa de Asistencia General. El Departamento de Servicios Financieros Para el Alumno se encarga de determinar la elegibilidad del alumno antes de que éste se matricule. La Tarifa de inscripción es reembolsable en el caso de los cursos que se abandonen antes de finalizar la segunda semana si son cursos de un semestre, y antes de la tercera clase si son cursos que duran más de una semana pero menos de un semestre.

**Costo de la enseñanza para alumnos no residentes:** Al matricularse, los alumnos clasificados como no residentes también deberán pagar el costo de enseñanza que se cobra a los no residentes. Dicho costo para los alumnos del año académico 2011-2012 es de \$176.00 por unidad, además de los derechos de matrícula. El costo de la enseñanza para alumnos no residentes es reembolsable en el caso de los cursos que se abandonen antes de finalizar la segunda semana si son cursos de un semestre, y antes de la tercera clase si son cursos que duran más de una semana pero menos de un semestre.

**Costo por la utilización del Centro Estudiantil:** A todos los alumnos que toman un mínimo de un curso en el recinto principal (salvo los cursos de Living Room Series, cursos en Internet y los que se imparten únicamente los fines de semana) se les exige pagar el cargo de \$10.00 por semestre ordinario, o \$5.00 por sesión de verano. Dicho cargo ayuda a reintegrar un préstamo del gobierno que se obtuvo para construir y conservar el Centro Estudiantil. El costo por la utilización del Centro Estudiantil es reembolsable en el caso de los cursos que se abandonen antes de finalizar la segunda semana si son cursos de un semestre, y antes de la tercera clase si son cursos que duran más de una semana pero menos de un semestre.

**Cargo por atención a la salud:** El cargo por atención a la salud de \$17.00 por semestre o \$14.00 por sesión de verano se exige a todos los alumnos. Se podrá exentar del cargo, antes de matricularse, a los alumnos cuyo método de curación es orar (lo cual debe ser verificado por escrito por la enfermera de MPC). El cargo por atención a la salud es reembolsable en el caso de los cursos que se abandonen antes de finalizar la segunda semana si son cursos de un semestre, o antes de la tercera clase si son cursos que duran más de una semana pero menos de un semestre.



**Permisos de estacionamiento:** Se ofrece un permiso de estacionamiento por vehículo a \$40.00 por semestre (\$20 por semestre para los alumnos que reúnen los requisitos para la exención del cargo de BOG) a los alumnos matriculados en más de 6.0 unidades, y \$20.00 a los alumnos matriculados en 6.0 o menos unidades. Para el verano, el permiso cuesta \$20.00. Los vehículos sin permiso de estacionamiento deben exhibir una boleta de estacionamiento diario, la cual cuesta \$1.00 por día. Por \$70.00 se ofrece un permiso anual con descuento para el otoño, la primavera y el verano, y por \$35.00, a los alumnos que toman 6.0 unidades o menos. La Tarifa de estacionamiento es reembolsable si todos los cursos se abandonan antes de finalizar la segunda semana si son cursos de un semestre, y antes de la tercera clase si son cursos que duran más de una semana pero menos de un semestre. En caso de retirarse, el permiso para estacionar deberá ser regresado a la Oficina de Matrícula y Registros dentro de las primeras dos semanas del semestre o antes de la tercera clase si los cursos duran menos de un semestre.

**Cargo al alumnado:** Los alumnos pueden comprar una tarjeta de estudiante al matricularse. La identificación con fotografía, la cual cuesta \$5.00, ayuda al gobierno estudiantil y le da al alumno el derecho de recibir descuentos ofrecidos por comerciantes de la comunidad, préstamos a corto plazo en casos de urgencia de ASMPC, entradas gratis o con descuento a todos los acontecimientos deportivos, bailes y otras actividades culturales, sociales o académicas patrocinadas por Monterey Peninsula College. El cargo al alumnado es reembolsable en el caso de los cursos que se abandonen antes de finalizar la segunda semana si son cursos de un semestre, o antes de la tercera clase si son cursos que duran más de una semana pero menos de un semestre. Los estudiantes que solicitan exención de la tarifa del cargo al alumnado deben presentar el Formulario de Exención del Cargo al Alumnado, disponible en la Oficina de Matrícula y Registros y en la oficina de Actividades Estudiantiles.

**Tasa de representación del estudiante:** Esta tasa de \$1.00 se cobra en el momento de la inscripción con el fin de proveer a los representantes del gobierno de los estudiantes los medios para viajar y asistir a juntas para apoyar su meta de presentar los puntos de vista de los estudiantes ante cualquier tipo de entidad política. Los estudiantes que solicitan exención de la tasa de representación del estudiante deben presentar el Formulario de Exención de la Tasa de Representación del Estudiante, disponible en la Oficina de Matrícula y Registros y en la oficina de Actividades Estudiantiles.

**Cuota para el Centro de Desarrollo Infantil:** Se podrá designar una cuota estudiantil opcional de \$3.00 para apoyar la guardería del recinto. La Tarifa del Centro de Desarrollo Infantil es una donación y no es reembolsable.

**Libros de texto:** Los libros de texto son esenciales, y aunque los precios varían, la mayoría de los libros de texto cuestan aproximadamente \$100.00. Los de las clases de contabilidad, cálculo, enfermería o dibujo pueden costar \$150.00 o más.

**Cargo por expedientes académicos:** Previa solicitud por escrito del alumno, la Oficina de Matrícula y Registro envía por correo los expedientes académicos. En circunstancias de envío por correo normales, las dos primeras copias del expediente académico que el alumno solicita durante su vida se ofrecen gratuitamente. La tramitación del expediente académico puede tardar hasta dos semanas. Después de las dos primeras copias se cobran \$5.00 por cada expediente. Se cobran \$15.00 por copia por los expedientes que se tramitan el mismo día. Los expedientes académicos no se pueden emitir si el alumno tiene pendiente alguna deuda u obligación con el Distrito. Las normas generales de MPC prohíben enviar por telefax o correo electrónico los expedientes académicos. MPC no enviará los expedientes académicos de la escuela secundaria o de otra universidad. Los expedientes académicos no oficiales de los alumnos que asistieron a MPC desde 1995 se ofrecen en nuestra página Web: [www.mpc.edu](http://www.mpc.edu)

[mpc.edu](http://mpc.edu) Seleccione la opción Matrícula (Registration), y luego, Unofficial Transcript.

**Cargo por materiales de instrucción:** Monterey Peninsula College podrá requerir de los alumnos que se matriculen en ciertos cursos pagar por materiales si éstos se necesitan para la clase o el laboratorio, se utilizan para producir un artículo final y tienen valor posterior para los alumnos fuera del aula o laboratorio. Los cobros por los materiales son reintegrables hasta el fin de la segunda semana de instrucción en el caso de cursos de un semestre de duración, y antes de la tercera clase, en el caso de cursos de menos de un semestre de duración.

## Reintegros y derechos de matrícula

### LOS DERECHOS DE MATRÍCULA NO SE REINTEGRAN AUTOMÁTICAMENTE.

Los alumnos que soliciten que se les reintegren la cuota por utilizar el Centro Estudiantil, el cargo por atención de la salud, los derechos de matrícula, el cargo al alumnado deben abandonar los cursos antes de que finalice la segunda semana de instrucción en el caso de cursos de un semestre de duración, y a más tardar el tercer día de clase, en el caso de cursos de más de una semana, pero de menos de un semestre de duración. No se autorizarán reintegros si no se abandonan los cursos a más tardar en la debida fecha límite.

Los derechos de matrícula de alumnos no residentes se pueden reintegrar en el caso de clases abandonadas oficialmente durante las primeras tres semanas del semestre en el caso de cursos de un semestre de duración, y a más tardar el tercer día de clase, en el caso de cursos de más de una semana pero de menos de un semestre de duración. No se reintegrarán los derechos de matrícula de alumnos no residentes si no se abandonan los cursos a más tardar en la fecha exacta.

Un recargo por tramitación de \$10.00 se retendrá del reintegro de los derechos de matrícula por cursos abandonados que no hayan sido cancelados por MPC.

## Proceso de solicitud de reintegros

El alumno tiene la responsabilidad de abandonar los cursos a más tardar en la fecha límite establecida. NO SE REINTEGRARÁ NINGÚN CARGO AUTOMÁTICAMENTE. Debe completar un formulario de Solicitud de Reembolso, disponible en nuestro sitio Web y en la Oficina de Matrícula y Registro, y presentarlo a la Oficina de Matrícula y Registro antes del final del semestre o la sesión en la que vence el reembolso, o de lo contrario no se efectuará el mismo. Todo costo de enseñanza o derecho de matrícula que se cobre por una clase que sea cancelada por MPC, o que se cobre por equivocación, se reintegrará previa solicitud. Las solicitudes de reintegro se habrán de presentar ÚNICAMENTE ante la Oficina de Matrícula y Registro. Los cheques de reintegro serán enviados por correo por el Departamento de Servicios Fiscales de cuatro a seis semanas después de que finalice el período de matrículas tardías.

### Clases canceladas

Todo pago de enseñanza o derecho de matrícula que se cobre por una clase que sea cancelada por MPC, o que se cobre por equivocación, se reintegrará previa solicitud. Los formularios de Solicitud de Reembolso se encuentran disponibles en la Oficina de Matrícula y Registro y en nuestro sitio Web.

### Excepción de las reglas generales sobre el reintegro de cargos

El Consejo Académico podrá hacer toda excepción de las reglas generales sobre reintegros, debido a circunstancias atenuantes, previa solicitud del alumno, antes de que finalice el semestre o la sesión en la cual se solicita el

reintegro. Las solicitudes de consejo académico se ofrecen en la Oficina de Matrícula y Registro y en la página Web de MPC.

## Reintegros y libros de texto

Consulte la Librería de MPC en la página 37 para enterarse de las reglas generales sobre reintegros.

## ASISTENCIA FINANCIERA

([www.mpc.edu/financialaid](http://www.mpc.edu/financialaid))

### ¿Qué es ayuda financiera?

La ayuda financiera puede contribuir a reducir la diferencia entre lo que pueden pagar el alumno y su familia y el costo de la educación. El propósito principal de la ayuda financiera consiste en eliminar los obstáculos ocasionados por los costos que pueden impedir que los alumnos alcancen sus metas educativas. Se ofrece ayuda financiera por medio de diversos programas financiados por fuentes federales, estatales, de MPC y particulares. Entre los tipos de asistencia figuran subvenciones, becas, préstamos y oportunidades de empleo.

### Tipos de ayuda financiera

Subvenciones (se basan en la necesidad financiera – no se reintegran)

- Subvenciones Cal
- Renuncia de matrícula de la Junta de Gobernadores de Colegios Universitarios Comunitarios de California (California Community College Board of Governors) (BOG, por sus siglas en inglés)
- Oportunidad y Responsabilidades Laborales para Niños de California (CalWORKS)
- Recursos en Educación de Agencias Cooperativas (CARE)
- Programas y Servicios para Oportunidades Prolongadas (se conoce en inglés con el nombre de Extended Opportunity Programs and Services – EOPS)
- Otorgamiento Competitivo Académico Federal (Federal Academic Competitive Grant) (ACG, por sus siglas en inglés)
- Subvención Federal Pell
- Subvención Federal Complementaria para Oportunidades Educativas (se conoce en inglés con el nombre de Federal Supplemental Education Opportunity Grant – FSEOG)

### Préstamos (requieren reintegro)

- Préstamo Estudiantil Direct Federal Subsidiado (Federal Subsidized Direct Student Loan): El gobierno federal paga el interés mientras el estudiante asiste a la universidad – tasa de interés baja
- Préstamo Estudiantil Direct Federal No Subsidiado (Federal Unsubsidized Direct Student Loan): Se agrega el interés a la cantidad del préstamo mientras el estudiante asiste a la universidad – tasa de interés baja
- Préstamos Federales a Padres de Familia para Alumnos que no han obtenido el Bachillerato (se conoce en inglés con el nombre de Federal Parents Loans for Undergraduate Students – FPLUS): tipo de interés variable
- Préstamos de Urgencia a Corto Plazo: MPC ofrece un programa de préstamos de urgencia a corto plazo a los alumnos que han solicitado ayuda financiera pero que no han recibido concesiones. Usted debe completar un archivo de asistencia financiera para cumplir con los requisitos necesarios.

### Empleo a tiempo parcial

- Trabajo y Estudio Federal (se conoce en inglés con el nombre de Federal Work-Study – FWS)

### Requisitos básicos

Para reunir y mantener los requisitos a fin de recibir ayuda financiera, el alumno debe:

1. ser ciudadano de EE.UU. o extranjero elegible
2. participar en Selective Services (si se requiere)
3. dedicarse a obtener un título o certificado a MPC
4. poseer número de Seguridad Social válido
5. lograr avances académicos satisfactorios
6. no deber el reintegro de una subvención federal ni haber desfalcado un préstamo educativo federal
7. tener necesidad financiera, salvo en el caso de préstamos Direct no subsidiados
8. poseer un diploma de secundaria, GED o su equivalente, o bien, presentar y aprobar una Prueba de Capacidad de Beneficiarse aprobada y administrada por MPC o completar seis unidades de trabajo universitario para obtener un título de grado o un certificado.

### Cómo solicitar asistencia federal para estudiantes

Para ser considerado para recibir asistencia financiera federal en Monterey Peninsula College, el estudiante debe:

1. Solicitar ingreso a la institución
2. Solicitar electrónicamente la asistencia estudiantil federal en [www.fafsa.ed.gov](http://www.fafsa.ed.gov) usando el código de asistencia estudiantil de MPC (001242) cuando completa la solicitud
3. Completar y presentar un formulario de información estudiantil de Monterey Peninsula College a Servicios Financieros Estudiantiles
4. Solicitar que el expediente académico de instituciones previas se envíe a la Oficina de Matrícula y Registros de la MPC.

La Oficina de Servicios Financieros Estudiantiles (Student Financial Services) notificará a los estudiantes si es necesario presentar documentos adicionales para completar la solicitud de asistencia financiera.

Todos los formularios de asistencia financiera están disponibles en la Oficina de Servicios Financieros Estudiantiles ubicada en el Centro de Estudiantes (Student Center), o se pueden bajar los formularios del sitio Web de MPC (<http://www.mpc.edu/financialaid>). También hay solicitudes de asistencia financiera e información disponibles en español.

Se programan talleres de solicitud de asistencia financiera una vez por semana para ayudar a los estudiantes en el proceso de solicitud. Para obtener información adicional sobre la asistencia financiera y los talleres, comuníquese con Servicios Financieros Estudiantiles llamando al (831) 646-4030.

## ¿Cuál es la fecha límite para solicitar ayuda financiera?

En MPC la ayuda financiera se distribuye durante todo el año escolar. Mientras más pronto la solicite, más recursos se le ofrecerán. Según el tipo de ayuda, todos los años existen importantes fechas límite para presentar solicitudes.

- Fecha límite para la subvención Cal: 2 de marzo
- Fecha límite para solicitar becas: el tercer lunes en marzo
- Ayuda federal: última fecha de asistencia o 30 de junio, lo que ocurra primero

Vea el sitio Web de Servicios Financieros Estudiantiles o información para el consumidor para obtener las fechas de los pagos anuales específicos. Para obtener información adicional sobre ayuda financiera y taller, llame al Departamento de Servicios Financieros al Alumno al (831) 646-4030.

## Progreso académico satisfactorio

Un estudiante debe mantener un progreso académico satisfactorio para recibir asistencia financiera en cada semestre que se reciba. Para mantener un progreso académico satisfactorio durante un semestre dado, los estudiantes deben:

1. Obtener un promedio semestral de calificaciones (GPA) de 2.
2. Tener un promedio de calificaciones (GPA) general acumulativo de por los menos 2.0
3. Completar por los menos el 67% de las unidades tomadas en cada semestre
4. Completar el 67% del total de unidades tomada
5. Completar el programa educativo dentro de las 90 unidades tomadas (150%).

Los alumnos deben alcanzar su meta educativa principal conforme a un plazo máximo. Dicho plazo no habrá de superar el 150% de la duración publicada del programa. Un calendario con plazos máximos establece el límite de tiempo durante el cual los alumnos deben mantener satisfactoriamente su progreso académico en el programa de estudio que escojan para recibir ayuda financiera.

Si los alumnos terminan más de sesenta unidades, se les exigirá llenar un formulario de Exceso de Unidades y devolverlo a la Oficina de Servicios Financieros al Alumno. Dicho alumno deberá mantener un progreso académico satisfactorio todo semestre durante el cual reciba ayuda financiera. Todos los formularios de ayuda financiera se encuentran en la Oficina de Servicios Financieros al Alumno, o se pueden bajar de la página web de MPC (<http://www.mpc.edu>). La asistencia para llenar una solicitud electrónica de FAFSA se ofrece con cita o en talleres programados los viernes con fechas impares por la tarde.

Las solicitudes y la información de ayuda financiera se ofrecen en español. Para obtener información, por favor llame al (831) 646-4030.

## BECAS

Las becas se conceden anualmente. Los folletos y solicitudes sobre las becas se ofrecen en la Oficina de Servicios Financieros al Alumno durante el semestre de primavera todos los años. Las becas se conceden según criterios que varían conforme a la beca, tales como logros académicos, capacidad de liderazgo del alumno, participación en actividades de la comunidad, progreso académico y/o necesidad financiera. Para obtener información adicional, llame a la Oficina de Servicios Financieros al Alumno.

## CRITERIOS ACADÉMICOS

### Plagio y conducta deshonesta

La honradez académica es la piedra angular de la comunidad educativa, por tanto, se da por sentado que el alumno entiende los criterios de honradez académica relacionados con su conducta en el aula.

#### Plagio

Es importante que los alumnos reconozcan las fuentes que utilicen para hacer las tareas asignadas en el aula. El plagio es una forma de falta de honradez académica.

Plagio puede ser cualquiera de las siguientes situaciones:

1. Copiar textualmente sin la debida justificación de las fuentes.
2. Parafrasear sin reconocer debidamente las fuentes.
3. Apoderarse de información o ideas de otras personas sin darles su reconocimiento.

Si el alumno tiene alguna pregunta sobre los tipos de plagio mencionados o sobre la tarea que está preparando, en lugar de correr el riesgo de cometer plagio sin querer, deberá pedirle al instructor que le aclare la situación.

#### Conducta deshonesta

Es importante que el alumno actúe en forma honrada y digna de confianza. El trabajo que se realiza en exámenes o demás tipos de evaluación debe representar el trabajo, los conocimientos y la experiencia en el tema propios de la persona. Se da por sentado que el alumno habrá de seguir los reglamentos académicos establecidos por el instructor.

Las siguientes situaciones pueden ser consideradas como conducta deshonestas:

1. Fijarse sin autorización en información de cualquier fuente no autorizada o del trabajo de otro alumno durante un examen, o de cualquier trabajo que será calificado o recibirá puntuación, o bien, adquirir de alguna forma dicha información.
2. Adquirir, leer o aprenderse sin autorización preguntas de exámenes antes de la fecha y hora del examen.
3. Cambiar cualquier porción de un examen o informe calificado devuelto y volver a entregarlo como trabajo original para que vuelva a ser calificado.
4. Presentar el trabajo de otra persona como propio para recibir una nota o puntos.
5. Ayudar, a sabiendas, a otro alumno a hacer algo deshonesto.

Esta lista no es completa, y el propósito de ella no es limitar la definición de conducta deshonesto a sólo los puntos mencionados.

### **Consecuencias**

La medida disciplinaria por hacer algún acto deshonesto o plagiar queda a discreción del instructor, quien podrá seleccionar una o más de las siguientes opciones.

- 1.** Emitirle una notificación oral o escrita y advertirle al alumno que los actos adicionales de ese tipo resultarán en medidas disciplinarias adicionales.
- 2.** Emitir un N o una nota de reprobación (F o 0) por la tarea en cuestión.
- 3.** Remitir al alumno al vicepresidente del Departamento de Servicios al Alumno para que se le apliquen medidas disciplinarias.

# STUDENT

*Information*

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## COLLEGE SERVICES

### Admissions and Records Office

Student academic records are kept in the Admissions and Records Office located in the Student Services Building. Registration for classes, adding or dropping of classes, forwarding of transcripts, refund requests, graduation petitions, applications for certificates of achievement, Academic Council petitions, transcript evaluation, military evaluations, and corrections to permanent records are handled through this office. Telephone (831) 646-4002/4007 for information.

### CalWORKs

Monterey Peninsula College CalWORKs Program, in collaboration with Monterey County Department of Social Services, assists eligible students with their CalWORKs requirements while they reach their educational and career technical goals. MPC CalWORKs assists students with enrollment and orientation to college and helps students meet their work requirements through work study awards and classroom hours. Students also receive advisement, counseling and referrals to other campus services as well as other community-based services and programs. Eligible students participating in the MPC CalWORKs Program receive support and assistance with childcare, book vouchers, work study, advocacy and educational workshops. For information about CalWORKs services, please call (831) 645-1399.

### CARE

CARE (Cooperative Agencies Resources for Education), a collaboration between Monterey Peninsula College Extended Opportunity Programs and Services (EOPS) and the Monterey County Department of Social Services (MCDSS), is a program designed to assist single parent students who are receiving cash aid to succeed in college. Participants must have at least one child under the age of 14. To be eligible for CARE, students must first be eligible for EOPS and then meet further criteria. In addition to benefits and services provided to EOPS students, eligible CARE participants take part in the CARE Meal Plan, network with other single parents, and participate in CARE workshops, social events, and other activities. For information, call EOPS or the CARE Coordinator at (831) 646-4247 or visit the EOPS/CARE office in the Student Services Building.

### Career Services

[www.mpcfaculty.net/counseling/careerservices.html](http://www.mpcfaculty.net/counseling/careerservices.html)

Monterey Peninsula College offers a wide range of services to address students' career needs. Whether students are considering a career change or exploring the world of work for the first time, MPC guides them through the process of career/life planning.

### Career Counseling

Individualized career counseling is available to all students as a free service. Students who are either undecided or who wish to validate a choice of major meet with a career counselor to discuss specific needs and to outline a strategy to assist them in meeting their career development goals. Targeted modules in this process may include career assessments, career exploration, decision making/goal setting, and/or job search strategies. Please call the Counseling Department at (831) 646-4020 to schedule an appointment.

### Career Workshops

Each semester Career Services presents workshops that address different aspects of career development. *Choosing a Career* helps students identify their interest areas and relate their findings to careers and majors. *Resume Writing* focuses on the elements and format of a good resume and provides tips for addressing an employer's needs. *Interviewing Skills* discusses successful interviewing techniques as well as qualities that employers

want in a successful candidate. Please call the Career & Transfer Resource Center at (831) 645-1336 for a list of workshop dates.

### Career Development Classes

A variety of courses have been developed to meet students' career needs. Ranging from one to three units, these classes address all stages of the career development process and are delivered in both the traditional classroom environment as well as via the Internet. For further information, please call the Counseling Department at (831) 646-4020 or the Career & Transfer Resource Center at (831) 645-1336.

### Career & Transfer Resource Center

The Career & Transfer Resource Center offers career and transfer resources, workshops, guidance and referral. The CTRC Coordinator provides information on career exploration and choosing colleges. Services include a resource library of college and university catalogs, directories and career-specific books. Visitors may use college files, videos, CDs, EUREKA (computerized software to research schools, majors and occupations) and access the Internet. Computers, printers, phone, fax and copiers are available to use for career or transfer purposes.

College representatives regularly visit the Center to meet with transfer students. The annual Transfer Day hosts over 40 representatives from the University of California and California State University systems as well as independent colleges and universities. Information about ongoing and special events is published in the monthly calendar, posted on the MPC and Career/Transfer websites and e-mailed out to students who register. To be part of the e-mail listserv, e-mail the Career & Transfer Resource Center at [careertransfer@mpc.edu](mailto:careertransfer@mpc.edu)

Transfer Admission Agreements (TAA or TAG) are available to students who meet the eligibility requirements (see page 111). Interested students should meet with a counselor to start the process.

Workshops for transfer, career choice, resume writing and interview skills are held throughout the year. Students and adults in transition are referred to Career Development and Personal Development Classes, Career Assessment/Testing and Career Counseling.

The Career & Transfer Resource Center is located in the Student Services Building, open Monday through Friday with some evening hours. For more information call (831) 645-1336, or access [www.mpc.edu/student-services/ctrc](http://www.mpc.edu/student-services/ctrc)

### Child Development Center

The MPC Child Development Center, which operates under Student Services, is licensed for 100 children by the Department of Social Services, with funding from the California Department of Education, Child Development Division. The Center has a dual purpose for the campus community: high-quality child care for students' children and an outstanding training experience for Child Development majors. Staff members of the Child Development Center are credentialed professionals with many years of experience in the education of young children. The staff is augmented by Child Development students, parent volunteers and student assistants.

Children between the ages of two and six years are eligible. Children must be in good health with all immunizations up to date. At least one parent must be enrolled at MPC, taking a minimum of 6 units of day classes leading directly to a vocation or profession. The Child Development Center does not discriminate on the basis of race, color, religion, gender, limited English proficiency, national origin or disability.

The Center is open from 7:45 a.m. to 5 p.m., Monday through Thursday, and from 7:45 a.m. to 4 p.m. on Fridays. Children must be enrolled a

minimum of two days per week, three hours per day from 9 a.m. to noon. Telephone (831) 646-4066 for more information.

## College Bookstore

The College Bookstore is located in the Student Center of MPC. In addition to all course-required and optional textbooks, the MPC Bookstore also carries general and reference books, school supplies, emblematic clothing, gifts, and gift cards. Many of the textbooks are rentable at about 50% of the new price of the book. Regular bookstore hours are 8:00 a.m.-6:30 p.m., Monday through Thursday; and 8:00 a.m.-2:30 p.m. Friday during the Fall and Spring semesters. Hours are extended during Fall and Spring Back-to-School Rushes from 8:00 a.m.-7:00 p.m., Monday through Thursday, and 8:00 a.m.-3:00 p.m., Friday. For Fall, regular hours will resume September 12, 2011, and for Spring, regular hours will resume February 20, 2012. The bookstore is open shorter hours in the Summer: 8:00 a.m.-5:00 p.m., Monday through Thursday, and 8:00 a.m.-1:00 p.m., Friday. The Bookstore telephone number is (831) 657-4680. MPC Bookstore can also be found online at [mpc.bkstr.com](http://mpc.bkstr.com)

## Check Cashing Policy

Checks require an imprinted name and address, photo ID, and phone number. Only first-party checks for the amount of purchase will be accepted. The Bookstore also accepts traveler's checks, Visa, MasterCard, American Express, and Discover.

## Textbook Refund Policy

Refunds are given on textbooks during the semester or cycle in which they are purchased; a valid receipt is required for all refunds. Textbooks in resalable condition may be refunded within seven calendar days from the first day of classes for the semester in which they are purchased or within two (2) business days of purchase thereafter. In addition, a refund will be given within fourteen (14) calendar days from the first day of class only with proof of the class being dropped. Books purchased after the initial week of classes may only be refunded within two (2) business days of purchase. Books originally purchased as new must be unwritten in and not worn. In addition, all packages must be complete, and any book marked "Non-Returnable If Opened" must still be in the original shrink wrap. Books purchased during the week of finals are non-returnable. They may, however, be sold back to the Bookstore under the normal buyback policy.

## Book Buyback

MPC Bookstore can buy back assigned textbooks from students for up to 50% of the purchase price, or current national wholesale value for non-assigned textbooks. There is no guarantee that the Bookstore will buy back the book. Buyback is open year round, but the best time to sell books back is close to the end of the semester. A photo I.D. is required.

## General Merchandise Refund Policy

Merchandise may be returned, with a receipt, for exchange or refund within thirty (30) days from the date of purchase. Item must be in original condition with all original packaging included. Software, video, and CDs may only be returned if unopened. If defective, a receipt is highly desired. If a receipt is not presented, the item may only be exchanged for the same.

## Counseling

The counseling faculty is available to assist students in developing an education plan that meets the requirements for certificates, graduation, transfer to a four-year institution, or personal interest. The rapid change of requirements and prerequisites for institutions and occupations makes continuing guidance a necessary part of a student's academic life. All

students are encouraged to define their educational objectives and design a plan to reach them. Counselors are available to assist both day and evening students on an appointment or drop-in basis. Career counseling and testing are available to students. Re-entry students can obtain information and support for educational and career planning. These services and career materials are located in the Counseling Department in the Student Services Building. Counselors also provide students with assistance in adjusting to college, advice on improving study skills, and assistance with personal matters. For more information, call (831) 646-4020.

## Extended Opportunity Programs and Services (EOPS)

Extended Opportunity Programs and Services (EOPS) is a state-funded community college program designed to assist low-income and educationally under-represented students. EOPS provides a variety of support services and benefits to meet the needs of these students, including academic advisement, instructional support in basic skills and study skills, book vouchers, CSU and UC transfer application fee waivers, and referrals for other services and benefits on and off campus.

Eligible EOPS students are primarily identified by economic need. However, participants also are defined as students with educational, language, and/or social disadvantages who may need comprehensive support services to succeed in higher education.

At Monterey Peninsula College, prospective EOPS students are generally referred by Student Financial Services, based on information given by students when applying for financial aid. However, interested students also may obtain information about EOPS eligibility, services, and requirements by telephoning (831) 646-4247 or by visiting the EOPS Office on the second floor of the Student Services building.

## Food Services

Made-to-order sandwiches and a full grill are features of the cafeteria, where breakfast and lunch are served. The cafeteria is located in the Student Center and is open from 7:30 a.m. to 2:00 p.m., Monday through Thursday, and 7:30 a.m. to 1:30 p.m., Friday.

Additional food services are available in the "Snack Shack" located in the Social Sciences Building, Monday through Thursday from 7:30 a.m. to 1 p.m. and from 7:30 a.m. to 12:00 p.m., Friday, and at the "Food for Thought Lounge" located in the Library and Technology Center Monday through Thursday from 7:30 a.m. to 7:30 p.m. and Friday, from 7:30 a.m. to 1:30 p.m.

## Housing Referral Service

There is no on-campus housing at Monterey Peninsula College. The Student Activities Office maintains a bulletin board located in the lower part of the Student Center lobby. Posted on the board are apartments, houses for rent, house and apartment sharing, and rooms for rent.

Students who need a place to rent or additional information on housing may contact the Student Activities Office at (831) 646-4192, visit the office located in the Student Center, or go to [www.mpc.edu/campuslife](http://www.mpc.edu/campuslife)

## Information Center

The Information Center, located in the Administration Building, is open from 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m., Monday through Friday. Information about classes, registration, and other activities is available. Also, notary services are available in this office. The Information Center telephone number is (831) 646-4000.

## International Student Programs

The International Student Programs office (ISP) is located in the International Center, IC-108. This office is responsible for admitting qualified international applicants to the College and for providing support services for international students upon enrollment.

Services include airport/bus pickup; housing assistance; ongoing orientation; academic/transfer counseling; foreign credentials proficiency and prerequisite verification; immigration/international advising; health insurance liaison; dependent advising; travel, employment, tax workshops; study, work, travel abroad clearinghouse; campus and community liaison; global alumni network; plus, seminars for international delegations (by contractual arrangement). For all international students – present, future and past – ISP offers a continuum of services by knowledgeable, caring professionals.

The application process is different for international students. International students must complete the International Student Application for Admission and provide all documentation listed under the catalog section entitled "Admission Process: International Students" before an admissions decision can be made.

Interested applicants with access to Adobe Acrobat can download the international student application forms directly from <http://www.mpc.edu/studentservices/internationalstudentprograms/Pages/default.aspx> Or, go to <http://www.mpc.edu> and click onto "Admissions," then "International Students" for the required forms. Or, please contact ISP directly at [international\\_center@mpc.edu](mailto:international_center@mpc.edu); telephone: (831) 645-1357; fax: (831) 645-1390. Mailed inquiries to ISP at the College's main mailing address are also invited.

## Job Center

The Monterey Peninsula College Job Center is a full-service employment office providing MPC students opportunities for work experience both on campus and in the community. The Job Center's goal is to bring education and employment together so students can develop their educational skills and abilities while gaining valuable experience in the world of work.

Students currently attending MPC, and graduates, will find the Job Center an important resource and an essential link between education and employment. Job Center staff members work closely with other campus programs and community businesses to provide students with the tools and support they need to successfully find and keep their jobs. The Job Center is located in the Student Services Building, second floor. Telephone (831) 646-4195.

## Learning Assistance Centers

### Academic Support Center/Tutoring

The Academic Support Center, located on the first floor of the Library and Technology Center, Room 124, offers course content tutorial support to eligible students in general education courses at all levels, excluding English, and in some career and technical courses. Tutoring is intended for eligible students having difficulty with the subject matter in their classes. Tutorial sessions are scheduled on a regular basis and conducted individually or in small study groups. Tutoring is available at no charge and may be limited due to the availability of tutors.

The Academic Support Center Office is open between 8 a.m. and 4 p.m., Monday through Thursday, and between 8 a.m. and 2 p.m., Friday. Students wishing to apply for tutoring or who have questions about the program should visit the Academic Support Center or telephone (831) 646-4176.

## Computer Centers

The College provides extensive instructional computing support for students and faculty. Computer labs are available through several areas including Art, Business, Computer Science, Humanities, Library, Life Science, Physical Science, Nursing, and Supportive Services and Instruction. Students should contact individual departments for additional information.

## English and Study Skills Center

The English and Study Skills Center (ESSC), located on the first floor of the Library and Technology Center, provides students with a wide range of programs in writing, study skills, and related areas. The Center offers several courses that may be completed for credit.

All students currently enrolled at MPC have access to free writing and English-related assistance at the ESSC. In addition, the Center provides handouts on grammar, punctuation, essay structure, and documentation formats; reference books; instructional computer programs; writing and study skills workshops; and individualized programs in grammar, vocabulary, and composition. Students in some English classes are assigned to the ESSC for their required course labs.

Computers and computer assistance are available for students enrolled in an ESSC course. Students may take English 50, Writing with Computers, in the English and Study Skills Center to learn the fundamentals of writing using Microsoft Word for Windows.

The ESSC is open 6 days a week on the main Monterey campus: 8 a.m. to 9 p.m., Monday through Thursday; 8 a.m. to 2 p.m. on Friday; and 1 p.m. to 5 p.m. on Sunday. The ESSC is open 4 days a week at the MPC Education Center at Marina: 12 p.m. to 2 p.m., Monday; 10 a.m. to 2 p.m., Tuesday and Thursday; and 5 p.m. to 7:30 p.m., Wednesday. The hours of operation may vary during the Early Spring and Summer sessions and at the Marina site.

## High Tech Center for Students with Disabilities

The High Tech Center, established in 1983, provides students with disabilities access to computers, computer training and computer-assisted instruction through state-of-the-art adapted computer technology. The Supportive Services and Instruction Program operates two computer labs, which together form the High Tech Center – the Adapted Computer Technology (ACT) Lab and the Computer Assisted Instruction (CAI) Lab.

The major function of the ACT Lab is to evaluate the range and degree of a student's disability, implement the appropriate adaptation to eliminate or reduce the disability's effect on computer access and then train the student to use the adaptation within the context of keyboarding, word processing, the Internet and other applications. Adaptive computer technology may include adaptations such as modified keyboard systems, screen readers and low vision software, voice recognition systems, and other multimedia applications.

The CAI Lab provides individualized instruction for students in the areas of cognitive information processing and basic skills training in math, reading, writing, study skills, attention, memory, reasoning, and auditory processing skills. A wide variety of software is available to students, and this center provides specialized labs focusing on specific content areas that supplement many lecture courses offered in the Learning Skills Program.

The High Tech Center at Monterey Peninsula College is a model for the California Community College system as well as state and private four-year colleges wishing to provide enhanced computer access for students with disabilities.



## Math Learning Center

The Math Learning Center (MLC), located in BMC 103, offers drop-in tutoring for students enrolled in mathematics courses or a course requiring mathematics skills. Instructors and tutors are in the MLC to help students understand the concepts they are learning in class. Students may sit in the MLC and work on their homework, asking questions when they arise. The MLC also offers occasional content-specific workshops providing students the opportunity to further practice and learn difficult concepts.

A small computer lab in the MLC is available for students to work on their online mathematics courses and homework. Also, a separate study room may be reserved by students to meet with a study group. For more information and hours of operation, visit <http://www.mpc.edu/Pages/MLC.aspx> or call the MLC at (831) 645-1330.

## Reading Center

Located on the first floor of the Library and Technology Center, the Reading Center offers individualized programs and services to students who have difficulty with college-level reading and spelling. Students work one-on-one, in small groups, or independently, based upon assessed needs. Addressing students' specific challenges, helping them with their coursework, and introducing strategies for strengthening their reading, our programs reinforce successful reading skills at every session. All Reading Center programs are entirely student-centered.

### Programs and Services:

The Reading Center offers multi-sensory computer-based reading programs that teach reading strategies and skills for a wide variety of text forms and purposes:

- ENGL 320: Basic Reading Tactics
- ENGL 330: Intermediate Reading Tactics

The Center also offers a multi-sensory one-on-one or small group instruction that develops the auditory, sensory, and visual skills necessary for reading, writing, and speech as well as instruction for developing reading comprehension and critical thinking skills:

- ENGL 351: Phonemic Awareness for Improved Reading, Writing, and Speech
- ENGL 352: Comprehension and Critical Thinking Skills

Additionally, the Reading Center offers the required labs associated with some reading classes; in these labs, students work to strengthen their reading through individualized study – either one-on-one, in small groups, or independently, as determined by assessment – and they engage in various reading activities associated with their coursework:

- ENGL 402: Introduction to Academic Reading Lab (required lab for ENGL 302)
- ENGL 422: Fundamentals of Reading Lab (required lab for ENGL 322)

### Contact Information:

- English and Study Skills Center and Reading Center Director: Adria Gerard (831) 645-1379
- Reading Lab instructor: (831) 646-4882  
Kimberlyn Forte: e-mail [kforte@mpc.edu](mailto:kforte@mpc.edu)
- Reading Center Coordinator: (831) 646-4175  
Paula Norton: e-mail [pnorton@mpc.edu](mailto:pnorton@mpc.edu)
- Website: <http://www.mpc.edu/academics/Humanities/ReadingCenter>

## Library and Technology Center

The Library and Technology Center opened in summer 2003. Situated at the front of the campus overlooking Monterey Bay, the 67,500 square foot building houses the Library on two floors. The English as a Second Language lab, English and Study Skills Center, Reading Center, and the Academic Support Center are located on the first floor. The Office of Institutional Research and the Instructional Technology Department are on the third floor. Additional public spaces include an open learning classroom/boardroom, a copy center, and a café with study space and refreshments.

Resources for student study and learning in the MPC library include:

- Collaborative study space on the main (second) floor; quiet study space on the third floor
- Instruction and reference services
- Book collection of 75,000+ titles, including e-books
- Multimedia resources and equipment
- Electronic database access from on and off campus
- Course reserve materials
- Reference collection
- Special collections and college archives
- 150+ workstations with Internet access, software, and access to printing
- Wireless connectivity
- Group study rooms; some with multimedia equipment and computers
- Accessible workstations and specialized software
- Individual or group seating and study options

Reference assistance is available most hours the library is open. Orientations and one-to-one instruction can be scheduled by any user. General and class-specific instruction is available for instructors. Credit courses such as *Introduction to Information Competency and Literacy*, *Internet Literacy* and *Family Research Studies* are offered most semesters. Instructors may place textbooks, class readings, exams, audio/visual and other supplementary items for student use on reserve at the Circulation/Reserve Desk.

MPC students and MPC residents in the community college district may obtain a library card by showing a class schedule or resident verification. For hours and more details, consult our website at [www.mpc.edu/library](http://www.mpc.edu/library) or call the Library Circulation Desk at (831) 646-4095 or the Library Reference Desk at (831) 646-4262.

## MPC Education Center at Marina

The MPC Education Center at Marina provides the following student services on a rotating basis: Admissions and Records, College Bookstore, Counseling, Veterans Information, and Financial Aid. Please contact the Education Center office at (831) 646-4850 or visit the website at [www.mpc.edu/edcentermarina](http://www.mpc.edu/edcentermarina) for further details and a schedule of services. Additional student services can be accessed by appointment or by visiting the Student Services website at <http://www.mpc.edu/studentervices>

The Business Skills Center, English and Study Skills Center, Reading Center, and the Math Learning Center also provide a varied schedule of service hours; please consult the current Schedule of Classes or visit the website [www.mpc.edu/edcentermarina](http://www.mpc.edu/edcentermarina) for specific hours.

## Public Safety Training Center

The Public Safety Training Center in Seaside offers Fire Academy and Police Academy training programs as well as a variety of re-certification training courses for public safety personnel. For more information regarding the Fire Academy, please call (831) 646-4240; for more information regarding the Police Academy, please call (831) 646-4236 or (408) 270-6458.

## Re-Entry and Multicultural Resource Center

The Re-Entry and Multicultural Resource Center (REMC) serves all students and community members with programs designed to help support, empower and educate. The program is operated as a holistic, open-access, student-centered resource where many student support services are provided. The REMC offers a variety of resources and support services. Staff members are always there to welcome students, answer questions, and provide assistance. Services include a Text book Loan Program, Emergency Food Pantry, Emergency Personal Necessities Cupboard, Women Supporting Women Fund, events and workshops. The REMC can be contacted by phone at (831) 646-4276, by e-mail [womensprograms@mpc.edu](mailto:womensprograms@mpc.edu) or through the webpage at Monterey Peninsula College's website for information.

## Student Health Services

The Student Health Services staff are committed to offering all students quality health care, health promotion information, health education and support so that each student has the opportunity to successfully complete their academic journey at Monterey Peninsula College.

### Location:

The Student Health Services can be found in the new Student Services Building, Rooms 101-101E.

### Staff:

A nurse and a Health Specialist provide assistance to students for injuries and illness care. Marriage and family therapist interns provide personal counseling by appointment. The office hours are Monday through Thursday, 8 a.m. to 5 p.m. (closed for lunch 12 p.m. to 1 p.m.); Friday, 8 a.m.-2:30 p.m. The office telephone number is (831) 646-4017/4018; if an emergency and no answer, please call 911 or the Security Office at (831) 646-4099.

### Services:

- First aid and emergency care
- Confidential health counseling and assistance with health problems
- Health education presentations and information
- Health screenings, e.g., temperature, pulse, respiration, blood pressure
- Referrals to health professionals
- Referrals to low-cost medical, dental and other care
- TB (tuberculin) skin testing
- Over-the-counter medication
- Inoculation and other vaccination may be available to those who pay the Health Fee.

### Eligibility:

All students enrolled at Monterey Peninsula College are eligible to participate in the student health services and receive care. Health Services is supported by Health Fees charged to students. There is no additional charge for these services. When any specific outside agency clinics (i.e., VNA) are scheduled by Student Health Services, fees may be required. At point of referral to other providers, all costs are then the student's responsibility.

### Insurance:

Accidents: Students who are injured while participating in College-sponsored and/or supervised activities, whether on or off campus, are entitled to apply for student accident insurance benefits. Any such accident should be reported to Health Services within 24 hours. Information and applications on low-cost Student Dental and Health Insurance can be provided.

## Student Support Services (TRiO/SSS)

Student Support Services (SSS), formerly known as College Readiness, is a federally funded grant program designed to assist low-income and/or first-generation college students to develop academic skills necessary to succeed in college and increase retention, graduation, and/or transfer rates from 2-year to 4-year institutions. Students receive individualized instruction that enables them to develop competency in writing, math, science and study skills in our TRiO Learning Center (TLC). Counselors help students select an educational objective, plan a career, and prepare for transfer to a four-year institution. Students wishing to know if they meet eligibility requirements may telephone (831) 646-4246 for more information.

## Supportive Services and Instruction

Monterey Peninsula College provides equal opportunities and access to students with disabilities. The Supportive Services and Instruction department offers services and specialized instruction to students with disabilities based upon academically-related functional limitations.

To meet the special educational needs of students, the faculty and staff provide a variety of support services which include:

- Learning disability assessment (C.C.C. eligibility model)
- Access to adaptive equipment
- Classroom testing accommodations
- In-class note takers
- Interpreters
- Liaison with campus and/or community agencies
- Readers and scribes
- Registration assistance
- Specialized counseling

A number of specialized classes are offered each semester. The faculty have a wide variety of expertise in disability-related fields and offer a diverse curriculum that allows students with disabilities the opportunity to fully access college courses. Examples of the classes offered include:

- Adapted Physical Education
- Assistive Technology Application
- Assistive Technology Projects
- Auditory Processing Strategies Lab
- Introductory Computer Skills Lab

- Learning Skills Assessment
- Self-advocacy Strategies Lab
- Thinking and Reasoning Skills
- Writing, Reading, and Math Skills Development
- Workability III Program – Career Exploration and Job Search Strategies

In order to participate in this program, students with disabilities who attend Monterey Peninsula College must complete an Application for Supportive Services and Instruction; submit a professional verification of their disability or arrange for testing through the Supportive Services and Instruction program; complete an Educational Contract; and make measurable progress toward their educational goals. Supportive Services and Instruction does not provide personal attendant care. Students must be able to negotiate the campus facilities independently.

For more information and campus assistance, contact Supportive Services and Instruction at (831) 646-4070 or e-mail Mimsie Redmayne, Administrative Assistant, at [mredmayne@mpc.edu](mailto:mredmayne@mpc.edu). The Supportive Services and Instruction office is open from 8:00 a.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 2:00 p.m. on Friday. Evening services may be arranged with adequate advance notice. The office is located on the first floor of the Student Services Building.

## Transfer Services

See Career & Transfer Resource Center on page 36.

## Veteran's Assistance

The Veteran's Office, located on the second floor of the Student Services Building, helps students obtain information for the collection of veteran's educational benefits and provides information on educational and counseling services. A person who is eligible for veteran's benefits and who wishes to use them at MPC should make an appointment to see the Veteran's Representative. Before MPC will certify enrollment to the VA, it is essential for students to make an appointment with an MPC counselor to have a Student Education Plan (SEP) completed. Only courses listed on the Student Education Plan will be certified for VA payment. An initial claim may take up to three months processing time before the student receives his/her first payment.

Students requesting certification for the second semester at MPC must have all transcripts from other colleges and military experience (from the discharge document) evaluated and on file at MPC. Students must then have a counselor complete a VA Education Plan documenting units completed and courses needed to complete the educational goal. Students will not be certified a second time without this plan. Please note that because of the need for accuracy, counselors will only complete VA Education Plans during scheduled appointments. Telephone (831) 646-4020 for a counseling appointment and to schedule an appointment with the VA Representative.

## STUDENT ACTIVITIES

### Associated Student Government

The Associated Students of Monterey Peninsula College (ASMPC) is the officially recognized student government association of the College.

The purpose of the ASMPC is "to provide student activities; support student organizations; effectively represent the interests of the student body; increase cooperation between students, faculty, staff, the administration and the community; provide a forum for the expression of student

opinion; develop student initiative and responsibility; and ensure equal rights for all students of Monterey Peninsula College."

The ASMPC Council is the elected student government at MPC. It is composed of eighteen students elected by the student body every spring. It consists of ten Senators, President, Vice President, Treasurer, Communications Officer, Statewide Representative, Director of Clubs, Director of Activities, Director of Representation, Student Trustee, Chief Justice, and two Associate Justices. There are also many nonelected positions such as committee representatives. The ASMPC Council oversees the work of the Student Representation Council, the Inter-Club Council, the Activities Council and the Student Center Committee. The ASMPC office is located in the Student Center. Stop by or call 831-646-4013 for information about how to get involved.

## Intercollegiate Athletics

Monterey Peninsula College offers intercollegiate athletic teams for men and women in twelve sports. The six men's sports are football, basketball, baseball, golf, soccer, and track and field. The six women's sports are basketball, volleyball, soccer, softball, tennis, and track and field. Monterey Peninsula College is a member of the Coast Conference, which also includes Cabrillo, Gavilan, Hartnell, Ohlone, DeAnza, Foothill, Skyline, City College of San Francisco, Chabot, College of San Mateo, Cañada, Las Positas, Mission, San Jose City, and West Valley.

The California Community College Athletic Association (CCCCAA) allows member colleges to recruit those high school athletes who reside within their district and the districts contiguous to their colleges. Monterey Peninsula College has been granted a waiver to expand its recruiting area because of its geographic location next to the Pacific Ocean which limits the number of districts the College borders. CCCCCAA rules forbid any efforts by the staff or agents of the member colleges to make first contact with athletes who reside outside of their respective recruiting areas. Out-of-state and out-of-area athletes who are interested in attending Monterey Peninsula College are required to initiate first contact with the College.

Monterey Peninsula College abides by the provisions of the CCCCCAA constitution and bylaws as well as the specifications imposed by the Coast Conference. The nature of these requirements is very exacting. Athletes are advised to become thoroughly familiar with the requirements to avoid loss of eligibility. A copy of the State Athletic Constitution and Bylaws is on file in the office of the Director of Athletics. In order to be eligible for intercollegiate competition, a student must be enrolled in, and passing, 12 units and have a cumulative grade point average of 2.0. If the student has competed in the college sport, the student must pass a total of 24 units prior to the next season with a cumulative grade point average of 2.0.

## Student Body Cards

The ASMPC Student Body Card costs \$5 per semester. This fee is optional. Among the benefits to cardholders are:

- Free admission to athletic events sponsored by MPC
- Eligibility for ASMPC emergency short-term loans
- Local merchants' discounts
- Discounted admission to all ASMPC-sponsored events

More information on how to obtain a Student Body Card is available at the ASMPC Office in the Student Center.

## Student Representation Fee

The Student Representation Fee of \$1.00 supports a statewide student organization for the California community colleges similar to other statewide

student associations, i.e., the University of California Student Association (UCSA) and the California State Student Association (CSSA). Assembly Bill 2756, sponsored by Assemblyman Hayden, was added in 1987 to the California Education Code, Section 76060.5.

## Student Organizations and Clubs

MPC student organizations and clubs give students the ability to provide each other with diverse new experiences beyond the classroom. They provide MPC students with an opportunity to organize, meet and work together as a group. A common interest is what brings students together to form a student organization.

Student organizations can be social, creative, recreational, educational, cultural, religious or political in nature. Students may participate in club activities to expand an existing interest, to experiment with a new interest or to enhance a classroom experience. Student organizations also provide an avenue to meet new people, develop friendships and have fun.

Students should contact the Student Activities Coordinator in the Student Activities Office (831-646-4192) for information.

## Student Trustee

The Student Trustee serves in a very influential position on campus. Serving for one full year beginning on July 1 as a member of the Monterey Peninsula College District Governing Board of Trustees, the Student Trustee may cast an advisory vote. The Governing Board is responsible for the "development, management, control and operation of all properties, programs, policies and procedures of the District and College." The Student Trustee is also a voting member of ASMPC (Associated Students of Monterey Peninsula College).

Students who are interested in learning more about this position should contact the Student Activities Office or the Superintendent/President of the College.

## STUDENT RIGHTS AND RESPONSIBILITIES

The purpose of this statement is to inform students of their rights and responsibilities at Monterey Peninsula College. The policies and procedures as set forth in this statement are for institutional and student use but cannot be separated from public laws and regulations; therefore, everything stated herein must be considered within the limits of the law.

### I. IN THE CLASSROOM

#### A. Protection of Freedom of Expression

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

#### B. Protection Against Improper Academic Evaluation

Students shall not be evaluated in a prejudiced or capricious manner. At the same time, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Standards relating to matters of class attendance, punctuality, dress (e.g., safety goggles and uniforms), and other similar classroom requirements, where essential in evaluation, should be clearly communicated by the instructors to the students enrolled in the courses where they apply.

#### C. Protection Against Improper Disclosure

Information about student views, beliefs, and political associations which employees acquire in the course of their work is considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character for such matters as letters of recommendation and security checks may be provided under appropriate circumstances, with the knowledge and consent of the student.

### II. STUDENT RECORDS

#### A. Definition of Records

The following files, records, and documents are maintained by the College as "Education Records": Application for Admission, Add/Drop, and Registration Forms, academic transcripts, transcripts sent by other institutions, general education certification, graduation petitions, high school advanced placement forms, instructor class roster, placement test scores, counseling records, financial aid applications, campus employment information, veterans folder relating to educational certification and benefits, discipline records, and athletic eligibility forms.

#### B. Right to Access

Any current or former student shall have the right to access his/her own "Education Records" as defined above or those that meet the definition of a "student record" in Title 5 of the California Code of Regulations, if debts are cleared. Such access shall be provided during regular office hours, and the appropriate College official will require identification and a written request from the student, provided that access is granted where authorized by law no later than five working days following the date of the request.

#### C. Location of Records

Most of the above records are housed in the Student Services Building on campus. The Dean of Student Services has overall responsibility for such records. The Dean's designee shall provide specific directions to students, upon request, concerning which College officials to contact to make a request for access to any records.

#### D. Directory Information

The College may release directory information when, in the opinion of the Dean of Student Services, the release of such information is in the best interest of the students. Directory information for students includes the following: name, address, telephone number, date of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and certificates received, and the most recent previous public or private school attended.

#### E. Confidentiality of Records

Information from Education Records will be available only to legally authorized persons. The express consent of the student is required for access by any other persons. No records will be kept which reflect the political and religious activities or beliefs of students. All College employees are to respect confidential information about students which they acquire in the course of their work.

Access to student records may be permitted to the following:

1. Officials and employees of Monterey Peninsula College, provided that any such person has a legitimate educational reason for inspecting a record.
2. Federal and state officials so authorized access by Title 5.
3. Upon written permission from the student, officials of other public or private schools where the student seeks or intends to enroll.
4. Agencies or organizations in connection with a student's application for or receipt of financial aid, provided that information permitting the personal identification of students may be disclosed only as necessary for purposes relating directly to that aid.
5. Accrediting organizations in order to carry out their accrediting functions.
6. Organizations conducting studies for, or on behalf of, educational agencies or institutions for purposes allowed in Title 5 and so long as that information that allows personal identification of a student is kept confidential and destroyed when no longer needed.
7. Appropriate persons in connection with an emergency if the information is necessary to protect the health or safety of the student or other persons.

#### F. Impoundment of Records

Whenever a student is delinquent through failure to comply with College rules or regulations, to pay College debts, or to return property owned by the College, the student's records may be impounded. A student whose record is impounded shall not be allowed to register for subsequent instruction, request official transcripts of work completed, and/or receive other services at the College which relate to his/her records.

### III. STUDENT AFFAIRS

#### A. Freedom of Association

Students are free to organize and join associations to promote their common interests.

1. The policies and actions of a student organization will be determined by vote of only those persons who hold bona fide membership in the organization and are enrolled at Monterey Peninsula College.
2. Affiliation with an extramural organization shall not of itself disqualify a student organization from institutional recognition.
3. Campus advisors are required; each organization is free to choose its own advisor. Institutional recognition will not be withheld or withdrawn solely because of the inability of a student organization to secure an advisor. Campus advisors may advise organizations in the exercise of responsibility, but they will not have the authority to control the internal policies of such organizations.
4. Student organizations are required to submit to ASMPC a statement of purpose, criteria for membership, rules of procedures, and a current list of officers as a condition of institutional recognition. They will not be required to submit a membership list as a condition of institutional recognition.
5. Campus organizations, including those affiliated with an extramural organization, shall be open to all Monterey Peninsula College students without respect to race, creed, or national origin.

#### B. Freedom of Inquiry and Expression

1. Students and student organizations are free to examine and to discuss all questions of interest to them, to express opinions publicly and privately, and to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, students shall make it clear to the academic and the larger community that, in their public expressions or demonstrations, students or student organizations speak only for themselves.
2. Students are allowed to invite and to hear any person of their own choosing. Routine procedures are required by the College before a guest speaker is invited to appear on campus to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities is not used as a device of censorship. Those in charge of a program shall make it clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

#### C. Student Participation in Institutional Governance

As constituents of the academic community, students are free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body may participate in the formulation and applications of institutional policy affecting academic and student affairs through student government. The Associated Students of Monterey Peninsula College (ASMPC) is the institutionally recognized system of student government which has express responsibility for a student activities program designed to benefit the College and contribute to the welfare of the students. The Student Council of ASMPC formulates and executes student government policies; administers a budget; plans and conducts social, club, recreational, and leisure-time programs in accordance with the ASMPC constitution and other laws and regulations; serves in a liaison capacity between the students and the administration on matters concerning the cafeteria and Student Center; makes student appointments to campus committees; assists in the coordination of club activities; and promotes opportunities in volunteer work. Any matter of student governance that conflicts with College policy shall be resolved by the administration after opportunities have been given to the Student Council to either correct the matter or to discuss the matter completely with the administration.

#### D. Student Publications

Whenever possible, the student newspaper should be an independent corporation financially and legally separate from District sponsorship. Where financial and legal autonomy are not possible, Monterey Peninsula College, as the publisher of student publications, may bear legal responsibility for the contents of the publications under particular circumstances. In the delegation of editorial responsibility to students, Monterey Peninsula College provides sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and

managers entails corollary responsibilities to be governed by the canons of journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

As safeguards for the editorial freedom of student publications, the following provisions are necessary:

1. The student press is free of censorship and advance approval of copy, and its editors and managers are free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications are protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal. In the absence of an appointment agency, the regular hearing procedures of this statement should be utilized in the removal of an editor or manager. If such an agency does exist, the orderly and prescribed procedures for removal must be stated in writing and submitted to the Disciplinary Hearing Committee (as outlined in V, Item E) for approval.
3. All Monterey Peninsula College published, financed, or recognized student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College or the student body.

## IV. OFF CAMPUS

### A. Exercise of Rights of Citizenship

Students enjoy the same freedom of speech, peaceful assembly, and right of petition as do other citizens. As members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should ensure that institutional powers are not employed to inhibit intellectual and personal development of students.

### B. Institutional Authority and Civil Penalties

Activities of students may, upon occasion, result in violation of law. In such cases, Monterey Peninsula College officials may apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities. Only where the institution's interests as an academic community are clearly involved will the special authority of Monterey Peninsula College be asserted.

The student who incidentally violates institutional regulations in the course of his/her off-campus activity, such as those relating to class attendance, is subject to no greater penalty than would normally be imposed. Institutional action is independent of community pressure.

## V. DISCIPLINE

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. At the same time, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of

scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities.

The following standards and procedures are intended to promote responsible student conduct and fair play:

### A. Standards of Conduct

Monterey Peninsula College considers the following principles essential to its educational mission and its community life:

1. Mutual respect between students and faculty
2. Pursuit of studies with honesty and integrity
3. Respect for rights of others
4. Courteous treatment of everyone
5. Respect for college and personal property
6. Compliance with all rules and regulations.

Students shall be subject to College discipline for any of the following kinds of misconduct which occurs at any time on campus or at any off-campus facility or College-approved or -sponsored function:

1. Dishonesty, such as plagiarism, or knowingly furnishing false information to the College;
2. Violation of examination rules, such as communicating or transferring information to another student, using any materials such as books, notes, etc. other than those expressly allowed for the exam, looking at another student's exam, etc.;
3. Forgery, alteration, or misuse of college documents, records, or identification;
4. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including its public service functions, or of other authorized activities;
5. Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of any such person;
6. Theft of, or damage to, property of the College or of a member of the College community or campus visitor;
7. Unauthorized entry to or use of College facilities;
8. Violation of College policies or of campus regulations including those of student organizations, use of College facilities, or the time, place, and manner of public expression;
9. Use, possession, or distribution of legally controlled drugs such as alcohol, narcotics, marijuana or cocaine, except as expressly permitted by law;
10. Use, possession, or sale of any firearm, knife, explosive, or other object that could be classified as a weapon (unless the student has specific authorization from a College official);
11. Failure to comply with directions of College officials acting in the performance of their duties;
12. Gambling on College property;
13. Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any fellow student or person;

14. Disorderly conduct or lewd, indecent, or obscene behavior;

15. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.

## B. Investigation of Student Conduct

1. Except under extreme circumstances, such as bomb threats or medical emergencies, the personal possessions of students will not be searched. The student will be present, if possible, during the search.

2. No form of harassment will be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

## C. Applicable Penalties

In all situations a student shall be informed of the nature of the charges against him or her and be given a fair opportunity to refute them. Arbitrary actions shall not be taken by the College and a decision may be appealed. Disciplinary action that may be taken because of student misconduct includes a variety of sanctions.

Such sanctions are listed below in degree of severity, and may be applied according to the severity of the offense:

**1. Admonition:** An oral statement to the student offender that the student has violated College rules.

**2. Warning:** Notice to the student, orally or in writing, that continuation or repetition of the conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.

**3. Censure:** Written reprimand for violation of a specified regulation including the possibility of more severe disciplinary action in the event of conviction for the violation of any College regulation within a period of time stated in the letter of reprimand.

**4. Disciplinary Probation:** Exclusion from participation in privileges or extracurricular activities as set forth in the notice of disciplinary probation for a specified period of time.

**5. Restitution:** Financial liability for damage to or misappropriation of property. Restitution may take the form of appropriate service to repair or otherwise compensate for damages.

**6. Summary Suspension:** Emergency exclusion from campus and/or classes for a period not to exceed 10 days. The Superintendent/President or designee may immediately suspend a student when the Superintendent/President or designee determines that such action is required in order to protect lives or property or to ensure the maintenance of order. The time of the suspension shall be limited to that period necessary for the purposes of the suspension and in any case, no more than ten days. The student may be summarily suspended without a conference or hearing, but oral or written notice to the student of the suspension and the reasons for the suspension must be provided to the student or the student's address as soon as possible. A conference shall be scheduled as soon as possible, but not later than 72 hours from the time of the suspension, to review the action with the student and to determine whether further sanctions are to be applied.

**7. Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

**8. Expulsion:** Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.

## D. Administration of Discipline

Procedural fairness shall be the basis for all disciplinary actions. Practices in disciplinary cases will vary in formality with the gravity of the offense and the sanctions which may be applied. There shall be no obligation for the College to replicate a formal court system, nor is there a need to provide for "adversary" proceedings. However, fairness requires that the student be informed of the nature of the charges against the student, that the student be given a fair opportunity to refute the charges, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. With fairness as a basis for action, the responsibility for such action is the responsibility of the following individuals or groups:

### 1. The Classroom Instructor

a. May act when minor infractions disturb normal classroom procedure.

b. May suspend, for good cause (See V. A., Standards of Conduct), any student from the instructor's class for the day of the suspension and the day following. The Vice President for Student Services shall be notified of such suspension, and the student shall be directed to report to the Vice President. The parents of a minor student shall also be notified of the suspension.

c. May drop students from class for failing to meet academic and attendance requirements.

### 2. The Campus Security Officer

a. Shall act directly on parking and traffic violations.

b. Shall act directly in matters of emergency and in harmony with local and state laws, but shall immediately notify the Vice President for Student Services of such action.

c. Shall refer matters of student misconduct to the Vice President for Student Services.

### 3. The Vice President for Student Services

a. Shall act directly in situations where a student has violated the local, state, or federal laws while on the College campus and shall consult with civil authorities where appropriate.

b. Shall review each case of misconduct with involved student and determine appropriate remedies and/or sanctions.

c. Shall carry out the recommendations of the Superintendent/President and Disciplinary Hearing Committee.

d. Shall inform students of institutional action and appropriate avenues of appeal.

### 4. The Superintendent/President

a. Shall review and take action on all recommendations of the Disciplinary Hearing Committee.

- b.** Shall recommend Governing Board action in cases of suspension and expulsion and shall make arrangements for a student appeal of such decisions.
- c.** Shall act to summarily suspend any student in order to protect lives or property or to insure maintenance of order.

### 5. The Governing Board

- a.** Shall take action on cases of suspension and expulsion and shall allow for an appeal of the decision.
- b.** Shall approve all rules and regulations where infractions of such could lead to suspension or expulsion.

While final action is pending a disciplinary hearing, a student shall have the right to be present on campus and attend classes.

### E. Disciplinary Hearing Committee

A student shall be granted, upon request, a hearing before a regularly constituted committee when the recommended sanction is suspension or expulsion. Prior to the request for a hearing, the student must meet with the Vice President for Student Services to discuss the case on an informal basis. For further information regarding the disciplinary hearing process, contact the office of the Vice President for Student Services.

## VI. STUDENT COMPLAINT AND GRIEVANCE PROCEDURES

The student is encouraged to pursue academic studies and other College-sponsored activities that will promote intellectual growth and personal development. In pursuing these ends, the student should be free of unfair and improper action by any member of the academic community. Procedures for grievances and complaints are described below and provide a means for resolving any alleged unfair or improper action.

### A. Complaints

Students with the specific kinds of complaints listed below shall direct these complaints to the appropriate College official:

#### 1. Residence Determination

Contact the Registrar at the Admissions and Records Office; final appeal may be made to the Dean of Student Services.

#### 2. Dismissal from College for Academic Reasons

- a.** Consult a counselor.
- b.** If there are extenuating circumstances, the student may appeal the dismissal to the Academic Council after consulting a counselor.

#### 3. Discrimination Complaints

- a.** Students and staff at Monterey Peninsula College shall report any alleged act of discrimination within ten working days to the Supervisor or Administrator in charge of the area where it occurred. For further information, contact the Human Resources Office at (831) 646-4014.

- b.** Students wishing to file complaints based upon discrimination on the basis of sex, ethnic group, age, or marital status should contact the Associate Dean of Human Resources at (831) 646-4014. Students who wish to file a grievance under Section 504 of the 1973 Rehabilitation Act should contact the Vice President for Student Services at (831) 646-4190. Students who wish to file a grievance based upon discrimination related to HIV Positive status/AIDS should contact Student Health Services, (831) 646-4017.

## B. Grievance

### 1. Reasons for Grievance

- a.** A grade, when the student contends that the determination of the grade involved a mistake (such as calculation or entry error), fraud, bad faith, or incompetence. (According to the Education Code, an instructor's grade is final in the absence of mistake, fraud, bad faith, or incompetence.);
- b.** Act or threat of intimidation or harassment;
- c.** Act or threat of physical aggression;
- d.** Arbitrary action or imposition of sanctions without proper regard to academic due process specified in College procedures;
- e.** Violation of student rights which are described in College rules and regulations.

### 2. Initiating a Grievance

A student shall initiate a grievance as follows:

- a.** Shall confer with the faculty member, administrator or classified person directly involved in the grievance, except in instances where the student contends that he/she has been subject to an act of intimidation, harassment, or physical aggression by the person directly involved in the grievance. In those cases, the student may proceed to step b (conferring with the direct supervisor of the person directly involved with the grievance).
- b.** Shall confer with the supervisor of that person if not satisfied at the first step.

### 3. Appeal to Committee

If the student believes still that the issue has not been resolved satisfactorily at these levels, the student shall submit a written statement specifying the time(s), place(s), and nature of the grievance to the Chairperson of the Grievance Committee, who shall arrange for a meeting of the Grievance Committee to consider the grievance (consult the Vice President for Student Services for the name of the Chair). The Chairperson shall refer all written grievances to the Grievance Committee which shall conduct a formal hearing within a reasonable period of time on the charge(s), in no case later than 30 days. For further information regarding the grievance procedure, contact the office of the Vice President for Student Services.



## COLLEGE SAFETY AND YOU

This statement is published in accordance with the 1998 Campus Security Act Title II of Public Law 101-542, Section 20 U.S.C. 1092 and The Higher Education Act, the "Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act."

### Crime Reporting Procedures – 20 U.S.C. 1092 A

Working together, safety and security within the properties of the District is everybody's business. No community, of course, can be totally risk-free in today's society. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive to learning.

The Monterey campus is under the concurrent jurisdiction of the Monterey Police Department and Campus Security. On-campus Security personnel are available during most hours that classes are held.

MPC Education Center at Marina is under the concurrent jurisdiction of the Marina Police Department and Campus Security. Inquiries to the Marina Police Department can be made by calling the non-emergency number 831-384-7575.

The Public Safety Training Center in Seaside is under the concurrent jurisdiction of the Seaside Police Department and Campus Security. Inquiries to the Seaside Police Department can be made by calling the non-emergency number 831-394-6811.

A person may report any criminal action or any other emergency at any time - day or night - by calling 911. Routine inquiries should be addressed to the Security Office (831-646-4099) located in the Student Center on the Monterey Campus.

### Campus Security Department – 20 U.S.C. 1092 C

It is the policy of the Monterey Peninsula Community College District Governing Board of Trustees to protect the members of the total college community and to protect the property of the District. The Campus Security Department shall insure that reasonable protection is provided by using methods that fit within, and contribute to, the educational philosophy and procedures of the institution.

The District works cooperatively with the Monterey Police Department at the Monterey campus, the Marina Police Department at the MPC Education Center at Marina, and the Seaside Police Department at the Public Safety Training Center in providing assistance for incidents that require resources not available to the College. The police department investigates all felonies, including those covered by the California Vehicle Code. All felony crimes that take place on campus are immediately reported to the police department.

### Crime Prevention – 20 U.S.C. 1092 D/E

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of the Monterey Peninsula Community College District to inform students and staff, in a timely manner, of any criminal activity or security problem which may pose a reasonable threat to their physical safety. Such information will normally be distributed to students through this document and through student publications. Staff are informed through in-house memos, bulletins and newsletters.

Another critical element of a campus safety program is training. Security, Health Services, and Associated Students sponsor programs on various topics ranging from sexual assault awareness to substance abuse prevention.

Finally, all effective crime prevention programs include some measure of people watching out for one another. All staff and students are asked to be ALERT, SECURITY-CONSCIOUS, and INVOLVED. Call Security (ext. 4099) or 911, identify that you are on the Campus and wish to report suspicious behavior, or any crime that is occurring.

### Off-Campus Crime – 20 U.S.C. 1092 G

Local police departments provide the District with crime data for the areas surrounding the facilities operated by the District. The District will notify persons using these facilities when a security problem arises.

### Substance Abuse – 20 U.S.C. 1092 L

In accordance with Public Law 101-226 Drug-Free Schools and Communities Act Amendment of 1989, the Governing Board of Trustees of the District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees on M.P.C.C. District property and as part of any District-sponsored or -sanctioned activity.

Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from the College or termination from employment for violations of the appropriate standards of conduct. The possession, use, or sale of alcoholic beverages by anyone on district controlled property is a misdemeanor per California Business Code 25608, and a violation of the District Standards of Student Conduct.

The use, sale or possession of any illegal drug is a violation of State law, and any person found in violation may be subject to arrest by federal, state, local or campus law enforcement authorities. Criminal prosecution is separate from any administrative discipline that may be imposed by the District.

### Campus Crime Statistics

This report meets all reporting requirements as set forth in the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act. Monterey Peninsula College also reports this information at the Office of Postsecondary Education Campus Security Statistics Website in cooperation with the U.S. Department of Education. This can be accessed through the Internet at the following website: <http://www.ope.ed.gov/security>

CRIMINAL OFFENSES	2008	2009		2010	
	Totals	Monterey Campus	Public Safety Training Center	Monterey Campus	Public Safety Training Center
Murder/Non-Negligent Manslaughter	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0
Non-Forcible Sex Offenses	1	0	0	0	0
Robbery	0	3	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	5	4	0	2	0
Motor Vehicle Theft	0	0	0	2	0
Arson	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Hate Crimes	0	0	0	0	0
<b>CAMPUS ARRESTS</b>					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	1	0	0	1	0
Weapons Violations	0	0	0	0	0
<b>TOTAL CAMPUS ARRESTS</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>

## Viewing Megan's Law

Public access to Megan's Law is available through the Office of the Attorney General Megan's Law internet website at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)

A request for written material may be obtained by writing to:

Monterey Peninsula College  
Campus Safety/Security Department  
980 Fremont Street  
Monterey, California 93940-4799

## SAFETY AND CAMPUS REGULATIONS

### Access to Campus Facilities

#### Buildings

Campus buildings are generally open from 7 a.m. to 10 p.m.

Individuals needing to be in campus buildings or College areas other than during regularly scheduled work hours should contact Facilities (831-646-4049) to make special arrangements.

Campus buildings are normally locked from 5 p.m. Friday to 7 a.m. Monday. College personnel unlock doors for scheduled weekend classes and special events.

It is the responsibility of all MPC personnel who use rooms, offices, and areas to lock access doors, turn off lights, and close windows. College staff routinely checks the campus during off-hours. Primary responsibility for security, however, lies with the individual last in the facility.

#### Keys

Keys are provided to staff members on a need-to-enter basis as determined by the appropriate administrator. Lost keys must be reported immediately to one's supervisor and to Campus Security (831-646-4099) and Facilities (831-646-4049).

District policy forbids keys to be loaned to other staff members or students. Campus Security will confiscate keys which have not been specifically issued to a particular individual. Duplication of campus keys is a misdemeanor.

### Animals on Campus

No animals are allowed to be brought on campus or kept in vehicles on campus except seeing-eye dogs, companion dogs, or animals being used as part of a scheduled class. Animals left in cars will be turned over to Monterey Animal Control.

### Bicycles, Skateboards and Rollerblades

The riding of skates or rollerblades, skateboards, and bicycles on sidewalks, walkways and bridges is expressly prohibited. Bicyclists, following the rules of the road, are permitted on Costanoan Drive, Via Lavandera, and Fishnet Road, but must walk bicycles on sidewalks, walkways, and bridges. Skating, roller-blading, and skateboard riding is prohibited on all campus roadways.

### Collection and Raising of Funds

Students or faculty members may not be solicited to contribute funds to any organization which is not directly under the jurisdiction of Monterey Peninsula College without the express permission of the College administration. Likewise, no non-student group or individual may collect funds on campus or have campus groups collect for them without prior approval of the College administration.

### College Property

Do not remove District property from the campus without written permission from a Vice President or Dean. Unauthorized removal of District property from the campus is a violation of the law and may be prosecuted by the District.

### Contacting Students

#### Emergency only

In cases of extreme emergency, such as sudden illness or accident, students may be contacted on campus by calling Campus Security at (831) 646-4099. Non-emergency messages are not delivered to students.

### Copyright Responsibility

Any request for duplication of copyrighted materials used in the College's instructional programs must be accompanied by written permission of the copyright owner. Any duplication of copyrighted materials by student, staff, or faculty is to be for the sole purpose of private scholarly study.

### Parking and Traffic

All vehicles parked on campus must display a valid hanging parking permit or temporary dashboard parking permit. The hanging permit will be legally honored only if it is readable, placed in the proper position on the mirror, and displayed in accordance with parking regulations. Student permits may be purchased at the Admissions and Records Office located in the Student Services Building. One-day permits may be purchased from dispensing machines in each general parking lot.

Parking is limited to designated areas and in marked stalls. Parking without a valid permit will result in the issuance of a citation. Parking in unauthorized areas can result in the towing of the vehicle at the owner's expense. The registered owner of the vehicle is responsible for all parking citations given to a particular vehicle regardless of who is driving or who has parked the vehicle.

### Bicycles and Motor Driven Bikes

These vehicles must be parked in areas so marked.

### Parking and Traffic Regulations

Violation of these regulations will be subject to citations issued by the College Security Department or the Monterey Police Department. A Request for an Administrative Review may be made by calling the Security Office at (831) 646-4099. Parking citations will be filed with the Monterey County Municipal Court. All citations must be cleared within 21 days. No citation will be voided on campus.

## **1. Permits**

All vehicles must properly display a current semester, annual, or daily permit. Vehicles that do not properly display a current permit will be subject to citation. Enforced 7 a.m. to 9 p.m., Monday through Thursday, and 7 a.m. to 5 p.m., Friday.

## **2. Parking**

No person shall park or leave standing any vehicle except on a designated parking lot. When painted lines designate parking spaces, no parking will be allowed in that lot except between those lines. Where no lines are painted within a parking lot, no vehicle shall be parked in such a manner as to prevent the entrance, exit, or free movement of any other vehicle. Enforced 7 a.m. to 9 p.m., Monday through Thursday, and 7 a.m. to 5 p.m., Friday.

## **3. Staff parking**

No person whose vehicle does not properly display a current "Staff" or "Press" parking permit shall park in lots designated and marked staff parking and/or parking spaces marked in yellow. Enforced 7 a.m. to 9 p.m., Monday through Thursday, and 7 a.m. to 5 p.m., Friday, unless otherwise posted.

## **4. Accessible parking**

No person whose vehicle does not display either the distinguishing license plate or placard issued by the Department of Motor Vehicles shall park in any space designated for use by persons with disabilities. These spaces are designated by a blue wheelchair on white background in the center of the space. Enforced 24 hours per day, 7 days per week.

## **5. Visitor parking**

Visitors may park free of charge for 30 minutes in the rows of spaces across the street from the Student Services Building. Enforced 7 a.m. to 9 p.m., Monday through Thursday, and 7 a.m. to 5 p.m., Friday.

## **6. Overnight parking**

No overnight parking is permitted except for field trips or with written permission. Vehicles with staff permits are exempted. Security must be notified in advance.

## **7. Speed**

The campus speed limit is 15 miles per hour.

## **Use of Campus Facilities**

The use of District facilities may not interfere in any manner with the normal educational activities of the College nor may the use of District facilities be inconsistent with the purposes of the College program. Procedures and fees for the use of District facilities may be obtained from Facilities Scheduling in the Academic Affairs Office, (831) 646-4055.



# PROGRAMS

*of study*

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## INSTRUCTIONAL PROGRAMS

A primary objective of Monterey Peninsula College is to extend its services and resources to the community to help meet the community's educational, cultural and recreational interests. Instructional services include day, evening and weekend instructional programs offered on the Monterey campus, at the MPC Education Center at Marina, the Public Safety Training Center in Seaside, and off-campus locations, as well as a varied selection of distance learning courses and courses geared to meeting the needs of older adults.

In meeting this primary objective, Monterey Peninsula College offers the following types of programs:

**Career technical:** The career technical education programs offer the student basic technical and professional curricula to gain the skills and knowledge needed for employment, job advancement, certification, and/or the associate degree.

**Transfer:** The transfer program enables the student to complete the lower-division requirements in preparation for transfer to a baccalaureate-granting institution. MPC courses parallel those offered to freshman and sophomore students at the University of California, California State University, and private colleges and universities.

**Skills Development:** A program of basic skills is offered to students needing to increase performance levels in English, reading, study skills, math, critical thinking and other fundamental skills required for successful completion of college-level course work. An English as a Second Language program is available for students whose native language is one other than English. Support centers are available for language and mathematics skill development at a wide range of levels.

In order to increase access, Monterey Peninsula College offers many courses in the community as well as on the Monterey campus. Numerous courses are offered through the Older Adult program at senior citizen centers and at other easily accessible sites. MPC also offers some courses at local high schools.

Further, Monterey Peninsula College provides distance education through its growing number of online courses. Some online courses also require on-campus orientations. Finally, Monterey Peninsula College offers a wide range of courses through Instructional Agreements, providing educational opportunity in partnership with numerous agencies and firms in the community.

## DEGREE AND CERTIFICATE INFORMATION

Students who expect to graduate from MPC must file a petition for an associate degree or an application for Certificate of Achievement to receive a certificate.

Students attending Monterey Peninsula College are eligible to receive multiple degrees. More specifically, a student may pursue more than one degree simultaneously. The requirements for the majors, along with the general education requirements, must equal a minimum of sixty associate degree-applicable units.

### Associate Degree

The California State Board of Education has authorized the Monterey Peninsula College District Governing Board of Trustees to confer the Associate in Arts and Associate in Science degrees. The Associate in Arts degree is awarded in the liberal arts area; the Associate in Science degree is awarded in the science and career technical fields.

The associate degree is awarded upon satisfying the following:

1. Competency requirements
  - a. Reading
  - b. Writing
  - c. Mathematics
  - d. Information competency
2. General Education requirements
3. Major requirements: Each course in the major must be completed with a grade of "C" or better.
4. A minimum of sixty (60) degree-applicable units (courses numbered 1-299 with CSU-GE or designated as UC transferable with IGETC) with a 2.0 ("C") or higher grade point average. Pre-collegiate courses (300-399) do not apply toward the degree. Grades earned in non-degree credit courses are not included in the calculation of the degree-applicable grade point average.
5. Completion of twelve (12) units, with at least six in the major area, at Monterey Peninsula College

### Associate in Arts for transfer (AA-T) or Associate in Science for transfer (AS-T)

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor for more information on university admission and transfer requirements when planning to complete the degree.

At the time of catalog publication, no majors for the AA-T or AS-T have been approved. Majors are under development. For more information, please see a counselor and [www.mpc.edu](http://www.mpc.edu) for more information.

### Second Associate Degree

The general education and major requirements for the second degree are those listed in the College catalog for the academic year in which the student begins work on the second degree. The student must complete all the units required for the second degree. All general education courses required for the specific degree must be completed.

## Certificate of Achievement

A Certificate of Achievement recognizes a student's satisfactory completion of an organized program of study and is awarded upon satisfying the following:

1. Major requirements
2. Each course in the major must be completed with a grade of "C" or better. Some programs require higher performance levels.
3. At least twelve (12) units applied toward the major requirements must be completed at Monterey Peninsula College

## Certificate of Training

Some departments provide a Certificate of Training to students who successfully complete a Fast Track program, a short-term, intensive course sequence designed to prepare students for entry-level employment opportunities. Students who complete a Fast Track program are encouraged to return to Monterey Peninsula College to complete the Certificate of Achievement and associate degree. Students must file an application for Certificate of Training through the department offering the program.

## Certificate of Completion

A noncredit certificate of completion is a sequence of courses involving elementary and secondary basic skills; workforce preparation courses in the basic skills of speaking, listening, reading, writing, mathematics, decision-making, and problem solving skills that are necessary to participate in job-specific technical training; or courses in English as a second language and vocational English as a second language leading to improved employability or job opportunities. Students must file an application for Certificate of Completion through the department offering the program.

# GRADUATION REQUIREMENTS

## 1. Competency Requirements

### a. Reading and Writing

- (1) Completion of English 1A with a grade of "C" or better or of a verified equivalent course successfully completed at another college.
- (2) Competency may also be met by achievement of any of the following minimum test scores:

Examination	Score
Advanced Placement (AP)	3, 4 or 5
CLEP subject exam in English Composition with essay	50 percentile

**NOTE:** A college course or Advanced Placement or CLEP scores satisfying this requirement can also be applied to the English Composition Requirement of the General Education Requirements.

### b. Mathematics

This requirement can be satisfied in any of the following ways:

- (1) Completion of Math 263 (Intermediate Algebra and Coordinate Geometry) or higher math course, with a grade of "C" or better or equivalent intermediate algebra or higher course from another university or college.
- (2) Credit by examination will be accepted for Math 263.
- (3) Achievement of any of the following minimum scores:

Examination	Score
Advanced Placement (AP) Calculus AB or BC	3, 4 or 5
CLEP subject exam in College Algebra, Calculus or Trigonometry	50 percentile

### c. Information Competency

This requirement can be satisfied in any of the following ways:

- (1) Completion of LIBR 50 or LIBR 80 with a grade "C" or better.
- (2) Completion of an equivalent course at another college or university.
- (3) Completion of the Information Competency Requirement at another college or university.
- (4) A satisfactory score on the Information Competency proficiency exam (0 units).
- (5) Credit by examination will be accepted for LIBR 50.

## 2. General Education Requirements

Students can select from one of three general education programs: CSU GE-Breadth, IGETC, or MPC GE.

### CSU General Education-Breadth (GE-Breadth) Program

The CSU GE-Breadth Program allows California community college transfer students to fulfill lower division general education requirements for any CSU campus prior to transfer. This general education program can be a good option for students who know they want to transfer to a CSU.

The CSU GE-Breadth program is designed to educate students to: think, write, and speak clearly and logically; reason quantitatively; gain knowledge about the human body and mind; the development and functioning of human society, the physical and biological world, and human cultures and civilizations; and develop an understanding of the principles, methods, and values of human inquiry.

See page 55 for the five components of the CSU GE-Breadth program and the courses that satisfy each component. Use this pattern with transfer preparation majors if you are transferring to a CSU campus.

### Intersegmental General Education Transfer Curriculum (IGETC)

The IGETC is a selection of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus. The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular UC or CSU campus.

See page 56 for the components of the IGETC and the courses that satisfy each component. Use this pattern with transfer preparation majors if you plan to transfer to the CSU or the UC.

## **AA Majors with CSU-GE and IGETC**

Anthropology  
Art – Studio  
Art History  
Astronomy  
Biological Sciences  
Business Administration  
Chemistry  
Communication Studies  
Computer Science & Information Systems  
Dance  
Economics  
Engineering  
English  
Ethnic Studies  
Geology  
Graphic Arts  
History  
Hospitality Management  
Mathematics  
Music  
Oceanography  
Philosophy  
Photography  
Physical Education  
Physics  
Political Science  
Pre-Dental Hygiene  
Pre-Nursing  
Pre-Occupational Therapy  
Pre-Physical Therapy  
Psychology  
Sociology  
Theatre Arts  
World Languages



A minimum of 48 semester units in General Education are required for a degree: 9 semester units must be at the upper division level. This pattern is designed to satisfy the 39 units of lower division general education requirement to any of the CSU campuses. A course may be listed in more than one area, but can be used to satisfy the requirement in only one area.

<b>A</b>	<p><b>English Language Communication and Critical Thinking: 9 units</b> Choose one course from A1, A2 and A3</p> <p><b>A1 Oral Communication</b> Personal Development 54; Speech Communication 1, 2, 3, 54 Course from other college _____ Advanced placement _____</p> <p><b>A2 Written Communication</b> English 1A Course from other college _____ Advanced placement _____</p> <p><b>A3 Critical Thinking</b> English 2; Philosophy 6, 10; Social Science 10 Course from other college _____ Advanced placement _____</p>
<b>B</b>	<p><b>Scientific Inquiry and Quantitative Reasoning : 9 units</b> Choose one course from B1, B2 and B4. At least one course from B1 or B2 should be a laboratory course listed in B3.</p> <p><b>B1 Physical Universe</b> Astronomy 10 &amp; 10L, 21; Chemistry 1A, 1B, 2, 10 &amp; 10L, 12A, 12B, 30A, 30B; Geology 2 &amp; 2L, 8; Marine Science and Technology 70; Oceanography 2; Physics 2A, 3A, 3B, 3C, 10 Course from other college _____ Advanced placement _____</p> <p><b>B2 Life Forms</b> Anatomy 1, 2, 5; Anthropology 2 &amp; 2L; Biology 10, 13, 21, 22, 25, 30, 31, 36, 38; Physiology 1, 2; Psychology 38 Course from other college _____ Advanced placement _____</p> <p><b>B3 Laboratory Activity</b> Anatomy 2, 5; Anthropology 2 &amp; 2L; Astronomy 10 &amp; 10L, 21; Biology 10, 13, 21, 22, 32; Chemistry 1A, 1B, 2, 10 &amp; 10L, 12A, 12B, 30A, 30B; Geology 2 &amp; 2L, 8; Oceanography 2L; Physics 2A, 3A, 3B, 3C, 10; Physiology 2 Course from other college _____ Advanced placement _____</p> <p><b>B4 Mathematical Concepts, Quantitative Reasoning and Applications</b> Mathematics 10, 13, 16, 17, 18, 20A, 20B, 20C, 31, 32, 40 Course from other college _____ Advanced placement _____</p>
<b>C</b>	<p><b>Arts and Humanities: 9 units</b> Choose at least three units from C1 and three units from C2.</p> <p><b>C1 Art, Dance, Drama, Music, Photography</b> Art 1, 2, 3, 4, 6, 7, 8, 9, 51; Ethnic Studies 5; Gentrain 1-15 (6-unit limit in combination with World Civilization); Humanities 4; Music 1, 2, 3, 10A, 10B; Photography 1A, 10, 22; Theatre Arts 1, 4, 5, 11, 53; Women's Studies 4; World Civilization 4A, 4B (6-unit limit in combination with Gentrain) Course from other college _____ Advanced placement _____</p> <p><b>C2 Literature, Humanities, Philosophy, World Languages</b> American Sign Language 1A, 1B, 2A, 2B; Arabic 1A, 1B; Chinese 1A; Communication 5; English 1B, 5, 10, 11, 16, 17, 18, 22, 24, 38, 40, 42, 43, 44, 45, 46, 47, 49; Ethnic Studies 24, 25, 40; French 1A, 1B, 2A, 2B; Gentrain 1-23 (6-unit limit in combination with World Civilization); German 1A, 1B, 2A, 2B; History 7, 8, 24, 25, 40, 47; Humanities 1, 4, 10, 30, 40; Italian 1A, 1B; Japanese 1A, 1B; Linguistics 10, 15, 25, 30; Philosophy 2, 4, 5, 8, 12, 13, 40, 54; Russian 1A, 1B; Spanish 1A, 1B, 2A, 2B, 5, 35A, 35B; Women's Studies 1, 4, 11, 25, 40, 54; World Civilization 4A, 20 (6-unit limit in combination with Gentrain) Course from other college _____ Advanced placement _____</p>
<b>D</b>	<p><b>Social Sciences: 9 units</b> Choose one course from Historical Setting; one course from Political Institutions; and one course from Social, Economic Institutions.</p> <p><b>Historical Setting</b> Ethnic Studies 11; History 11, 12, 17, 18; Women's Studies 12 Course from other college _____ Advanced placement _____</p> <p><b>Political Institutions</b> Ethnic Studies 16, 18; Political Science 1, 10, 16, 18; Women's Studies 10 Course from other college _____ Advanced placement _____</p> <p><b>Social, Economic Institutions</b> Anthropology 2, 4, 6, 11, 20, 21, 30, 31; Biology 36, 38; Child Development 1; Economics 1, 2, 4; Ethnic Studies 10, 20, 21, 24, 25, 30, 31, 32, 33, 34, 40; Gentrain 1-23 (6-unit limit in combination with World Civilization); Geography 2, 4, 5; History 2, 4, 5, 7, 8, 13, 15, 20, 24, 25, 36, 40, 47, 48, 50; Linguistics 15, 25, 30; Political Science 2, 3, 4, 5, 8; Psychology 1, 3, 6, 25, 38, 40, 50; Social Science 50; Sociology 1, 2, 3, 40; Speech Communication 4; Women's Studies 2, 6, 13, 25, 30, 31, 32, 33, 34; World Civilization 4A, 4B, 20 (6-unit limit in combination with Gentrain) Course from other college _____ Advanced placement _____</p>
<b>E</b>	<p><b>Lifelong Understanding and Self-Development: 3 units</b> Biology 31, 38; Business 22; Child Development 1; Family and Consumer Science 56; Health 4, 7; Humanities 10; Nutrition and Food 1; Personal Development 50, 51; Philosophy 4; Physical Fitness 51**; Psychology 1, 6, 25, 38, 40, 50, 57; Sociology 1, 40; Women's Studies 6, 7 **Accepted only if 1 unit in Physical Fitness 10, 18A, 21 or 22A is also completed Course from other college _____ Advanced placement _____</p>

It is recommended that you confirm your education plan with a counselor.

# Intersegmental General Education Transfer Curriculum (IGETC) 2011-2012

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements.

The course requirements for all areas must be completed before IGETC can be certified. All courses must be completed with grades of 'C' or better. (A grade of 'C-' is not acceptable.)

1	<p><b>AREA 1 - ENGLISH COMMUNICATION</b>            CSU - 3 courses required, one from each group below. UC - 2 courses required, one from Group A and one from Group B.</p> <p><b>Group A: English Composition • 1 course, 3 semester units</b>            English 1A  <b>Course from other college</b> _____ <b>Advanced placement</b> _____</p> <p><b>Group B: Critical Thinking - English Composition • 1 course, 3 semester units</b>            English 2  <b>Course from other college</b> _____ <b>Advanced placement</b> _____</p> <p><b>Group C: Oral Communication (CSU requirement only) • 1 course, 3 semester units</b>            Speech Communication 1, 2  <b>Course from other college</b> _____ <b>Advanced placement</b> _____</p>
2	<p><b>AREA 2 - MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING • 1 course, 3 semester units</b>            Math 10, 13, 16, 17, 18, 20A, 20B, 20C, 31, 32, 40  <b>Course from other college</b> _____ <b>Advanced placement</b> _____</p>
3	<p><b>AREA 3 - ARTS and HUMANITIES</b>            At least 3 courses, with at least one course from the Arts and one course from the Humanities • 3 courses, 9 semester units</p> <p><b>Group A: Art courses:</b>            Art 1, 2, 3, 4, 6, 7, 8, 9; Ethnic Studies 5; Humanities 4; Music 1, 2, 3, 10A, 10B; Photography 22; Theatre Arts 1, 5, 53; Women's Studies 4  <b>Course from other college</b> _____ <b>Advanced placement</b> _____</p> <p><b>Group B: Humanities courses:</b>            Art 4; English 1B, 5, 10, 11, 17, 18, 22, 24, 38, 40, 42, 43, 44, 45, 46, 47, 49; Ethnic Studies 11, 24, 25, 40; French 2A, 2B; Gertraint 21, 22, 23; German 2A, 2B; History 2, 4, 5, 7, 8, 11, 12, 13, 15, 17, 18, 24, 25, 36, 40, 47, 48; Humanities 1, 4, 10, 30, 40; Japanese 2A; Linguistics 10, 15, 24, 25, 30; Philosophy 2, 4, 5, 8, 12, 13, 40; Spanish 2A, 2B; Theatre Arts 4; Women's Studies 1, 4, 11, 12, 13, 40; World Civilization 20  <b>Course from other college</b> _____ <b>Advanced placement</b> _____</p>
4	<p><b>AREA 4 - SOCIAL and BEHAVIORAL SCIENCES</b>            At least 3 courses from at least 2 disciplines or an interdisciplinary sequence • 3 courses, 9 semester units</p> <p>Anthropology 2, 4, 6, 11, 20, 21, 30, 31; Biology 38; Child Development 1; Economics 1, 2, 4; Ethnic Studies 10, 11, 16, 18, 20, 21, 24, 25, 30, 31, 32, 33, 34, 40; Geography 2, 4, 5; History 2, 4, 5, 7, 8, 11, 12, 13, 15, 17, 18, 20, 24, 25, 36, 40, 47, 48; Linguistics 15, 25, 30; Political Science 1, 2, 3, 4, 5, 8, 10, 16, 18; Psychology 1, 3, 6, 25, 35, 38, 40; Sociology 1, 2, 3, 40; Speech Communication 4; Women's Studies 6, 10, 12, 13, 30, 31, 32, 33, 34  <b>Course from other college</b> _____ <b>Advanced placement</b> _____</p>
5	<p><b>AREA 5 - PHYSICAL and BIOLOGICAL SCIENCES</b>            At least 2 courses, one Physical Science course and one Biological Science course; at least one must include a laboratory (indicated by 'L' in parentheses). • 2 courses, 7 semester units</p> <p><b>Group A: Physical Science courses:</b>            Astronomy 10 &amp; 10L; Chemistry 1A(L), 1B(L), 2(L), 10 &amp; 10L, 12A(L), 12B(L); Geology 2 &amp; 2L, 8; Oceanography 2 &amp; 2L;            Physics 2A(L), 3A(L), 3B(L), 3C(L), 10(L)  <b>Course from other college</b> _____ <b>Advanced placement</b> _____</p> <p><b>Group B: Biological Science courses:</b>            Anatomy 5(L); Anthropology 2; &amp; 2L; Biology 10(L), 13(L), 21(L), 22(L), 30, 31, 32(L)*, 36, 38; Physiology 1, 2(L); Psychology 38  <b>Course from other college</b> _____ <b>Advanced placement</b> _____</p> <p><i>*BIOL 31 must be taken prior to or concurrently with BIOL 32</i></p>
6	<p><b>LANGUAGES OTHER THAN ENGLISH</b>            (UC requirement only) Proficiency equivalent to two years of high school study in same language            Any 1A 1B, 2A and 2B World Language course; American Sign Language 1A, 1B, 2A, 2B; Spanish 35A, 35B            Completed at high school _____  <b>Course from other college</b> _____ <b>Advanced placement</b> _____</p>
	<p><b>CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION and AMERICAN IDEALS</b>            (Not part of IGETC; may be completed prior to transfer) 6 units, one course from Group 1 and one course from Group 2</p> <p><b>Group 1.</b> Ethnic Studies 16, 18; Political Science 1, 10, 16, 18; Women's Studies 10  <b>Group 2.</b> Ethnic Studies 11; History 11, 12, 17, 18; Women's Studies 12  <i>Note:</i> Courses used to meet this requirement may not be used to satisfy requirements for IGETC. Completed _____</p>

*It is recommended that you confirm your education plan with a counselor.*

## **MPC General Education Program**

The MPC General Education program is intended to provide a broad educational foundation for students enrolled in one of the degree programs which terminates with an associate degree.

The MPC General Education program is divided into six areas, as described below. See page 59 for a summary and the courses that satisfy each area. Use this pattern with MPC career technical majors.

### ***Student Learning Outcomes for Monterey Peninsula College General Education***

Upon successful completion of the unit requirements for an area, a student will have demonstrated most or all of the knowledge and skills described by the area's learning outcomes.

#### **AREA A: Communication Skills**

##### ***AREA A1: English Composition***

Composition courses enhance students' abilities to read and listen critically, and to communicate knowledge, information, ideas, and feelings. The skills learned in these studies also enhance students' abilities to evaluate, solve problems, and make reasoned decisions. Learning outcomes for this area include students' ability to:

1. read complex college-level texts and listen to college-level lectures without guidance, and summarize the information presented;
2. analyze ideas presented in college-level reading material, and present that analysis intelligently in writing;
3. write clearly, imaginatively, and forcefully, selecting forms, methods, and modes that will best achieve a writing assignment's purpose;
4. use proper research methods, keep proper research records, and incorporate researched material appropriately into their own ideas and writing;
5. form provable theses based on reading and research, and validate those theses, distinguishing between fact and opinion;
6. recognize and use logical arguments, persuasive strategies, and conventions that are appropriate to the writer's audience.

##### ***AREA A2: Communication and Analytical Thinking***

These courses improve effective communication and analytical thinking which enables the bridging of disciplines. Through the use of effective resources, students are able to interpret and analyze problems, evaluate answers, make judgments, and enhance their general knowledge. Learning outcomes for this area include students' ability to:

1. make effective use of tools in order to obtain, organize and/or critically evaluate information;
2. synthesize, critique, argue and give alternatives to various problems;
3. solve and/or avoid problems by experimenting and generating solutions;
4. communicate results orally, in writing, and through use of various technological methods;
5. interconnect the knowledge of many different disciplines.

#### **AREA B: Natural Sciences**

Natural Sciences increase students' awareness of the world of natural phenomena and the ability humans have to understand how the world functions by using scientific methods to investigate and judge phenomena and humankind's various roles in nature. Learning outcomes for this area include students' ability to:

1. explain concepts and theories related to physical, chemical, and biological natural phenomena;
2. demonstrate an understanding of the scientific process and its use and limitations in the solution of problems;
3. draw a connection between natural sciences and their own lives;
4. make critical judgments about the validity of scientific evidence and the applicability of scientific theories;
5. demonstrate an understanding of the role of culture in the advancement of science and the impact of scientific advancement and natural phenomena on diverse cultures;
6. demonstrate knowledge of the use of technology in scientific investigation and human endeavors, and the advantages and disadvantages of that technology;
7. articulate solutions that they believe could improve the condition of humanity and the global environment;
8. demonstrate an understanding that our current level of knowledge regarding the natural sciences is limited, and there is a need to learn and discover more, and to find innovative solutions to problems in our natural environment;
9. demonstrate an understanding of change and evolution as central underlying themes in the study of the natural sciences;
10. demonstrate an understanding of the structure and function of the human body.

#### **AREA C: Humanities**

The Humanities encompass thought and language and reflect, interpret, and communicate concepts, values, beliefs, and traditions held individually, socially, and culturally. Study of the humanities develops an awareness, appreciation, and understanding of the human condition and of how that condition relates to personal and societal needs, values, and achievements.

The performing and visual arts are unique in that the mode of communication is primarily presentational rather than discursive, and the deepest meanings in the arts are non-verbal. Learning outcomes for this area include students' ability to:

1. effectively communicate and express themselves and make themselves understood through visual, auditory, tactile, and symbolic means;
2. demonstrate knowledge of the variety of forms of expression (verbal and non-verbal) and of how those are used to communicate social, cultural, and personal ideas, feelings, and concepts;
3. demonstrate knowledge of the interconnectedness among history, language, and the visual and performing arts, as well as an understanding of the value and role of each communication;
4. demonstrate knowledge of how and why the visual and performing arts are unique and how inherent meaning in the arts transcend written and verbal communication.

## AREA D: Social Sciences

Social Sciences courses provide theory and instruction on the role of institutions, groups and individuals in society. These courses focus on the interaction of social, historic, economic, political, geographic, linguistic, religious and/or cultural factors, with emphasis on the ways humans understand the complex nature of their existence. Courses emphasize the understanding of human and societal development within the context of issues which could divide people and cultures (e.g., racism, colonialism, geopolitical issues and economic inequities) and the complex relationships between culture, individual development and historical context. Courses include discussion of skills and practices used by the social sciences: data collection, hypothesis development and testing, and critical evaluation of evidence. Learning outcomes for this area include students' ability to:

1. identify and analyze key concepts and theories about human and/or societal development;
2. critique generalizations and popular opinion about human behavior and society, distinguishing opinion and values from scientific observations and study;
3. demonstrate an understanding of the use of research and scientific methodologies in the study of human behavior and societal change;
4. better understand themselves, others, and society;
5. understand and think critically about different cultures and their influence on human development or society, including how issues related to race, class, and gender interact with culture to impact females and males;
6. examine the biological, psychological, and sociological factors that influence the personalities and behaviors of females and males from a multicultural perspective;
7. understand how history influences cultural development and is influenced by culture.

## AREA E: Lifelong Learning and Self-Development

Courses in this area promote lifelong learning and self-development and reflect the depth of human interest and possibilities. The knowledge gained from these courses assists students to function as independent and effective learners in a continual process of personal growth. Learning outcomes for this area include students' ability to:

### AREA E1: Wellness

1. develop an awareness of how physical, social, emotional, or intellectual factors influence their personal development.

### AREA E2: Introduction to Careers

1. explore a discipline and to function as independent and effective learners;
2. accurately assess knowledge, skills, and abilities in relationship to their educational and career goals.

## AREA F: Intercultural Studies

Courses in Intercultural Studies increase students' understanding of and appreciation for cultures and groups of people within the United States, including people within one's own group and those who are in a different cultural group. History, customs, methods of communication, artistic representations and traditions are explored in these courses that address theoretical and analytical issues relevant to understanding race, culture, gender and ethnicity in American history and society. Each course is an integrated and comparative study of at least three of the following: African Americans, American Indians, Asian Americans, Chicano/Latino Americans,

and European Americans. Learning outcomes for this area include students' ability to:

1. connect knowledge of self and society to larger cultural contexts;
2. articulate the differences and similarities between and within cultures;
3. identify cultural themes of immigrant and native groups within the United States of America;
4. identify the contributions to American culture of each group studied.

## AA/AS Majors with MPC-GE

Admin of Justice – Law Enforcement (AS)

Art – Studio (AA)

Art History (AA)

Automotive Technology (AS)

Business – Accounting (AS)

Business – Entrepreneurship (AS)

Business – General Business (AS)

Business – International Business (AS)

Business – Office Technology (AS)

Business – Secretarial (AS)

Child Development (AS)

Computer Networking (AS)

Computer Software Applications (AS)

Cultural History of Monterey County (AA)

Dance (AA)

Dental Assisting (AS)

Family and Consumer Science (AA)

Family Research Studies (Genealogy) (AA)

Fashion Costuming (AS)

Fashion Design (AA)

Fashion Merchandising (AS)

Fashion Production (AS)

Fire Protection Technology (AS)

Fitness Instructor Training (AS)

Graphic Arts (AA)

Hospitality Operations (AS)

Human Services (AS)

Interior Design (AA)

Marine Science & Technology (AS)

Massage Therapy (AS)

Medical Assisting (AS)

Medical Office Administration (AS)

Medical Office Procedures (AS)

Music (AA)

Nursing (AS)

Ornamental Horticulture (AS)

Parks and Recreation (AS)

Photography (AA)

Physical Education Aide (AS)

Real Estate (AS)

Restaurant Management (AS)

Theatre Arts (AA)

Women's Studies (AA)

<b>A</b>	<p><b>Communication Skills: 6 units</b></p> <p><b>A1 English Composition - 3 units</b></p> <p>English 1A            Course from other college _____            Advanced placement _____ CLEP _____</p> <p><b>A2 Communication &amp; Analytical Thinking - 3 units</b></p> <p>Business 22, 42, 110; Computer Science &amp; Information Systems 1, 10A; English 2;            Marine Science and Technology 10; Mathematics 10, 12, 13, 16, 17, 18, 20A, 262, 263;            Personal Development 54; Philosophy 6, 10; Social Science 10; Speech Communication 1, 2, 3, 54            Course from other college _____            Advanced placement _____ CLEP _____</p>
	<p><b>Natural Science: 3-4 units (must include lab)</b></p> <p>Anatomy 1 &amp; 2, 5; Anthropology 2 &amp; 2L; Astronomy 10 &amp; 10L, 21;            Biology 10, 13, 21, 22, 25 &amp; 26, 31 &amp; 32; Chemistry 1A, 2, 10 &amp; 10L, 30A;            Geology 2 &amp; 2L, 8; Oceanography 2, 2L; Physics 2A, 3A, 10; Physiology 1 &amp; 2            Course from other college _____            Advanced placement _____ CLEP _____</p>
<b>C</b>	<p><b>Humanities: 3 units</b></p> <p>American Sign Language 1A, 1B, 2A, 2B; Art 1, 2, 3, 4, 6, 7, 8, 9, 22, 24, 28A, 37, 51, 63A, 70A, 84A, 88A;            Communications 5; English 1B, 5, 10, 11, 16, 17, 18, 22, 24, 38, 40, 42, 43, 44, 45, 46, 47, 49; Ethnic Studies 5, 45; Gentrain 1-23;            Humanities 1, 4, 10, 30, 40; Linguistics 10, 15, 20, 25, 30, 45; Music 1, 2, 3, 4, 10A, 10B, 14A; Philosophy 2, 4, 5, 8, 12, 13, 40, 54;            Photography 1A, 10, 22; Speech Communication 4; Theatre Arts 1, 4, 5, 7A, 11, 15A, 53; Women's Studies 1, 4, 11, 25, 40, 54;            World Civilization 4A, 4B, 20; World Languages All 1A, 1B, 2A, 2B, 5, 35A, 35B, 50, 225A, 225B            Course from other college _____            Advanced placement _____ CLEP _____</p>
	<p><b>Social Science: 3 units</b></p> <p>Anthropology 2, 4, 6, 11, 20, 21, 30, 31; Biology 38; Child Development 1; Economics 1, 2, 4;            Ethnic Studies 10, 11, 16, 18, 20, 21, 24, 25, 30, 31, 32, 33, 34, 40, 45; Gentrain 1-23; Geography 2, 4, 5;            History 2, 4, 5, 7, 8, 11, 12, 13, 15, 17, 18, 20, 24, 25, 36, 40, 47, 48, 50; Linguistics 15, 25, 30, 45; Political Science 1, 2, 3, 4, 5, 8, 10, 16, 18;            Psychology 1, 3, 6, 25, 33, 35, 38, 40, 50; Social Science 50; Sociology 1, 2, 3, 40; Speech Communication 4;            Women's Studies 2, 6, 10, 12, 13, 25, 30, 31, 32, 33, 34; World Civilization 4A, 4B, 20            Course from other college _____            Advanced placement _____ CLEP _____</p>
<b>E</b>	<p><b>Life-Long Learning and Self-Development: 3 units</b></p> <p>E1: Wellness            Adapted Physical Education 8, 9, 13, 14, 15, 16; Biology 30, 31; Dance 1-19, 21, 53; Family And Consumer Science 56; Health 4, 7;            Linguistics 25; Nautical Science 5, 51, 55; Nutrition And Food 1; Physical Education 1A-19, 21, 29, 33; Physical Fitness 8-51;            Psychology 25, 50; Women's Studies 7, 25</p>
	<p>E2: Introduction to Careers            Administration of Justice 2; Art 28A, 30A, 35, 36A, 57A, 58A; Automotive Technology 100; Aviation 102; Business 1A, 20, 44, 62, 80, 120A;            Business Skills Center 100A, 104A, 108, 110A, 117A, 119A; Computer Science and Information Systems 50 &amp; 50L; Dance 20, 22; Dental            Assisting 100; Drafting 70, 72A; Education 1; Emergency Medical Services 170; Fashion 50; Fire 100; Hospitality 51; Human Services 50;            Library Services 60; Marine and Science Technology 31; Medical Assisting 100; Music 20, 44, 48A, 50A, 55A; Nautical Science 50;            Ornamental Horticulture 51, 52; Personal Development 50, 51, 71, 72; Physical Education 40, 50; Real Estate 50; Theatre Arts 21A            Course from other college _____            Advanced placement _____ CLEP _____</p>
<b>F</b>	<p><b>Intercultural Studies: 3 units</b></p> <p>Anthropology 11; Business 38; English 40; Ethnic Studies 10; History 12; Humanities 30; Speech Communication 4;            Theatre Arts 4; Women's Studies 12            Course from other college _____            Advanced placement _____ CLEP _____</p>

**For AA/AS Graduation a. Reading Proficiency ENGL 1A  
 b. Writing Proficiency ENGL 1A**

**c. Math Proficiency MATH 263 or higher  
 d. Information Competency LIBR 50 or LIBR 80 or equivalent**

*It is recommended that you confirm your education plan with a counselor.*



### 3. Requirements for a Major Area

The chart below provides a summary of all Certificates of Completion, Certificates of Training, Certificates of Achievement, AA and AS degrees offered by MPC. Note that the choice of a major area can dictate the selection of a general education option.

The **shaded areas** identify Certificates of Training and Certificates of Achievement that provide the foundation for the related associate degree.

Major Area	Certificate of Completion	Certificate of Training	Certificate of Achievement	AA/AS with MPC-GE	AA with CSU-GE	AA with IGETC
Admin of Justice – Corrections		X				
Admin of Justice – Law Enforcement			X	AS		
Anthropology					X	X
Art – Studio			X	AA	X	X
Art History			X	AA	X	X
Astronomy					X	X
Automotive Technology			X	AS		
Automotive Technology – Fast Track: Automatic Transmissions		X				
Automotive Technology – Fast Track: Automotive Brake Systems		X				
Automotive Technology – Fast Track: Automotive Steering and Suspension		X				
Automotive Technology – Fast Track: Standard Transmissions		X				
Biological Sciences					X	X
Business - Accounting			X	AS		
Business - Business Administration					X	X
Business - Entrepreneurship			X	AS		
Business - General Business			X	AS		
Business - General Business – Fast Track: General Business		X				
Business - International Business			X	AS		
Business - Office Technology			X	AS		
Business - Office Technology – Fast Track: Entry-Level Office Worker		X				
Business - Office Technology – Fast Track: Office Worker Level 2		X				
Business - Secretarial			X	AS		
Business - Secretarial – Fast Track: Entry-Level Office Worker		X				
Business - Secretarial – Fast Track: Office Worker Level 2		X				
Chemistry					X	X
Child Development			X	AS		
Communication Studies					X	X
Computer Networking			X	AS		
Computer Science & Information Systems					X	X
Computer Software Applications			X	AS		
Cultural History of Monterey County			X	AA		
Dance				AA	X	X

<b>Major Area</b>	<b>Certificate of Completion</b>	<b>Certificate of Training</b>	<b>Certificate of Achievement</b>	<b>AA/AS with MPC-GE</b>	<b>AA with CSU-GE</b>	<b>AA with IGETC</b>
Dental Assisting			X	AS		
Drafting – Fast Track: Computer-Aided Drafting and Design		X				
Economics					X	X
Emergency Medical Technician I: Basic Training		X				
Engineering					X	X
English					X	X
English Basic Skills	X					
English: Great Books		X				
Essential Computer Skills		X				
Ethnic Studies					X	X
Family and Consumer Science				AA		
Family Research Studies (Genealogy)			X	AA		
Fashion Costuming			X	AS		
Fashion Design			X	AA		
Fashion Merchandising			X	AS		
Fashion Production			X	AS		
Fashion – Fast Track: Textile Design		X				
Fire Protection Technology			X	AS		
First Responder Basic Training		X				
Fitness Instructor Training			X	AS		
General Education: California State University – Breadth			X			
General Education: Intersegmental General Education Transfer Curriculum (IGETC)			X			
General Studies With an Area of Emphasis				AA		
Geology					X	X
Graphic Arts			X	AA	X	X
History					X	X
Hospitality Management					X	X
Hospitality Operations			X	AS		
Hospitality – Fast Track: Hospitality Supervision		X				
Human Services			X	AS		
Interior Design			X	AA		
Marine Science & Technology			X	AS		
Massage Therapy			X	AS		
Mathematics					X	X
Medical Assisting			X	AS		
Medical Office Administration			X	AS		
Medical Office Procedures			X	AS		
Music			X	AA	X	X
Nursing				AS		
Oceanography					X	X
Ornamental Horticulture			X	AS		



<b>Major Area</b>	<b>Certificate of Completion</b>	<b>Certificate of Training</b>	<b>Certificate of Achievement</b>	<b>AA/AS with MPC-GE</b>	<b>AA with CSU-GE</b>	<b>AA with IGETC</b>
Parks and Recreation			X	AS		
Park Ranger Apprenticeship						
Philosophy					X	X
Photography			X	AA	X	X
Physical Education					X	X
Physical Education Aide				AS		
Physics					X	X
Political Science					X	X
Pre-Dental Hygiene					X	X
Pre-Nursing					X	X
Pre-Occupational Therapy					X	X
Pre-Physical Therapy					X	X
Psychology					X	X
Real Estate			X	AS		
Restaurant Management				AS		
Restaurant Management – Food Service Management		X				
Restaurant Management – Fast Track: Baking and Pastry Arts		X				
Restaurant Management – Fast Track: Cooking School		X				
Retail Management			X			
Sociology					X	X
Theatre Arts			X	AA	X	X
Web Designer		X				
Women's Studies				AA		
World Languages					X	X



## MAJORS

Programs of study leading to a Certificate of Completion, Certificate of Training, a Certificate of Achievement (Career Technical), or to the Associate in Arts or Associate in Science degree follow in alphabetical order. Courses may count for both major and General Education requirements. Please meet with a counselor for more information and assistance.

### ADMINISTRATION OF JUSTICE – CORRECTIONS

#### Certificate of Training

Certificate Requirements		UNITS
ADMJ 55	Writing for Criminal Justice	3
ADMJ 57	Introduction to Corrections	3
LETP 70	Juvenile Corrections Officer	4.5
<i>Select one course from the following:</i>		3
ADMJ 6	Introduction to Evidence (3)	
ADMJ 51	Criminal Procedures (3)	
ADMJ 70	Juvenile Law and Procedure (3)	
<b>TOTAL CERTIFICATE UNITS</b>		<b>13.5</b>

### ADMINISTRATION OF JUSTICE – LAW ENFORCEMENT

**Learning Outcomes:** Upon successful completion of the Law Enforcement Option 1 General program, students will be able to:

- Demonstrate required broad knowledge and skills, including critical thinking and problem solving skills, applicable to the field.
- Articulate the system's objectives, the crime problem, and role expectations of criminal justice personnel, and describe the various agencies and each subsystem within the system.
- Describe the system's responsibilities to the community, factors in crime causation, the social implications of crime and communication barriers between the system and the community.
- Apply definitions and concepts to the relevant legal codes; identify related statutes and cases; analyze specific legal problems.
- Analyze legal concepts and make rational decisions about case processing. Demonstrate knowledge of the rules of evidence, legal definitions and concepts of evidentiary law. Apply basic investigative proficiencies.
- Produce field notes, write accurate reports, compile and analyze data and prepare formal reports suitable for prosecutions and court presentations.

#### Certificate of Achievement (Career Technical)

Certificate Requirements		UNITS
<b>Option 1: General</b>		
ADMJ 2	Intro. to Administration of Justice	3
ADMJ 3	Community and Human Relations	3
ADMJ 4	Criminal Law	3
ADMJ 6	Introduction to Evidence	3
ADMJ 51	Criminal Procedures	3
ADMJ 55	Writing for Criminal Justice	3
ADMJ 66	Introduction to Investigation	3
<i>Select 2-3 units from the following:</i>		2-3
ADMJ 53	Police Field Operations (3)	
ADMJ 57	Introduction to Corrections (3)	

ADMJ 70	Juvenile Law and Procedure (3)
LETP 180	Citizen's Academy (.5-1)
COOP 91.1	Administration of Justice Work Experience (2-3)

**OPTION 1 TOTAL CERTIFICATE UNITS** **23-24**

#### Option 2: Extended Basic Academy

LETP 145A	POST Basic Academy III	4
LETP 145B	POST Basic Academy II	6.5
LETP 145C	POST Basic Academy I	13

**OPTION 2 TOTAL CERTIFICATE UNITS** **23.5**

#### Option 3: Intensive Basic Academy

LETP 144A	POST Intensive Basic Academy I	11
LETP 144B	POST Intensive Basic Academy II	11

**OPTION 3 TOTAL CERTIFICATE UNITS** **22**

#### Associate in Science (Career Technical Degree)

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

#### Associate Degree Major Requirements

Certificate Requirements (determined by option)	22-24
<i>No additional major courses required.</i>	

## ANTHROPOLOGY

The Anthropology program addresses issues in the areas of human nature and tradition, our human heritage, trends in global society, and the advances of a single political economy. The courses offered introduce students to the fields of archaeology, biological anthropology, and cultural anthropology. These courses may be taken to satisfy General Education requirements, to meet the requirements for an Associate in Arts in Anthropology, or to fulfill the requirement to transfer with a declared major in anthropology.

**Learning Outcomes:** Upon successful completion of the Anthropology program, students will have demonstrated the ability to:

- Explain their knowledge of the significance of contemporary ethnography.
- Explain their knowledge of thematic changes in morphology as a result of evolution.
- Describe the basic concepts, methods of inquiry and theories of anthropological archaeology.

#### Associate in Arts (Transfer Preparation Degree)

Complete Major, CSU General Education or IGETC Pattern, Competency Requirements, and 60 transferable units (see pages 53-56).

#### Associate Degree Major Requirements

ANTH 2	Intro. to Biological Anthropology	3
ANTH 4	Intro. to Cultural Anthropology	3
ANTH 6	Intro. to Archaeology & Prehistory	3
LING 15	Introduction to Linguistics	3
MATH 16	Elementary Statistics	3
<i>Select at least 3 units from the following:</i>		3

ANTH 2L	Laboratory in Biological Anthropology (1)
ANTH 11	Dealing With Diversity (3)
ANTH 20	Native Peoples of North America (3)
ANTH 21	Ancient Civilizations of Mesoamerica (3)
ANTH 30	Women in Cross-Cultural Perspectives (3)

**TOTAL MAJOR UNITS** **18**

Contact an MPC counselor for major preparation at specific institutions.

# ART – STUDIO

## Certificate of Achievement

Certificate Requirements	UNITS
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### Core Requirements:

ART 2	History of Western Art I	4
ART 3	History of Western Art II	4
ART 22	Visual Fundamentals: Two-Dimensional Design	3
ART 23	Design II: Three-Dimensional Design	3
ART 28A	Drawing & Composition I	3

Select twelve units from one of the following sections: I, II, III, IV, V, VI, VIII or IX (ART 24 Color Fundamentals is highly recommended for a Studio major):

12

### I. General Studio

ART 21A	Prof'l Practices: Photographing Your Artwork (.5)
ART 24	Color Fundamentals (3)
ART 29A	Sketch I (1.5)
ART 30A	Figure Drawing I (3)
ART 33A	Spec. Drawing Tech.: I: Figure Drawing (.5)
ART 33B	Spec. Drawing Tech.: I: Gesture Drawing (.5)
ART 33C	Spec. Drawing Tech. I: Perspective Drawing (.5)
ART 33D	Spec. Drawing Tech. I: Value Study (.5)
ART 33E	Spec. Drawing Tech. I: Portraiture (.5)
ART 34A	Spec. Drawing Tech. II: Landscape Drawing (.5)
ART 34B	Spec. Drawing Tech. II: Narrative Drawing (.5)
ART 34C	Spec. Drawing Tech. II: Collage (.5)
ART 35	Intro. to Printmaking (3)
ART 35A	Spec. Printmaking Tech. I: Chine Collé (.5)
ART 35B	Spec. Printmaking Tech. I: Relief Printing (.5)
ART 35C	Spec. Printmaking Tech. I: Monotype (.5)
ART 35D	Spec. Printmaking Tech. I: Drypoint (.5)
ART 35E	Spec. Printmaking Tech. I: Collograph (.5)
ART 35F	Spec. Printmaking Tech. I: Miniatures (.5)
ART 35G	Spec. Printmaking Tech. I: Printmaking Studio (1)
ART 35H	Spec. Printmaking Tech. I: The Experimental Print Studio (.5)
ART 35J	Spec. Printmaking Tech. I: Prints in Space (1)
ART 35K	Spec. Printmaking Tech. I: Printing From Your Archive (.5)
ART 35L	Spec. Printmaking Tech. I: Collaborative Prints (.5)
ART 35M	Spec. Printmaking Tech. I: Narrative Prints (.5)
ART 35N	Spec. Printmaking Tech. I: Political Prints (.5)
ART 35O	Spec. Printmaking Tech. I: Mixed Media Printmaking (1.5)
ART 36A	Printmaking I: Relief Printmaking (3)
ART 36A.1	Experimental Relief Printmaking (3)
ART 36B	Printmaking II: Intaglio Printmaking (3)
ART 36B.1	Experimental Intaglio Printmaking (3)
ART 36C	Book Arts (3)
ART 36D	Screen Printing (3)
ART 36E	Photo-Based Printmaking (3)
ART 37	Introduction to Monotypes (1.5-3)
ART 37A.1	Experimental Monotype Printmaking (3)
ART 38A	Spec. Printmaking Tech. II: Embossing (.5)
ART 38C	Spec. Printmaking Tech. II: Book Arts (.5-1.5)
ART 38D	Spec. Printmaking Tech. II: Etching (.5)
ART 38E	Spec. Printmaking Tech. II: Xerox Transfer (.5)
ART 38F	Spec. Printmaking Tech. II: Individual Projects (.5)
ART 38G	Spec. Printmaking Tech. II: Mixed Media (.5-3)
ART 38I	Spec. Printmaking Tech. II: Solar Plates (.5)
ART 38J	Spec. Printmaking Tech. II: Litho Paper Plates (.5)
ART 38K	Spec. Printmaking Tech. II: Aquatint (.5)
ART 38L	Spec. Printmaking Tech. II: Butterlift Etching (.5)
ART 38M	Spec. Printmaking Tech. II: Pastel Transfers (.5)
ART 38N	Spec. Printmaking Tech. II: Photo Screen Printing (1)

ART 38O	Spec. Printmaking Tech. II: Digital/Hand Hybrid Prints (.5)
ART 38P	Spec. Printmaking Tech. II: Screen Printing with Stencils (.5)
ART 38Q	Spec. Printmaking Tech. II: Monotype Screen Printing (.5)
ART 38R	Spec. Printmaking Tech. II: Screen Printing with Chine Collé (.5)
ART 38S	Spec. Printmaking Tech. II: Mixed Media Screen Printing (1)
ART 39A	Creative Digital Media I (2)
ART 39B	Creative Digital Media II (2)
ART 55A	Spec. Painting Tech. I: Abstraction (.5)
ART 55B	Spec. Painting Tech. I: Figure Study (.5)
ART 55C	Spec. Painting Tech. I: Still Life (.5)
ART 55D	Spec. Painting Tech. I: Portraiture (.5)
ART 55E	Spec. Painting Tech. I: Landscape (.5)
ART 55F	Spec. Painting Tech. I: Painting Studio (1)
ART 56A	Spec. Painting Tech. II: Working From Photographs (.5)
ART 56C	Spec. Painting Tech. II: Narrative Painting (.5)
ART 56D	Spec. Painting Tech. II: Mixed Media (.5)
ART 56E	Spec. Painting Tech. II: Figure Painting (1)
ART 58A	Painting I (3)
ART 63A	Sculpture I (3)
ART 70A	Ceramic Handbuilding I (3)
ART 82A	Small Scale Metals Tech. I: Adv Fabrication Skills (1.5)
ART 82B	Small Scale Metals Tech. I: Soldering Clinic (.5)
ART 82C	Small Scale Metals Tech. I: Anticlastic Raising (1)
ART 82D	Small Scale Metals Tech. I: Small Scale Casting (2)
ART 82E	Small Scale Metals Tech. I: Surface Embellishments (1)
ART 83A	Spec. Jewelry Tech. I: Chain Making Techniques (1)
ART 83B	Spec. Jewelry Tech. I: Handmade Jewelry Mechanisms (1)
ART 83C	Spec. Jewelry Tech. I: Ring Making (1.5)
ART 83D	Spec. Jewelry Tech. I: Fibula (Ancient Brooch) (.5)
ART 83E	Spec. Jewelry Tech. I: Wirework for Jewelry (.5)
ART 84A	Jewelry & Metal Arts I (3)
ART 88A	Weaving I (3)
ART 89A	Small Scale Metals Tech. II: Narrative Jewelry (2)
ART 89B	Small Scale Metals Tech. II: Hollowform Construction (1)
ART 89C	Small Scale Metals Tech. II: Forming Techniques (1)

### II. Drawing

ART 21A	Prof'l Practices: Photographing Your Artwork (.5)
ART 24	Color Fundamentals (3)
ART 28B	Drawing & Composition II (3)
ART 29A	Sketch I (1.5)
ART 29B	Sketch II (1.5)
ART 30A	Figure Drawing I (3)
ART 30B	Figure Drawing II (3)
ART 31	Expressive Drawing (1.5-3)
ART 32	Landscape Drawing & Painting (1.5)
ART 33A	Spec. Drawing Tech. I: Figure Drawing (.5)
ART 33B	Spec. Drawing Tech. I: Gesture Drawing (.5)
ART 33C	Spec. Drawing Tech. I: Perspective Drawing (.5)
ART 33D	Spec. Drawing Tech. I: Value Study (.5)
ART 33E	Spec. Drawing Tech. I: Portraiture (.5)
ART 34A	Spec. Drawing Tech. II: Landscape Drawing (.5)
ART 34B	Spec. Drawing Tech. II: Narrative Drawing (.5)
ART 34C	Spec. Drawing Tech. II: Collage (.5)
ART 36A	Printmaking I: Relief Printmaking (3)
ART 37	Introduction to Monotypes (1.5-3)
ART 39A	Creative Digital Media I (2)
ART 39B	Creative Digital Media II (2)

### III. Painting

ART 21A	Prof'l Practices: Photographing Your Artwork (.5)
ART 24	Color Fundamentals (3)
ART 32	Landscape Drawing & Painting (1.5)
ART 36A	Printmaking I: Relief Printmaking (3)

ART 55A	Spec. Painting Tech. I: Abstraction (.5)
ART 55B	Spec. Painting Tech. I: Figure Study (.5)
ART 55C	Spec. Painting Tech. I: Still Life (.5)
ART 55D	Spec. Painting Tech. I: Portraiture (.5)
ART 55E	Spec. Painting Tech. I: Landscape (.5)
ART 55F	Spec. Painting Tech. I: Painting Studio (1)
ART 56A	Spec. Painting Tech. II: Working From Photographs (.5)
ART 56C	Spec. Painting Tech. II: Narrative Painting (.5)
ART 56D	Spec. Painting Tech. II: Mixed Media (.5)
ART 56E	Spec. Painting Tech. II: Figure Painting (1)
ART 57A	Watercolor I (3)
ART 57B	Watercolor II (3)
ART 58A	Painting I (3)
ART 58B	Painting II (3)
ART 59	Mixed Media (1.5-3)

#### IV. Ceramics

ART 70A	Ceramic Handbuilding I (3)
ART 70B	Ceramic Handbuilding II (3)
ART 71A	Ceramic Wheel Throwing I (3)
ART 71B	Ceramic Wheel Throwing II (3)
ART 73	Intermediate Ceramics (3)
ART 74A	Ceramic Sculpture I (3)
ART 74B	Ceramic Sculpture II (3)
ART 75	Intro. to Glaze Experimentation (1.5)
ART 76	Glaze Calculation (3)
ART 77	Ceramic Surface Design & Technique (1.5)
ART 78	Alternative Throwing Techniques (1.5)
ART 79	Alternative Firing Techniques (1.5)
ART 80	Kiln Building (1.5-3)
ART 81A	Kiln-Formed Glass I (3)
ART 81B	Kiln-Formed Glass II (3)

#### V. Jewelry and Metal Arts

ART 82A	Small Scale Metals Tech. I: Adv Fabrication Skills (1.5)
ART 82B	Small Scale Metals Tech. I: Soldering Clinic (.5)
ART 82C	Small Scale Metals Tech. I: Anticlastic Raising (1)
ART 82D	Small Scale Metals Tech. I: Small Scale Casting (2)
ART 82E	Small Scale Metals Tech. I: Surface Embellishments (1)
ART 83A	Spec. Jewelry Tech. I: Chain Making Techniques (1)
ART 83B	Spec. Jewelry Tech. I: Handmade Jewelry Mechanisms (1)
ART 83C	Spec. Jewelry Tech. I: Ring Making (1.5)
ART 83D	Spec. Jewelry Tech. I: Fibula (Ancient Brooch) (.5)
ART 83E	Spec. Jewelry Tech. I: Wirework for Jewelry (.5)
ART 84A	Jewelry & Metal Arts I (3)
ART 84B	Jewelry & Metal Arts II (3)
ART 85A	Enameling I (1.5)
ART 85B	Enameling II (1.5)
ART 85C	Torch Enameling (.5)
ART 86A	Lapidary I (1.5)
ART 86B	Lapidary II (1.5)
ART 87A	Stone Setting (1.5)
ART 87B	Alternative Stone Setting Devices (1)
ART 89A	Small Scale Metals Tech. II: Narrative Jewelry (2)
ART 89B	Small Scale Metals Tech. II: Hollowform Construction (1)
ART 89C	Small Scale Metals Tech. II: Forming Techniques (1)

#### VI. Sculpture

ART 63A	Sculpture I (3)
ART 63B	Sculpture II (3)
ART 64	Figure Sculpture (3)
ART 65	Mold Making for Sculpture (1.5-3)
ART 66	Metal Sculpture (1.5-3)
ART 68	Wood Sculpture (1.5-3)

ART 74A	Ceramic Sculpture I (3)
ART 74B	Ceramic Sculpture II (3)

#### VII. Weaving

ART 24	Color Fundamentals (3)
ART 88A	Weaving I (3)
ART 88B	Weaving II (3)

#### VIII. Film/Video

ART 51	Intro. to Film/Video (3)
ART 52A	Film/Video Field Production (3)
ART 52B	Film/Video Studio Production (3)
ART 52C	Film/Video Narrative Production (3)
ART 53	Advanced Film & Video Workshop (3)
ENGL 38	Literary Forms - The Cinema: More or Less than Human? (3)
THEA 5	Film Appreciation (3)
THEA 8A	Beginning Screenwriting (3)
THEA 8B	Intermediate Screenwriting (3)
THEA 8C	Advanced Screenwriting (3)

#### IX. Printmaking

ART 21A	Prof'l Practices: Photographing Your Artwork (.5)
ART 24	Color Fundamentals (3)
ART 28B	Drawing and Composition II (3)
ART 35	Intro. to Printmaking (3)
ART 35A	Spec. Printmaking Tech. I: Chine Collé (.5)
ART 35B	Spec. Printmaking Tech. I: Relief Printing (.5)
ART 35C	Spec. Printmaking Tech. I: Monotype (.5)
ART 35D	Spec. Printmaking Tech. I: Drypoint (.5)
ART 35E	Spec. Printmaking Tech. I: Collograph (.5)
ART 35F	Spec. Printmaking Tech. I: Miniatures (.5)
ART 35G	Spec. Printmaking Tech. I: Printmaking Studio (1)
ART 35H	Spec. Printmaking Tech. I: The Experimental Print Studio (.5)
ART 36A	Printmaking I: Relief Printmaking (3)
ART 36A.1	Experimental Relief Printmaking (3)
ART 36B	Printmaking II: Intaglio Printmaking (3)
ART 36B.1	Experimental Intaglio Printmaking (3)
ART 36C	Book Arts (3)
ART 37	Introduction to Monotypes (1.5-3)
ART 37A.1	Experimental Monotype Printmaking (3)
ART 38A	Spec. Printmaking Tech. II: Embossing (.5)
ART 38C	Spec. Printmaking Tech. II: Book Arts (.5-1.5)
ART 38D	Spec. Printmaking Tech. II: Etching (.5)
ART 38E	Spec. Printmaking Tech. II: Xerox Transfer (.5)
ART 38F	Spec. Printmaking Tech. II: Indiv. Projects (.5)
ART 38G	Spec. Printmaking Tech. II: Mixed Media (.5-3)
ART 39A	Creative Digital Media I (2)
ART 39B	Creative Digital Media II (2)

#### TOTAL CERTIFICATE UNITS

29

#### Associate in Arts

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

#### Associate Degree Major Requirements

UNITS

Certificate Requirements	29
<i>No additional major courses required.</i>	

#### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

Associate Degree Major Requirements		UNITS
ART 2	Hist. of Western Art I	4
ART 3	Hist. of Western Art II	4
ART 22	Visual Fund.: Two-Dimensional Design	3
ART 23	Design II: Three-Dimensional Design	3
ART 28A	Drawing & Composition	3
PHOT 1A	Phot. I: Black & White	3
<i>Select one course from the following:</i>		3
ART 30A	Figure Drawing I (3)	
ART 58A	Painting I (3)	
ART 63A	Sculpture I (3)	
<b>TOTAL MAJOR UNITS</b>		<b>23</b>

Contact an MPC counselor for major preparation at specific institutions.

## ART HISTORY

### Certificate of Achievement

Certificate Requirements		UNITS
ART 2	History of Western Art I	4
ART 3	History of Western Art II	4
<i>Select nine units from the following:</i>		9
ART 6	Survey of American Art (3)	
ART 7	Art of Africa, Oceania, & Pre-Columbian Americas (3)	
ART 8	Survey of Asian Art (3)	
ART 9	History of Architecture (3)	
<i>Select six units from the following:</i>		6
ART 22	Visual Fundamentals: Two-Dimensional Design (3)	
ART 23	Design II: Three-Dimensional Design (3)	
ART 24	Color Fundamentals (3)	
ART 28A	Drawing & Composition I (3)	
<b>TOTAL CERTIFICATE UNITS</b>		<b>23</b>

### Associate in Arts

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

Associate Degree Major Requirements		UNITS
Certificate Requirements		23

*No additional major courses required.*

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

Associate Degree Major Requirements		UNITS
ART 2	History of Western Art I	4
ART 3	History of Western Art II	4
ART 24	Color Fundamentals	3
ART 28A	Drawing & Composition I	3
<i>Select two courses from the following:</i>		6
ART 6	Survey of American Art (3)	
ART 7	Art of Africa, Oceania & Pre-Columbian Americas (3)	
ART 8	Survey of Asian Art (3)	
<b>TOTAL MAJOR UNITS</b>		<b>20</b>

Contact an MPC counselor for major preparation at specific institutions.

## ASTRONOMY

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

Associate Degree Major Requirements		UNITS
<i>Select at least 18 units from the following:</i>		18
ASTR 10	Introduction to Astronomy (3)	
ASTR 10L	Introduction to Astronomy Lab (1)	
CHEM 1A	General Chemistry I (5)	
CHEM 1B	General Chemistry II (5)	
MATH 20A	Calculus w/Analytic Geometry I (4)	
MATH 20B	Calculus w/Analytic Geometry II (4)	
PHYS 3A	Science & Engineering Physics I (4)	
PHYS 3B	Science & Engineering Physics II (4)	
<b>TOTAL MAJOR UNITS</b>		<b>18</b>

Contact an MPC counselor for major preparation at specific institutions.

## AUTOMOTIVE TECHNOLOGY

### Certificate of Achievement (Career Technical)

Certificate Requirements		UNITS
AUTO 100	Intro. to Automotive Technology	4
AUTO 101	Engine Repair	4
AUTO 102	Basic Auto Electricity & Electronics	4
AUTO 103	Engine Performance	6
AUTO 104	Automotive Electrics	4.5
AUTO 106	Auto Brake Systems & Safety Inspection	4
AUTO 110	Advanced Engine performance	4
AUTO 160	Supervised Auto Trade Experience (2)	2
or COOP 91.4	Auto Technology Work Experience (2)	
<i>Select eight units from the following:</i>		8
AUTO 107	Automatic Transmissions & Transaxle (4)	
AUTO 108	Manual Transmissions & Drivetrains (4)	
AUTO 109	Automotive Heating & Air Conditioning (4)	
AUTO 111	Automotive Steering & Suspension (4)	
AUTO 170	Basic Clean Air Car Course (2.5)	
<b>TOTAL CERTIFICATE UNITS</b>		<b>40.5</b>

### Associate in Science (Career Technical Degree)

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

Associate Degree Major Requirements		UNITS
Certificate Requirements		40.5

*No additional major courses required.*

## AUTOMOTIVE TECHNOLOGY – FAST TRACK: AUTOMATIC TRANSMISSIONS

This is an intensive one-semester program designed to prepare workers for entry-level positions in the automotive industry specializing in automatic transmissions. Completion of this certificate partially fulfills the requirements of the Automotive Technology Certificate of Achievement (Career Technical) and associate degree.

**Learning Outcomes:** Upon successful completion of the Automatic Transmissions program, students will be able to:

- Diagnose problems with automatic transmissions.
- Repair automatic transmissions.
- Service front wheel drives and transaxles.
- Use repair manuals and parts catalogs.

### Certificate of Training

Certificate Requirements		UNITS	HOURS
AUTO 100	Intro. to Automotive Technology	4	96
AUTO 107	Automatic Transmissions/Transaxles	4	96
AUTO 160	Supervised Auto Trade Exp. (1)	1	48
or COOP 91.4	Auto Technology Work Exp. (1)		75
<b>TOTAL CERTIFICATE UNITS/HOURS</b>		<b>9</b>	<b>240-267</b>

(Approx. 15-17 hours/week for 16 weeks)

## AUTOMOTIVE TECHNOLOGY – FAST TRACK: AUTOMOTIVE BRAKE SYSTEMS

This is an intensive one-semester program designed to prepare workers for entry-level positions in the automotive industry specializing in brake repair. Completion of these courses partially fulfills the requirements of the Automotive Technology Certificate of Achievement (Career Technical) and associate degree.

**Learning Outcomes:** Upon successful completion of the Automotive Brake Systems program, students will be able to:

- Repair wheel cylinders and master cylinders.
- Conduct brake safety inspections.
- Turn brake drums.
- Resurface disc rotors.
- Use repair manuals and parts catalogs.

### Certificate of Training

Certificate Requirements		UNITS	HOURS
AUTO 100	Intro. to Auto Technology	4	96
AUTO 106	Auto Brake Syst. & Safety Inspection	4	96
AUTO 160	Supervised Auto Trade Exp. (1)	1	48
or COOP 91.4	Auto Technology Work Exp. (1)		75
<b>TOTAL CERTIFICATE UNITS/HOURS</b>		<b>9</b>	<b>240-267</b>

(Approx. 15-17 hours/week for 16 weeks)

## AUTOMOTIVE TECHNOLOGY – FAST TRACK: AUTOMOTIVE STEERING AND SUSPENSION

This is an intensive one-semester program designed to prepare workers for entry-level positions in the automotive industry specializing in wheel alignment and balance. Completion of this certificate partially fulfills the requirements of the Automotive Technology Certificate of Achievement (Career Technical) and associate degree.

**Learning Outcomes:** Upon successful completion of the Automotive Steering and Suspension program, students will be able to:

- Align and balance wheels on vehicles.
- Evaluate types of steering construction.
- Adjust steering components.

- Repair worn steering components.
- Use repair manuals and parts catalogs.

### Certificate of Training

Certificate Requirements		UNITS	HOURS
AUTO 100	Intro. to Auto Technology	4	96
AUTO 111	Auto Steering and Suspension	4	96
AUTO 160	Supervised Auto Trade Exp. (1)	1	48
or COOP 91.4	Auto Technology Work Exp. (1)		75
<b>TOTAL CERTIFICATE UNITS/ HOURS</b>		<b>9</b>	<b>240-267</b>

(Approx. 15-17 hours/week for 16 weeks)

## AUTOMOTIVE TECHNOLOGY – FAST TRACK: STANDARD TRANSMISSIONS

This is an intensive one-semester program designed to prepare workers for entry-level positions in the automotive industry specializing in standard transmissions. Completion of this certificate partially fulfills the requirements of the Automotive Technology Certificate of Achievement (Career Technical) and associate degree.

**Learning Outcomes:** Upon successful completion of the Standard Transmissions program, students will be able to:

- Repair three-, four-, and five-speed transmissions.
- Adjust and repair rear axles.
- Service four-wheel drives.
- Use repair manuals and parts catalogs.

### Certificate of Training

Certificate Requirements		UNITS	HOURS
AUTO 100	Intro. to Auto Technology	4	96
AUTO 108	Manual Transmissions & Drivetrains	4	96
AUTO 160	Supervised Auto Trade Exp. (1)	1	48
or COOP 91.4	Auto Technology Work Exp. (1)		75
<b>TOTAL CERTIFICATE UNITS/ HOURS</b>		<b>9</b>	<b>240-267</b>

(Approx. 15-17 hours/week for 16 weeks)

## BIOLOGICAL SCIENCES

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

#### Associate Degree Major Requirements

Select at least 18 units from the following: 18

BIOL 21	Concepts in Biology I (5)	
BIOL 22	Concepts in Biology II (5)	
CHEM 1A	General Chemistry I (5)	
CHEM 1B	General Chemistry II (5)	
CHEM 12A	Organic Chemistry I (5)	
CHEM 12B	Organic Chemistry II (5)	
MATH 20A	Calculus w/Analytic Geometry I (4)	
PHYS 2A	General Physics I (4)	
PHYS 2B	General Physics II (4)	
<b>TOTAL MAJOR UNITS</b>		<b>18</b>

This major area is appropriate also for Pre-Dentistry, Pre-Medicine, Pre-Pharmacy, and Pre-Veterinary Medicine. Contact an MPC counselor for major preparation at specific institutions.

## BUSINESS – ACCOUNTING

**Learning Outcomes:** Upon successful completion of the Accounting program, students will be able to:

- Interpret and apply fundamental accounting concepts including the accounting equation, debits and credits, and generally accepted accounting principles.
- Complete and explain the steps in the accounting cycle using both manual and computerized systems.
- Prepare, analyze, and explain financial statements using manual and computerized systems, including spreadsheets, accounting software, and internet research.
- Apply appropriate accounting principles to daily business transactions, various forms of ownership, and managerial systems.
- Use planning and control principles for profit planning and organizational performance evaluation.
- Identify and use relevant costs to make sound financial decisions.

### Certificate of Achievement (Career Technical)

Certificate Requirements	UNITS
BUSC 117A Business Mach. Calc. I (.5) or BUSC 117B Business Mach. Calc. II (.5)	.5
BUSC 121 Accessing Bus. Info. Via the World Wide Web	1
BUSI 24 Business Issues & Ethics	3
BUSI 110 Business Mathematics	3
BUSI 200 Intro. to QuickBooks Accounting Software	.5
CSIS 50 MS Office Applications	2
CSIS 50L MS Office Applications Lab	1
CSIS 71 Operating a Personal Computer	.5
<i>Select one sequence from the following:</i> 6-8	
BUSI 1A Financial Accounting (4) (required for AS) & BUSI 1B Managerial Accounting (4) (required for AS)	
<b>OR</b>	
BUSI 120A Basic Accounting (3) & BUSI 120B Computerized Accounting (3) (required for AS)	3
<i>Select one course from the following:</i>	
BUSI 38 Multiculturalism in Corporate America (3) BUSI 70 Business Communications (3)	3
<i>Select one from the following:</i> 0-1	
BUSC 109 Keyboarding for Computers (1) or BUSC 110A Introductory Typing I (1) or typing proficiency test with a typing speed of 21 wpm with 5 or fewer errors in 5 minutes (0)	0-1

**TOTAL CERTIFICATE UNITS** **20.5-23.5**

### Associate in Science (Career Technical Degree)

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

Associate Degree Major Requirements	UNITS
Certificate Requirements	20.5-23.5
BUSI 1A and 1B sequence (8) (The 8 units must be included in certificate)	
BUSI 18 Business Law	3
BUSI 44 Intro. to Business Ownership/Management	3
<i>Select one course from the following:</i> 3	
BUSI 20 Introduction to Business (3) BUSI 30 Global Management (3) COOP 91.7 Business Work Experience (3)	3

Select one course from the following:

- ECON 2 Principles of Economics: Macro (3)
- ECON 4 Principles of Economics: Micro (3)

**TOTAL MAJOR UNITS**

**32.5-35.5**

3

## BUSINESS – BUSINESS ADMINISTRATION

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

Associate Degree Major Requirements	UNITS
<i>Select at least 18 units from the following:</i> 18	
BUSI 1A Financial Accounting (4)	
BUSI 1B Managerial Accounting (4)	
BUSI 18 Business Law (3)	
CSIS 1 Intro. to Comp. Sci. & Info. Systems (3)	
ECON 2 Principles of Economics: Macro (3)	
ECON 4 Principles of Economics: Micro (3)	
MATH 16 Elementary Statistics (3)	
MATH 17 Finite Mathematics (3)	
MATH 18 Calc. & Analyt. Geom. for Bio./Soc. Sci./Bus. (4)	

**TOTAL MAJOR UNITS**

**18**

Contact an MPC counselor for major preparation at specific institutions.

## BUSINESS – ENTREPRENEURSHIP

**Learning Outcomes:** Upon successful completion of the Entrepreneur program, students will be able to:

- Recognize that entrepreneurs possess unique characteristics and evaluate the degree to which one possesses those characteristics.
- Identify customer groups and develop a plan to reach and keep customers in a specific target market.
- Apply economic concepts when making decisions for an entrepreneurial venture.
- Use the financial competencies needed by an entrepreneur.
- Discuss how entrepreneurs must establish, maintain, and analyze appropriate records to make business decisions.
- Demonstrate knowledge and skills needed to develop a management plan for the venture.
- Analyze the effect of cultural differences, export/import opportunities, and trends on a venture in the global marketplace.
- Describe how forms of business ownership, government regulations, and business ethics affect ventures.
- Demonstrate knowledge and skills needed to develop a business plan.

### Certificate of Achievement (Career Technical)

Certificate Requirements	UNITS
BUSI 1A Financial Accounting (4) or BUSI 120A Basic Accounting (3)	3-4
BUSI 18 Business Law	3
BUSI 24 Business Issues and Ethics	3
BUSI 32 Intro. to Importing/Exporting (3) or BUSI 36 Intro. To International Marketing (3)	3
BUSI 44 Intro. to Business Ownership/Management	3
BUSI 50 Intro. to Marketing	3
BUSI 54 Intro. to E-Commerce	3



BUSI 60	Money Management and Investing	3
BUSI 110	Business Mathematics	3
CSIS 50	MS Office Applications	2
CSIS 50L	MS Office Applications Lab	1

**TOTAL CERTIFICATE UNITS** **30-31**

### Associate in Science (Career Technical Degree)

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

#### Associate Degree Major Requirements UNITS

Certificate Requirements 30-31

Select four courses from the following: 12

BUSI 20	Introduction to Business (3)
BUSI 22	Human Behavior/Leadership (3)
BUSI 30	Global Management (3)
BUSI 38	Multiculturalism in Corporate America (3)
BUSI 40	Principles of Management (3)
BUSI 42	Human Resources Management (3)
BUSI 70	Business Communications (3)
CSIS 1	Intro. to Comp. Sci. & Info. Systems (3)
COOP 91.7	Business Work Experience (3)

**TOTAL MAJOR UNITS** **42-43**

## BUSINESS – GENERAL BUSINESS

**Learning Outcomes:** Upon successful completion of the General Business program, students will be able to:

- Demonstrate an understanding of personal skill strengths and weaknesses, the ever evolving requirements of the workplace, and the relationship of lifelong learning to career success.
- Identify the laws affecting businesses, families, and individual consumers.
- Apply the financial competencies needed to manage business resources.
- Demonstrate skills needed to utilize human resources, including their own personal resources, effectively and efficiently in the global marketplace.
- Demonstrate ability to recognize and act on new business opportunities, not only in small business but also in corporate environments.
- Demonstrate oral and written communication skills essential to interacting effectively with people in the workplace and in society.
- Use viable processes and functions involved in transferring business products or services to consumers, as well as gain a clearer picture of how key business functions are directly related to marketing services.
- Analyze the effect of cultural differences, export/import opportunities, and trends on a venture in the global marketplace.
- Identify how forms of business ownership, government regulations, and ethics affect business ventures.

### Certificate of Achievement (Career Technical)

Certificate Requirements		UNITS
BUSI 18	Business Law	3
BUSI 20	Introduction to Business	3
BUSI 24	Business Issues & Ethics	3
BUSI 30	Global Management	3
BUSI 36	Intro. to Int'l Marketing (3)	3
or BUSI 50	Intro. to Marketing (3)	3
BUSI 110	Business Mathematics	3

CSIS 50	MS Office Applications	2
CSIS 50L	MS Office Applications Lab	1

Select one course from the following: 3-4

BUSI 1A	Financial Accounting (4)
BUSI 120A	Basic Accounting (3)

Select one course from the following: 3

BUSI 22	Human Behavior/Leadership (3)
BUSI 38	Multiculturalism in Corporate America (3)
BUSI 42	Human Resources Management (3)

Select one course from the following: 3

ECON 1	The American Economic System (3)
ECON 2	Principles of Economics: Macro (3)

**TOTAL CERTIFICATE UNITS** **30-31**

### Associate in Science (Career Technical Degree)

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

#### Associate Degree Major Requirements UNITS

Certificate Requirements 30-31

Select three courses from the following: 9-10

BUSI 1B	Managerial Accounting (4)
BUSI 36	Intro. to International Marketing (3)
BUSI 40	Principles of Management (3)
BUSI 44	Intro. to Business Ownership/Management (3)
BUSI 54	Intro. to E-Commerce (3)
BUSI 60	Money Management & Investing (3)
BUSI 70	Business Communications (3)
BUSI 80	Intro. to Administrative Management (3)
COOP 91.7	Business Work Experience (3)

**TOTAL MAJOR UNITS** **39-41**

## BUSINESS – GENERAL BUSINESS – FAST TRACK: GENERAL BUSINESS

This is an intensive, one-semester program designed to offer an overview of current business theory and practices. Courses aim to provide an understanding of effective strategies and techniques used in successful businesses and an overview of various disciplines available in the dynamic world of business.

**Learning Outcomes:** Upon successful completion of the General Business program, students will be able to:

- Identify the laws affecting businesses, families, and individual consumers.
- Apply financial competencies needed to manage business resources.
- Demonstrate communication skills essential to interacting effectively with people in the workplace and in society.
- Analyze business strategies that effectively and ethically manage resources in a global economy.

### Certificate of Training

**Certificate Requirements:** Units

BUSI 40	Principles of Management (3)	3
or BUSI 42	Human Resources Management (3)	
BUSI 50	Intro. To Marketing (3)	3
or BUSI 70	Business Communications (3)	
BUSI 1A	Financial Accounting	4
BUSI 18	Business Law	3
BUSI 24	Business Issues & Ethics	3

**Total Certificate Units** **16**

## BUSINESS – INTERNATIONAL BUSINESS

The International Business program integrates a solid foundation in international trade, marketing, management, and global business practices used in a culturally diverse, global economy. Courses are designed to create cultural sensitivity in all business practices as well as technical skills needed to succeed in this highly competitive environment.

**Learning Outcomes:** Upon successful completion of the International Business program, students will be able to:

- Analyze the impact of business at all levels (including local, state, national, and international).
- Describe the interrelatedness of the social, cultural, political, legal, and economic factors that shape and impact the international business environment.
- Apply communication strategies necessary and appropriate for effective and profitable international business relations.
- Describe the environmental factors that define what is considered ethical business behavior in a global business environment.
- Identify forms of business ownership and entrepreneurial opportunities available in international business.
- Relate balance of trade concepts to the import/export process.
- Analyze special challenges in operations and human resource management in international business.
- Apply marketing concepts to international business situations.

### Certificate of Achievement (Career Technical)

Certificate Requirements		UNITS
BUSI 1A	Financial Accounting	4
BUSI 18	Business Law	3
BUSI 20	Introduction to Business	3
BUSI 24	Business Issues & Ethics	3
BUSI 30	Global Management	3
BUSI 36	Intro. to International Marketing	3
BUSI 38	Multiculturalism in Corporate America	3
BUSI 54	Intro. to E-Commerce	3
ECON 4	Principles of Economics: Micro	3
<b>TOTAL CERTIFICATE UNITS</b>		<b>28</b>

### Associate in Science (Career Technical Degree)

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

Associate Degree Major Requirements		UNITS
Certificate Requirements		28
<b>Language/Cultural Component:</b>		
<i>Select two courses from the following:</i>		6-10
ANTH 4	Intro. to Cultural Anthropology (3)	
GEOG 4	Intro. to Cultural Geography (3)	
HIST 2	History of Asia (3)	
LING 10	Foundations of Language (3)	
POLS 2	Comparative Government (3)	
SPCH 4	Intercultural Communication (3)	
WLAN 1A	Elementary World Language I (5)	
WLAN 1B	Elementary World Language II (5)	
WLAN 2A	Intermediate World Language (5)	
WLAN 2B	Advanced World Language (5)	
WOMN 30	Women in Cross-Cultural Perspective (3)	

### Occupational Component:

*Select one track from the following:*

3-7

#### Accounting Track:

- BUSI 1B Managerial Accounting (4)
- BUSI 120B Computerized Accounting (3)

#### Information Processing Track:

- BUSI 70 Business Communications (3)
- BUSI 100 Proofreading for Business (3)
- OR** CSIS 50 MS Office Applications (2)
- & CSIS 50L MS Office Applications Lab (1)

#### Entrepreneurship Track:

- BUSI 32 Intro. to Importing/Exporting (3)
- or** COOP 91.7 Business Work Experience (3)
- BUSI 44 Intro. to Business Ownership/Management (3)

### TOTAL MAJOR UNITS

**37-45**

## BUSINESS – OFFICE TECHNOLOGY

The Office Technology program prepares individuals with the software/hardware, administrative, and interpersonal skills needed to perform the duties of administrative support personnel. The program stresses a strong proficiency in keyboarding skills. Students have the flexibility of increasing skills in an area or areas of concentration in software applications. With additional education and/or work experience, there is opportunity for advancement into supervisory or managerial positions. Positions available to students completing the program include administrative assistant, executive assistant, office manager, information processor, executive secretary, records manager, and office support specialist.

**Learning Outcomes:** Upon successful completion of the Office Technology program, students will be able to:

- Demonstrate speed and accuracy in keyboarding skills.
- Apply the following software skills: Word processing AND/OR electronic spreadsheet AND/OR database management AND/OR presentation software.
- Apply proofreading techniques to identify and correct errors.
- Use a current operating system for file management.
- Recognize and use appropriate business terminology.
- Apply basic accounting principles.
- Demonstrate knowledge and appropriate application of computer technology.

### Certificate of Achievement (Career Technical)

Certificate Requirements		UNITS
BUSI 100	Proofreading for Business	3
BUSI 120A	Basic Accounting	3
<i>Select from the following:</i>		0-3
BUSC 110A	Introductory Typing I (1)	
& BUSC 110B	Introductory Typing II (1)	
& BUSC 110C	Introductory Typing III (1)	
<b>OR</b>		
Typing proficiency test with a typing speed of 40 wpm with 5 or fewer errors on a 5-minute test (0)		
<i>Select four units from the following:</i>		4
BUSC 117A	Business Machine Calculations I (.5)	
BUSC 117B	Business Machine Calculations II (.5)	
BUSC 119A	Intro. to Spreadsheets: MS Excel I (1)	
BUSC 120	Presentation Management w/MS PowerPoint (1)	
BUSC 121	Accessing Bus. Info. Via the World Wide Web (1)	

BUSC 122	Microsoft Windows (.5)	
or CSIS 70	Microcomputer Operating Systems (3)	
CSIS 50	MS Office Applications (2)	
& CSIS 50L	MS Office Applications Lab (1)	
CSIS 71	Operating a Personal Computer (.5)	

Select seven units from the following: 7

BUSC 100A	Word Proc.: MS Word/Windows I (1)	
BUSC 100B	Word Proc.: MS Word/Windows II (1)	
BUSC 100C	Word Proc.: MS Word/Windows III (1)	
BUSC 118	Records Management (.5)	
BUSC 119B	Intro. to Spreadsheets: MS Excel II (1)	
BUSC 123	Business Desktop Publishing (1)	
BUSC 124	Quicken (1)	
BUSC 125	QuickBooks (1)	
BUSC 130	Microsoft Outlook (.5)	
BUSC 131A	Image Proc. for Bus.: Adobe Photoshop (1)	
BUSC 131B	Image Proc. for Bus.: Adobe Photoshop Elements (1)	
BUSC 131C	Image Proc. for Bus.: MS Digital Image Suite (1)	
BUSC 131D	Image Proc. for Bus.: Ulead PhotoImpact (1)	
BUSC 132	Web Publishing Using MS FrontPage (2)	
BUSC 133	Intro. to MS Access (1)	
BUSC 135	E-Commerce Using Online Auctions (1)	
BUSC 136	Essential Computer Skills (1)	

Select two courses from the following: 6

BUSI 18	Business Law (3)	
BUSI 20	Introduction to Business (3)	
BUSI 22	Human Behavior/Leadership (3)	
BUSI 24	Business Issues & Ethics (3)	
BUSI 30	Global Mgmt. (3)	
BUSI 40	Principles of Management (3)	
BUSI 42	Human Resources Management (3)	
BUSI 54	Introduction to E-Commerce (3)	
BUSI 70	Business Communications (3)	
BUSI 110	Business Mathematics (3)	
COOP 91.7	Business Work Experience (3)	

**TOTAL CERTIFICATE UNITS** 23-26

### Associate in Science (Career Technical Degree)

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

#### Associate Degree Major Requirements UNITS

Certificate Requirements 23-26

Select three courses from the following: 9

+BUSI 20	Introduction to Business (3)	
+BUSI 24	Business Issues & Ethics (3)	
+BUSI 70	Business Communications (3)	
BUSI 80	Intro. to Administrative Management (3)	

**TOTAL MAJOR UNITS** 32-35

+May not use same course to satisfy both the certificate and the degree requirements.

### BUSINESS – OFFICE TECHNOLOGY – FAST TRACK: ENTRY-LEVEL OFFICE WORKER

This is an intensive one-semester program designed to prepare workers for entry-level office work. Completion of these courses partially fulfills the requirements of the Office Technology and Secretarial Certificates of Achievement and associate degree.

**Learning Outcomes:** Upon successful completion of the Entry-Level Office Worker program, students will be able to:

- Function effectively as clerical support for workplace needs.
- Word process correspondence and reports using current word processing software.
- Manage selected computer files and programs using Windows.
- Complete documents with fewer than three typing or spelling errors.

### Certificate of Training

#### Certificate Requirements UNITS

BUSC 122	Microsoft Windows (.5)	.5-3
or CSIS 70	Microcomputer Operating Systems (3)	
COOP 91.7	Business Work Experience	2

Select one sequence from the following: 3

BUSC 100A	Word Proc.: MS Word/Windows I (1)	
& BUSC 100B	Word Proc.: MS Word/Windows II (1)	
& BUSC 100C	Word Proc.: MS Word/Windows III (1)	
<b>OR</b>		
CSIS 50	MS Office Applications (2)	
& CSIS 50L	MS Office Applications Lab (1)	

Select three units from the following: 3

BUSC 119A	Intro. to Spreadsheets: MS Excel I (1)	
BUSC 121	Accessing Bus. Info. Via the World Wide Web (1)	
BUSI 100	Proofreading for Business (3)	
ENGL 300	Individualized English & Study Skills (1)	

Select three units from the following: 3

BUSC 110A	Intro. to Typing I (1)	
BUSC 110B	Intro. to Typing II (1)	
BUSC 110C	Intro. to Typing III (1)	
BUSC 117A	Business Machine Calculations I (.5)	
BUSC 124	Quicken (1)	
BUSC 125	QuickBooks (1)	
BUSI 70	Business Communications (3)	
BUSI 110	Business Mathematics (3)	

**TOTAL CERTIFICATE UNITS** 11.5-14

### BUSINESS – OFFICE TECHNOLOGY – FAST TRACK: OFFICE WORKER LEVEL 2

This is an intensive one-semester program designed to supplement computer and office skills for workers trained in entry-level office expertise. Completion of these courses partially fulfills the requirements of the Office Technology and Secretarial Certificates of Achievement and associate degree, and the Computer Science and Information Systems: Computer Software Applications Certificate of Achievement (Career Technical) and associate degree.

**Learning Outcomes:** Upon successful completion of the Office Worker Level 2 program, students will be able to:

- Create and edit correspondence and reports using electronic word processing programs.
- Create and edit electronic spreadsheets.
- Create and manage electronic database programs.
- Create, edit, and integrate graphics within office applications.
- Maintain daily office functions using e-mail and scheduling functions.
- Share data between office applications.

## Certificate of Training

Certificate Requirements	UNITS
BUSC 101A Adv. Word Proc.: MS Word/Windows I	1
BUSC 101B Adv. Word Proc.: MS Word/Windows II	1
BUSC 119B Intro. to Spreadsheets: MS Excel II	1
BUSC 125 Quickbooks	1
BUSC 133 Intro. to MS Access	1
<b>TOTAL CORE REQUIREMENT UNITS</b>	<b>5</b>

### Required Electives:

<i>Select two units from the following:</i>		2
BUSC 101C Adv. Word Proc.: MS Word/Windows III (1)		
BUSC 120 Presentation Mgmt w/MS PowerPoint (1)		
BUSC 121 Accessing Bus. Info Via the World Wide Web (1)		
BUSC 123 Business Desktop Publishing (1)		
BUSC 130 Microsoft Outlook (.5)		
BUSC 131A Image Proc. for Bus.: Adobe Photoshop (1)		
BUSC 131B Image Proc. for Bus.: Adobe Photoshop Elements (1)		
BUSC 131C Image Proc. for Bus.: MS Digital Image Suite (1)		
BUSC 131D Image Proc. for Bus.: Ulead PhotoImpact (1)		
BUSC 132 Web Publishing Using MS FrontPage (2)		
BUSC 135 E-Commerce Using Online Auctions (1)		
<b>TOTAL CERTIFICATE UNITS</b>		<b>7</b>

## BUSINESS – SECRETARIAL

The Secretarial program prepares students for employment in a wide range of office positions in public organizations or private institutions. Students are trained to operate word processing software and to operate computers using a variety of business applications software. The program stresses a strong proficiency in keyboarding skills. Positions available to students completing the program include secretary, word processing operator, office assistant, office specialist, computer operator, and data entry operator.

**Learning Outcomes:** Upon successful completion of the Secretarial program, students will be able to:

- Demonstrate speed and accuracy in keyboarding skills and appropriate skills in word processing.
- Apply proofreading techniques to identify and correct errors.
- Use a current operating system for file management.
- Recognize and use appropriate business terminology.
- Read, understand, and prepare standard business communications.
- Apply appropriate business office procedures.
- Apply mathematical concepts and skills to interpret, understand, and communicate quantitative data.

### Certificate of Achievement (Career Technical)

Certificate Requirements	UNITS
BUSI 70 Business Communications	3
BUSI 100 Proofreading for Business	3
BUSI 110 Business Mathematics	3
BUSC 101A Adv. Word Proc.: MS Word/Windows I	1
BUSC 101B Adv. Word Proc.: MS Word/Windows II	1
BUSC 101C Adv. Word Proc.: MS Word/Windows III	1

*Select from the following:* 0-3

- BUSC 110A Introductory Typing I (1)
- & BUSC 110B Introductory Typing II (1)
- & BUSC 110C Introductory Typing III (1)

**OR**

Typing proficiency test with a typing speed of 40 wpm with 5 or fewer errors on a 5-minute test (0)

*Select three units from the following:* 3

BUSC 117A Business Machine Calculations I (.5)	
BUSC 117B Business Machine Calculations II (.5)	
BUSC 119A Intro. to Spreadsheets: MS Excel I (1)	
BUSC 120 Presentation Mgmt. w/MS PowerPoint (1)	
BUSC 121 Accessing Bus. Info. Via the World Wide Web (1)	
BUSC 122 Microsoft Windows (.5)	
or CSIS 70 Microcomputer Operating Systems (3)	
BUSC 136 Essential Computer Skills (1)	
CSIS 50 MS Office Applications (2)	
& CSIS 50L MS Office Applications Lab (1)	

*Select one course from the following:* 3

BUSI 18 Business Law (3)	
BUSI 20 Introduction to Business (3)	
BUSI 22 Human Behavior/Leadership (3)	
BUSI 24 Business Issues & Ethics (3)	
BUSI 30 Global Management (3)	
BUSI 40 Principles of Management (3)	
BUSI 42 Human Resources Management (3)	
COOP 91.7 Business Work Experience (3)	

**TOTAL CERTIFICATE UNITS** **18-21**

### Associate in Science (Career Technical Degree)

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

Associate Degree Major Requirements	UNITS
Certificate Requirements	18-21
+BUSI 20 Introduction to Business	3
+BUSI 24 Business Issues & Ethics	3
BUSI 80 Intro. to Administrative Management	3

**TOTAL MAJOR UNITS** **27-30**

*+May not use same course to satisfy both the certificate and the degree requirements.*

## BUSINESS - SECRETARIAL – FAST TRACK: ENTRY-LEVEL OFFICE WORKER

This is an intensive one-semester program designed to prepare workers for entry-level office work. Completion of these courses partially fulfills the requirements of the Office Technology and Secretarial Certificates of Achievement and associate degree.

**Learning Outcomes:** Upon successful completion of the Entry-Level Office Worker program, students will be able to:

- Function effectively as clerical support for workplace needs.
- Word process correspondence and reports using current word processing software.
- Manage selected computer files and programs using Windows.
- Complete documents with fewer than three typing or spelling errors.

### Certificate of Training

Certificate Requirements	UNITS
BUSC 122 Microsoft Windows (.5)	.5-3
or CSIS 70 Microcomputer Operating Systems (3)	
COOP 91.7 Business Work Experience	2

(Students will be placed in a position for on-the-job experience.)

<i>Select one sequence from the following:</i>	3
BUSC 100A Word Proc: Word/Windows I (1) & BUSC 100B Word Proc: Word/Windows II (1) & BUSC 100C Word Proc: Word/Windows III (1)	

**OR**

CSIS 50 MS Office Applications (2) & CSIS 50L MS Office Applications Lab (1)	
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<i>Select three units from the following:</i>	3
BUSC 119A Intro. to Spreadsheets: MS Excel I (1) BUSC 121 Accessing Bus. Info. Via the World Wide Web (1) BUSI 100 Proofreading for Business (3) ENGL 300 Individualized English & Study Skills (1)	

<i>Select three units from the following:</i>	3
BUSC 110A Introductory Typing I (1) BUSC 110B Introductory Typing II (1) BUSC 110C Introductory Typing III (1) BUSC 117A Business Machine Calculations I (.5) BUSC 124 Quicken (1) BUSC 125 QuickBooks (1) BUSI 70 Business Communications (3) BUSI 110 Business Mathematics (3)	

**TOTAL CERTIFICATE UNITS** **11.5-14**

## BUSINESS – SECRETARIAL – FAST TRACK: OFFICE WORKER LEVEL 2

This is an intensive one-semester program designed to supplement computer and office skills for workers trained in entry-level office expertise. Completion of these courses partially fulfills the requirements of the Office Technology and Secretarial Certificates of Achievement and associate degree, and the Computer Science and Information Systems: Computer Software Applications Certificate of Achievement (Career Technical) and associate degree.

**Learning Outcomes:** Upon successful completion of the Office Worker Level 2 program, students will be able to:

- Create and edit correspondence and reports using electronic word processing programs.
- Create and edit electronic spreadsheets.
- Create and manage electronic database programs.
- Create, edit, and integrate graphics within office applications.
- Maintain daily office functions using e-mail and scheduling functions.
- Share data between office applications.

### Certificate of Training

Certificate Requirements	UNITS
BUSC 101A Adv. Word Proc.: MS Word/Windows I	1
BUSC 101B Adv. Word. Proc.: MS Word/Windows II	1
BUSC 119B Intro. to Spreadsheets: MS Excel II	1
BUSC 125 Quickbooks	1
BUSC 133 Intro. to MS Access	1
<b>TOTAL CORE REQUIREMENT UNITS</b>	<b>5</b>

### Required Electives:

<i>Select two units from the following:</i>	2
BUSC 101C Adv. Word Proc.: MS Word/Windows III (1) BUSC 120 Presentation Mgmt w/MS PowerPoint (1) BUSC 121 Accessing Bus. Info Via the World Wide Web (1) BUSC 123 Business Desktop Publishing (1)	

BUSC 130 Microsoft Outlook (.5) BUSC 131A Image Proc. for Bus: Adobe Photoshop (1) BUSC 131B Image Proc. for Bus: Adobe Photoshop Elements (1) BUSC 131C Image Proc. for Bus: MS Digital Image Suite (1) BUSC 131D Image Proc. for Bus: Ulead PhotoImpact (1) BUSC 132 Web Publishing Using MS FrontPage (2) BUSC 135 E-Commerce Using Online Auctions (1)	
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**TOTAL CERTIFICATE UNITS** **7**

## CHEMISTRY

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

#### Associate Degree Major Requirements UNITS

*Select at least 18 units from the following:* 18

CHEM 1A General Chemistry I (5)	
CHEM 1B General Chemistry II (5)	
CHEM 12A Organic Chemistry I (5)	
CHEM 12B Organic Chemistry II (5)	
MATH 20A Calculus w/Analytic Geometry I (4)	
MATH 20B Calculus w/Analytic Geometry II (4)	
MATH 20C Calculus of Several Variables (4)	
MATH 31 Linear Algebra (3)	
MATH 32 Differential Equations (3)	
PHYS 3A Science & Engineering Physics I (4)	
PHYS 3B Science & Engineering Physics II (4)	
PHYS 3C Science & Engineering Physics III (4)	

**TOTAL MAJOR UNITS** **18**

Contact an MPC counselor for major preparation at specific institutions.

## CHILD DEVELOPMENT

The Child Development Department offers course work which leads to an Associate in Science degree in Child Development, a Child Development Certificate of Achievement (Career Technical) which will transfer to a California State University Bachelor of Arts degree, and course work required by the State of California for Social Services teacher and director licensing and for the six levels of the Child Development Permit.

**Learning Outcomes:** Upon successful completion of the Child Development program, students will be able to:

- Apply their knowledge of children's physical, intellectual, social and emotional development, understand children as individuals, and plan responses to their unique needs and potentials.
- Provide developmentally appropriate learning experiences and environments for individual children and children in groups, in the areas of language and early literacy, the physical world, arts and crafts, music and movement, literature, dramatic play, science, math and social studies.
- Demonstrate skills in observing and recording behavior, assessing children's interests, needs and levels of skill development, and analyze this information to improve their work with children and families.
- Apply techniques for setting and maintaining limits, supporting children's self-esteem, self-discipline, intellectual curiosity, creativity, problem-solving abilities, and acceptance of self and others in their interactions with children.
- Implement nutritional, healthy and safe practices in the classroom.

- Apply principles of inclusion in the curriculum and through interactions with children, their families and staff members.
- Communicate effectively and respectfully with families and incorporate family input in curriculum planning and assessment.
- Serve as an advocate for young children and the programs and professionals who serve them and apply ethical standards of the profession.

### State Licensing:

**Aide** requires any 6 units of Child Development.

**Teacher** requires 12 core Child Development units: CHDV 1, 55 and any combination of 51, 80-86.

**Director** requires 15 Child Development units: CHDV 1, 55, 71A and any combination of 51, 80-86.

**Note:** Licensing requires CHDV 62 Infant-Toddler Care for teachers and directors who supervise infants or toddlers.

### Child Development Permit (educational requirements):

**Assistant** requires any 6 units of Child Development.

**Associate Teacher** requires 12 core Child Development units: CHDV 1, 55 and any combination of 51, 80-86.

**Teacher** requires 24 units of Child Development including 12 core Child Development units: CHDV 1, 55 and any combination of 51 and 80-86, and 16 General Education units.

**Master Teacher** requires all that is required for the Teacher level plus CHDV 72, 16 General Education units, and six units from one of the following specializations:

- Violence Intervention: CHDV 76A and 76B
- Creative Processes: CHDV 81, 83, and 86
- Working with Families: CHDV 74 and 75

**Site Supervisor** requires an AS with 24 units of Child Development (including CHDV 1, 51, 55, and 80 [or two of CHDV 81-86], 71A and 71B, and 72).

**Program Director** requires a BA with all of the requirements of Site Supervisor level, plus transfer General Education pattern.

### Certificate of Achievement (Career Technical)

Certificate Requirements		UNITS
CHDV 1	Child Growth and Development	3
CHDV 51	Principles and Practices of Teaching Young Children	3
CHDV 52A	Child Development Program I	3
CHDV 52B	Child Development Program II	3
CHDV 55	Child, Family, and Community	3
CHDV 56	Early Childhood Education in a Diverse Soc.	3
CHDV 61	Health, Safety & Nutrition for the Young Child	3
CHDV 80	Curriculum Planning & Environmental Design	3
<i>Select two courses from the following:</i>		4
CHDV 81	Approaches to Art Curriculum (2)	
CHDV 82	Science and Math Curriculum (3)	
CHDV 83	Music and Movement Curriculum (2)	
CHDV 84	Language and Literacy Curriculum (3)	
CHDV 85	Curriculum for Small & Large Motor Dev. (2)	
CHDV 86	Construction Curriculum (2)	
<b>TOTAL CERTIFICATE UNITS</b>		<b>28</b>

### Associate in Science (Career Technical Degree)

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

Associate Degree Major Requirements	UNITS
Certificate Requirements	28
<i>No additional major courses required.</i>	
<b>TOTAL MAJOR UNITS</b>	<b>28</b>

## COMMUNICATION STUDIES

### Associate in Arts (Transfer Preparation Degree)

Complete Major, CSU General Education or IGETC Pattern, Competency Requirements, and 60 transferable units (see pages 53-56).

Associate Degree Major Requirements		UNITS
SPCH 1	Public Speaking	3
SPCH 2	Small Group Communication	3
*SPCH 3	Interpersonal Communication	3
<i>Select three courses from the following:</i>		9
MATH 16	Elementary Statistics (3)	
PHIL 10	Critical Thinking (3)	
PSYC 1	General Psychology (3)	
SPCH 4	Intercultural Communication (3)	
*SPCH 54	Leadership Communication (3)	
<b>TOTAL MAJOR UNITS</b>		<b>18</b>

\*Does not transfer to UC.

Contact an MPC counselor for major preparation at specific institutions.

## COMPUTER NETWORKING

**Learning Outcomes:** Upon successful completion of the Computer Networking program, students will be able to:

- Implement and configure Cisco routers to perform local and wide area network routing using various routing protocols.
- Implement and configure Cisco switches to perform local area network switching.
- Implement and configure Microsoft client and server operating systems to obtain and provide network services.
- Implement and configure security on local and wide area networks.
- Implement and configure UNIX systems to obtain and provide network services.

### Certificate of Achievement (Career Technical)

Core Certificate Requirements		UNITS
CSIS 75	Intro. to Computer Hardware/A+ Prep	4
CSIS 76	Networking Fundamentals	4
CSIS 80	Introduction to UNIX & Linux	3
CSIS 83	Microsoft Client Operating Systems	3
CSIS 172	Managing/Maintaining Windows Server	3
CSIS 174	Managing/Maintaining Windows Server Network Infrastructure	3
CSIS 177	Routing concepts	4
CSIS 178	Switching Concepts	4
CSIS 179	WAN Technologies	4
CSIS 198	Network Security Fundamentals	4
<i>Select one course from the following:</i>		3-4
CSIS 10A	Computer Science: Beg. Programming (4)	

CSIS 55 Intro. to Programming – Visual Basic (3)  
 CSIS 56 JAVA Programming (3)

**TOTAL CORE CERTIFICATE UNITS**

**39-40**

**Associate in Science (Career Technical Degree)**

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

Associate Degree Major Requirements	UNITS
Core Certificate Requirements	39-40
Select one course from the following:	1.5-4
CSIS 82 UNIX & Linux Syst. Admin. (1.5)	
CSIS 180 Adv. Routing & Switching Implementations (4)	
<b>TOTAL MAJOR UNITS</b>	<b>40.5-44</b>

**COMPUTER SCIENCE AND INFORMATION SYSTEMS**

This program prepares students intending to transfer into a Computer Science, Computer Information Systems or related baccalaureate program by providing foundational training in core courses across the discipline.

**Learning Outcomes:** Upon successful completion of the Computer Networking program, students will have demonstrated the ability to:

- Solve mathematical problems in the differential and integral calculus as well as logic, recursion, and other topics required for Computer Science and Computer Information Systems baccalaureate programs.
- Identify key fields of study within the scope of the Computer Science and Computer Information Systems disciplines and align their educational goals to existing educational and employment opportunities.
- Design, develop and debug computer programs using standard object-oriented and structured programming techniques while applying appropriate data structures and algorithms.

**Associate in Arts (Transfer Preparation Degree)**

Complete Major, CSU General Education or IGETC Pattern, Competency Requirements, and 60 transferable units (see pages 53-56).

Associate Degree Major Requirements	UNITS
Select at least 18 units from the following:	18
CSIS 1 Intro. to Comp. Sci. & Info. Systems (3)	
CSIS 10A Comp. Sci.: Beginning Programming (4)	
CSIS 10B Comp. Sci.: Advanced Programming (4)	
CSIS 11 Computer Architectures (3)	
CSIS 56 Java Programming (3)	
CSIS 80 Introduction to UNIX and Linux (3)	
MATH 20A Calculus w/Analytic Geometry I (4)	
MATH 20B Calculus w/Analytic Geometry II (4)	
MATH 40 Discrete Math (3)	
<b>TOTAL MAJOR UNITS</b>	<b>18</b>

Contact an MPC counselor for major preparation at specific institutions.

**COMPUTER SOFTWARE APPLICATIONS**

**Learning Outcomes:** Upon successful completion of the Computer Software Applications program, students will be able to:

- Enter information accurately using appropriate keyboarding techniques and software that allows for the storage, retrieval, and editing of material.

- Formulate questions and use a variety of sources and tools to access, capture, and store information.
- Describe the impact of information technology tools on society.
- Use a variety of software to access, capture, and store information from the Internet.
- Use basic information technology tools competently.
- Design a multimedia solution to a problem using a variety of tools and resources for creating and manipulating documents.
- Create and publish a World Wide Web document.
- Solve problems using information technology tools and resources.

**Certificate of Achievement (Career Technical)**

Core Certificate Requirements	UNITS
BUSI 54 Intro. to E-Commerce	3
CSIS 50 MS Office Applications	2
CSIS 50L MS Office Applications Lab	1
CSIS 51A Business Data Processing	3
CSIS 51C Database Processing	3
CSIS 76 Networking Fundamentals	4
CSIS 77 Publishing on the World Wide Web	3
CSIS 78 Adv. Publishing on the World Wide Web	3
<b>TOTAL CORE CERTIFICATE UNITS</b>	<b>22</b>

**Additional courses required for: Business Technology Focus**

Select nine units from the following:	9
BUSC 100C Word Proc.: MS Word for Windows III (1)	
BUSC 101A Adv. Word Proc.: MS Word for Windows I (1)	
BUSC 101B Adv. Word Proc.: MS Word for Windows II (1)	
BUSC 101C Adv. Word Proc.: MS Word for Windows III (1)	
BUSC 119B Intro. to Spreadsheets: MS Excel II (1)	
BUSC 121 Accessing Bus. Info Via the World Wide Web (1)	
BUSC 123 Business Desktop Publishing (1)	
BUSC 124 Quicken (1)	
BUSC 125 QuickBooks (1)	
BUSC 130 MS Outlook (.5)	
BUSC 131A Image Processing for Bus.: Adobe Photoshop (1)	
BUSC 131B Image Processing for Bus.: Adobe Photoshop Elements (1)	
BUSC 131C Image Processing for Bus.: MS Digital Image Suite (1)	
BUSC 131D Image Processing for Bus.: Ulead PhotoImpact (1)	
BUSC 132 Web Publishing Using MS FrontPage (2)	
BUSC 133 Intro. to MS Access (1)	
BUSC 135 E-Commerce Using Online Auctions (1)	
BUSI 20 Intro. to Business (3)	
BUSI 120B Computerized Accounting (3)	
CSIS 55 Intro. to Programming – Visual Basic (3)	
CSIS 61 Fundamentals of Comp.-Based Graphics (4)	
CSIS 75 Intro. to Computer Hardware/A+ Prep (4)	

**OR**

**Internet Technology Focus**

Select nine units from the following:	9
ART 40 Graphic Design for the Web (4)	
ART 44 Intro. to Web Animation (4)	
BUSC 121 Accessing Bus. Info Via the World Wide Web (1)	
BUSC 131A Image Processing for Bus.: Adobe Photoshop (1)	
BUSC 131B Image Processing for Bus.: Adobe Photoshop Elements (1)	
BUSC 131C Image Processing for Bus.: MS Digital Image Suite (1)	
BUSC 131D Image Processing for Bus.: Ulead PhotoImpact (1)	
BUSC 132 Web Publishing Using MS FrontPage (2)	
BUSC 135 E-Commerce Using Online Auctions (1)	
CSIS 54 Intro. to Perl CGI Programming (3)	

CSIS 55	Intro. to Programming – Visual Basic (3)
CSIS 56	Java Programming (3)
CSIS 61	Fundamentals of Comp.-Based Graphics (4)
CSIS 62	Web Animation & Programming (4)
CSIS 75	Intro. to Computer Hardware/A+ Prep (4)
CSIS 83	MS Client Operating Systems (3)
CSIS 174	MS Server Advanced Administration (3)

**TOTAL CERTIFICATE UNITS** **40**

**Associate in Science (Career Technical Degree)**

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

**Associate Degree Major Requirements** **UNITS**

Certificate Requirements	40
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*No additional major courses required.*

**CULTURAL HISTORY OF MONTEREY COUNTY**

Program for tour guides, gallery personnel, docents, museum staff, artists and architects.

**Certificate of Achievement (Career Technical)**

**Certificate Requirements** **UNITS**

ART 6	Survey of American Art	3
ART 10	Art and Artists of the Monterey Peninsula	1
ART 11	Arch. of the Mtry. Peninsula	1.5
ART 12	Arch. of the Mtry. Peninsula: Local Firms, Arch., Bldrs.	.5
ART 13	Arch'l Tour of the Monterey Peninsula	.5
ART 14	Arch'l Tour of the Hanna House or the Walker House	.5
ART 15	Art of Monterey in the Oakland Museum	.5
HIST 15	History of California	3
HIST 17	History of the United States I	3
HIST 18	History of the United States II	3
HIST 55	History of Monterey County	3

**TOTAL CERTIFICATE UNITS** **19.5**

**Associate in Arts (Career Technical Degree)**

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

**Associate Degree Major Requirements** **UNITS**

Certificate Requirements	19.5
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*No additional major courses required.*

**DANCE**

**Associate in Arts**

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

**Associate Degree Major Requirements** **UNITS**

DANC 10A	Modern Dance I	1
DANC 10B	Modern Dance II	1
DANC 11A	Jazz Dance I	1
DANC 11B	Jazz Dance II	1
DANC 11C	Jazz Dance III	1
DANC 12A	Ballet I	1
DANC 12B	Ballet II	1

DANC 12C	Ballet III	1
DANC 14	Ballroom Dance	.5
DANC 17A	Tap Dance I	1
DANC 17B	Tap Dance II	.5

*Select a minimum of four units from the following:* 4

DANC 2	Dance Skills I (.5)
DANC 3	Dance Skills II (.5)
DANC 4	Dance Skills III (.5)
DANC 15	Ethnic Dance Forms (1)
DANC 16A	Flamenco Dance I (.5)
DANC 16B	Flamenco Dance II (.5)
DANC 17C	Tap Dance III (.5)
DANC 18A	Hip Hop Dance I (1)
DANC 20	Dance Production (1.5)
DANC 21	Introduction to Repertory (1)
DANC 22	Contemp. Dance Composition & Improv. (1)
DANC 53	Wellness in Motion (.5)
DANC 92	Teaching Aide – Dance (1)
PFIT 21	Flexibility & Relaxation Techniques (.5)
PFIT 63	Fitness Anatomy & Kinesiology (2)

*Select one course from the following:* 3

THEA 1	Theatre Appreciation (3)
THEA 15A	Beginning Acting (3)
THEA 23	Stage Lighting (3)
THEA 24	Beginning Costuming (3)

*Select one course from the following:* 3

MUSI 1	Music Appreciation (3)
MUSI 2	Intro. to Broadway Musicals (3)
MUSI 3	Intro. to Jazz & Pop (3)

**TOTAL MAJOR UNITS** **20**

**Associate in Arts (Transfer Preparation Degree)**

Complete Major, CSU General Education or IGETC Pattern, Competency Requirements, and 60 transferable units (see pages 53-56).

**Associate Degree Major Requirements** **UNITS**

ANAT 5	Basic Human Anatomy & Physiology	4
DANC 10A	Modern Dance I	1
DANC 10B	Modern Dance II	1
DANC 11A	Jazz Dance I	1
DANC 11B	Jazz Dance II	1
DANC 11C	Jazz Dance III	1
DANC 12A	Ballet I	1
DANC 12B	Ballet II	1
DANC 12C	Ballet III	1
DANC 17A	Tap Dance I	1
MUSI 1	Music Appreciation	3

*Select four units from the following:* 4

DANC 2	Dance Skills I (.5)
DANC 3	Dance Skills II (.5)
DANC 4	Dance Skills III (.5)
DANC 14	Ballroom Dance (.5)
DANC 15	Ethnic Dance Forms (1)
DANC 16A	Flamenco Dance I (.5)
DANC 20	Dance Production (1.5)
DANC 21	Intro. to Repertory (1)
PFIT 9	Personal Fitness (1)
PFIT 18A	Aerobic Fitness I (.5)
PFIT 21	Flexibility & Relaxation Techniques (.5)
PFIT 51	Fitness & Wellness Strategies (2)

**TOTAL MAJOR UNITS** **20**

Contact an MPC counselor for major preparation at specific institutions.



## DENTAL ASSISTING

**Learning Outcomes:** Upon successful completion of the Dental Assisting program, students will be able to:

- Immediately sit for the California State Board Examination as a Registered Dental Assistant (RDA) and perform those duties allocated by the California Dental Association.
- Receive the California Dental Radiation Health and Safety License and expose radiograph on patients.
- Receive a Certificate in Coronal Polishing and perform this procedure as an RDA.

### Certificate of Achievement (Career Technical)

Certificate Requirements		UNITS
DNTL 100	Orientation to Dental Careers	1
DNTL 101	Dental Anatomy	2
DNTL 102	Chairside Assisting I	3
DNTL 103	Radiography for Dental Assistants	2
DNTL 104	Chairside Assisting II	2.5
DNTL 105	Dental Health Science	2
DNTL 107	Coronal Polish	1
DNTL 108	Pit and Fissure Sealants	1
DNTL 111	Dental Pharmacology & Oral Pathology	3
DNTL 112	Office Management	1.5
DNTL 115	Dental Specialties	1.5
DNTL 116	Supervised Clinical Experience	3.5
ENGL 111	Intermed. Academic Writing	3
HLTH 205	CPR for Health Professionals	.5
<b>TOTAL CERTIFICATE UNITS</b>		<b>27.5</b>

### Associate in Science (Career Technical Degree)

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

Associate Degree Major Requirements	UNITS
Certificate Requirements	27.5
<i>No additional major courses required.</i>	

## DRAFTING – FAST TRACK: COMPUTER-AIDED DRAFTING AND DESIGN

The Computer-Aided Drafting and Design certificate is a segment of the Interior Design program designed for students who want to pursue technical aspects of design. Career paths include drafting for commercial design, facilities design, furniture design, and freelance drafting and design work.

**Learning Outcomes:** Upon successful completion of the Computer-Aided Drafting and Design certificate, students will be able to:

- Prepare drawings and documents relative to the design of spaces in order to enhance and protect the health, safety, and welfare of the users of the space.

### Certificate of Training

Certificate Requirements		UNITS	HOURS
DRAF 70	Drafting & Perspective	2	51
DRAF 72A	Intro. to Computer-Aided Design	3	102
DRAF 72B	Adv. Computer-Aided Design	3	102
DRAF 73	Building Information Modeling	3	102
<b>TOTAL CERTIFICATE UNITS/ HOURS</b>		<b>11</b>	<b>357</b>

## ECONOMICS

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

Associate Degree Major Requirements		UNITS
ECON 2	Principles of Economics: Macro	3
ECON 4	Principles of Economics: Micro	3
MATH 16	Elementary Statistics	3
<i>Select one course from the following:</i>		4
MATH 18	Calc. & Analyt. Geom. for Biol./Soc. Sci./Bus. (4)	
MATH 20A	Calculus w/Analytic Geometry I (4)	
<i>Select two courses from the following:</i>		6-7
BUSI 1A	Financial Accounting (4)	
CSIS 1	Intro. to Comp. Sci. & Info. Systems (3)	
POLS 1	American Government & Politics (3)	
or POLS 10	Women in American Government (3)	
PSYC 1	General Psychology (3)	
<b>TOTAL MAJOR UNITS</b>		<b>19-20</b>

Contact an MPC counselor for major preparation at specific institutions.

## EMERGENCY MEDICAL TECHNICIAN 1: BASIC TRAINING

The Emergency Medical Technician 1: Basic Training certificate prepares students for EMT-1 (ambulance) certification. Students learn techniques to care for patients in prehospital situations.

**Learning Outcomes:** Upon successful completion of the EMT-1: Basic Training program, students will be able to:

- Describe the roles and responsibilities of EMT-1, the EMS system, and the laws governing the practice of EMT-1s.
- Assess the status of patients in the prehospital setting, and communicate accurately to hospital-based healthcare providers.
- Identify abnormal functioning of the major body systems in prehospital care patients and assist in stabilization and transport of these patients as appropriate.
- Demonstrate mastery of skills necessary to care for clients in the prehospital setting.
- Safely participate in the extrication and rescue of patients in the field.
- Communicate effectively with patients, families, and other members of the healthcare team.

### Certificate of Training

Certificate Requirements		UNITS
EMMS 170	Emerg. Med. Tech. 1: Basic Trng	6
<b>TOTAL CERTIFICATE UNITS</b>		<b>6</b>

## ENGINEERING

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

**Associate Degree Major Requirements** **UNITS**

<i>Select at least 18 units from the following:</i>		<b>18</b>
CHEM 1A	General Chemistry I (5)	
CHEM 1B	General Chemistry II (5)	
ENGR 1	Introduction to Engineering (2)	
ENGR 2	Engineering Design Graphics (3)	
ENGR 8	Engineering Statics (3)	
ENGR 12	Engineering Circuits (3)	
ENGR 12L	Engineering Circuits Laboratory (1)	
ENGR 17	Technical Computing with MATLAB (3)	
ENGR 50	Robotics (1)	
ENGR 52	introduction to Matlab (.5)	
MATH 20A	Calculus w/Analytic Geometry I (4)	
MATH 20B	Calculus w/Analytic Geometry II (4)	
MATH 20C	Calculus of Several Variables (4)	
MATH 31	Linear Algebra (3)	
MATH 32	Differential Equations (3)	
PHYS 3A	Science & Engineering Physics I (4)	
PHYS 3B	Science & Engineering Physics II (4)	
PHYS 3C	Science & Engineering Physics III (4)	
<b>TOTAL MAJOR UNITS</b>		<b>18</b>

Contact an MPC counselor for major preparation at specific institutions.

## ENGLISH

### Associate in Arts (Transfer Preparation Degree)

Complete Major, CSU General Education or IGETC Pattern, Competency Requirements, and 60 transferable units (see pages 53-56).

**Associate Degree Major Requirements** **UNITS**

ENGL 1B	Literature and Composition	3
ENGL 17	Intro. to Shakespeare	3
LING 15	Intro. to Linguistics	3
<i>Select one of the following sequences:</i>		<b>6</b>
ENGL 40	American Literature (3)	
& ENGL 42	Writers of Modern America (3)	
OR ENGL 44	Masterpieces of Literature I (3)	
& ENGL 45	Masterpieces of Literature II (3)	
OR ENGL 46	Survey of British Literature I (3)	
& ENGL 47	Survey of British Literature II (3)	
<i>Select one course from the following:</i>		<b>5</b>
ARAB 1B	Elementary Arabic II (5)	
CHIN 1B	Elementary Mandarin Chinese II (5)	
FREN 1B	Elementary French II (5)	
GERM 1B	Elementary German II (5)	
ITAL 1B	Elementary Italian II (5)	
JPNS 1B	Elementary Japanese II (5)	
SPAN 1B	Elementary Spanish II (5)	

**TOTAL MAJOR UNITS** **20**

Contact an MPC counselor for major preparation at specific institutions.

## ENGLISH BASIC SKILLS

### Certificate of Completion

**Certificate Requirements** **UNITS**

ENGL 401	Introduction to Academic Writing Lab	0
ENGL 402	Introduction to Academic Reading Lab	0
ENGL 421	Fundamentals of Writing Lab	0
ENGL 422	Fundamentals of Reading Lab	0

**TOTAL CERTIFICATE UNITS** **0**

## ENGLISH: GREAT BOOKS

**Learning Outcomes:** Upon successful completion of the Great Books program, students will have demonstrated the ability to:

- Express, orally and through cogent writing, a thorough knowledge and understanding of Great Books concepts, traditions of inquiry, and critiques.
- Provide evidence of a thorough, comprehensive knowledge of particular literary, historical, and philosophical works and their presentation of perennial, enduring questions.
- Consider ideas syntopically and discuss the products of the Western literary and cultural tradition as an ongoing Great Conversation.

### Certificate of Training

**Certificate Requirements** **UNITS**

ENGL 5	Intro. to Great Books	3
<i>Select 12 units from the following:</i>		<b>12</b>
ENGL 17	Intro. to Shakespeare (3)	
ENGL 18	The Bible as Literature (3)	
ENGL 44	Masterpieces of Literature I (3)	
ENGL 45	Masterpieces of Literature II (3)	
ENGL 46	Survey of British Literature I (3)	
ENGL 47	Survey of British Literature II (3)	
HIST 47	History of the Ancient Mediterranean & Near East (3)	
PHIL 2	Introduction to Philosophy (3)	

**TOTAL CERTIFICATE UNITS** **15**

## ESSENTIAL COMPUTER SKILLS

The Essential Computer Skills certificate is designed to provide focused, hands-on skills in a variety of computer topics, from the basics of operating a PC to configuring a home network; from working with the proprietary Microsoft Office suite to developing a simple computer game program. The classes encourage exploration by providing foundational elements that can be developed through independent study or further course work in other CSIS programs.

**Learning Outcomes:** Upon successful completion of the Computer Networking program, students will be able to:

- Attain minimum proficiency in three of six areas of computer use, from basic PC operations to simple video game programming.

### Certificate of Training

**Certificate Requirements** **UNITS**

<i>Select three units from the following:</i>		<b>3</b>
CSIS 71	Operating a Personal Computer (.5)	
CSIS 110	Essential Microsoft Skills (1)	
CSIS 111	Essential PC Maintenance (1)	
CSIS 112	Configure & Secure Your Home Network (1)	
CSIS 113	Using Your Digital Camera (1)	
CSIS 114	Game Programming: Behind the Scenes (1)	

**TOTAL CERTIFICATE UNITS** **3**

## ETHNIC STUDIES

### Associate in Arts (Transfer Preparation Degree)

Complete Major, CSU General Education or IGETC Pattern, Competency Requirements, and 60 transferable units (see pages 53-56).

Associate Degree Major Requirements		UNITS
ETNC 5	African-American Arts & Jazz	3
ETNC 10	Intercultural Relations in Amer. Society	3
<i>Select one course from the following:</i>		3
ETNC/HIST 24	African-Americans in American History to 1865 (3)	
ETNC/HIST 25	African-Americans in American History Since 1865 (3)	
<i>Select one course from the following:</i>		3
ETNC/POLS 16	African-Americans in Amer. Government (3)	
ETNC/POLS 18	Latinos in American Govt. (3)	
<i>Select two courses from the following:</i>		6
BUSI 38	Multiculturalism in Corporate America (3)	
ETNC/WOMN/ANTH 30	Women In Cross-Cultural Perspective (3)	
ETNC/LING 45	Introduction to American Dialects (3)	
HUMA 30	Humanities in Multicultural America (3)	
SPCH 4	Intercultural Communication (3)	
<b>TOTAL MAJOR UNITS</b>		<b>18</b>

Contact an MPC counselor for major preparation at specific institutions.

## FAMILY AND CONSUMER SCIENCE

**Learning Outcomes:** Upon successful completion of the Family and Consumer Science program, students will be able to:

- Be prepared for advanced study in traditional, non-traditional and high technology fields in order to interface with a global economy.
- Discuss the relationship between the physical, social, emotional and intellectual environment in and of the home and family and the development of individuals who are effective family members, citizens, and income earners.

### Associate in Arts (Career Technical Degree)

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

Associate Degree Major Requirements		UNITS
ART 22	Visual Fundamentals: Two-Dimensional Design	3
CHDV 1	Child Growth and Development	3
CHEM 10	Everyday Chemistry	3
CHEM 10L	Everyday Chemistry Lab	1
FACS 56	Life Management	3
FASH 15	Textiles	3
FASH 61	Clothing	3
INTD 50A	Introduction to Interior Design	3
NUTF 1	Nutrition	3
NUTF 51	Creative Cookery	1.5
SOCI 40	Marriage & Family Life	3
<i>Select three courses from the following:</i>		1.5
HOSP 72	Culinary Arts Basics (.5)	
HOSP 73	Stocks, Soups, Sauces (.5)	
HOSP 74	Vegetables, Rice, Pasta (.5)	
HOSP 75	Fish, Poultry, Meat (.5)	
HOSP 76	Garde Manger (.5)	
HOSP 77	Bakeshop: Yeasted & Non-Yeasted Breads (.5)	
HOSP 78	Bakeshop: Basic Baking Tech. (.5)	
HOSP 79	Menu Planning/Presentation for Food Serv. Prof'ls (.5)	
HOSP 81	Bakeshop: Pies and Tarts (.5)	
HOSP 82	Bakeshop: Cakes, Tortes & Decorating Tech. (.5)	
HOSP 83	Bakeshop: French Pastries/Rest.-Style Desserts (.5)	
HOSP 84	Intro. to Chocolate (.5)	
HOSP 85	Beverage Prep & Service (.5)	
HOSP 180	Food Safety Certification (.5)	

<i>Select three units from the following:</i>		3
FACS 52	Consumer Awareness: Bus. & Personal Perspectives (2)	
FACS 165	Cultural Competence (1)	
FASH 63	Tailoring (3)	
FASH 68	Flat Pattern Design (3)	

**TOTAL MAJOR UNITS**

**34**

## FAMILY RESEARCH STUDIES (GENEALOGY)

**Learning Outcomes:** Upon successful completion of the Family Research Studies program, students will have demonstrated the ability to:

- Formulate research strategies to access and interpret genealogical resources in a variety of formats.
- Critically evaluate and interpret a variety of resources related to family history.
- Compile a record documenting the results of genealogical research.

### Certificate of Achievement

Certificate Requirements		UNITS
LIBR 50	Intro. to Info. Competency & Literacy	1
LIBR 60	Family Research Studies: Genealogy I	3
LIBR 61	Family Research Studies: Genealogy II	3
LIBR 62	Family Research Studies: Genealogy III	3
LIBR 63	Family Research Studies: Genealogy IV	3
<i>Select three units from the following:</i>		3
BUSC 100A	Word Proc: MS Word/Windows I (1)	
BUSC 100B	Word Proc: MS Word/Windows II (1)	
BUSC 100C	Word Proc: MS Word/Windows III (1)	
<i>Select nine units from the following:</i>		9
GENT 2	Foundations of the Classical World (1)	
GENT 3	The Golden Age of Greece (1)	
GENT 5	The Medieval World: Part 1 (1)	
GENT 6	The Medieval World Part 2 (1)	
GENT 7	The Early Renaissance (1)	
<b>OR select as an alternative to GENT 5, 6, and 7: GENT 21 Medieval and Renaissance Europe (400-1520) (3)</b>		
GENT 8	Late Renaissance & Reformation (1)	
GENT 9	Foundations of the Modern World (1)	
GENT 10	The Age of Reason (1)	
GENT 11	Reaction & Revolution (1)	
GENT 12	The Age of Progress (1)	
<b>OR select as an alternative to GENT 10, 11, and 12: GENT 22 The Age of Revolution (1690-1870) (3)</b>		
GENT 13	The End of Innocence (1)	
GENT 14	Between the Wars (1)	
GENT 15	World War II to the Present (1)	
<b>OR select as an alternative to GENT 13, 14, and 15: GENT 23 The Modern World (1870 to Present) (3)</b>		
GEOG 2	Intro. to Physical Geography (3)	
GEOG 5	World Regional Geography (3)	
HIST 2	History of Asia (3)	
HIST 4	History of Western Europe I (3)	
HIST 5	History of Western Europe II (3)	
HIST 6	History of world Religions (3)	
HIST 7	The Ancient World: World Civilization to 1500 (3)	
HIST 8	The Modern World: World Civilization Since 1500 (3)	
HIST 11	African-Americans in Amer. History (3)	
HIST 12	Women in United States History (3)	
HIST 13	Women in History (3)	
HIST 15	History of California (3)	

HIST 17	History of the United States I (3)
HIST 18	History of the United States II (3)
HIST 20	History of Mexico (3)
HIST 36	History of Russia 1917-Present (3)
HIST 40	The African Experience (3)
HIST 47	History of the Ancient Mediterranean/Near East (3)
HIST 48	History of the Middle East (3)
HIST 50	American History (3)
LIBR 80	Internet Literacy (3)
WRLD 4A	The Roman Republic and Rise of Empire (500 BCE-14 CE) (1)

OR select as an alternative to WRLD 4A: WRLD 20 *The Classical World (1200 BCE-14 CE) (3)*:

**TOTAL CERTIFICATE UNITS** **25**

### Associate in Arts

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

#### Associate Degree Major Requirements UNITS

Certificate Requirements	25
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*No additional major courses required.*

## FASHION COSTUMING

Costuming is an interdisciplinary program in fashion, drama and art designed to provide students with design and sewing skills applied to costuming for the stage, film and television, period or theme parks. Students will experience actual costume design and production for the MPC Theater.

**Learning Outcomes:** Upon successful completion of the Fashion Costuming program, students will be able to:

- Identify period costumes and design and construct costumes for a play or historic venue using accurate period representation.
- Relate the roles of lighting, stage sets, color and costume design in the production of a show by working as a member of a team for a production or event.

### Certificate of Achievement (Career Technical)

Certificate Requirements		UNITS
ART 24	Color Fundamentals	3
ART 30A	Figure Drawing I	3
FASH 15	Textiles	3
FASH 61	Clothing	3
FASH 82	Fashion Illustration	2
THEA 24	Beginning Costuming	3
<i>Select six units from the following:</i>		6
FASH 52	History of Fashion (3)	
FASH 80	Surface Design (3)	
THEA 1	Theatre Appreciation (3)	
THEA 23	Stage Lighting (3)	
<i>Select three units from the following:</i>		3
FASH 63	Tailoring (3)	
FASH 68	Flat Pattern Design (3)	
FASH 71	Fitting & Pattern Alteration (1)	
FASH 73	Contemporary Tailoring (1)	
FASH 75	Sewing Specialty Fabrics (1)	
<i>Select three units from the following:</i>		3
FASH 65	Couture Techniques (1.5)	

FASH 126	Specialized Sewing Options (.5-1)
THEA 25	Make-up (3)
THEA 90	Independent Study – Costuming (1-3)
COOP 91.17	Fashion Work Experience (1-4)

**TOTAL CERTIFICATE UNITS** **29**

### Associate in Science (Career Technical Degree)

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

#### Associate Degree Major Requirements UNITS

Certificate Requirements	29
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*No additional major courses required.*

## FASHION DESIGN

Fashion Design prepares students for entry-level positions in apparel design, fashion design, or free-lance design. The program emphasizes basic principles of design and construction of apparel, knowledge of the fashion business, presentation techniques, and computer-assisted design.

**Learning Outcomes:** Upon successful completion of the Fashion Design program, students will be able to:

- Sketch an original design, create a pattern, select appropriate fabric and construct a garment using professional techniques.
- Develop portfolio quality design work using sound fundamentals and appropriate technology.

### Certificate of Achievement (Career Technical)

Certificate Requirements		UNITS
FASH 15	Textiles	3
FASH 50	Introduction to Fashion	3
FASH 52	History of Fashion	3
FASH 53	Apparel Analysis and Selection	3
FASH 61	Clothing	3
FASH 65	Couture Techniques	1.5
FASH 68	Flat Pattern Design	3
FASH 82	Fashion Illustration	2
FASH 84	Portfolio Presentation	1
FASH 186	CAD for Apparel Laboratory	1
<i>Select one course from the following:</i>		4
ART 45	Intro. to Computers for Graphic Arts (4)	
ART 46	Intro. to Photoshop (4)	
<i>Select three units from the following:</i>		3
ART 22	Visual Fundamentals: Two-Dimensional Design (3)	
ART 29A	Sketch I (1.5)	
ART 30A	Figure Drawing I (3)	
FACS 56	Life Management (3)	
FASH 63	Tailoring (3)	
PHOT 1A	Photography I: Black & White (3)	

**TOTAL CERTIFICATE UNITS** **30.5**

### Associate in Arts (Career Technical Degree)

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

#### Associate Degree Major Requirements UNITS

Certificate Requirements	30.5
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*No additional major courses required.*

## FASHION MERCHANDISING

Fashion Merchandising prepares students to enter the retail or wholesale fashion business and progress toward buying, sales or merchandising positions. Fashion product knowledge, career pathways, and business operations are stressed in the program.

**Learning Outcomes:** Upon successful completion of the Fashion Merchandising program, students will be able to:

- Describe knowledge, skills and abilities pertinent to careers in fashion merchandising and produce examples of those skills such as a buying plan or marketing plan.
- Communicate effective customer service strategies, sales techniques, and general business and marketing practices, including apparel fabrication and quality indicators.

### Certificate of Achievement (Career Technical)

Certificate Requirements		UNITS
BUSI 50	Introduction to Marketing	3
FASH 15	Textiles	3
FASH 50	Introduction to Fashion	3
FASH 53	Apparel Analysis and Selection	3
FASH 61	Clothing	3
FASH 81	Business & Marketing Practices	3
FASH 84	Portfolio Presentation	1
HOSP 64	Customer Service	1
COOP 91.17	Fashion Work Experience	3
<i>Select one course from the following:</i>		3
BUSI 54	Introduction to E-Commerce (3)	
FACS 56	Life Management (3)	
FASH 52	History of Fashion (3)	
SPCH 2	Small Group Communication (3)	

**TOTAL CERTIFICATE UNITS** **26**

### Associate in Science (Career Technical Degree)

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

Associate Degree Major Requirements	UNITS
Certificate Requirements	26

*No additional major courses required.*

## FASHION PRODUCTION

Fashion Production prepares students to enter the retail or wholesale fashion business with the ability to produce salable, quality merchandise. Custom design work, as well as the business aspects of working from home as an entrepreneur, are included as topics in the program.

**Learning Outcomes:** Upon successful completion of the Fashion Production program, students will be able to:

- Demonstrate intermediate to advanced soft goods fitting, fabrication, construction, and entrepreneurship skills.
- Set up and maintain a home-based, web-based or small business using appropriate business and marketing practices and salable, high quality merchandise.

### Certificate of Achievement (Career Technical)

Certificate Requirements	UNITS
FASH 15 Textiles	3

FASH 50	Introduction to Fashion	3
FASH 53	Apparel Analysis and Selection	3
FASH 61	Clothing	3
FASH 63	Tailoring	3
FASH 65	Couture Techniques	1.5
FASH 71	Fitting and Pattern Alteration	1
FASH 73	Contemporary Tailoring	1
FASH 75	Sewing Specialty Fabrics	1
FASH 80	Surface Design	3
FASH 81	Business & Marketing Practices	3
FASH 84	Portfolio Presentation	1
<i>Select three units from the following:</i>		3

FACS 56	Life Management (3)
FASH 52	History of Fashion (3)
FASH 68	Flat Pattern Design (3)
FASH 82	Fashion Illustration (2)
FASH 186	CAD for Apparel Laboratory (1)
COOP 91.17	Fashion Work Experience (3)

**TOTAL CERTIFICATE UNITS** **29.5**

### Associate in Science (Career Technical Degree)

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

Associate Degree Major Requirements	UNITS
Certificate Requirements	29.5

*No additional major courses required.*

## FASHION – FAST TRACK: TEXTILE DESIGN

The Textile Design program balances woven and printed textile design with concept-oriented art object production in fiber and fabric. Development of personal ideas and aesthetics through exploration of creative issues and hand processes unique to textiles and fiber arts is promoted. Creation of high quality textile products and researching markets for those products will help students use their skills to produce income.

**Learning Outcomes:** Upon successful completion of the Textile Design program, students will be able to:

- Design, produce and sell original woven or printed textiles or textile designs to a targeted market.
- Identify standards of excellence in craftsmanship and tasteful use of design elements.

### Certificate of Training

Certificate Requirements	UNITS	HOURS
ART 88A Weaving I	3	102
FASH 80 Surface Design	3	68
FASH 81 Business & Marketing Practices	3	51
FASH 116 Spinning and Dyeing	1.5	25.5
FASH 136 Fabric Manipulation	1.5	42.5
<i>Select three units from the following:</i>		3 51-102
ART 22 Visual Fundamentals: Two-Dimensional Design (3)		
ART 24 Color Fundamentals (3)		
ART 88B Weaving II (3)		
ART 93.7 Practicum: Weaving (1-2)		
BUSC 131A Image Proc. for Bus: Adobe PhotoShop (1)		
BUSC 135 E-Commerce Using Online Auctions (1)		
FASH 15 Textiles (3)		
FASH 52 History of Fashion (3)		
FASH 126 Specialized Sewing Options (5-1)		

**TOTAL CERTIFICATE UNITS/ HOURS** **15 340-391**

## FIRE PROTECTION TECHNOLOGY

### Certificate of Achievement (Career Technical)

Certificate Requirements		UNITS
FIRE 100	Fire Protection Organization	3
FIRE 101	Fire Behavior & Control	3
FIRE 102	Fire Hydraulics	3
FIRE 128	Building Construction for Fire Protection	3
FIRE 129	Fire Prevention	3
<i>Select 9 units from the following:</i>		9
FIRE 106	Firefighter 2 Academy – Adv. Firefighting (2.5)	
FIRE 107	Hazardous Materials/Operational & Decon (2)	
FIRE 108	Confined Space Rescue – Awareness Level (.5)	
FIRE 110	Fire Command 1A: Command Princ. for Company Officers (3)	
FIRE 111	Fire Command 1B: Haz Mat Command for Company Officers (3)	
FIRE 112	Management 1: Management for Company Officers (3)	
FIRE 113	Fire Prevention 1A: Fire Inspection Practices (3)	
FIRE 114	Fire Prevention 1B: Code Enforcement (3)	
FIRE 115	Fire Investigation 1A: Fire Origin/Cause Determination (3)	
FIRE 116	Training Instructor 1A: Cognitive Lesson Delivery (2)	
FIRE 117	Training Instructor 1B: Psychomotor Lesson Delivery (2)	
FIRE 118	Incident Command System 100/200 (1)	
FIRE 119	Incident Command System 300/400 (3)	
FIRE 130	Crisis Intervention for Dispatch, Fire/Medical Personnel (1)	
<b>TOTAL CERTIFICATE UNITS</b>		<b>24</b>

### Associate in Science (Career Technical Degree)

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

Associate Degree Major Requirements	UNITS
Certificate Requirements	24
<i>No additional major courses required.</i>	

## FIRST RESPONDER BASIC TRAINING

The First Responder Basic Training certificate prepares students for basic life support first responding certification. Students learn techniques to provide first aid and cardiopulmonary resuscitation for patients in pre-hospital situations.

**Learning Outcomes:** Upon successful completion of the First Responder Basic Training program, students will be able to:

- Describe the roles and responsibilities of the First Responder, the EMS system, and the laws governing the practice of emergency responders.
- Use proper terminology to describe the major body systems, as well as common problems first responders may encounter in prehospital settings.
- Identify situations where it is appropriate to resuscitate patients.
- Demonstrate safe and proper resuscitation techniques.
- Demonstrate and describe safe and proper first aid techniques.
- Communicate effectively with patients, families, and other members of the health care team.

### Certificate of Training

Certificate Requirements		UNITS
EMMS 271	First Responder Basic Trng	2
<b>TOTAL CERTIFICATE UNITS</b>		<b>2</b>

## FITNESS INSTRUCTOR TRAINING

**Learning Outcomes:** Upon successful completion of the Fitness Instructor Training program, students will be able to:

- Identify and describe major muscles, their origins, insertions and actions.
- Describe the body's physiological responses and adaptations to exercise.
- Demonstrate appropriate activities for development of muscular strength, muscular endurance, cardiorespiratory endurance and flexibility.
- Describe appropriate activities for warm-up and cool-down and the reasons for each.
- Apply skills in either personal training or group exercise leadership.
- Explain the rationale for use of the Par-Q and fitness testing protocols.
- Describe the relationship between body composition, nutrition and exercise.

### Certificate of Achievement (Career Technical)

Certificate Requirements		UNITS
PFIT 10	Weight Training	1
PFIT 14	Exercise for Health & Fitness	.5
PFIT 18A	Aerobic Fitness I	.5
PFIT 50	Independent Fitness & Testing Program	1
PFIT 51	Fitness & Wellness Strategies	2
PFIT 60	Fitness Exercise Physiology	1
PFIT 63	Fitness Anatomy & Kinesiology	2
PSYC 50	Health Psychology	3
<i>Select one unit from the following:</i>		1

PFIT 8	Aerobic Conditioning (1-1.5)	
PFIT 15	Core Matwork (.5-1)	
PFIT 17	Yoga (.5-1)	
PFIT 20	Circuit Training (1)	
PFIT 21	Flexibility & Relaxation Techniques (.5)	
PFIT 22A	Fitness Through Swimming I (1)	
<i>Select one unit from the following:</i>		1

BUSC 100A	Word Proc: MS Word/Windows I (1)	
BUSC 100B	Word Proc: MS Word/Windows II (1)	
BUSC 100C	Word Proc: MS Word/Windows III (1)	
BUSC 101A	Adv. Word Proc: MS Word/Windows I (1)	
BUSC 101B	Adv. Word Proc: MS Word/Windows II (1)	
BUSC 101C	Adv. Word Proc: MS Word/Windows III (1)	
BUSC 108C	Computer Skills/Typing Skills: Part I (.5)	
BUSC 109	Keyboarding for Computers (1)	
BUSC 121	Accessing Bus. Info. Via the World Wide Web (1)	
BUSC 122	Microsoft Windows (.5)	
<i>Select one course from the following:</i>		3

HLTH 4	Healthy Living (3)	
NUTF 1	Nutrition (3)	
<i>Select one course from the following:</i>		2-4
ANAT 5	Basic Human Anat. & Phys. (recommended) (4)	
HLTH 5	Adv. First Aid & Emergency Care (2)	
PHED 41	Prevention & Care of Athletic Injuries (3)	

<i>Take two units of PFIT 92 (Teaching Aide: Physical Fitness) from two of the following areas:</i>		2
Weight Training (personal training)		
Aerobic Fitness		
Independent Fitness (fitness testing)		

<i>Current Red Cross CPR Card required</i>		
<b>TOTAL CERTIFICATE UNITS</b>		<b>20-22</b>

## Associate in Science (Career Technical Degree)

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

Associate Degree Major Requirements	UNITS
Certificate Requirements <i>No additional major courses required.</i>	20-22

## GENERAL EDUCATION : CALIFORNIA STATE UNIVERSITY – BREADTH

Requirements are based on California State University General Education (CSU-GE) requirements (see page 55).

**Program Outcomes:** Upon successful completion of the General Education: California State University – Breadth program, students will have demonstrated the ability to:

- Form a provable thesis, develop it through factual research, distinguish between fact and opinion, and make effective rhetorical choices in relation to audience and purpose.
- Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.
- Use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.
- Analyze and interpret human thought, achievement, and expression relevant to such branches of knowledge as philosophy, literature, and/or the fine and performing arts, and to communicate the results.
- Critically examine and comprehend human nature and behavior, social traditions, and institutions.
- Examine interactions and interconnections across cultures.

### Certificate of Achievement

Certificate Requirements	UNITS
<b>AREA A</b> – English Language Communication and Critical Thinking <i>Choose one course from A1, A2, and A3:</i> A1 – Oral Communication A2 – Written Communication A3 – Critical Thinking	9
<b>AREA B</b> – Scientific Inquiry and Quantitative Reasoning <i>Choose one course from B1, B2, and B4. At least one course from B1 or B2 must also be listed in B3:</i> B1 – Physical Science B2 – Life Forms B3 – Laboratory Activity B4 – Mathematical Concepts, Quantitative Reasoning and Applications	9
<b>AREA C</b> – Arts and Humanities <i>Choose at least three units from C1 and at least three units from C2:</i> C1 – Art, Dance, Drama, Music, Photography C2 – Literature, Humanities, Philosophy, World Languages	9
<b>AREA D</b> – Social Sciences <i>Choose one course from Historical Setting, one course from Political Institutions, and one course from Social, Economic Institutions.</i>	9
<b>AREA E</b> – Lifelong Understanding and Self-Development <i>Choose three units.</i>	3
<b>TOTAL CERTIFICATE UNITS</b>	<b>39</b>

## GENERAL EDUCATION: INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

Requirements are based on Intersegmental General Education Transfer Curriculum (IGETC) requirements (see page 56).

**Program Outcomes:** Upon successful completion of the General Education: Intersegmental General Education Transfer Curriculum (IGETC) program, students will have demonstrated the ability to:

- Form a provable thesis, develop it through factual research, distinguish between fact and opinion, and make effective rhetorical choices in relation to audience and purpose.
- Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.
- Use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.
- Analyze and interpret human thought, achievement, and expression relevant to such branches of knowledge as philosophy, literature, and/or the fine and performing arts, and to communicate the results.
- Critically examine and comprehend human nature and behavior, social traditions, and institutions.
- Examine interactions and interconnections across cultures.

### Certificate of Achievement

Certificate Requirements	UNITS
<b>AREA 1</b> – English Communication <i>CSU: 3 courses required, one from each Group A, B, and C</i> <i>UC: 2 courses required, one from Group A and one from Group B</i> Group A: English Composition Group B: Critical Thinking Group C: Oral Communication	6-9
<b>AREA 2</b> – Mathematical Concepts and Quantitative Reasoning	3
<b>AREA 3</b> – Arts and Humanities <i>At least 3 courses, with at least one from Group A and one from Group B</i> Group A: Arts Group B: Humanities	9
<b>AREA 4</b> – Social and Behavioral Science <i>At least 3 courses from at least 2 disciplines or an interdisciplinary sequence.</i>	9
<b>AREA 5</b> – Physical and Biological Sciences <i>At least 2 courses, one from Group A and one from Group B. One course must include a laboratory.</i> Group A: Physical Science Group B: Biological Science	7
<b>ADDITIONAL REQUIREMENT</b> – Languages other than English <i>(UC requirement only) Proficiency equivalent to two years of high school study in same language or any World Language 1A course</i>	0-5
<b>TOTAL CERTIFICATE UNITS</b>	<b>34-37</b>

## GENERAL STUDIES: ARTS AND HUMANITIES EMPHASIS

This degree provides an opportunity for students to earn an Associate of Arts (AA) degree in a comprehensive area of study and is intended for the student who is not currently preparing to transfer to a university. A minimum of 60 semester units must be completed with an overall Grade Point Average (GPA) of 2.0 or better in all degree-applicable units. Only courses numbered 1-299 may be applied toward this associate degree.

The Humanities encompass thought and language and reflect, interpret, and communicate concepts, values, beliefs, and traditions held individually, socially, and culturally. Study of the humanities develops an awareness, appreciation, and understanding of the human condition and of how that condition relates to personal and societal needs, values, and achievements. The performing and visual arts are unique in that the mode of communication is primarily presentational rather than discursive, and the deepest meanings in the arts are non-verbal.

**Learning Outcomes:** Upon successful completion of the General Studies: Arts and Humanities Emphasis program, students will have demonstrated the ability to:

- Form a provable thesis, develop it through factual research, distinguish between fact and opinion, and make effective rhetorical choices in relation to audience and purpose.
- Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.
- Use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.
- Analyze and interpret human thought, achievement, and expression relevant to such branches of knowledge as philosophy, literature, and/or the fine and performing arts, and to communicate the results.
- Critically examine and comprehend human nature and behavior, social traditions, and institutions.
- Examine interactions and interconnections across cultures.

### Associate in Arts

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

#### Associate Degree Major Requirements UNITS

Select 18 units from at least two disciplines from courses listed below: 18

ARAB 1A	Elementary Arabic I (5)
ARAB 1B	Elementary Arabic II
ART 1	Introduction to the Arts (3)
ART 2	History of Western Art I (4)
ART 3	History of Western Art II (4)
ART 4	Images of Women in the Arts (3)
ART 6	Survey of American Art (3)
ART 7	Art of Africa/Oceania/Pre-Columbian Americas (3)
ART 8	Survey of Asian Art (3)
ART 9	History of Architecture (3)
ART 22	Visual Fundamentals: Two-Dimensional Design (3)
ART 24	Color Fundamentals (3)
ART28A	Drawing and Composition I (3)
ART 37	Introduction to Monotypes (1.5-3)
ART 51	Introduction to Film/Video (3)
ART 63A	Sculpture I (3)
ART 70A	Ceramic Handbuilding I (3)
ART 84A	Jewelry and Metal Arts I (3)

ART 88A	Weaving I (3)
CHIN 1A	Elementary Mandarin Chinese I (5)
CHIN 1B	Elementary Mandarin Chinese II (5)
COMM 5	Mass Media Methods (3)
ENGL 1B	Literature and Composition (3)
ENGL 10	Literature By and About Men (3)
ENGL 11	Literature By and About Women (3)
ENGL 16	Shakespeare Visions: Film & Text Comparisons (3)
ENGL 17	Introduction to Shakespeare (3)
ENGL 18	The Bible as Literature (3)
ENGL 22	Introduction to Poetry (3)
ENGL 24	Introduction to Short Story (3)
ENGL 38	Literary Forms – The Cinema: More or Less Than Human? (3)
ENGL 40	American Literature (3)
ENGL 42	Writers of Modern America (3)
ENGL 43	Comics as Literature (3)
ENGL 44	Masterpieces of Literature I (3)
ENGL 45	Masterpieces of Literature II (3)
ENGL 46	Survey of British Literature I (3)
ENGL 47	Survey of British Literature II (3)
ENGL 49	The Novel (3)
ETNC 5	African-American Arts and Jazz (3)
ETNC 45	Introduction to American Dialects (3)
FREN 1A	Elementary French I (5)
FREN 1B	Elementary French II (5)
FREN 2A	Intermediate French (5)
FREN 2B	Advanced French (5)
FREN 50	Intermediate French Conversation (1.5)
GENT 1	Prehistory and Earliest Civilizations (to 1200 B.C.) (1)
GENT 2	Foundations of the Classical World (1200-500 B.C.) (1)
GENT 3	The Golden Age of Greece (500-300 B.C.) (1)
GENT 5	The Medieval World: Part I (400-1100) (1)
GENT 6	The Medieval World: Part II (1100-1350) (1)
GENT 7	The Early Renaissance (1350-1520) (1)
GENT 8	Late Renaissance and Reformation (1520-1600) (1)
GENT 9	Foundations of the Modern World (1600-1690) (1)
GENT 10	The Age of Reason (1690-1775) (1)
GENT 11	Reaction and Revolution (1775-1815) (1)
GENT 12	The Age of Progress (1815-1870) (1)
GENT 13	The End of Innocence (1870-1918) (1)
GENT 14	Between the Wars (1918-1945) (1)
GENT 15	World War II to the Present (1945-Present) (1)
GENT 21	Medieval and Renaissance Europe (400-1520) (3)
GENT 22	The Age of Revolution (1690-1870) (3)
GENT 23	The Modern World (1870-Present) (3)
GERM 1A	Elementary German I (5)
GERM 1B	Elementary German II (5)
GERM 2A	Intermediate German (5)
GERM 2B	Advanced German (5)
HUMA 1	Introduction to Women's Studies (3)
HUMA 4	Images of Women in the Arts (3)
HUMA 10	Exploration of Values in Living (3)
HUMA 30	Humanities in Multicultural America (3)
HUMA 40	Introduction to Feminist Theory (3)
ITAL 1A	Elementary Italian I (5)
ITAL 1B	Elementary Italian II (5)
JPNS 1A	Elementary Japanese I (5)
JPNS 1B	Elementary Japanese II (5)
JPNS 2A	Intermediate Japanese (5)
LING 10	Foundations of Language (3)
LING 15	Introduction to Linguistics (3)
LING 25	Introduction to Language & Gender (3)
LING 30	Introduction to the History of the English Language (3)



LING 45	Introduction to American Dialects (3)
MUSI 1	Music Appreciation (3)
MUSI 2	Introduction to Broadway Musicals (3)
MUSI 3	Introduction to Jazz and Pop (3)
MUSI 4	The Contemporary Musical Theatre (3)
MUSI 10A	Musicianship (4)
MUSI 10B	Diatonic Harmony I (4)
MUSI 14A	Recording Arts I (3)
PHIL 2	Introduction to Philosophy (3)
PHIL 4	Moral Issues (3)
PHIL 5	Environmental Ethics (3)
PHIL 8	Introduction to World Religions (3)
PHIL 12	Introduction to the Philosophy of Religion (3)
PHIL 13	Introduction to Eastern Philosophy (3)
PHIL 40	Introduction to Feminist Theory (3)
PHIL 54	Women and Religion (3)
PHOT 1A	Photography I: Black and White ((3)
PHOT 10	Beginning Photography (3)
PHOT 22	History of Photography (3)
RUSS 1A	Elementary Russian I (5)
RUSS 1B	Elementary Russian II (5)
SIGN 1A	Elementary American Sign Language I (5)
SIGN 1B	Elementary American Sign Language II (5)
SIGN 2A	Intermediate American Sign Language (5)
SIGN 2B	Advanced American Sign Language II (5)
SPAN 1A	Elementary Spanish I (5)
SPAN 1B	Elementary Spanish II (5)
SPAN 2A	Intermediate Spanish (5)
SPAN 2B	Advanced Spanish (5)
SPAN 5	Literature of the Spanish-Speaking World (3)
SPAN 35A	Spanish for Spanish Speakers I (4)
SPAN 35B	Spanish for Spanish Speakers II (4)
SPAN 50	Intermediate Spanish Conversation (1.5)
SPAN 225A	Basic Conversational Spanish I (2.5)
SPAN 225B	Basic Conversational Spanish II (2.5)
SPCH 4	Intercultural Communication (3)
THEA 1	Theatre Appreciation (3)
THEA 4	Intercultural Drama (3)
THEA 5	Film Appreciation (3)
THEA 7A	Writing for the Theatre I (3)
THEA 11	Voice and Oral Interpretation (3)
THEA 15A	Beginning Acting (3)
THEA 53	Theatre Enjoyment (3)
WOMN 1	Introduction to Women's Studies (3)
WOMN 4	Images of Women in the Arts (3)
WOMN 11	Literature By and About Women (3)
WOMN 40	Introduction to Feminist Theory (3)
WOMN 54	Women and Religion (3)
WRLD 4A	The Roman Republic and Rise of Empire (500 BCE-14 CE) (1)
WRLD 4B	The Roman Republic and Rise of Empire (14-600 CE) (1)
WRLD 20	The Classical World (1200 BCE-14 CE) (3)

**TOTAL MAJOR UNITS**

**18**

**GENERAL STUDIES: COMMUNICATION AND ANALYTICAL EMPHASIS**

This degree provides an opportunity for students to earn an Associate of Arts (AA) degree in a comprehensive area of study and is intended for the student who is not currently preparing to transfer to a university. A minimum of 60 semester units must be completed with an overall Grade Point Average (GPA) of 2.0 or better in all degree-applicable units. Only courses numbered 1-299 may be applied toward this associate degree.

These courses improve effective communication and analytical thinking, which enable the bridging of disciplines. Through the use of effective resources, students are able to interpret and analyze problems, evaluate answers, make judgments, and enhance their general knowledge.

**Learning Outcomes:** Upon successful completion of the General Studies: Communication and Analytical Emphasis program, students will have demonstrated the ability to:

- Form a provable thesis, develop it through factual research, distinguish between fact and opinion, and make effective rhetorical choices in relation to audience and purpose.
- Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.
- Use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.
- Analyze and interpret human thought, achievement, and expression relevant to such branches of knowledge as philosophy, literature, and/or the fine and performing arts, and to communicate the results.
- Critically examine and comprehend human nature and behavior, social traditions, and institutions.
- Examine interactions and interconnections across cultures.

**Associate in Arts**

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

<b>Associate Degree Major Requirements</b>		<b>UNITS</b>
<i>Select 18 units from at least two disciplines from courses listed below:</i>		18
BUSI 22	Human Behavior/Leadership (3)	
BUSI 42	Human Resources Management (3)	
BUSI 110	Business Mathematics(3)	
CSIS 1	Intro. to Computer Science & Info. Systems (3)	
CSIS 10A	Computer Science: Beginning Programming (4)	
ENGL 2	Composition and Critical Thinking (3)	
MAST 10	Intro. to GIS, GPS & Cartography (4)	
MATH 10	Mathematics for General Education (3)	
MATH 12	Number Systems (3)	
MATH 13	Pre-Calculus (4)	
MATH 16	Elementary Statistics (3)	
MATH 17	Finite Math (3)	
MATH 18	Calculus/Analytic Geometry for Bio/Soc Sci/Business (4)	
MATH 20A	Calculus with Analytic Geometry I (4)	
MATH 20B	Calculus with Analytic Geometry II (4)	
MATH 20C	Calculus of Several Variables (4)	
MATH 31	Linear Algebra (3)	
MATH 32	Differential Equations (3)	
MATH 40	Discrete Mathematics (3)	
MATH 262	Plane Geometry (3)	
MATH 263	Intermed. Algebra & Coordinate Geometry (4)	
PERS 54	Leadership Communication (3)	

PHIL 6	Introduction to Logic (3)
PHIL 10	Introduction to Critical Thinking (3)
SSCI 10	Critical Thinking About Social/Cultural Issues (3)
SPCH 1	Public Speaking (3)
SPCH 2	Small Group Communication (3)
SPCH 3	Interpersonal Communication (3)
SPCH 54	Leadership Communication (3)

**TOTAL MAJOR UNITS**

**18**

**GENERAL STUDIES: INTERCULTURAL STUDIES EMPHASIS**

This degree provides an opportunity for students to earn an Associate of Arts (AA) degree in a comprehensive area of study and is intended for the student who is not currently preparing to transfer to a university. A minimum of 60 semester units must be completed with an overall Grade Point Average (GPA) of 2.0 or better in all degree-applicable units. Only courses numbered 1-299 may be applied toward this associate degree.

Courses in Intercultural Studies increase students' understanding of and appreciation for cultures and groups of people within the United States, including people within one's own group and those who are in a different cultural group. History, customs, methods of communication, artistic representations and traditions are explored in these courses that address theoretical and analytical issues relevant to understanding race, culture, gender and ethnicity in American history and society. Each course is an integrated and comparative study of at least three of the following: African Americans, American Indians, Asian Americans, Chicano/Latino Americans, and European Americans.

**Learning Outcomes:** Upon successful completion of the General Studies: Intercultural Studies Emphasis program, students will have demonstrated the ability to:

- Form a provable thesis, develop it through factual research, distinguish between fact and opinion, and make effective rhetorical choices in relation to audience and purpose.
- Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.
- Use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.
- Analyze and interpret human thought, achievement, and expression relevant to such branches of knowledge as philosophy, literature, and/or the fine and performing arts, and to communicate the results.
- Critically examine and comprehend human nature and behavior, social traditions, and institutions.
- Examine interactions and interconnections across cultures.

**Associate in Arts**

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

**Associate Degree Major Requirements** **UNITS**

<i>Select 18 units from at least two disciplines from courses listed below:</i>		<i>18</i>
ANTH 11	Dealing with Diversity (3)	
BUSI 38	Multiculturalism in Corporate America (3)	
ENGL 40	American Literature (3)	
ETNC 10	Intercultural Relations in American Society (3)	
HIST 12	Women in United States History (3)	
HUMA 30	Humanities in Multicultural America (3)	

SPCH 4	Intercultural Communication (3)
THEA 4	Intercultural Drama (3)
WOMN 12	Women in United States History (3)

**TOTAL MAJOR UNITS**

**18**

**GENERAL STUDIES: NATURAL SCIENCE EMPHASIS**

This degree provides an opportunity for students to earn an Associate of Arts (AA) degree in a comprehensive area of study and is intended for the student who is not currently preparing to transfer to a university. A minimum of 60 semester units must be completed with an overall Grade Point Average (GPA) of 2.0 or better in all degree-applicable units. Only courses numbered 1-299 may be applied toward this associate degree.

Natural Sciences increase students' awareness of the world of natural phenomena and the ability humans have to understand how the world functions by using the scientific methods to investigate and judge phenomena and humankind's various roles in nature.

**Learning Outcomes:** Upon successful completion of the General Studies: Natural Science Emphasis program, students will have demonstrated the ability to:

- Form a provable thesis, develop it through factual research, distinguish between fact and opinion, and make effective rhetorical choices in relation to audience and purpose.
- Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.
- Use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.
- Analyze and interpret human thought, achievement, and expression relevant to such branches of knowledge as philosophy, literature, and/or the fine and performing arts, and to communicate the results.
- Critically examine and comprehend human nature and behavior, social traditions, and institutions.
- Examine interactions and interconnections across cultures.

**Associate in Arts**

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

**Associate Degree Major Requirements** **UNITS**

<i>Select 18 units from at least two disciplines from courses listed below:</i>		<i>18</i>
ANAT 1	General Human Anatomy (2)	
ANAT 2	General Anatomy Laboratory (2)	
ANAT 5	Basic Human Anatomy and Physiology (4)	
ANTH 2	Introduction to Biological Anthropology (3)	
ANTH 2L	Laboratory in Biological Anthropology (1)	
ASTR 10	Introduction to Astronomy (3)	
ASTR 10L	Introduction to Astronomy Lab (1)	
ASTR 21	Astronomy Seminars and Observations (1-2)	
BIOL 10	Principles of Biology (4)	
BIOL 13	Marine Biology (4)	
BIOL 21	Concepts in Biology I: Cells, Genetics and Organisms (5)	
BIOL 22	Concepts in Biology II: Diversity, Ecology, and Evolution (5)	
BIOL 25	Applied Microbiology Lecture (3)	
BIOL 26	Applied Microbiology Laboratory (1)	
BIOL 31	Environmental Science (3)	
BIOL 32	Environmental Science Laboratory (1)	

BIOL 36	Plants and Civilization (3)
BIOL 38	Biological Psychology (3)
CHEM 1A	General Chemistry I (5)
CHEM 1B	General Chemistry II (5)
CHEM 2	Fundamental Chemistry (4)
CHEM 10	Everyday Chemistry (3)
CHEM 10L	Everyday Chemistry Lab (1)
CHEM 12A	Organic Chemistry I (5)
CHEM 12B	Organic Chemistry II (5)
CHEM 30A	Introductory Chemistry for Health Sciences (4)
CHEM 30B	Organic & Biological Chemistry for Health Sciences (4)
GEOL 2	Introductory Geology (3)
GEOL 2L	Introductory Geology Lab (1)
GEOL 8	Earth Catastrophes and Disasters (5)
MAST 70	Introduction to Weather and Climate (3)
OCEN 2	Introductory Oceanography (3)
OCEN 2L	Introductory Oceanography Lab (1)
PHYS 2A	General Physics I (4)
PHYS 3A	Science and Engineering Physics I (4)
PHYS 3B	Science and Engineering Physics II (4)
PHYS 3C	Science and Engineering Physics III (4)
PHYS 10	Introduction to Physics (4)
PHSO 1	General Human Physiology (3)
PHSO 2	General Physiology Laboratory (2)
PSYC 38	Biological Psychology (3)

**TOTAL MAJOR UNITS**

**18**

**GENERAL STUDIES: SOCIAL SCIENCE EMPHASIS**

This degree provides an opportunity for students to earn an Associate of Arts (AA) degree in a comprehensive area of study and is intended for the student who is not currently preparing to transfer to a university. A minimum of 60 semester units must be completed with an overall Grade Point Average (GPA) of 2.0 or better in all degree-applicable units. Only courses numbered 1-299 may be applied toward this associate degree.

Social Sciences courses provide theory and instruction on the role of institutions, groups and individuals in society. These courses focus on the interaction of social, historic, economic, political, geographic, linguistic, religious, and/or cultural factors, with emphasis on the ways humans understand the complex nature of their existence. Courses emphasize the understanding of human and societal development within the context of issues which could divide people and culture (e.g., racism, colonialism, geopolitical issues and economic inequities) and the complex relationships between culture, individual development and historical context. Courses include discussion of skills and practices used by the social sciences: data collection, hypothesis development and testing, and critical evaluation of evidence.

**Learning Outcomes:** Upon successful completion of the General Studies: Social Science Emphasis program, students will have demonstrated the ability to:

- Form a provable thesis, develop it through factual research, distinguish between fact and opinion, and make effective rhetorical choices in relation to audience and purpose.
- Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.
- Use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.

- Analyze and interpret human thought, achievement, and expression relevant to such branches of knowledge as philosophy, literature, and/or the fine and performing arts, and to communicate the results.
- Critically examine and comprehend human nature and behavior, social traditions, and institutions.
- Examine interactions and interconnections across cultures.

**Associate in Arts**

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

**Associate Degree Major Requirements** **UNITS**

<i>Select 18 units from at least two disciplines from courses listed below:</i>		<b>18</b>
ANTH 2	Introduction to Biological Anthropology (3)	
ANTH 4	Introduction to Cultural Anthropology (3)	
ANTH 6	Introduction to Archaeology and Prehistory (3)	
ANTH 20	Native Peoples of North America (3)	
ANTH 21	Ancient Civilizations of Mesoamerica (3)	
ANTH 30	Women in Cross-Cultural Perspective (3)	
ANTH 31	Native American Women (3)	
BIOL 38	Biological Psychology (3)	
CHDV 1	Child Growth and Development (3)	
ECON 1	The American Economic System (3)	
ECON 2	Principles of Economics: Macro (3)	
ECON 4	Principles of Economics: Micro (3)	
ETNC 10	Intercultural Relations in American Society (3)	
ETNC 11	African-Americans in American History (3)	
ETNC 16	African-Americans in American Government (3)	
ETNC 18	Latinos in American Government (3)	
ETNC 20	North American Indians (3)	
ETNC 21	Ancient Civilizations of Mesoamerica (3)	
ETNC 24	African Americans in United States History to 1865 (3)	
ETNC 25	African Americans in United States History Since 1865 (3)	
ETNC 30	Women in Cross-Cultural Perspective (3)	
ETNC 31	Native American Women (3)	
ETNC 32	African-American Women (3)	
ETNC 33	Mexican-American Women (3)	
ETNC 34	Asian-American Women (3)	
ETNC 40	The African Experience (3)	
ETNC 45	Introduction to American Dialects (3)	
GENT 1	Prehistory and Earliest Civilizations (to 1200 B.C.) (1)	
GENT 2	Foundations of the Classical World (1200-500 B.C.) (1)	
GENT 3	The Golden Age of Greece (500-300 B.C.) (1)	
GENT 5	The Medieval World: Part I (400-1100) (1)	
GENT 6	The Medieval World: Part II (1100-1350) (1)	
GENT 7	The Early Renaissance (1350-1520) (1)	
GENT 8	Late Renaissance and Reformation (1520-1600) (1)	
GENT 9	Foundations of the Modern World (1600-1690) (1)	
GENT 10	The Age of Reason (1690-1775) (1)	
GENT 11	Reaction and Revolution (1775-1815) (1)	
GENT 12	The Age of Progress (1815-1870) (1)	
GENT 13	The End of Innocence (1870-1918) (1)	
GENT 14	Between the Wars (1918-1945) (1)	
GENT 15	World War II to the Present (1945-Present) (1)	
GENT 21	Medieval and Renaissance Europe (400-1520) (3)	
GENT 22	The Age of Revolution (1690-1870) (3)	
GENT 23	The Modern World (1870-Present) (3)	
GEOG 2	Introduction to Physical Geography (3)	
GEOG 4	Introduction to Cultural Geography (3)	
GEOG 5	World Regional Geography (3)	
HIST 2	History of Asia (3)	
HIST 4	History of Western Europe I (3)	

HIST 5	History of Western Europe II (3)
HIST 7	The Ancient World: World Civ. to 1500 (3)
HIST 8	The Modern World: World Civ. Since 1500 (3)
HIST 11	African-Americans in American History (3)
HIST 12	Women in United States History (3)
HIST 13	Women in History (3)
HIST 15	History of California (3)
HIST 17	History of the United States I (3)
HIST 18	History of the United States II (3)
HIST 20	History of Mexico (3)
HIST 24	African Americans in United States History to 1865 (3)
HIST 25	African Americans in United States History Since 1865 (3)
HIST 36	History of Russia 1917 to Present (3)
HIST 40	The African Experience (3)
HIST 47	History of the Ancient Mediterranean/Near East (3)
HIST 48	History of the Middle East (3)
HIST 50	American History (3)
LING 15	Introduction to Linguistics (3)
LING 30	Introduction to the History of the English Language (3)
LING 45	Introduction to American Dialects (3)
POLS 1	American Government and Politics (3)
POLS 2	Comparative Government (3)
POLS 3	Political Theory and Analysis (3)
POLS 4	International Relations (3)
POLS 5	Politics of Developing Countries (3)
POLS 8	Politics of Transition in the Post-Communist Era (3)
POLS 10	Women in American Government (3)
POLS 16	African-Americans in American Government (3)
POLS 18	Latinos in American Government (3)
PSYC 1	General Psychology (3)
PSYC 3	Introduction to Social Psychology (3)
PSYC 6	Psychology of Women (3)
PSYC 25	Child and Adult Development (3)
PSYC 33	Psychology of Adjustment (3)
PSYC 35	Introduction to Abnormal Psychology (3)
PSYC 38	Biological Psychology (3)
PSYC 40	Human Sexuality (3)
PSYC 50	Health Psychology (3)
SOCI 1	Humanity and Society (3)
SOCI 2	Contemporary Social Problems (3)
SOCI 3	Introduction to Social Psychology (3)
SOCI 40	Marriage and Family Life (3)
SPCH 4	Intercultural Communication (3)
SSCI 50	Introduction to Social Science (3)
WOMN 2	Redefining Leadership: Women and Social Justice (3)
WOMN 6	Psychology of Women (3)
WOMN 10	Women in American Government (3)
WOMN 12	Women in United States History (3)
WOMN 13	Women in History (3)
WOMN 30	Women in Cross-Cultural Perspective (3)
WOMN 31	Native American Women (3)
WOMN 32	African-American Women (3)
WOMN 33	Mexican-American Women (3)
WOMN 34	Asian-American Women (3)
WRLD 4A	The Roman Republic and Rise of Empire (500 BCE-14 CE) (1)
WRLD 4B	The Roman Republic and Rise of Empire (14-600 CE) (1)
WRLD 20	The Classical World (1200 BCE- 14 CE) (3)

**TOTAL MAJOR UNITS**

**18**

## GEOLOGY

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

<b>Associate Degree Major Requirements</b>		<b>UNITS</b>
GEOL 2	Introductory Geology	3
GEOL 2L	Introductory Geology Lab	1
<i>Select at least 14 units from the following:</i>		14
CHEM 1A	General Chemistry I (5)	
CHEM 1B	General Chemistry II (5)	
MATH 20A	Calculus w/Analytic Geometry I (4)	
MATH 20B	Calculus w/Analytic Geometry II (4)	
PHYS 3A	Science & Engineering Physics I (4)	
PHYS 3B	Science & Engineering Physics II (4)	

**TOTAL MAJOR UNITS**

**18**

Contact an MPC counselor for major preparation at specific institutions.

## GRAPHIC ARTS

The Graphic Arts Program provides students a collection of courses that build technical skills and perceptual abilities needed to gain employment in the field of graphic arts, or to continue education in graphic arts disciplines. The program also offers technical training for graphic arts professionals who seek specific skills related to graphic design and production.

**Learning Outcomes:** Upon successful completion of the Graphic Arts program, students will have demonstrated the ability to:

- Create and produce single- and multi-page document files with page layout software.
- Create and manipulate bitmap artwork files with digital imaging software.
- Create graphics, artwork and other vector objects with illustration software.
- Successfully combine electronic artwork into cohesive and efficient files for print and electronic publishing.
- Design effective visual materials for specific uses.
- Translate traditional media into digital form.
- Communicate effectively with service bureau, commercial printing and publishing professionals.

### Certificate of Achievement (Career Technical)

<b>Certificate Requirements</b>		<b>UNITS</b>
ART 22	Visual Fundamentals: Two-Dimensional Design	3
ART 24	Color Fundamentals	3
ART 28A	Drawing and Composition I	3
ART 40	Graphic Design for the Web	4
ART 41	Graphic Design: Images and Type	4
ART 43	Page Layout and Typography	4
ART 45	Intro. to Computers for Graphic Arts	4
ART 46	Introduction to Photoshop	4
ART 48	Graphic Arts Production & Pre-Press	4
ART 50	Graphic Arts Portfolio	1
PHOT 1A	Photography I: Black and White	3

**TOTAL CERTIFICATE UNITS**

**37**

### Associate in Arts (Career Technical Degree)

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

<b>Associate Degree Major Requirements</b>		<b>UNITS</b>
Certificate Requirements		37
Select eight units from the following:		8
ART 2	History of Western Art I (4)	
ART 3	History of Western Art II (4)	
ART 23	Design II: Three-Dimensional Design (3)	
ART 29A	Sketch I (1.5)	
ART 36A	Printmaking I: Relief Printmaking (3)	
ART 44	Intro. to Web Animation (4)	
ART 49	Graphic Arts Projects (1)	
ART 51	Intro. to Film/Video (3)	
ART 58A	Painting I (3)	
BUSI 50	Intro. to Marketing (3)	
ETNC 10	Intercultural Relations in Amer. Society (3)	
HUMA 4	Images of Women in the Arts (3)	
SPCH 4	Intercultural Communication (3)	
<b>TOTAL MAJOR UNITS</b>		<b>45</b>

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

<b>Associate Degree Major Requirements</b>		<b>UNITS</b>
Select at least 18 units from the following:		18
ART 2	History of Western Art I (4)	
ART 3	History of Western Art II (4)	
ART 22	Visual Fundamentals: Two-Dimensional Design (3)	
ART 23	Design II: Three-Dimensional Design (3)	
ART 24	Color Fundamentals (3)	
ART 28A	Drawing & Composition I (3)	
*ART 41	Graphic Design: Images and Type (4)	
*ART 43	Page Layout and Typography (4)	
*ART 45	Intro. to Computers for Graphic Arts (4)	
*ART 46	Introduction to Photoshop (4)	
*ART 48	Graphic Arts Production & Pre-Press (4)	
*ART 50	Graphic Arts Portfolio (1)	
PHOT 1A	Photography I: Black and White (3)	
<b>TOTAL MAJOR UNITS</b>		<b>18</b>

\*Does not transfer to UC.

Contact an MPC counselor for major preparation at specific institutions.

## HISTORY

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

<b>Associate Degree Major Requirements</b>		<b>UNITS</b>
HIST 4	History of Western Europe I	3
HIST 5	History of Western Europe II	3
HIST 17	History of the United States I	3
HIST 18	History of the United States II	3
Select at least two courses from the following:		6
HIST 2	History of Asia (3)	
HIST 7	The Ancient World: World Civ. to 1500 (3)	
HIST 8	The Modern World: World Civ. Since 1500 (3)	
HIST 13	Women in History (3)	
HIST 15	History of California (3)	
HIST 20	History of Mexico (3)	
HIST 36	History of Russia 1917 to Present (3)	
HIST 40	The African Experience (3)	

HIST 47	Hist. of the Ancient Mediterranean & Near East (3)
HIST 48	History of the Middle East (3)

**TOTAL MAJOR UNITS** **18**

Contact an MPC counselor for major preparation at specific institutions.

## HOSPITALITY MANAGEMENT

**Learning Outcomes:** Upon successful completion of the Hospitality Management program, students will have demonstrated the ability to:

- Pursue advanced study in traditional, non-traditional and high technology fields in order to interface with a global economy.
- Apply knowledge of hospitality and business to the creation and achievement of a successful career in the hospitality field.
- Assess knowledge, skills, and abilities in relationship to their educational, career, and/or personal goals.

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

<b>Associate Degree Major Requirements</b>		<b>UNITS</b>
Select at least 18 units from the following:		18
BUSI 1A	Financial Accounting (4)	
BUSI 1B	Managerial Accounting (4)	
CSIS 1	Intro. to Comp. Sci. & Info. Systems (3)	
ECON 2	Principles of Economics: Macro (3)	
ECON 4	Principles of Economics: Micro (3)	
*HOSP 51	Intro. to the Hospitality Industry (3)	
*HOSP 52	Guest Services Management (3)	
*HOSP 53	Food & Beverage Service Management (3)	
MATH 16	Elementary Statistics (3)	

**TOTAL MAJOR UNITS** **18**

\*Does not transfer to UC

Contact an MPC counselor for major preparation at specific institutions.

## HOSPITALITY OPERATIONS

The Hospitality program is designed to qualify graduates for entry-level positions in the operation and management of commercial, residential, and resort facilities.

**Learning Outcomes:** Upon successful completion of the Hospitality Operations program, students will be able to:

- Perform activities associated with setting up, monitoring, controlling, marketing and improving hospitality services to meet industry requirements.
- Apply problem-solving and critical thinking skills to provide customer service, to improve interpersonal skills, and to resolve workplace conflict.
- Change plans, goals, actions, or priorities to deal with changing situations.
- Demonstrate understanding of the operations performed within the hospitality industry.

### Certificate of Achievement (Career Technical)

<b>Certificate Requirements</b>		<b>UNITS</b>
HOSP 51	Intro. to the Hospitality Industry	3
HOSP 52	Guest Services Management	3
HOSP 53	Food & Beverage Service Management	3
HOSP 55	Lodging Operations	3

HOSP 56	Intro. to Hospitality Sales & Marketing	1.5
HOSP 60	Special Events Management	1.5
HOSP 61	Introduction to Professional Meeting Planning	1.5
HOSP 64	Customer Service	1
HOSP 65	Legal Issues in Hospitality	.5
HOSP 66	Practices in Hospitality	1
HOSP 72	Culinary Arts Basics	.5
HOSP 180	Food Safety Certification	.5
COOP 91.21	Hospitality Work Experience	3
<i>Select three units from the following:</i>		3

BUSC 100A	Word Proc: MS Word/Windows I (1)
BUSC 119A	Intro. to Spreadsheets: MS Excel I (1)
BUSC 125	Quickbooks (1)
CSIS 50	MS Office Applications (2)
& CSIS 50L	MS Office Applications Lab (1)
FACS 56	Life Management (3)
HOSP 57	Trends in Hosp. Sales & Marketing (1.5)
HOSP 62	Professional Meeting Planning II (1.5)
HOSP 63	Hospitality Supervision (1.5)
HOSP 67	Accounting for Hospitality Managers (1)

**TOTAL CERTIFICATE UNITS** **26**

### Associate in Science (Career Technical Degree)

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

#### Associate Degree Major Requirements UNITS

Certificate Requirements	26
BUSI 18 Business Law	3

*Select one course from the following:* 3-4

BUSI 1A	Financial Accounting (4)
BUSI 120A	Basic Accounting (3)

*Select one course from the following:* 3

SPCH 1	Public Speaking (3)
SPCH 2	Small Group Communication (3)
SPCH 3	Interpersonal Communication (3)

*Select 1.5 units from the following:* 1.5

HOSP 73	Stocks, Soups, Sauces (.5)
HOSP 74	Vegetables, Rice, Pasta (.5)
HOSP 75	Fish, Poultry, Meat (.5)
HOSP 76	Garde Manger (.5)
HOSP 77	Bakeshop: Yeasted & Non-Yeasted Breads (.5)
HOSP 78	Bakeshop: Basic Baking Techniques (.5)
HOSP 79	Menu Planning/Presentation for Food Serv. Prof'ls (.5)
HOSP 81	Bakeshop: Pies & Tarts (.5)
HOSP 82	Bakeshop: Cakes, Tortes & Decorating Tech. (.5)
HOSP 83	Bakeshop: French Pastries/Rest.-Style Desserts (.5)
HOSP 84	Intro. to Chocolate (.5)
HOSP 85	Beverage Preparation & Service (.5)
HOSP 87	International Cuisine (.5)
HOSP 89	Cooking for a Healthy Lifestyle (.5)

**TOTAL MAJOR UNITS** **36.5-37.5**

## HOSPITALITY – FAST TRACK: HOSPITALITY SUPERVISION

The Hospitality Supervision program is designed to prepare students/employees to become successful supervisors in a hospitality-related environment.

**Learning Outcomes:** Upon successful completion of the Hospitality Supervision program, students will be able to:

- Communicate effectively with co-workers and customers, both orally and in writing.
- Assess a situation and make decisions or solve problems to result in a positive outcome.
- Set and prioritize behavior goals which will increase productivity and customer services, using available resources.
- Deal positively with change and help manage organizational change when appropriate.
- Use team-based leadership skills (i.e., delegating, prioritizing) that acknowledges the input of individuals who are doing the job.
- Recognize and resolve employee conflict and difficult behavior, using appropriate resources.
- Value diversity and create trust and respect in interpersonal relationships.
- Understand and apply EEO, sexual harassment and other legal policies fairly and honestly.
- Handle personal stress and maintain self-confidence in the face of criticism.
- Maintain a balance between personal and work life.

### Certificate of Training

Certificate Requirements		UNITS	HOURS
FACS 56	Life Management	3	51
HOSP 63	Hospitality Supervision	1.5	25.5
HOSP 64	Customer Service	1	17
HOSP 65	Legal Issues in Hospitality	.5	8.5
HOSP 67	Accounting for Hospitality Managers	1	17
SPCH 1	Public Speaking (3)	3	51
or SPCH 2	Small Group Communication (3)		
<b>TOTAL CERTIFICATE UNITS/HOURS</b>		<b>10</b>	<b>170</b>

## HUMAN SERVICES

The Human Services program is intended to prepare the student for an entry-level position in the Human Services field such as program specialist, community outreach worker, life skills counselor, eligibility worker, and social services assistant. Paraprofessional jobs can be found in state and local government agencies, non-profit organizations and private social services agencies. Career advancement is available with experience and additional training. Most courses in the program transfer, allowing the student to pursue an advanced degree.

**Learning Outcomes:** Upon successful completion of the Human Services program, students will be able to:

- Apply professional behavior, confidentiality, and respect in all situations.
- Participate in effective teamwork/collaboration with families, agencies and community-based organizations, while maintaining suitable values and ethics for Human Services.
- Demonstrate effective communication skills.

- Discuss diversity, barriers to cultural sensitivity, and the advantages of working respectfully with persons from all cultural backgrounds.
- Establish mutually respectful, trusting and supportive relationships.
- Use a strength-based and self-reliance approach in the study and delivery of human services.
- Demonstrate competency in the use of technology as required at the paraprofessional level of human services.
- Assist families and individuals in using specialized services and in self-assessment.
- Explain the background, elements and resources of human services and family development support systems.

### Certificate of Achievement (Career Technical)

Certificate Requirements:		UNITS
BUSC 100A	Word Proc: MS Word/Windows I	1
BUSC 100B	Word Proc: MS Word/Windows II	1
HUMS 50	Intro. to Human Services	3
HUMS 53	Counseling Techniques for the Paraprof'l	3
HUMS 54	Family Development I	3
HUMS 60	Practices in Human Services	1
HUMS 61	Introduction to Alcohol/Drug Studies	3
HUMS 62	Introduction to Gerontology	3
COOP 91.39	Human Services Work Experience	1
<i>Select three units from the following:</i>		3
CHDV 1	Child Growth and Development (3)	
CHDV 56	Early Childhood Ed. in a Diverse Society (3)	
FACS 56	Life Management (3)	
FACS 163	Building Mutually Respectful Relationships w/Families: Communication w/Skill & Heart (1.5)	
FACS 165	Cultural Competence (1)	
HLTH 4	Healthy Living (3)	
HLTH 205	CPR for Health Professionals (.5)	
PSYC 3	Intro. to Social Psychology (3)	
PSYC 25	Child and Adult Development (3)	
PSYC 57	Adult Development and Aging (3)	
SPCH 4	Intercultural Communication (3)	
<b>TOTAL CERTIFICATE UNITS</b>		<b>22</b>

### Associate in Science (Career Technical Degree)

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

Associate Degree Major Requirements		UNITS
Certificate requirements		22
<i>Select six units from the following not used to satisfy the certificate requirement:</i>		6
HLTH/WOMN 7	Women's Health Issues (3)	
PSYC 25	Child and Adult Development (3)	
PSYC 57	Adult Development and Aging (3)	
WOMN/HUMA 1	Intro. to Women's Studies (3)	
<b>TOTAL MAJOR UNITS</b>		<b>28</b>

## INTERIOR DESIGN

The Interior Design program prepares students for employment in the many businesses that provide products and services for residential and commercial interiors.

**Learning Outcomes:** Upon successful completion of the Interior Design program, students will be able to:

- Analyze client's needs, goals, and life safety requirements.
- Formulate preliminary design concepts that are aesthetic, appropriate, functional, and in accordance with codes and standards.
- Develop and present final design recommendations through appropriate presentation media.
- Communicate professionally with clients and trade sources.
- Prepare drawings for non-load bearing interior construction, reflected ceiling plans, lighting, interior detailing, materials, finishes, space planning, furnishings, fixtures, and equipment.

### Certificate of Achievement (Career Technical)

Certificate Requirements		UNITS
<b>Recommended sequence of courses:</b>		
Beginning courses:		
DRAF 70	Drafting & Perspective	2
INTD 50A	Intro. to Interior Design	3
INTD 56	Hist. of Interior Arch. & Furn. I	3
Intermediate courses:		
DRAF 72A	Intro. to Computer-Aided Design	3
INTD 51	Sustainable Environments	3
INTD 54	Interior Materials & Finishes	3
INTD 57	Hist. of Interior Arch. & Furn. II	3
INTD 59	Intro. to Kitchen & Bath Design	3
INTD 61	Rendering & Perspective	2
Advanced courses:		
INTD 52	Principles of Green Building Design	3
INTD 70	Interior Design Studio	3
INTD 84	Portfolio	1.5
Courses that can be taken any time:		
FASH 15	Textiles	3
INTD 52	Fund. of Lighting	2
INTD 53	Color Theory & Application	1.5
INTD 55	Business Practices	1.5
<i>Select three units from the following:</i>		3
ART 9	History of Architecture (3)	
ART 22	Visual Fund.: 2-Dimensional Design (3)	
ART 23	Design II: 3-Dimensional Design (3)	
ART 46	Intro. to Photoshop (4)	
BUSC 131A	Image Proc. For Bus.: Adobe Photoshop (1)	
COOP 91.23	Interior Design Work Experience (1-4)	
DRAF 72B	Adv. Computer-Aided Design (3)	
DRAF 73	Building Information Modeling (3)	
DRAF 80	CAD Projects (1)	
FACS 56	Life Management (3)	
PHOT 1A	Phot. I: Black and White (3)	
PHOT 70	Digital Photography (3)	
<b>TOTAL CERTIFICATE UNITS</b>		<b>43.5</b>

### Associate in Arts (Career Technical Degree)

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

Associate Degree Major Requirements		UNITS
Certificate Requirements		43.5
<i>No additional major courses required</i>		

## MARINE SCIENCE AND TECHNOLOGY

The Marine Science and Technology program is designed to meet the need for workers who can apply science and technology intelligently and responsibly to coastal and ocean-related activities. The program at MPC emphasizes environmental monitoring, submersible technology, and Geographical Information Systems.

**Learning Outcomes:** Upon successful completion of the Marine Science and Technology program, students will be able to:

- Work intelligently, safely, and responsibly in the marine environment.
- Demonstrate an understanding of advanced technologies applied to ocean activities.
- Apply critical thinking and problem solving skills.
- Scientifically assess and monitor coastal and marine ecosystems.
- Utilize computer technology including word processing, data processing, Geographical Information Systems (GIS), and/or computer programming.
- Apply technical writing and oral communication skills.
- Work as a member of a team.
- Demonstrate knowledge of the marine environment.

### Certificate of Achievement (Career Technical)

Certificate Requirements		UNITS
BIOL 13	Marine Biology	4
MAST 10	Intro. to GIS, GPS, & Cartography	4
MAST 31	Exploring Ocean Careers	2
MAST 51	Practical Marine Operations & Safety	2
MAST 55	Intro. to Submersible Technology	4
OCEN 2	Introductory Oceanography	3
COOP 91.25	Marine Science & Technology Work Experience	4
<i>Select six units from the following:</i>		6
AUTO 101	Engine Repair (4)	
AUTO 102	Basic Auto. Electricity & Electronics (4)	
MAST 11	Spatial Analysis & Adv. GIS Techniques (4)	
MAST 12	Remote Sensing & Image Processing (4)	
MAST 21	Ocean Data Collection & Visualization (4)	
MAST 34	Research Diving and Safety (4)	
MAST 60	Intro. to Environmental Regulations (2)	
MAST 70	Intro. To Weather and Climate (3)	
MAST 115	Guide Trng for the Monterey Bay Aquarium (1.5)	
MAST 116	Practical Exp. in Guide Trng. for the Mtry. Bay Aquarium (.5)	
MAST 178	Field & Career Experience in Marine Science (3)	
MAST 205	ROV Design/Bldg for MATE Intl Competition (3)	
MAST 206	Marine Robotics I: Wiring & Pool Practice (.5)	
MAST 207	Marine Robotics II: Missions (.5)	
MAST 232	Scuba Diving Certification Course (2.5)	
MAST 233	Adv. Scuba Diving Certification Course (1)	

**TOTAL CERTIFICATE UNITS** **29**

### Associate in Science (Career Technical Degree)

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

Associate Degree Major Requirements		UNITS
Certificate Requirements		29
CHEM 2	Fundamental Chemistry	4
MATH 13	Pre-Calculus (4)	3-4
or MATH 16	Elementary Statistics (3)	
PHYS 10	Introduction to Physics	4
<b>TOTAL MAJOR UNITS</b>		<b>40-41</b>

## MASSAGE THERAPY

The Massage Therapy Program prepares current and future massage professionals for a career applying an ancient healing art that promotes overall health and relieves the stressful effects of living in a modern world. The program welcomes students pursuing continuing education or personal enrichment.

**Learning Outcomes:** Upon successful completion of the Massage Therapy program, students will be able to:

- Apply knowledge and skills in the theory and practice of therapeutic massage to perform, safely and effectively, a variety of techniques in order to produce a variety of physiological results in various populations.
- Communicate with clientele in a professional and ethical manner.
- Describe strategies for launching, building and managing a massage business.
- Identify various employment opportunities in the massage profession.
- Recognize the importance of continuing education as an integral component of professional growth.
- Apply self-care techniques to prevent burnout and injury.
- Apply for a business license in most California municipalities.
- Apply for Massage Practitioner or Massage Therapist Certification through the California Massage Therapy Council.
- Apply to take the Massage and Bodywork Licensing Examination.

### Certificate of Achievement (Career Technical)

Certificate Requirements		UNITS
ANAT 5	Basic Human Anatomy & Physiology	4
HLTH 5	Adv. First Aid & Emergency Care	2
PFIT 63	Fitness Anatomy & Kinesiology	2
PFIT 82	Therapeutic Massage I	4
PFIT 83	Therapeutic Massage II	4
PFIT 180	Massage Therapy Skills Lab	2
<i>Select one course from the following:</i>		2
PFIT 84	Sports Massage (2)	
PFIT 85	Clinical Massage (2)	
<i>Select one course from the following:</i>		3-4
HLTH 4	Healthy Living (3)	
MEDA 105	Medical Terminology (4)	
NUTF 1	Nutrition (3)	
<i>Select one course from the following:</i>		3
PSYC 1	General Psychology (3)	
PSYC 40	Human Sexuality (3)	
PSYC 50	Health Psychology (3)	
<i>Select three units from the following:</i>		3
PHED 41	Prevention & Care of Athletic Injuries (3)	
PHED 42	Athletic Training Field Experience (2)	
PFIT 92	Teaching Aide - Physical Fitness (1)	
PFIT 8	Aerobic Conditioning (1-1.5)	
PFIT 9	Personal Fitness (1)	
PFIT 10	Weight Training (.5-1)	
PFIT 13	Stability Ball Training (.5)	
PFIT 14	Exercise for Health & Fitness (.5)	
PFIT 15	Core Matwork (.5-1)	
PFIT 16	T'ai Chi (.5-1)	
PFIT 17	Yoga (.5-1)	
PFIT 18A	Aerobic Fitness I (.5)	
PFIT 18B	Aerobic Fitness II (1)	



PFIT 19	Body Sculpting (.5)
PFIT 20	Circuit Training (1)
PFIT 21	Flexibility & Relaxation Techniques (.5)
PFIT 22A	Fitness Through Swimming I (1)
PFIT 22B	Fitness Through Swimming II (.5)
PFIT 30	Intro. to Triathlon Training (2)
PFIT 50	Independent Fitness/Testing Program (1)
PFIT 51	Fitness & Wellness Strategies (2)
PFIT 60	Fitness Exercise Physiology (1)

**TOTAL CERTIFICATE UNITS** **29-30**

### Associate in Science (Career Technical Degree)

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

#### Associate Degree Major Requirements UNITS

Certificate Requirements	29-30
<i>No additional major courses required</i>	

## MATHEMATICS

### Associate in Arts (Transfer Preparation Degree)

Complete Major, CSU General Education or IGETC Pattern, Competency Requirements, and 60 transferable units (see pages 53-56).

#### Associate Degree Major Requirements UNITS

MATH 20A	Calculus w/Analytic Geometry I	4
MATH 20B	Calculus w/Analytic Geometry II	4
MATH 20C	Calculus of Several Variables	4
MATH 31	Linear Algebra	3
MATH 32	Differential Equations	3
<i>Select one course from the following:</i>		3-4
CSIS 10A	Computer Science: Beg. Programming (4)	
MATH 40	Discrete Mathematics (3)	
PHYS 3A	Science & Engineering Physics I (4)	

**TOTAL MAJOR UNITS** **21-22**

Contact an MPC counselor for major preparation at specific institutions.

## MEDICAL ASSISTING

The Medical Assisting Careers Program prepares students for a wide variety of unlicensed careers in the health care field.

**Learning Outcomes:** Upon successful completion of the Medical Assisting program, students will be able to perform outcomes specified for the Medical Office Administration program and:

- Accurately measure and record vital signs (TPR/BP) and statistics.
- Wrap instrument packs and effectively operate the autoclave sterilizer.
- Assist with common medical exams and procedures and perform routine lab screening procedures.
- Perform standard Universal Procedures for infection control.
- Produce accurate 12-lead and rhythm strip ECGs.
- Communicate with patients regarding clinical preparation, outcomes and follow-up care.
- Perform all procedures in accordance with CDC and CalOSHA regulations.

## Certificate of Achievement (Career Technical)

#### Certificate Requirements UNITS

ANAT 5	Basic Human Anatomy & Physiology	4	
HLTH 205	CPR for Health Professionals (.5)	0-.5	
<i>or current valid CPR certificate (0)</i>			
MEDA 100	Introduction to Health Careers	1	
MEDA 101	Medical Ethics & Law	2	
MEDA 105	Medical Terminology	4	
MEDA 110	Medical Office Management	3	
MEDA 112	Medical Office Finances & Computer Apps.	2	
MEDA 114	Medical Insurance Management	2	
MEDA 116	Medical Records & Transcription	2	
MEDA 118	Pharmacology & Human Diseases	3	
MEDA 120	Medical Office Clinical Techniques	3	
MEDA 121	Adv. Medical Office Clinical Techniques	3	
MEDA 130	Medical Assisting Externship	4	
<i>Select one unit from the following:</i>			1

BUSC 108C	Computer Skills/Typing Skills: Part 1 (.5)		
BUSC 108D	Computer Skills/Typing Skills: Part 2 (.5)		
BUSC 108E	Computer Skills/Typing Skills: Part 3 (.5)		
BUSC 108F	Computer Skills/Typing Skills: Part 4 (.5)		
BUSC 108G	Computer Skills/Typing Skills: Part 5 (.5)		
BUSC 108H	Computer Skills/Typing Skills: Part 6 (.5)		
BUSC 108I	Computer Skills/Typing Skills: Part 7 (.5)		
BUSC 108J	Computer Skills/Typing Skills: Part 8 (.5)		
BUSC 109	Keyboarding for Computers (1)		
BUSC 110A	Introductory Typing I (1)		
BUSC 110B	Introductory Typing II (1)		
BUSC 110C	Introductory Typing III (1)		
<i>Select one course from the following:</i>			3-4.5

ENGL 1A	Composition (3)	
ENGL 111	Intermediate Academic Writing (3)	
ENSL 110	Adv. Composition (4.5)	

*Current Red Cross Advanced First Aid Card and CPR Card*

**TOTAL CERTIFICATE UNITS** **37-39**

### Associate in Science (Career Technical Degree)

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

#### Associate Degree Major Requirements UNITS

Certificate Requirements	37-39
<i>No additional major courses required</i>	
Recommended Electives:	
HLTH 4	Healthy Living (3)
NUTF 1	Nutrition (3)
PSYC 50	Health Psychology (3)

## MEDICAL OFFICE ADMINISTRATION

This program prepares students for administrative careers in a broad variety of health care settings.

**Learning Outcomes:** Upon successful completion of the Medical Office Administration program, students will be able to:

- Communicate in appropriate medical technical terminology and syntax.
- Recognize common pathologies, diagnostic tests and therapies.
- Utilize computer technology for common medical management tasks.
- Work as a member of a health care team.
- Efficiently utilize medical and drug references, materials and media.

- Construct accurate patient medical records via machine voice transcription of medical dictation.
- Maintain an accurate insurance management log system.
- Accurately code using CPT4/HCPCS (medical procedures) and ICD-9 (diagnoses) coding systems.
- Prepare accurate insurance claims using excerpts from analysis of patient records.

### Certificate of Achievement (Career Technical)

Certificate Requirements		UNITS
ANAT 5	Basic Human Anatomy and Physiology	4
HLTH 205	CPR for Health Professionals (.5) or current valid CPR certificate (0)	0-5
MEDA 100	Introduction to Health Careers	1
MEDA 101	Medical Ethics & Law	2
MEDA 105	Medical Terminology	4
MEDA 110	Medical Office Management	3
MEDA 112	Medical Office Finances & Computer Apps	2
MEDA 114	Medical Insurance Management	2
MEDA 116	Medical Records & Transcription	2
MEDA 118	Pharmacology & Human Diseases	3
<i>Select two units from the following:</i>		2
BUSC 100A	Word Proc.: MS Word/Windows I (1)	
BUSC 100B	Word Proc.: MS Word/Windows II (1)	
BUSC 100C	Word Proc.: MS Word/Windows III (1)	
BUSC 101A	Adv Word Proc.: MS Word/Windows I (1)	
BUSC 101B	Adv Word Proc.: MS Word/Windows II (1)	
BUSC 101C	Adv Word Proc.: MS Word/Windows III (1)	
BUSC 104A	Word Proc.: WordPerfect/Windows I (1)	
BUSC 104B	Word Proc.: WordPerfect/Windows II (1)	
BUSC 104C	Word Proc.: WordPerfect/Windows III (1)	
BUSC 108C	Computer Skills/Typing Skills: Part 1 (.5)	
BUSC 108D	Computer Skills/Typing Skills: Part 2 (.5)	
BUSC 108E	Computer Skills/Typing Skills: Part 3 (.5)	
BUSC 108F	Computer Skills/Typing Skills: Part 4 (.5)	
BUSC 108G	Computer Skills/Typing Skills: Part 5 (.5)	
BUSC 108H	Computer Skills/Typing Skills: Part 6 (.5)	
BUSC 108I	Computer Skills/Typing Skills: Part 7 (.5)	
BUSC 108J	Computer Skills/Typing Skills: Part 8 (.5)	
BUSC 109	Keyboarding for Computers (1)	
BUSC 110A	Introductory Typing I (1)	
BUSC 110B	Introductory Typing II (1)	
BUSC 110C	Introductory Typing III (1)	
<i>Select one course from the following:</i>		3-4.5
ENGL 1A	Composition (3)	
ENGL 111	Intermediate Academic Writing (3)	
ENSL 110	Adv. Composition (4.5)	

#### TOTAL CERTIFICATE UNITS

28-30

### Associate in Science (Career Technical Degree)

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

Associate Degree Major Requirements	UNITS
Certificate Requirements	28-30
<i>No additional major courses required</i>	
Recommended Electives:	
BUSI 120A	Basic Accounting (3)
CSIS 70	Microcomputer Operating Systems (3)
PSYC 50	Health Psychology (3)

## MEDICAL OFFICE PROCEDURES

**Learning Outcomes:** Upon successful completion of the Medical Office Procedures program, students will be able to:

- Communicate in appropriate medical technical terminology and syntax.
- Recognize common pathologies, diagnostic tests and therapies.
- Utilize computer technology for common medical management tasks.
- Work as a member of a health care team.

### Certificate of Achievement (Career Technical)

Core Certificate Requirements		UNITS
HLTH 205	CPR for Health Professionals (.5) or current valid CPR certificate (0)	0-5
MEDA 100	Intro. to Health Careers	1
MEDA 101	Medical Ethics & Law	2
MEDA 105	Medical Terminology	4
<i>Select one unit from the following:</i>		1
BUSC 100A	Word Proc.: MS Word/Windows I (1)	
BUSC 100B	Word Proc.: MS Word/Windows II (1)	
BUSC 100C	Word Proc.: MS Word/Windows III (1)	
BUSC 101A	Adv Word Proc.: MS Word/Windows I (1)	
BUSC 101B	Adv Word Proc.: MS Word/Windows II (1)	
BUSC 101C	Adv Word Proc.: MS Word/Windows III (1)	
BUSC 104A	Word Proc.: WordPerfect/Windows I (1)	
BUSC 104B	Word Proc.: WordPerfect/Windows II (1)	
BUSC 104C	Word Proc.: WordPerfect/Windows III (1)	
BUSC 108C	Computer Skills/Typing Skills: Part 1 (.5)	
BUSC 108D	Computer Skills/Typing Skills: Part 2 (.5)	
BUSC 108E	Computer Skills/Typing Skills: Part 3 (.5)	
BUSC 108F	Computer Skills/Typing Skills: Part 4 (.5)	
BUSC 108G	Computer Skills/Typing Skills: Part 5 (.5)	
BUSC 108H	Computer Skills/Typing Skills: Part 6 (.5)	
BUSC 108I	Computer Skills/Typing Skills: Part 7 (.5)	
BUSC 108J	Computer Skills/Typing Skills: Part 8 (.5)	
BUSC 109	Keyboarding for Computers (1)	
BUSC 110A	Introductory Typing I (1)	
BUSC 110B	Introductory Typing II (1)	
BUSC 110C	Introductory Typing III (1)	
<i>Select one course from the following:</i>		3-4
ANAT 5	Basic Human Anatomy & Physiology (4)	
HLTH 4	Healthy Living (3)	
PSYC 50	Health Psychology (3)	
<i>Select one course from the following:</i>		3-4.5
ENGL 1A	Composition (3)	
ENGL 111	Intermediate Academic Writing (3)	
ENSL 110	Adv. Composition (4.5)	

#### TOTAL CORE CERTIFICATE UNITS

14-17

#### Required Electives:

##### Medical Reception Focus

MEDA 110	Medical Office Management	3
& MEDA 112	Med. Office Finances & Computer Apps.	2

##### OR

##### Medical Coding Specialist Focus

MEDA 112	Med. Office Finances & Computer Apps.	2
& MEDA 113	Medical Procedure Coding	3
& MEDA 115	Medical Diagnostic Coding	2
& MEDA 118	Pharmacology & Human Diseases	3

##### OR

### Medical Insurance Specialist Focus

MEDA 112 Med. Office Finances & Computer Apps.	2
& MEDA 113 Medical Procedure Coding	3
& MEDA 114 Medical Insurance Management	2
& MEDA 115 Medical Diagnostic Coding	2
& MEDA 118 Pharmacology & Human Diseases	3

**TOTAL REQUIRED ELECTIVE UNITS** **5-12**

**TOTAL CERTIFICATE UNITS** **19-29**

### Associate in Science (Career Technical Degree)

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

#### Associate Degree Major Requirements

Certificate Requirements 19-29

No additional major courses required

## MUSIC

### Certificate of Achievement

#### Certificate Requirements

MUSI 10A Musicianship	4
MUSI 10B Diatonic Harmony I	4
MUSI 10C Diatonic Harmony II	4
MUSI 10D Chromatic Harmony	4
MUSI 50B Beginning Piano II (1)	0-1

or equivalent piano competency (0)

Select four semesters from one of the following areas: 4-8

#### Instrumental

MUSI 30 Concert/Community Band (1)
MUSI 32 Jazz Ensemble (1)

#### Vocal

MUSI 20 Chorus I (1-2)
MUSI 22 Chamber Singers (1)

Select four units from one of the following areas: 4

#### Woodwind Instruments

MUSI 44 Woodwind Instrument: Flute – Beg./Intermed. (1)
---

#### Percussion Instruments

MUSI 46 Percussion Instruments (1)
------------------------------------

#### String Instruments

MUSI 48A String Instrument: Beginning Guitar (1)
MUSI 48B String Instrument: Intermediate Guitar (1)

#### Piano

MUSI 50A Beginning Piano I (1)
MUSI 50B Beginning Piano II (1)
MUSI 50C Intermediate Piano (1)
MUSI 50D Advanced Piano (1)

#### Voice

MUSI 40 Voice Fundamentals (1)
--------------------------------

**TOTAL CERTIFICATE UNITS** **24-29**

### Associate in Arts

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

#### Associate Degree Major Requirements

Certificate Requirements 24-29

No additional major courses required

### Associate in Arts (Transfer Preparation Degree)

Complete Major, CSU General Education or IGETC Pattern, Competency Requirements, and 60 transferable units (see pages 53-56).

#### Associate Degree Major Requirements

MUSI 10A Musicianship	4
MUSI 10B Diatonic Harmony I	4
MUSI 10C Diatonic Harmony II	4
MUSI 10D Chromatic Harmony	4

Select one unit from the following each semester for four semesters: 4

MUSI 50A Beginning Piano I (1)
MUSI 50B Beginning Piano II (1)
MUSI 50C Intermediate Piano (1)
MUSI 50D Advanced Piano (1)

Select one course from the following each semester for four semesters: 4

MUSI 30 Concert/Community Band (1)
MUSI 32 Jazz Ensemble (1)
MUSI 34 Swing Band (1)

**TOTAL MAJOR UNITS** **24**

Contact an MPC counselor for major preparation at specific institutions.

## NURSING

The Maurine Church Coburn School of Nursing offers an Associate in Science degree in nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC) and approved by the California Board of Registered Nursing (BRN). Completion of the program allows graduates to take the National Council Licensure Exam (NCLEX) for Registered Nursing. Graduates are prepared for entry-level RN positions. Advanced placement for qualified LVN/LPNs is available. This includes LVNs wishing to be admitted under the Board of Registered Nursing regulation 1429, the 30-unit option. The curriculum provides experiences in a variety of health care settings, including geriatrics, medical, surgical, obstetrics, pediatrics, psychiatric/mental health, clinics and homes. Due to space limitations, completion of program prerequisites does not guarantee admission to the program. Applicants must achieve a satisfactory success index score and pre-entrance readiness score in order to be qualified for admission. Contact the Counseling Department or the School of Nursing for a detailed information and application packet which outlines the admissions requirements and process.

**Learning Outcomes:** Upon successful completion of the Nursing program, students will be able to:

- Collaborate as providers of patient-centered care in meeting the health care needs of individuals in acute, long term and community-based settings.
- Coordinate the activities of the health care team, advocate on behalf of patients, teach patients and families, and direct safe nursing care as managers of care.
- Contribute to the profession as responsible members within the discipline of nursing.

## Associate in Science (Career Technical Degree)

Complete Major, MPC General Education Pattern, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

### Associate Degree Major Requirements

	UNITS
<b>Prerequisite courses:</b>	
MATH 263 Intermediate Algebra & Coord. Geom.	4
<b>OR</b> higher math course	
ENGL 1A Composition	3
ANAT 1 General Human Anatomy	2
ANAT 2 General Anatomy Lab	2
BIOL 25 Applied Microbiology Lecture	3
BIOL 26 Applied Microbiology Lab	1
NURS 100 Pharmacology for Nursing	2
PHSO 1 General Human Physiology	3
PHSO 2 General Physiology Lab	2
PSYC 25 Child and Adult Development	3

### General Education:

#### Communication Skills:

<i>Select one course from the following:</i>		3
+SPCH 1	Public Speaking (3)	
SPCH 2	Small Group Communication (3)	
SPCH 3	Interpersonal Communication (3)	

#### Humanities:

*Select one course from Monterey Peninsula College General Education Requirements list, Area C (see page 59).*

#### Social Sciences:

*Select one course from Monterey Peninsula College General Education Requirement list, Area D (see page 59).*

+SOC 1 Humanity & Society (3)

#### Information Competency:

*All students must complete the Information Competency graduation requirement.*

#### Nursing Core Courses:

NURS 52A	Nursing I	9
NURS 52B	Nursing II	9
NURS 52C	Nursing III	10
NURS 52D	Nursing IV	10

### TOTAL DEGREE UNITS

**72**

+Recommended for BSN Transfer.

#### Advanced Placement LVN students:

*Qualified Advanced Placement LVN students do not need to take the following courses:*

NURS 52A	Nursing I
NURS 52B	Nursing II
NURS 100	Pharmacology for Nursing
PSYC 25	Child and Adult Development
<i>Advanced Placement LVN students must also take:</i>	
NURS 65	Nursing Role Transition (4 units)

## OCEANOGRAPHY

### Associate in Arts (Transfer Preparation Degree)

Complete Major, CSU General Education or IGETC Pattern, Competency Requirements, and 60 transferable units (see pages 53-56).

### Associate Degree Major Requirements

	UNITS	
OCEN 2	Introductory Oceanography	3
OCEN 2L	Introductory Oceanography Lab	1
<i>Select at least 14 units from the following:</i>		14
CHEM 1A	General Chemistry I (5)	
CHEM 1B	General Chemistry II (5)	
MATH 20A	Calculus w/Analytic Geometry I (4)	
MATH 20B	Calculus w/Analytic Geometry II (4)	
PHYS 3A	Science & Engineering Physics I (4)	
PHYS 3B	Science & Engineering Physics II (4)	

### TOTAL MAJOR UNITS

**18**

Contact an MPC counselor for major preparation at specific institutions.

## ORNAMENTAL HORTICULTURE

The Ornamental Horticulture program prepares students for a career in the horticulture field and provides continuing education for current employees as well as educating home gardeners. Courses are offered in the evenings and on weekends.

**Learning Outcomes:** Upon successful completion of the Ornamental Horticulture program, students will be able to:

- Practice sound gardening techniques.
- Explain basic plant functions.
- Identify common local plants.
- Apply basic principles of landscape design.
- Demonstrate floral design techniques.
- Identify and propagate various types of plants.
- Apply principles of turf management.
- Conduct pest management practices.
- Utilize sound horticultural business management practices.
- Plan and set up effective irrigation systems.

### Certificate of Achievement (Career Technical)

#### Certificate Requirements

	UNITS	
ORNH 51	Intro. to Ornamental Horticulture I	3
ORNH 52	Intro. to Ornamental Horticulture II	3
ORNH 61	Plant Identification: Shrubs, Vines, Ground Covers	3
ORNH 62	Plant Identification: Trees, Annuals, Perennials	3
ORNH 63	Plant Propagation	3
ORNH 65	Basic Landscape Design	3

*Select nine units from the following:*

ORNH 55	Trees (3)	
ORNH 57	Turfgrass Management (3)	
ORNH 64	Growing & Using California Native Plants (3)	
ORNH 66	Intermediate Landscape Design (3)	
ORNH 68	Horticultural Sales & Business Practices (3)	
ORNH 70	Irrigation Design & Water Economy (3)	
ORNH 71	Landscape Irrigation Practices (3)	
ORNH 72	Landscape Construction (3)	
ORNH 75	Basic Floral Design (2)	
ORNH 76	Professional Floral Design (2)	

ORNH 78	Insect Pest Management (3)
ORNH 201	Pesticide Application License Exam Prep. (1)
ORNH 202	Beginning Pruning (.5)
ORNH 203	Organic Vegetable Gardening (1)
ORNH 204	Organic Gardening (2)
ORNH 205	Botany for Gardeners (3)
ORNH 210	Current Topics in Ornamental Horticulture (.5)
COOP 91.30	Ornamental Horticulture Work Experience (1-4)

**TOTAL CERTIFICATE UNITS** **27**

**Associate in Science (Career Technical Degree)**

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

**Associate Degree Major Requirements** **UNITS**

Certificate Requirements	27
<i>No additional major courses required</i>	

**PARKS AND RECREATION**

**Maintenance Certificate Program**

This program is designed to train individuals to perform the most common and necessary tasks for park maintenance.

**Learning outcomes:** Upon successful completion of the Maintenance Certificate program, students will be able to:

- Perform core park maintenance skills in a safe and competent manner.
- Communicate effectively with park visitors, peers, and supervisors.
- Identify potential maintenance needs and address those needs with confidence and skills.

**Certificate of Achievement (Career Technical)**

**Certificate Requirements** **UNITS**

*Select fifteen units from the following:* 15

PARK 130	Intro. to California State Parks (1.5)
PARK 133A	Intermed. Park Carpentry Skills (1)
PARK 133B	Adv. Park Carpentry Skills (1)
PARK 134A	Intermed. Park Plumbing Skills (1)
PARK 134B	Adv. Park Plumbing Skills (1)
PARK 135A	Intermed. Park Electrical Skills (1)
PARK 135B	Adv. Park Electrical Skills (1)
PARK 141	Park Landscape Maintenance (1)
PARK 142	Park Masonry Skills (1)
PARK 225A	HazMat First Responder Operational (1)
PARK 226	Basic Park Maintenance Management (2)
PARK 271	Basic Park Carpentry Skills (1)
PARK 273	Basic Park Electrical Skills (1)
PARK 274	Basic Park Plumbing Skills (1)

*Select three units from the following:* 3

PARK 110	Park System Accounting (.5)
PARK 146	Water Continuing Education Workshop (1)
PARK 150	Intro. to Fire Ecology & Prescribed Burning (2)
PARK 153	Prescribed Fire Incident Commander (2)
PARK 184	Historic Preservation (1)
PARK 205	Park Administrative Services II (1.5)
PARK 209	Law Enforcement Leadership (1.5)
PARK 210	Supervisory Course (5)
PARK 211	Supervisory Refresher (.5)
PARK 212	Volunteer Management (.5)
PARK 214	Mgmt Practices (2)

PARK 218	Concessions Management (.5)
PARK 223	Open Water Safety Operations (3)
PARK 224	Safety Coordinator Training (.5)
PARK 227	Beginning Trail Management (.5)
PARK 228	Intermediate Trail Management (.5)
PARK 229	Advanced Trail Management (.5)
PARK 229A	Adv. Trail Management: Climbing & Rigging (1.5)
PARK 229B	Adv. Trail Management: Road to Trail Conversion (1)
PARK 232A	Cult. Resource Interpretation (1)
PARK 232B	Nat'l Resource Interpretation (1)
PARK 233	Facilitator Skills (.5)
PARK 234	Course Leader (1)
PARK 235	Training for Interpretive Trainers (1)
PARK 236A	District Interpretive Coordinator (1)
PARK 237	Interpretive Program Coordination & Supervisor (1.5)
PARK 238	Coastal/Marine Interpretation (.5)
PARK 242	Emergency Med. Responder Instructor Training (2)
PARK 242R	Emerg. Med. Responder/EMT Instructor Refresher (1)
PARK 244	Defensive Tactics Instructor Training (1.5)
PARK 244R	Defensive Tactics Instructor Refresher (1)
PARK 246	Firearms Instructor Training (2)
PARK 246R	Firearms Instructor Refresher (.5)
PARK 253	Peace Officer Update (.5)
PARK 254	Field Training Officer Program (2)
PARK 258	Internal Affairs Investigator (.5)
PARK 260	Resource Management (.5)
PARK 265	Historic Structures Maintenance (1.5)
PARK 266	Museum Collections Management (.5)
PARK 268	Equal Employment Opportunity Counselor Trng (.5)
PARK 269	Equal Employment Opportunity Investigator (1)
PARK 275	Partnership Skill Building (1)
PARK 278	Skills for Interpreting to Children (1)

**TOTAL CERTIFICATE UNITS** **18**

**Associate in Science (Career Technical Degree)**

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

**Associate Degree Major Requirements** **UNITS**

Certificate Requirements	18
<i>No additional major courses required</i>	

**PARK RANGER APPRENTICESHIP**

This program is designed to train individuals who have apprenticeship standing with the California Department of Parks and Recreation Ranger program to become State Park Rangers. The program consists of three courses that are taken in sequence.

**Learning Outcomes:** Upon successful completion of the Park Ranger Apprenticeship program, students will be able to:

- Use all of the skills necessary as described by the California Commission on Peace Officer Standards and Training (POST) and by California Penal Code Section 830.2(f).
- Demonstrate knowledge and skills in park operations, resource management and interpretation.
- Apply the skills learned in law enforcement, interpretation, resource management, and administration within a state park unit.

Required Courses		UNITS
PARK 240	Field Training Program	3
PARK 280	Basic Law Enforcement Training	18-21
PARK 281	Ranger Training Program	5-6

## PHILOSOPHY

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

Associate Degree Major Requirements		UNITS
PHIL 2	Introduction to Philosophy	3
PHIL 4	Moral Issues	3
PHIL 6	Introduction to Logic	3
<i>Select one course from the following:</i>		3
PHIL 5	Environmental Ethics (3)	
PHIL 8	Intro. to World Religions (3)	
PHIL 10	Intro. to Critical Thinking (3)	
PHIL 12	Intro. to the Philosophy of Religion (3)	
PHIL 13	Intro. to Eastern Philosophy (3)	
<i>Select one course from the following:</i>		3
POLS 3	Political Theory & Analysis (3)	
PSYC 1	General Psychology (3)	
SOCI 1	Humanity & Society (3)	
<i>Select one course from the following:</i>		5
FREN 1A	Elementary French I (5)	
FREN 1B	Elementary French II (5)	
GERM 1A	Elementary German I (5)	
GERM 1B	Elementary German II (5)	

**TOTAL MAJOR UNITS** **20**

Contact an MPC counselor for major preparation at specific institutions.

## PHOTOGRAPHY

The Photography program prepares students for a career in the field and/or provides continuing education and personal enrichment opportunities. It is open to current and future photographers.

**Learning Outcomes:** Upon successful completion of the Photography program, students will have demonstrated the ability to:

- Master the technical understanding of camera operation.
- Show proficiency in basic photographic skills such as film development, printing and the mounting of photographs.
- Understand how different format cameras, lenses, and other photographic equipment work plus the various effects each item has on the resulting photograph.
- Explain conventional and alternative processes chemistry, how and why it works, and the myriad effects it has on a final image.
- Understand and describe the digital revolution in photography, including image capture, manipulation, and output.
- Recognize and appreciate accomplished photographers, especially women and persons of color, and the impact their work has had on the medium.
- Identify the relationships between photography and other media such as painting, printmaking and drawing.
- Explain the multiple conceptual trends in the history of photography and their impact on contemporary image-making.

- Develop a coherent portfolio of photographs that could be used as part of an application for advanced degrees or job opportunities.

## Certificate of Achievement

Certificate Requirements		UNITS
PHOT 1A	Photography I: Black & White	3
PHOT 50	Portraiture Photography	3
PHOT 70	Digital Photography	3
PHOT 85	Alternative Processes (3)	3
or PHOT 88	Critique/Portfolio (3)	
<i>Select six units from following not used for the certificate requirement:</i>		6
PHOT 1B	Intermediate Photography (3)	
PHOT 3	Advanced Photography (3)	
PHOT 22	History of Photography (3)	
PHOT 53	Photojournalism (3)	
PHOT 54	Documentary Photography (3)	
PHOT 56	Photographic Lighting (3)	
PHOT 85	Alternative Processes (3)	
PHOT 86	Experimental Photography (3)	
PHOT 87	Lensless Photography (3)	
PHOT 88	Critique/Portfolio (3)	
PHOT 90	Independent Study (1-3)	
PHOT 93	Practicum: Photography (5-2)	

**TOTAL CERTIFICATE UNITS** **18**

### Associate in Arts

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

### Associate Degree Major Requirements

UNITS
Certificate Requirements
18

*No additional major courses required*

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

### Associate Degree Major Requirements

Associate Degree Major Requirements		UNITS
PHOT 1A	Photography I: Black & White	3
*PHOT 50	Portraiture Photography	3
*PHOT 70	Digital Photography	3
*PHOT 85	Alternative Processes (3)	3
or *PHOT 88	Critique/Portfolio (3)	
<i>Select six units from the following:</i>		6
*PHOT 1B	Intermediate Photography (3)	
*PHOT 3	Advanced Photography (3)	
PHOT 22	History of Photography (3)	
*PHOT 53	Photojournalism (3)	
*PHOT 54	Documentary Photography (3)	
*PHOT 56	Photographic Lighting (3)	
*PHOT 85	Alternative Processes (3)	
*PHOT 86	Experimental Photography (3)	
*PHOT 87	Lensless Photography (3)	
*PHOT 88	Critique/Portfolio (3)	
*PHOT 90	Independent Study (1-3)	
*PHOT 93	Practicum: Photography (5-2)	

**TOTAL MAJOR UNITS** **18**

*\*Does not transfer to UC.*

Contact an MPC counselor for major preparation at specific institutions.

## PHYSICAL EDUCATION

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

Associate Degree Major Requirements	UNITS
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<i>Select at least 18 units from the following:</i>	18
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ANAT 1	General Human Anatomy (2)
ANAT 2	General Anatomy Lab (2)
BIOL 21	Concepts in Biology I (5)
MATH 16	Elementary Statistics (3)
NUTF 1	Nutrition (3)
PHED 40	Careers in Physical Education & Fitness (3)
PHSO 1	General Human Physiology (3)
PHSO 2	General Human Physiology Lab (2)
PSYC 1	General Psychology (3)

<b>TOTAL MAJOR UNITS</b>	<b>18</b>
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Contact an MPC counselor for major preparation at specific institutions.

## PHYSICAL EDUCATION AIDE

**Learning Outcomes:** Upon successful completion of the Physical Education Aide program, students will be able to:

- Apply basic principles of safety in a physical education activity.
- Assist or lead various physical fitness/education activities in a group setting.
- Identify injuries common to fitness activities and basic treatment.
- Apply basic physical training principles in designing fitness training programs.
- Identify career options in health, physical education and fitness.

### Associate in Science (Career Technical Degree)

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

Associate Degree Major Requirements	UNITS
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ANAT 5	Basic Human Anatomy & Physiology	4
PHED 40	Careers in Physical Education & Fitness	3
PHED 41	Prevention & Care of Athletic Injuries	3
PSYC 1	General Psychology	3

<i>Select six units from the following:</i>	6
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PFIT 8	Aerobic Conditioning (1-1.5)
PFIT 9	Personal Fitness (1)
PFIT 10	Weight Training (.5-1)
PFIT 13	Stability Ball Training (.5)
PFIT 14	Exercise for Health & Fitness (.5)
PFIT 15	Core Matwork (.5-1)
PFIT 16	T'ai Chi (.5-1)
PFIT 17	Yoga (.5-1)
PFIT 18A	Aerobic Fitness I (.5)
PFIT 18B	Aerobic Fitness II (1)
PFIT 20	Circuit Training (1)
PFIT 21	Flexibility & Relaxation Techniques (.5)
PFIT 22A	Fitness Through Swimming I (1)
PFIT 22B	Fitness Through Swimming II (.5)
PFIT 30	Intro. to Triathlon Training (2)

PHED 1A	Fencing I (.5)
PHED 1B	Fencing II (.5)
PHED 2A	Golf I (.5)
PHED 2B	Golf II (1)
PHED 5A	Tennis I (.5)
PHED 5B	Tennis II (.5)
PHED 6	Soccer (.5)
PHED 7A	Swimming I (.5)
PHED 7B	Swimming II (.5)
PHED 12B	Competitive Swimming I (1)
PHED 12C	Competitive Swimming II (.5)
PHED 15A	Volleyball I (.5)
PHED 15B	Volleyball II (1)
PHED 16	Fundamentals of Basketball (.5)
PHED 17	Fundamentals of Softball (.5-1)
PHED 18	Fundamentals of Football (1.5)
PHED 19	Fundamentals of Baseball (.5)
PHED 20.1	Skill Development for Baseball (1.5)
PHED 20.2	Skill Development for Basketball: Men (1)
PHED 20.3	Skill Development for Basketball: Women (1)
PHED 20.4	Skill Development for Football (1)
PHED 20.5	Skill Development for Golf (1)
PHED 20.6	Skill Development for Softball (1.5)
PHED 20.7	Skill Development for Swimming (.5)
PHED 20.8	Skill Development for Tennis (.5)
PHED 20.9	Skill Development for Track & Field (.5)
PHED 20.10	Skill Development for Volleyball (1)
PHED 21	Fundamentals of Golf (.5)
PHED 29	Varsity Athletic Conditioning (.5)
PHED 30.1	Intercollegiate Basketball: Women (1.5)
PHED 30.2	Intercollegiate Softball: Women (3)
PHED 30.3	Intercollegiate Volleyball: Women (3)
PHED 30.4	Intercollegiate Tennis: Women (3)
PHED 30.6	Intercollegiate Soccer: Women (3)
PHED 31.1	Intercollegiate Football: Men (3)
PHED 31.2	Intercollegiate Basketball: Men (1.5)
PHED 31.3	Intercollegiate Baseball: Men (3)
PHED 31.4	Intercollegiate Golf: Men (3)
PHED 31.5	Intercollegiate Soccer: Men (3)
PHED 32.1	Intercollegiate Track & Field: Women/Men (3)
PHED 32.4	Intercollegiate Cross Country: Women/Men (3)

*Select one course from the following:* 3

SPCH 1	Public Speaking (3)
SPCH 2	Small Group Communication (3)

*Current Red Cross Advanced First Aid Card and CPR Card required*

<b>TOTAL MAJOR UNITS</b>	<b>22</b>
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## PHYSICS

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

Associate Degree Major Requirements		UNITS
<i>Select at least 18 units from the following:</i>		18
CHEM 1A	General Chemistry I (5)	
CHEM 1B	General Chemistry II (5)	
MATH 20A	Calculus w/Analytic Geometry I (4)	
MATH 20B	Calculus w/Analytic Geometry II (4)	
MATH 20C	Calculus of Several Variables (4)	
PHYS 3A	Science & Engineering Physics I (4)	
PHYS 3B	Science & Engineering Physics II (4)	
PHYS 3C	Science & Engineering Physics III (4)	

**TOTAL MAJOR UNITS** **18**  
 Contact an MPC counselor for major preparation at specific institutions.

## POLITICAL SCIENCE

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

Associate Degree Major Requirements		UNITS
HIST 17	History of the United States I	3
HIST 18	History of the United States II	3
MATH 16	Elementary Statistics	3
POLS 1	American Government & Politics	3
POLS 4	International Relations	3
<i>Select one course from the following:</i>		3
POLS 10	Women in American Government (3)	
POLS 16	African-Americans in Amer. Government (3)	
POLS 18	Latinos in American Government (3)	

**TOTAL MAJOR UNITS** **18**  
 Contact an MPC counselor for major preparation at specific institutions.

## PRE-DENTAL HYGIENE

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

Associate Degree Major Requirements		UNITS
<i>Select at least 18 units from the following:</i>		18
ANAT 1	General Human Anatomy (2)	
ANAT 2	General Anatomy Lab (2)	
BIOL 25	Applied Microbiology Lecture (3)	
BIOL 26	Applied Microbiology Lab (1)	
CHEM 30A	Intro. Chemistry for Health Sciences (4)	
CHEM 30B	Org. & Biol. Chem. for Health Sciences (4)	
NUTF 1	Nutrition (3)	
PHSO 1	General Human Physiology (3)	
PHSO 2	General Physiology Lab (2)	

**TOTAL MAJOR UNITS** **18**  
 Contact an MPC counselor for major preparation at specific institutions.

## PRE-NURSING

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

Associate Degree Major Requirements		UNITS
<i>Select at least 18 units from the following:</i>		18
ANAT 1	General Human Anatomy (2)	
ANAT 2	General Anatomy Laboratory (2)	
BIOL 25	Applied Microbiology Lecture (3)	
BIOL 26	Applied Microbiology Lab (1)	
CHEM 30A	Intro. to Chemistry for Health Sciences (4)	
CHEM 30B	Org. & Biol. Chem. for Health Sciences (4)	
PHSO 1	General Human Physiology (3)	
PHSO 2	General Physiology Lab (2)	

**TOTAL MAJOR UNITS** **18**  
 Contact an MPC counselor for major preparation at specific institutions.

## PRE-OCCUPATIONAL THERAPY

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

Associate Degree Major Requirements		UNITS
ANAT 1	General Human Anatomy	2
ANAT 2	General Anatomy Lab	2
ANTH 4	Intro. to Cultural Anthropology	3
MATH 16	Elementary Statistics	3
PHSO 1	General Human Physiology	3
PHSO 2	General Physiology Lab	2
PSYC 1	General Psychology	3
PHYS 2A	General Physics I	4
SOCI 2	Contemporary Social Problems	3
<i>Select three units from the following:</i>		3
ART 22	Visual Fundamentals: Two-Dimensional Design (3)	
ART 24	Color Fundamentals (3)	
ART 28A	Drawing & Composition I (3)	
ART 31	Expressive Drawing (1.5-3)	
ART 32	Landscape Drawing & Painting (1.5)	

**TOTAL MAJOR UNITS** **28**  
 Contact an MPC counselor for major preparation at specific institutions.

## PRE-PHYSICAL THERAPY

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

Associate Degree Major Requirements		UNITS
<i>Select at least 18 units from the following:</i>		18
ANAT 1	General Human Anatomy (2)	
ANAT 2	General Anatomy Laboratory (2)	
CHEM 1A	General Chemistry I (5)	
CHEM 1B	General Chemistry II (5)	
MATH 16	Elementary Statistics (3)	
PHYS 2A	General Physics I (4)	
PHYS 2B	General Physics II (4)	
PHSO 1	General Human Physiology (3)	
PHSO 2	General Physiology Laboratory (2)	
PSYC 1	General Psychology (3)	

**TOTAL MAJOR UNITS** **18**  
 Contact an MPC counselor for major preparation at specific institutions.



## PSYCHOLOGY

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

Associate Degree Major Requirements		UNITS
ANTH 4	Introduction to Cultural Anthropology	3
BIOL 10	Principles of Biology	4
MATH 16	Elementary Statistics	3
PSYC 1	General Psychology	3
PSYC 3	Introduction to Social Psychology	3
PSYC 25	Child and Adult Development	3

**TOTAL MAJOR UNITS** **19**  
Contact an MPC counselor for major preparation at specific institutions.

## REAL ESTATE

### Certificate of Achievement (Career Technical)

Certificate Requirements		UNITS
REAL 50	Principles of Real Estate	3
REAL 51	Real Estate Practice	3
REAL 52	Legal Aspects of Real Estate	3
REAL 53	Real Estate Finance	3
REAL 54	Real Estate Economics	3
REAL 56	Real Estate Property Management	3
REAL 57A	Real Estate Appraisal I	3

**TOTAL CERTIFICATE UNITS** **21**

### Associate in Science (Career Technical Degree)

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

Associate Degree Major Requirements		UNITS
Certificate Requirements		21
BUSI 18	Business Law	3
BUSI 20	Introduction to Business	3
BUSI 42	Human Resources Management	3
BUSI 70	Business Communications	3

**TOTAL MAJOR UNITS** **33**

## RESTAURANT MANAGEMENT

The Restaurant Management program recognizes that food service is one of the world's largest industries. The industry includes all establishments that supply, prepare and serve food outside the home or food to deliver to the home. Whether on a large or small scale, employment is available in hospitals, schools, retirement homes, restaurants, catering and hotels/resorts.

**Learning Outcomes:** Upon successful completion of the Restaurant Management program, students will be able to:

- Design a food and/or beverage operation using cost analysis and acceptable business and safety practices.
- Apply interpersonal skills to collaborate with staff to help meet customer needs and expectations, arrange schedules, complete work assignments, and deal effectively with conflict.

## Associate in Science (Career Technical Degree)

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

Associate Degree Major Requirements		UNITS
HOSP 51	Intro. to the Hospitality Industry	3
HOSP 53	Food & Beverage Service Management	3
HOSP 54	Beverage Service Management	3
HOSP 58	Sanitation, Safety, Equipment	3
HOSP 64	Customer Service	1
HOSP 66	Practices in Hospitality	1
HOSP 72	Culinary Arts Basics	.5
COOP 91.21	Hospitality Work Experience	3
<i>Select two units from the following:</i>		2

HOSP 73	Stocks, Soups, Sauces (.5)	
HOSP 74	Vegetables, Rice, Pasta (.5)	
HOSP 75	Fish, Poultry, Meat (.5)	
HOSP 76	Garde Manger (.5)	
HOSP 77	Bakeshop: Yeasted & Non-Yeasted Breads (.5)	
HOSP 78	Bakeshop: Basic Baking Tech. (.5)	
HOSP 79	Menu Planning/Presentation for Food Serv Prof'ls (.5)	
HOSP 81	Bakeshop: Pies and Tarts (.5)	
HOSP 82	Bakeshop: Cakes, Tortes & Decorating Tech. (.5)	
HOSP 83	Bakeshop: French Pastries/Rest.-Style Desserts (.5)	
HOSP 84	Intro. to Chocolate (.5)	
HOSP 85	Beverage Prep & Service (.5)	
HOSP 87	International Cuisine (.5)	
HOSP 89	Cooking for a Healthy Lifestyle (.5)	

*Select three units from the following:* 3

BUSI 44	Intro. to Business Ownership/Management (3)	
CSIS 50	MS Office Applications (2)	
& CSIS 50L	MS Office Applications Lab (1)	
FACS 56	Life Management (3)	
HOSP 60	Special Event Management (1.5)	
NUTF 1	Nutrition (3)	
NUTF 51	Creative Cookery (1.5)	

*Select one course from the following:* 3-4

BUSI 1A	Financial Accounting (4)	
BUSI 120A	Basic Accounting (3)	

*Select one course from the following:* 3

BUSI 110	Business Math (3)	
MATH 16	Elementary Statistics (3)	

*Select one course from the following:* 3

BUSI 22	Human Behavior/Leadership (3)	
BUSI 42	Human Resource Management (3)	

**TOTAL MAJOR UNITS** **31.5-32.5**

## RESTAURANT MANAGEMENT – FOOD SERVICE MANAGEMENT

The Food Service Management program recognizes that food service is one of the world's largest industries. The industry includes all establishments that supply, prepare and serve food outside the home or food to deliver to the home. Whether on a large or small scale, employment is available in hospitals, schools, retirement homes, restaurants, catering and hotels/resorts.

**Learning Outcomes:** Upon successful completion of the Food Service Management program, students will be able to:

- Purchase, receive, store, prepare, hold and serve food using appropriate industry practices.

- Monitor safety and sanitation procedures for an institution.
- Use the HACCP system of food safety.
- Design a food and/or beverage service operation using cost analysis and acceptable business practices.
- Use financial management tools such as calculators, cash registers, computers.
- Demonstrate knowledge of operational aspects of the restaurant/food service industry.
- Provide customer service at an acceptable level.
- Work as a member of a team.

### Certificate of Training

Certificate Requirements		UNITS
HOSP 51	Intro. to the Hospitality Industry	3
HOSP 64	Customer Service	1
HOSP 66	Practices in Hospitality	1
HOSP 72	Culinary Arts Basics	.5
HOSP 180	Food Safety Certification	.5
COOP 91.21	Hospitality Work Experience	3
<i>Select one course from the following:</i>		3
HOSP 53	Food & Beverage Service Management (3)	
HOSP 54	Beverage Service Management (3)	
<i>Select two units from the following:</i>		2
HOSP 73	Stocks, Soups, Sauces (.5)	
HOSP 74	Vegetables, Rice, Pasta (.5)	
HOSP 75	Fish, Poultry, Meat (.5)	
HOSP 76	Garde Manger (.5)	
HOSP 77	Bakeshop: Yeasted & Non-Yeasted Breads (.5)	
HOSP 78	Bakeshop: Basic Baking Tech. (.5)	
HOSP 79	Menu Planning/Presentation for Food Serv. Prof'ls (.5)	
HOSP 81	Bakeshop: Pies and Tarts (.5)	
HOSP 82	Bakeshop: Cakes, Tortes & Decorating Tech. (.5)	
HOSP 83	Bakeshop: French Pastries/Rest.-Style Desserts (.5)	
HOSP 84	Intro. to Chocolate (.5)	
HOSP 85	Beverage Preparation & Service (.5)	
HOSP 87	International Cuisine (.5)	
HOSP 89	Cooking for a Healthy Lifestyle (.5)	
<i>Select three units from the following:</i>		3
BUSI 44	Intro. to Business Ownership/Management (3)	
FACS 56	Life Management (3)	
HOSP 60	Special Event Management (1.5)	
NUTF 1	Nutrition (3)	
NUTF 51	Creative Cookery (1.5)	
<b>TOTAL CERTIFICATE UNITS</b>		<b>17</b>

### RESTAURANT MANAGEMENT – FAST TRACK: BAKING AND PASTRY ARTS

This is a short course of study designed to prepare workers for entry-level positions in bakeries, hotels, institutions or restaurants. Completion of these courses partially fulfills the requirements for the Associate in Science degree in Restaurant Management.

**Learning Outcomes:** Upon successful completion of the Baking and Pastry Arts program, students will be able to:

- Prepare baked goods and dessert items that are marketable to the public and safe to consume.

- Work as part of a team, using effective communication and interpersonal skills and work habits.
- Follow sanitation procedures and personal hygiene requirements.

### Certificate of Training

Certificate Requirements		UNITS	HOURS
HOSP 66	Practices in Hospitality	1	16
HOSP 77	Bakeshop: Yeasted & Non-Yeasted Breads	.5	16
HOSP 78	Bakeshop: Basic Baking Techniques	.5	16
HOSP 81	Bakeshop: Pies & Tarts	.5	16
HOSP 82	Bakeshop: Cakes, Tortes & Decorating Techniques	.5	16
HOSP 83	Bakeshop: French Pastries & Rest.-Style Desserts	.5	16
HOSP 84	Introduction to Chocolate	.5	16
HOSP 180	Food Safety Certification	.5	8
COOP 91.21	Hospitality Work Experience (Students will be placed in a job situation for experience.)	1	75
<b>TOTAL CERTIFICATE UNITS/HOURS</b>		<b>5.5</b>	<b>195</b>

### RESTAURANT MANAGEMENT – FAST TRACK: COOKING SCHOOL

This is an intensive short program designed to prepare workers for entry-level line positions in the food service industry. Completion of this certificate prepares the student for the next level Certificate of Training in Food Service Management and then for a degree in Restaurant Management.

**Learning Outcomes:** Upon successful completion of the Cooking School program, students will be able to:

- Prepare salads, soups, pasta meat entrees and accompaniments using appropriate procedures and tools/equipment.
- Work as part of a team, using effective communication and interpersonal skills and work habits.
- Follow sanitation procedures and personal hygiene requirements, including using correct temperatures and procedures to thaw, prepare, hold and serve food.

### Certificate of Training

Certificate Requirements		UNITS	HOURS
HOSP 66	Practices in Hospitality	1	16
HOSP 72	Culinary Arts Basics	.5	16
HOSP 73	Stocks, Soups, Sauces	.5	16
HOSP 74	Vegetables, Rice, Pasta	.5	16
HOSP 75	Fish, Poultry, Meat	.5	16
HOSP 76	Garde Manger	.5	16
HOSP 180	Food Safety Certification	.5	8
COOP 91.21	Hospitality Work Experience (Students will be placed in a job situation for experience.)	1	75
<b>TOTAL CERTIFICATE UNITS/HOURS</b>		<b>5</b>	<b>179</b>

## RETAIL MANAGEMENT

The retail management program prepares current and future retail employees for all the challenges of management. Business essentials are included in the curriculum as well as “soft skills” of management and communication required for retail career success.

**Learning Outcomes:** Upon successful completion of the Retail Management program, students will be able to:

- Demonstrate knowledge of operational aspects of the retail industry.
- Demonstrate customer service, sales techniques and general business and retail marketing practices.
- Identify and describe functions of management including planning, organizing, staffing, directing, and controlling.
- Relate appropriate human/public relations approaches to/in all communications, whether written, oral, or nonverbal.
- Examine the ever-changing marketing climate and to explore new developments.
- Demonstrate an overall appreciation of human resources administration, its scope, and its responsibilities.

### Certificate of Achievement (Career Technical)

Certificate Requirements	UNITS
<b>Group A: Foundational Courses</b>	
BUSI 70 Business Communications	3
BUSI 110 Business Mathematics	3
CSIS 50 MS Office Applications	2
CSIS 50L MS Office Applications Lab	1
<b>Group B: Intermediate Courses</b>	
BUSI 1A Financial Accounting (4) or BUSI 120A Basic Accounting (3)	3-4
BUSI 30 Global Management (3) or BUSI 40 Principles of Management (3)	3
BUSI 36 Intro. to International Marketing (3) or BUSI 50 Intro. to Marketing (3)	3
<b>Group C: Advanced Courses</b>	
BUSI 22 Human Behavior/Leadership	3
BUSI 38 Multiculturalism in Corporate America (3) or BUSI 42 Human Resources Management (3)	3
BUSI 52 Retail Store Management	3
<i>Additional course to any group above:</i> COOP 91.7 Business Work Experience	1-3
<b>TOTAL CERTIFICATE UNITS</b>	<b>28-31</b>

## SOCIOLOGY

### Associate in Arts (Transfer Preparation Degree)

Complete Major, CSU General Education or IGETC Pattern, Competency Requirements, and 60 transferable units (see pages 53-56).

Associate Degree Major Requirements	UNITS
SOCI 1 Humanity & Society	3
SOCI 2 Contemporary Social Problems	3
SOCI 3 Introduction to Social Psychology	3
MATH 16 Elementary Statistics	3

Select two courses from the following:

ANTH 4	Introduction to Cultural Anthropology (3)	6
ETNC 10	Intercultural Relations in Amer. Society (3)	
PHIL 4	Moral Issues (3)	
SOCI 40	Marriage and Family Life (3)	

### TOTAL MAJOR UNITS

**18**

Contact an MPC counselor for major preparation at specific institutions.

## THEATRE ARTS

### Certificate of Achievement

Certificate Requirements	UNITS
THEA 1 Theatre Appreciation	3
THEA 11 Voice and Oral Interpretation	3
THEA 15A Beginning Acting	3
THEA 18A Elementary Directing	3
THEA 21A Theatre Workshop I	3

Select 9 units from I, II, or III:

9

### I. Acting: Select one course from each of the following areas a, b, and c totaling 9 units:

#### a. Performance:

THEA 15B	Advanced Acting (2)
THEA 15C	Method Acting (2)
THEA 16A	Acting for the Camera I (3)
THEA 16B	Acting for the Camera II (2)
THEA 30	Chamber/Readers Theatre (3)
THEA 31	Acting Improvisation (3)
THEA 35	Musical Comedy Workshop (3)
THEA 40	Play Production – Comedy (3)
THEA 49	Summer Musical Company (3)
THEA 57	Touring Theatre (3)
THEA 58	Theatre For Young Audiences (3)
THEA 59	Repertory Theatre (3)
THEA 60	Experimental Theatre – Original (3)
THEA 75	Acting Workshop – Adv. Comedy (1-3)
THEA 76	Acting Workshop – Adv. Dramatic (1-3)

#### b. Technique:

THEA 12	Stage Movement (2)
THEA 13	Audition Techniques for the Stage (2)
THEA 24	Beginning Costuming (3)
THEA 25	Make-Up (3)

#### c. Literature:

THEA 4	Intercultural Drama (3)
THEA 5	Film Appreciation (3)
THEA 7A	Writing for the Theatre I (3)

### II. Direction: Select one course from each of the following areas a, b, and c totaling 9 units:

#### a. Performance:

THEA 15B	Advanced Acting (2)
THEA 30	Chamber/Readers Theatre (3)
THEA 35	Musical Comedy Workshop (3)
THEA 41	Play Production – Dramatic (3)
THEA 43	Play Production – Classical (3)
THEA 60	Experimental Theatre – Original (3)
THEA 61	Experimental Theatre – Comedy (3)
THEA 64	Rehearsal and Performance Workshop – Musical (2)
THEA 65	Rehearsal and Performance Workshop – Comedy (2)
THEA 67	Rehearsal and Performance Workshop – Original (2)
THEA 68	Rehearsal and Performance Workshop – Drama (2)

**b. Technique:**

THEA 12	Stage Movement (2)
THEA 13	Audition Techniques for the Stage (2)
THEA 18B	Advanced Directing (2)
THEA 23	Stage Lighting (3)
THEA 24	Beginning Costuming (3)

**c. Literature:**

THEA 4	Intercultural Drama (3)
THEA 5	Film Appreciation (3)
THEA 7A	Writing for the Theatre I (3)
THEA 7B	Writing for the Theatre II (3)
THEA 8A	Beginning Screenwriting (3)
THEA 8B	Intermediate Screenwriting (3)
THEA 8C	Advanced Screenwriting (2)
THEA 103	Film Directors to Watch (3)
THEA 104	European Films (3)
THEA 106	Film and American Culture (3)
THEA 109	Intro. to the Documentary Film (3)

**III. Technical Theatre: Select 9 units from the following:**

THEA 21B	Theatre Workshop II (2)
THEA 23	Stage Lighting (3)
THEA 24	Beginning Costuming (3)
THEA 25	Make-Up (3)
THEA 30	Chamber/Readers Theatre (3)
THEA 35	Musical Comedy Workshop (3)
THEA 42	Play Production – Musical (3)
THEA 43	Play Production – Classical (3)
THEA 62	Experimental Theatre – Dramatic (3)
THEA 63	Experimental Theatre – Classical (3)
THEA 64	Rehearsal and Performance Workshop – Musical (2)
THEA 65	Rehearsal and Performance Workshop – Comedy (2)
THEA 67	Rehearsal and Performance Workshop – Original (2)
THEA 68	Rehearsal and Performance Workshop – Drama (2)
THEA 79	Technical Workshop (3)

**TOTAL CERTIFICATE UNITS****24****Associate in Arts**

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 transferable units (see pages 53, 57-59).

**Associate Degree Major Requirements****UNITS**

Certificate Requirements	24
<i>No additional major courses required</i>	

**Associate in Arts (Transfer Preparation Degree)**

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

**Associate Degree Major Requirements****UNITS**

<i>Select at least 18 units from the following:</i>		18
THEA 1	Theatre Appreciation (3)	
THEA 11	Voice & Oral Interpretation (3)	
THEA 15A	Beginning Acting (3)	
THEA 15B	Advanced Acting (2)	
THEA 21A	Theatre Workshop I (3)	
THEA 23	Stage Lighting (3)	
THEA 24	Beginning Costuming (3)	
<i>Select three units from the following:</i>		3
THEA 40	Play Production – Comedy (3)	
THEA 41	Play Production – Dramatic (3)	
THEA 42	Play Production – Musical (3)	
THEA 43	Play Production – Classical (3)	

THEA 60	Experimental Theatre – Original (3)
THEA 61	Experimental Theatre – Comedy (3)
THEA 62	Experimental Theatre – Dramatic (3)
THEA 63	Experimental Theatre – Classical (3)
THEA 64	Rehearsal & Performance Workshop – Musical (2)
THEA 65	Rehearsal & Performance Workshop – Comedy (2)
THEA 67	Rehearsal & Performance Workshop – Original (2)
THEA 68	Rehearsal & Performance Workshop – Drama (2)
THEA 75	Acting Workshop – Adv. Comedy (1-3)
THEA 76	Acting Workshop – Adv. Dramatic (1-3)
THEA 77	Acting Workshop – Adv. Musical (1-3)
THEA 78	Acting Workshop – Adv. Classical (1-3)

**TOTAL MAJOR UNITS****21**

Contact an MPC counselor for major preparation at specific institutions.

**WEB DESIGNER**

This is a multi-disciplinary program designed for students entering into the web page development arena. Whether they are designing web pages for themselves, for businesses, or for non-profit organizations, this program provides the basic skills needed to accomplish the task. Required courses form a foundation necessary for web-related or internet-development focus. Through this program, students gain an understanding of client-side processing concepts, web page layout and coding, use of design tools and techniques, and basic multimedia design and editing. Students learn about issues involved in developing and supporting websites. Completion of these courses partially fulfills the requirements of the Office Technology and Secretarial Certificates of Achievement and associate degree, and the Computer Science and Information Systems, Computer Software Applications Certificate of Achievement (Career Technical) and associate degree.

**Learning Outcomes:** Upon successful completion of the Web Designer program, students will be able to:

- Determine specifications for web projects.
- Design visual layout of web pages.
- Create and edit web pages using commercial software.
- Create and edit pages using HTML coding.
- Create original digital images.
- Edit and optimize digital images for web use.
- Use graphics and multimedia elements with web pages.
- Use web programming languages to create and manage content.

**Certificate of Training****Certificate Requirements****UNITS****Core Requirements**

CSIS 62	Web Animation & Programming	4
CSIS 76	Networking Fundamentals	4
CSIS 77	Publishing on the World Wide Web	3
CSIS 78	Adv. Publishing on the World Wide Web	3

**TOTAL CORE CERTIFICATE UNITS****14****Required Electives:**

<i>Select one and one-half units from the following:</i>		1.5
CSIS 10A	Computer Science: Beg. Programming (4)	
CSIS 55	Intro. to Programming – Visual Basic (3)	
CSIS 56	Java Programming (3)	
CSIS 82	UNIX & LINUX Syst. Administration (1.5)	
CSIS 83	MS Client Operating Systems (3)	
CSIS 172	Managing and Maintaining Windows Server (3)	

<i>Select one unit from the following:</i>		1
ART 40	Graphic Design for the Web (4)	
ART 45	Intro. to Computers for Graphic Arts (4)	
ART 46	Intro. to Photoshop (4)	
BUSC 131A	Image Proc. for Bus.: Adobe Photoshop (1)	
BUSC 131B	Image Proc. for Bus.: Adobe Photoshop Elements (1)	
BUSC 131C	Image Proc. for Bus.: MS Digital Image Suite (1)	
BUSC 131D	Image Proc. for Bus.: Ulead PhotoImpact (1)	
BUSC 132	Web Publishing Using MS FrontPage (2)	

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**TOTAL CERTIFICATE UNITS** **16.5**

## WOMEN'S STUDIES

The Women's Studies Program is an interdisciplinary, multicultural course of study for women and men that provides content about and understanding of many social and cultural issues affecting women and under-represented people. Students graduating with a major in Women's Studies have a foundation for careers in many fields.

### Associate in Arts

Complete Major, *MPC General Education Pattern*, Competency Requirements, and 60 degree-applicable units (see pages 53, 57-59).

<b>Associate Degree Major Requirements</b>		<b>UNITS</b>
WOMN/HUMA 1	Intro. to Women's Studies	3
WOMN/HUMA/ART 4	Images of Women in the Arts	3
WOMN/PSYC 6	Psychology of Women	3
WOMN/ENGL 11	Literature By and About Women	3
<i>Select one course from the following:</i>		3
WOMN/HUMA/PHIL 40	Intro. to Feminist Theory (3)	
WOMN/PHIL 54	Women and Religion (3)	
<i>Select one course from the following:</i>		3
WOMN/HIST 12	Women in United States History (3)	
WOMN/HIST 13	Women in History (3)	
<i>Select one course from the following:</i>		1-3
WOMN/AUTO 282	Women and Wrenches (1-2)	
WOMN/ANTH/ETNC 30	Women in Cross-Cult'l Persp. (3)	
WOMN/ANTH/ETNC 31	Native American Women (3)	
WOMN/ETNC 32	African-American Women (3)	
WOMN/ETNC 33	Mexican-American Women (3)	
WOMN/ETNC 34	Asian-American Women (3)	
WOMN/LING 25	Intro. to Language & Gender (3)	

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**TOTAL MAJOR UNITS** **19-21**

## WORLD LANGUAGES

### Associate in Arts (Transfer Preparation Degree)

Complete Major, *CSU General Education or IGETC Pattern*, Competency Requirements, and 60 transferable units (see pages 53-56).

<b>Associate Degree Major Requirements</b>		<b>UNITS</b>
<i>Select one of the following options:</i>		24.5
<b>Option 1: French</b>		
FREN 1A	Elementary French I (5)	
FREN 1B	Elementary French II (5)	
FREN 2A	Intermediate French (5)	
FREN 2B	Advanced French (5)	
FREN 50	Intermediate French Conversation (1.5)	
LING 10	Foundations of Language (3)	
<b>Option 2: Spanish</b>		
SPAN 1A	Elementary Spanish I (5)	

SPAN 1B	Elementary Spanish II (5)
SPAN 2A	Intermediate Spanish (5)
SPAN 2B	Advanced Spanish (5)
SPAN 50	Intermediate Spanish Conversation (1.5)
LING 10	Foundations of Language (3)

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**TOTAL MAJOR UNITS** **24.5**

Contact an MPC counselor for major preparation at specific institutions.



# TRANSFER

## *Information*

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## TRANSFER PROCESS

It is recommended that students work closely with a counselor to develop educational plans for transferring to a four-year institution. Students who are preparing to transfer to a bachelor's degree program should acquaint themselves with the current catalog and website of their transfer college for information about admission qualifications and application procedures, since these vary and are subject to change. Students planning to transfer may, with careful planning, also complete the graduation requirements for MPC's Associate in Arts or Associate in Science degree. Students are encouraged to complete both transfer and AA/AS requirements in order to have completed a degree upon transferring. They should meet with a counselor for degree and transfer counseling.

There are four major components to transfer from a community college to a college/university bachelor's degree program:

1. Total units required
2. General education courses\*
3. Major preparation courses
4. Minimum grade point average

\*Transfer students interested in California State Universities (CSU) or Universities of California (UC) should become familiar with general education requirements (see CSU-GE, page 55 and UC-IGETC, page 56). Students with units from another college or university should have official transcripts sent to MPC Admissions and Records Office and meet with a counselor for a complete evaluation (see also Evaluation of Transfer Credit, page 20).

Effective and competitive transfer strategies include taking the required level of math and English as soon as possible; maintaining the highest possible GPA; completing as much major prep as possible; and following deadlines.

## ADMISSION TO CALIFORNIA PUBLIC UNIVERSITY SYSTEM

### California State University (CSU)

Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus

Go to websites [www.calstate.edu/admission](http://www.calstate.edu/admission) and [www.csumentor.edu/planning/transfer](http://www.csumentor.edu/planning/transfer) for assistance.

### Lower-Division Transfer Admission Requirements

Many campuses may restrict enrollment of lower division transfer students. Contact the campus of your choice to determine if there are admission limits. You may be eligible for admission with fewer than 60 transferable semester units (90 quarter units) if you:

- Have a college grade point average of 2.0 or better in all transferable college units attempted;
- Are in good standing at the last college or university attended, i.e., you are eligible to re-enroll;
- Meet the requirements for a first-time freshman or have successfully completed necessary courses to make up the deficiencies you had in high school if you did not complete the 15-units pattern of college preparatory subjects;

- Submit your high school transcript and official test scores;
- Meet the eligibility index required of a freshman (if you do not meet the eligibility index it is recommended that you continue your education at a community college and complete 60 or more units. See upper division transfer requirements listed below);
- Some campuses require completion of English composition and general education mathematics. Lower-division transfer students will be required to take the English Placement Test (EPT) and the Entry Level Mathematics Test (ELM) if they are not exempt based on SAT I or ACT scores (see exemptions in the freshman section of the CSU application) or have not completed the appropriate English and math college-level course with grade of "C" or better.
- File an application for admission during the priority filing period. Check [www.csumentor.edu](http://www.csumentor.edu) for filing periods and campus availability. Submit official transcripts from ALL colleges and universities that you attended, even if no work was completed; this includes college work while in high school.

### Upper-Division Transfer Admission Requirements (advanced standing or "junior")

You are eligible for admission with 60 or more transferable semester units (90 quarter units) if you:

- Have a college grade point average of 2.0 or better (2.40 for non-California residents) in all transferable college units attempted;
- Are in good standing at the last college or university attended, i.e., you are eligible to re-enroll;
- Have completed or will complete prior to transfer at least 30 semester units (45 quarter units) of courses equivalent to general education requirements with a grade of "C" or better. The 30 units must include all of the general education requirements in communication in the English language (English composition, oral communication and critical thinking) and at least one course of at least 3 semester units (4 quarter units) required in college-level mathematics;
- Upper-division transfer students who have completed English composition (English 1A) and college-level math courses (a math course with a prerequisite of intermediate algebra or higher) with grades of "C" or better are exempt from the English Placement Test (EPT) and the Entry Level Mathematics Test (ELM). Math and English requirements must be completed prior to enrolling at CSU campus. Some campuses will not accept math and English coursework completed during the summer term just prior to fall enrollment. Check with the campus of your choice or see a counselor.
- File an application for admission during the priority filing period. Check [www.csumentor.edu](http://www.csumentor.edu) for filing periods and campus availability. Filing online is the preferred method. Submit official transcripts from ALL colleges and universities that you attended, even if no work was completed; this includes college work while in high school. Submit GE Certification after acceptance and before transfer (see page 112).

### Additional CSU Admission Requirements for Impacted Majors and campuses

An undergraduate major or campus is designated as impacted when the number of applications received during the initial filing period exceeds the number of available spaces. Currently, several CSUs are impacted and most are admitting with regional priority. Supplementary admission criteria may be used to screen all applicants for admission to impacted majors. Students can maximize opportunities by applying during the initial application period, meeting regular admission requirements, completing all supplementary admission criteria, and considering a second campus choice or alternate major. Detailed impactation information is available at <http://www.calstate.edu/SAS/impactioninfo.shtml>



## University of California (UC)

Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco (medical programs only), Santa Barbara, Santa Cruz

Go to [www.uctransfer.universityofcalifornia.edu](http://www.uctransfer.universityofcalifornia.edu) for assistance.

Some campuses may restrict applications of lower division transfer students or those with too many upper division units. Contact the campus of your choice to determine if there are admission limits.

**Lower division transfer eligibility:** Admission is dependent upon the completion of certain high school subject requirements, including English, a language other than English, mathematics, U.S. history, U.S. government, laboratory science, visual and performing arts, college preparatory electives, and satisfying the scholarship requirement and examination requirements (see Eligibility Index in UC application). MPC students qualifying for admission upon graduation from high school (satisfied the subject, scholarship and exam requirements) may be able to transfer at any time they have a "C" (2.0) average in all college work transferable to the University of California. Contact the UC campus for more information.

**Upper division transfer eligibility:** According to the University of California, a transfer applicant is a student who has graduated from high school and enrolled in a regular session at another college or university. According to this definition, a student cannot disregard his or her college record and apply as a freshman. MPC transfer students not eligible for admission upon graduation from high school must complete a pattern of courses that satisfies the transfer admission requirements listed below, earning a grade of "C" or better in each course. Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) may meet this course pattern (see IGETC on page 56).

1. Complete 60 semester (90 quarter) units of UC transferable college credit with a GPA of at least 2.4 (no more than 14 semester/21 quarter units may be taken Pass/No Pass); and
2. Two transferable college courses (3 semester or 4-5 quarter units each) in English composition; and
3. One transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning; and
4. Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.
5. File an application for admission during the priority filing period. Check [www.universityofcalifornia.edu/admissions/howtoapply](http://www.universityofcalifornia.edu/admissions/howtoapply) for filing periods and campus availability. Filing online is the preferred method. If you are admitted, submit official transcripts from ALL colleges and universities that you attended, even if no work was completed; this includes college work while in high school. Some campuses may ask for transcripts prior to admission. Submit IGETC Certification after acceptance and before transfer (see page 112).

### Additional UC Admission Requirements

If a particular campus or major receives more applicants than spaces available, the campus will use additional admission criteria or requirements. Always check with the campus of your choice for specific requirements. Fulfilling prerequisites in your major (some campuses will NOT consider an alternate major, while others encourage it – check your preferred campus), choosing alternate campuses and completing more than minimum requirements may increase your chances of UC admission. All UC admission information is from the University of California undergraduate application.

## CSU/UC COURSE AGREEMENTS ONLINE AT ASSIST

Comprehensive articulation information, including transferable course agreements for all California community colleges is available at [www.assist.org](http://www.assist.org). ASSIST provides access to the most current articulation agreements between UC, CSU and the California community colleges. ASSIST includes the general education requirements, IGETC, major preparation, links to the application websites and will be updated periodically.

## TRANSFER ADMISSION AGREEMENT (TAA) AND TRANSFER ADMISSION GUARANTEE (TAG)

The TAA and TAG programs at Monterey Peninsula College are "contracts" that universities make with students who meet the transfer admission requirements and will therefore receive early notification of conditional acceptance. The agreement is a written document signed by the student and designated representatives of MPC and a four-year university/college. MPC currently has TAAs with CSU Monterey Bay, Santa Clara University, and Brandman University. TAGs can be written with UC Davis, UC Irvine, UC San Diego, UC Santa Barbara, UC Santa Cruz, UC Merced, and UC Riverside. TAG/TAA requirements vary and are subject to change. The student will have completed at least 30 transferable units. The process usually begins early in the fall semester one year prior to the planned transfer. Interested students should begin the process early and contact the Counseling Department to schedule a counseling appointment. You can file one TAG with your preferred UC campus September 1 through 30 at <https://uctag.universityofcalifornia.edu>

## GENERAL EDUCATION REQUIREMENTS

MPC students who plan to transfer to a University of California or California State University campus in advanced standing (also called upper-division or junior level) should satisfy as many university general education and major requirements (prerequisites) as possible before transferring. High-unit majors such as engineering and biological sciences may be exempt from some general education and/or the IGETC pattern. Catalogs for all UC/CSU campuses are available in the Career & Transfer Resource Center and can be consulted for lower division courses required for selected majors. Each campus of the UC system has its own specific general education and major requirements; however, many UC campuses will honor certification of the IGETC. Students should see a counselor for more information and check [www.assist.org](http://www.assist.org) for articulation agreements.

### CSU General Education Pattern

The CSU General Education-Breadth (CSU GE, see page 55) program allows California community college transfer students to fulfill lower-division general education requirements at any CSU campus prior to transfer. This curriculum provides an alternative to the IGETC requirements and to a university's GE/Breadth requirements. This can be a good option if you know you want to transfer to a CSU but you do not know which campus you will attend, or if you know which campus you will attend but do not know which major you will pursue. The GE-Breadth program is designed to educate students to: think, write, and speak clearly and logically; reason quantitatively; gain knowledge about the human body and mind; the development and functioning of human society, the physical and biological world, and human cultures and civilizations; and develop an under-

standing of the principles, methods, and values of human inquiry. Transfer students may check their G.E. status using [www.csumentor.edu](http://www.csumentor.edu). Go to "Plan for College," then under "Transfer Students," click on "Transfer Planner," and enter all California community college work completed.

### **GE Certification**

Upon completion of lower division general education, transferring students should request that a GE Certification be sent to the CSU, usually during the last semester/session and after acceptance to the CSU. Up to 39 of the 48 GE-Breadth units required can be transferred from and certified by a California community college. If students do not complete the general education certification requirements before transferring, the courses they complete may be reviewed differently. Contact a counselor for information regarding partial certification.

## **Intersegmental General Education Transfer Curriculum (IGETC)**

The IGETC is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus; pattern is outlined on page 56. Courses must be completed for all areas with a grade of "C" or better. It should be noted that completion of the IGETC is neither a requirement for transfer to CSU or UC nor is it the only way to fulfill the lower division general education requirements prior to transfer. Students pursuing majors that require extensive lower division preparation (e.g., science, engineering, arts) may find the IGETC inappropriate to follow. The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular UC or CSU campus. Counselors are available to help students decide which pattern to follow.

### **IGETC Certification**

Once all requirements have been completed, the transferring student should request that a certification of the IGETC be sent to the University of California or California State University. Partial certification (i.e., certification of all but one or two courses) is allowed. Students must still complete all admission requirements for transfer: Areas 1A, 1B, 1C and Area 2 (see page 56 for UC-IGETC). Students intending to transfer to CSU are required to take an additional course in Oral Communication and do not need to demonstrate proficiency in language other than English to transfer, but another language may be required for CSU graduation. Check your campus of choice. Contact a counselor for information regarding certification.

## **TRANSFER TO LOCAL PRIVATE UNIVERSITIES**

### **Brandman University (Monterey Campus) General Education Requirements**

(Subject to change; check with the institution.)

Brandman University recognizes the full CSU GE and IGETC certifications as meeting all Brandman University General Education Requirements other than the LBSU 300 course requirement provided it is completed prior to matriculation. Brandman accepts courses numbered 1-99 that are considered CSU and/or UC transferable, excluding internships, practicum, work experience, field experience, preparatory skill, and technical/vocational type courses.

To view course-to-course equivalencies go to Brandman homepage [www.brandman.edu](http://www.brandman.edu) and log on to WebAdvisor for Guests, accessible through

QuickLinks or Student Resources menus. Select Search for CUC Transfer Courses by Institution.

## **Monterey Institute of International Studies General Education Requirements**

(Subject to change; check with the institution.)

Transfer students who are admitted to the Monterey Institute of International Studies may be able to complete their BA and MA in a total of 3 years. Students will receive a BA in International Studies and will apply to the MA program of their choice. Admission to the BA in International Studies requires two years of prior study, approximately 60 semester credits of transfer coursework from an accredited college or university. A grade point average of 3.0 on a 4.0 scale is required, and only appropriate courses in which the student has earned grades of "B" or better can be transferred. Students should complete the following general education requirements before applying: English Composition (3 units), English Literature (3 units), History or Government (3 units), Physical Science (3 units), Social Science (3 units), Second Language (in one language) (16 units), and Electives (29 units). Micro Economics (3 units) and Macro Economics (3 units) are suggested for students planning a Master's degree in the International Policy School. The semester credits required for admission may include work in progress, but 60 semester credits must be completed prior to enrollment. For information and application instructions please e-mail [admit@miis.edu](mailto:admit@miis.edu) or visit our website [www.miis.edu](http://www.miis.edu)

## **Monterey College of Law General Education Requirements**

(Subject to change; check with the institution.)

Admission to the Monterey College of Law is based upon a combination of factors including academic record, LSAT score, personal statement, special interests and non-academic accomplishments related to future performance in the legal field. The completion of a bachelor's degree from an accredited college or university is recommended at the time of enrollment. In some circumstances, an applicant with less than a bachelor's degree but with more than 60 semester units of academic credit may be approved for admission. Only MPC courses numbered 1-99 are recommended as prerequisites for law school admission. It is suggested that these courses be chosen to represent a wide variety of general education to include English, social science, natural science, and humanities. Monterey College of Law offers the Juris Doctorate (J.D.) program and the Masters of Legal Studies (MLS) program. For more information, please visit [www.montereylaw.edu](http://www.montereylaw.edu) or contact Monterey College of Law directly.

## **TRANSFER TO INDEPENDENT OR OUT-OF-STATE COLLEGES AND UNIVERSITIES**

MPC students can prepare to transfer to any four-year college or university in the country. Past transfers include California institutions such as Santa Clara, UOP, Mills, Pepperdine, USC, as well as out-of-state schools such as Boston, Howard, NYU, Penn State, Tulane, and Smith. California independent and out-of-state universities should be contacted by the student for specific transfer requirements; many institutions will accept the CSU GE or the UC IGETC pattern. The Association of Independent California Colleges and Universities website [www.aiccu.edu](http://www.aiccu.edu) provides resources to select best match based on needs and interests. Out-of-state colleges can be researched at <http://nces.ed.gov/collegenavigator/>. The Career & Transfer Resource Center provides access to paper catalogs and to an online catalog service.

## **CROSS ENROLLMENT**

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### **UC and CSU**

(Subject to change; check with the institution.)

This program is designed to encourage transfer and potential transfer students to explore transfer options through enrollment at four-year institutions. MPC students may cross-enroll at University of California or California State University without formal admission and at a reduced fee. Students may take a maximum of one course per academic term at a campus of either the CSU or UC system on a space-available basis. To meet eligibility requirements, MPC student needs to:

- Have completed at least one term (6 units) as an MPC matriculated student
- Be enrolled for a minimum of 6 units at MPC
- Have earned a grade point average of 2.0 for work completed
- Have paid fees at MPC
- Have completed appropriate academic preparations as determined by host campus
- Be a California resident
- Complete, with signature and stamp from Admissions and Records Office, an Application form available from Career & Transfer Resource Center, (831) 645-1336.



# COURSES

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## COURSE DESCRIPTIONS AND NUMBERING

All courses are listed alphabetically. Not all courses listed in this catalog may be offered during the academic year. Unit of credit or semester unit is a measure of time and study devoted to a course. Hours for courses are listed as hours that the student will spend in class per week for the semester. Total hours spent in a class are listed for courses that are less than a semester in length. These hours may be lecture, laboratory, discussion, field study, studio, activity, or clinical.

### Course Grading

The following course grading is found in the course description following the title of the course:

**LG:** Letter grade only

**P/NP:** Pass/No Pass grade only

**LG-P/NP:** Letter Grade or Pass/No Pass grade

**NC:** Non-Credit

### Course Numbers

The college has adopted the following numbering system effective Fall 2005:

**1-99 BS/BA Level and Associate Degree:** Courses numbered 1 through 99 are baccalaureate level courses, carrying lower division baccalaureate level credit at four-year colleges and universities. Not all courses numbered 1-99 are transferable to UC. Check the MPC Catalog description for transferability. "Baccalaureate applicable" courses in the 1 through 99 series meet the following criteria:

1. The course is parallel to one offered at a California State University or University of California campus and/or has been accepted as satisfying a general education requirement as indicated by the approved CSU-GE List (California State University General Education List) or the IGETC (Intersegmental General Education Transfer Curriculum).
2. The course has procedural rigor to meet the critical thinking and/or computational levels required for baccalaureate level courses. Courses in this series are also associate degree applicable.

**100-299 Associate Degree Only:** Courses numbered 100 through 299 are associate degree level courses. They are generally, but not exclusively, career technical in nature. Courses numbered 100-199 may transfer at the discretion of the receiving institution. If a student takes both ENGL 111 and 112, only one of the courses may be applied toward the associate degree.

**300-399 Credit, Non-Degree Applicable:** Courses numbered 300 through 399 are intended as developmental courses in reading, writing, mathematics, English as a Second Language, and study and learning skills. They may not be used to fulfill any degree requirements.

**400-499 Non-credit:** Courses numbered 400 through 499 are courses for which no credit is awarded.

## COURSE REQUISITES

The following definitions from Title 5, Section Code 55200 of the California Code of Regulations are used to describe conditions that should be considered before a student enrolls in a class.

Requisites are determined to be "necessary and appropriate" when a strong rational basis exists for concluding that a prerequisite or corequisite is reasonably needed to achieve the purpose that it purports to serve.

**Prerequisite** means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. Prerequisite courses must be completed with a grade of "C" or better.

**Corequisite** means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

**Advisory** means 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.

**Enrollment Limitation** means a condition of enrollment that a student is required to meet for admission into a program such as Work Experience or Dental Assisting.

**Satisfactory grade** means that, for the course in question, the student's academic record has been annotated with the symbol A, B, C, or P.

## COURSE LISTINGS

The College from time to time offers experimental courses in various disciplines. These classes will have course numbers of 97, 197, 297 or 397. Each individual course goes through the same approval process of being reviewed and approved by the Curriculum Advisory Committee and the Board of Trustees as any other course. These courses are not repeatable and will only be offered twice. Please check the current college catalog, supplemental catalog, and/or Schedule of Classes for current offerings.

### ANY DISCIPLINE 90 INDEPENDENT STUDY

*.5-4 units • LG-P/NP • Three hours activity per week for each unit of credit*

This course provides a framework for any of the academic disciplines listed in the catalog to offer transferable Independent Study courses, which are designed to enrich the student's experience beyond current curriculum offerings. The program of study, research, reading, or activity is tailored to student needs and interests. When the student has identified an instructor to supervise his/her program of study, the agreement is recorded on a form available in the Admissions and Records Office. May be taken four times in a single department, provided there is no duplication of topics.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

## ADAPTED PHYSICAL EDUCATION

### ADPE 8 INTRODUCTION TO ADAPTED PHYSICAL EDUCATION

*.5 unit • LG-P/NP • One and one-half hours activity*

This course is designed to provide students with disabilities an introduction to the adapted physical education program. May be taken four times for credit. After that, may be repeated based on provisions of Title 5, Section 56029. A current exercise referral signed by a physician or authorized health specialist is required prior to initiating the exercise plan.

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E1

### ADPE 9 ADAPTED PERSONAL FITNESS

*1 unit • LG-P/NP • Three hours activity*

This course provides information and activities designed to increase the physical fitness of disabled students. May be taken four times for credit. After that, may be repeated based on provisions of Title 5, Section 56029. A current exercise referral signed by a physician or authorized health specialist is required prior to initiating the exercise plan.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### ADPE 13 PHYSICAL EDUCATION: ADAPTED

*1.5 units • LG-P/NP • Four and one-half hours activity*

This course is designed to provide specially designed exercise for students with disabilities. May be taken four times for credit. After that, may be repeated based provisions of Title 5, Section 56029. A current exercise referral signed by physician or authorized health specialist is required prior to initiating the exercise plan.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### ADPE 14 ADAPTED AEROBICS

*1 unit • LG-P/NP • Three hours activity*

This course is designed to provide non-impact creative rhythmic activities for students with disabilities. May be taken four times for credit. After that, may be repeated based on provisions of Title 5, Section 56029. A current exercise referral signed by physician or authorized health specialist is required prior to initiating the exercise plan.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### ADPE 15 HEART HEALTHY EXERCISE

*1.5 units • LG-P/NP • Four and one-half hours activity*

This course is designed for students who have, or are at high risk for, cardiovascular conditions that prevent their safe participation in regular physical education. The emphasis is on positive lifestyle changes including diet, stress management, and exercise. May be taken four times for credit. After that, may be repeated based on provisions of Title 5, Section 56029. A current exercise referral signed by physician or authorized health specialist is required prior to initiating the exercise plan.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### ADPE 16 ADAPTED FLEXIBILITY AND MOVEMENT TECHNIQUES

*1 unit • LG-P/NP • Three hours activity*

Designed for disabled students, this course covers stretching exercises and movement principles related to flexibility. May be taken four times for credit. After that, may be repeated based on provisions of Title 5, Section 56029. A current exercise referral signed by a physician or authorized health specialist is required prior to initiating the exercise plan.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

## ADMINISTRATION OF JUSTICE

### ADMJ 2 INTRODUCTION TO ADMINISTRATION OF JUSTICE

*3 units • LG • Three hours lecture*

This course presents the history and philosophy of justice as it evolved throughout the world; in-depth study of the American system and the various sub-systems; roles and role expectations of criminal justice agents in their interrelationships in society; concepts of crime causations, punishments and rehabilitation; and ethics, education and training for professionalism in the social system. Also offered in the Living Room Series.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E2

### ADMJ 3 COMMUNITY AND HUMAN RELATIONS

*3 units • LG • Three hours lecture*

This course addresses the relationship of criminal justice agents and the community; causal and symptomatic aspects of community understanding; lack of cooperation and mistrust; study of behavioral causes; and ways to develop and maintain amicable relationships. Also offered in the Living Room Series.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**ADMJ 4 CRIMINAL LAW***3 units • LG • Three hours lecture*

This course addresses historical development, philosophy of law and constitutional provisions; definitions, classifications of crimes and their applications to the system of administration of justice; legal search, review of case law, methodology and concepts of law as a social force. Students explore crimes against persons, property, and the state as a social, religious, and historical ideology. Also offered in the Living Room Series.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**ADMJ 6 INTRODUCTION TO EVIDENCE***3 units • LG • Three hours lecture*

Students explore the origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kind and degrees of evidence and rules governing admissibility; and judicial decisions interpreting individual rights and case studies viewed from a conceptual level. Also offered in the Living Room Series.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**ADMJ 51 CRIMINAL PROCEDURES***3 units • LG • Three hours lecture*

This course addresses legal processes from pre-arrest through trial, sentencing and correctional procedures; a review of the history of case and common law; conceptual interpretations of law as reflected in court decisions; a study of case law methodology and case research as the decisions impact upon the procedures of the justice system. Also offered in the Living Room Series.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**ADMJ 53 POLICE FIELD OPERATIONS***3 units • LG • Three hours lecture*

This course covers the history and development of patrol philosophy; planning for field activities to include functions of patrol, traffic and other preliminary investigative duties of the field officer; techniques for planning patrol activities; handling complaints and requests for services; mechanics of field interviews, searches and arrests; the handling of traffic-related problems; civil and domestic disturbances; and other community crime incidents.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**ADMJ 55 WRITING FOR CRIMINAL JUSTICE***3 units • LG • Three hours lecture*

This course addresses techniques of communicating facts, information, and ideas effectively in a simple, clear, and logical manner in the various types of criminal justice system reports; letters, memoranda, directives, and administrative reports; emphasis on criminal justice terminology, use of English and organization of information; practice experience in note taking and report writing; presentation of testimony in court. Also offered in the Living Room Series.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**ADMJ 57 INTRODUCTION TO CORRECTIONS***3 units • LG • Three hours lecture*

This course surveys the field of correctional science. It includes historical development, current concepts and practice; explanations of criminal behavior; functions and objectives of the criminal justice system concerned with institutional, probation, and parole processes as they modify the offender's behavior; survey of professional career opportunities in public and private agencies. Also offered in the Living Room Series.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**ADMJ 66 INTRODUCTION TO INVESTIGATION***3 units • LG • Three hours lecture*

This course addresses fundamentals of investigation; techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi; processes; sources of information; interview and interrogation; follow-up investigation. Also offered in the Living Room Series.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**ADMJ 70 JUVENILE LAW AND PROCEDURE***3 units • LG • Three hours lecture*

This course addresses techniques of handling juvenile offenders and victims; prevention and intervention of juvenile criminality; counseling and referral; organization of community resources; juvenile law and juvenile court procedures and codes. Also offered in the Living Room Series.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**AMERICAN SIGN LANGUAGE****SIGN 1A ELEMENTARY AMERICAN SIGN LANGUAGE I***5 units • LG-P/NP • Five hours lecture*

This course offers a systematic introduction to understanding, signing, reading and writing American Sign Language (ASL) and to Deaf American culture. Emphasis is placed on communication skills, first in the classroom, then extending to wider cultural contexts.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C**SIGN 1B ELEMENTARY AMERICAN SIGN LANGUAGE II***5 units • LG-P/NP • Five hours lecture*

This course is a continuation of SIGN 1A. Emphasis is placed on extending communication skills to wider cultural contexts.

**Prerequisites:** SIGN 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C**SIGN 2A INTERMEDIATE AMERICAN SIGN LANGUAGE***5 units • LG-P/NP • Five hours lecture*

This course provides a review and completion of basic grammatical structures used in American Sign Language with signed and written drills. Emphasis is placed on conversation practice with everyday vocabulary and discussions of readings/videos relating to Deaf American culture.

**Prerequisites:** SIGN 1B**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C



**SIGN 2B ADVANCED AMERICAN SIGN LANGUAGE II***5 units • LG-P/NP • Five hours lecture*

This course provides a review of grammar and active vocabulary growth through signed and written composition. Emphasis is placed on conversational practice using materials relevant to the American Deaf culture.

**Prerequisites:** SIGN 2A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, 6A; MPC, Area C**ANATOMY**

See also BIOLOGY and PHYSIOLOGY.

**ANAT 1 GENERAL HUMAN ANATOMY***2 units • LG • Two hours lecture*

This course addresses the systemic approach to microscopic and gross structure of the human body. It is appropriate for majors in nursing, physical therapy, dental hygiene, physical education, occupational therapy, and similar fields.

**Advisories:** High school chemistry and biology or ANAT 5; eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area B2; MPC, Area B (with ANAT 2)**ANAT 2 GENERAL ANATOMY LABORATORY***2 units • LG • Six hours lab*

This course addresses human structures studied via models, extensive mammalian dissection, and cadaver. It is appropriate for majors in nursing, physical therapy, dental hygiene, physical education, occupational therapy, and similar fields.

**Prerequisites or Corequisites:** ANAT 1**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area B2, B3; MPC, Area B (with ANAT 1)**ANAT 5 BASIC HUMAN ANATOMY AND PHYSIOLOGY***4 units • LG-P/NP • Three hours lecture; three hours lab*

This course explores the structure and function of systems of the human body. Laboratory activities include study of human parts and models, and measurements of physiological phenomena. The course is appropriate for majors in medical assisting, psychology, social service, art, some other paramedical and health occupations, and for the liberal arts student.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area B2, B3; IGETC, Area 5B; MPC, Area B**ANAT 70 ANATOMICAL PREPARATIONS***1 unit • P/NP • Three hours lab*

This course addresses human dissection and preparation of anatomical specimens.

**Prerequisites:** ANAT 1 and 2**Credit transferable:** CSU**ANTHROPOLOGY****ANTH 2 INTRODUCTION TO BIOLOGICAL ANTHROPOLOGY***3 units • LG-P/NP • Three hours lecture*

This course examines the field of biological anthropology, emphasizing evolutionary theory, human genetics, heredity, classification, primatology, the hominid fossil record, our African origins, and modern human variation.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area B2, D1; IGETC, Area 4A, 5B; MPC, Area B, D**ANTH 2L LABORATORY IN BIOLOGICAL ANTHROPOLOGY***1 unit • LG-P/NP • Three hours lab*

This course introduces laboratory methods used to examine human genetics, classification, primates, the fossil record, and modern human variation. Students will use practical research modules to discuss features of primate locomotion, diagram the origin of humankind by employing the fossil record, and use forensic techniques to interpret human variation.

**Prerequisites or corequisites:** ANTH 2**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**General Ed. Credit:** (ANTH 2 & 2L) CSU, Area B3; IGETC, Area 5B; MPC, Area B**ANTH 4 INTRODUCTION TO CULTURAL ANTHROPOLOGY***3 units • LG-P/NP • Three hours lecture*

This course examines the field of cultural anthropology, emphasizing methods and practices, theoretical perspectives, and the significance of ethnographic fieldwork. This course equips the student with a better understanding of cross-cultural ways of life, both past and present, in this time of globalization. Also offered online.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D1; IGETC, Area 4A; MPC, Area D**ANTH 6 INTRODUCTION TO ARCHAEOLOGY AND PREHISTORY***3 units • LG-P/NP • Three hours lecture*

This course examines the field of archaeology emphasizing theoretical perspectives and the significance of archaeological methods, techniques and procedures. This course explores archaeology and world prehistory by investigating evidence of our earliest origins to the establishment of agricultural civilizations.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D1; IGETC, Area 4A; MPC, Area D**ANTH 11 DEALING WITH DIVERSITY***3 units • LG-P/NP • Three hours lecture*

This course addresses race, social class, age, gender and sexual orientation in American society. An analysis of the different constraints and motivations of people from different cultural backgrounds is included. Also offered in the Living Room Series.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D1, D3; IGETC, Area 4A; MPC, Area D, F

**ANTH 20 NATIVE PEOPLES OF NORTH AMERICA***3 units • LG-P/NP • Three hours lecture*

This course is an anthropological survey of the cultures of native peoples of the United States and Canada before European contact. Also offered as Ethnic Studies 20; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D1, D3; IGETC, Area 4A, 4C; MPC, Area D***ANTH 21 ANCIENT CIVILIZATIONS OF MESOAMERICA***3 units • LG-P/NP • Three hours lecture*

This course traces the development, form and history of pre-Columbian Mesoamerican civilization, surveying the achievements of the Maya, the Aztec, and their neighbors. Also offered as Ethnic Studies 21; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D1, D2; IGETC, Area 4A, 4C; MPC, Area D***ANTH 30 WOMEN IN CROSS-CULTURAL PERSPECTIVE***3 units • LG-P/NP • Three hours lecture*

This course explores the female experience in Africa, Asia, the Mid-East, and Latin America, focusing on the ways in which women work for freedom and justice. Class interest determines the geographical areas to be emphasized. Also offered as Ethnic Studies 30 and Women's Studies 30; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D1, D3, D4, D6; IGETC, Area 4A, 4C, 4D, 4F; MPC, Area D***ANTH 31 NATIVE AMERICAN WOMEN***3 units • LG-P/NP • Three hours lecture*

This course explores the history, culture, and current issues of native women of North and Central America. Also offered as Ethnic Studies 31 and Women's Studies 31; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 or ENSL 110***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D1, D3, D4; IGETC, Area 4A, 4C, 4D; MPC, Area D***ARABIC****ARAB 1A ELEMENTARY ARABIC I***5 units • LG-P/NP • Five hours lecture*

This course offers a systematic introduction to understanding, speaking, reading and writing the Arabic language. Emphasis is placed on communication skills, first in the classroom, then extending to wider cultural contexts.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C2; IGETC, Area 6A; MPC, Area C***ARAB 1B ELEMENTARY ARABIC II***5 units • LG-P/NP • Five hours lecture*

This course offers further study of elementary Arabic.

**Prerequisites:** *ARAB 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C2; IGETC, Area 6A; MPC, Area C***ART**

For Photography classes, see page 212.

**ART 1 INTRODUCTION TO THE ARTS***3 units • LG-P/NP • Three hours lecture*

This course is a survey of the arts for the non-major, with emphasis on contemporary art forms. Illustrated lectures and films on painting, sculpture and architecture are included. Offered in the Living Room Series and/or online.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C1; IGETC, Area 3A; MPC, Area C***ART 2 HISTORY OF WESTERN ART I***4 units • LG-P/NP • Four hours lecture*

Through lectures and slides this course traces the development of the art of Western Civilization from the ancient world, through the Middle Ages and the Renaissance, to 1520 A.D.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C1; IGETC, Area 3A; MPC, Area C***ART 3 HISTORY OF WESTERN ART II***4 units • LG-P/NP • Four hours lecture*

Through lectures and slides this course traces the development of the art of Western Civilization from the Protestant Reformation (1520) up to the late 20th century.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C1; IGETC, Area 3A; MPC, Area C***ART 4 IMAGES OF WOMEN IN THE ARTS***3 units • LG-P/NP • Three hours lecture*

This course examines women in the visual arts, emphasizing American culture over the past four hundred years. Students study the visual arts made by women and what their relationship to society was when they made it. Also offered as Humanities 4 and Women's Studies 4; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 or ENSL 110***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C1, C2; IGETC, Area 3A, 3B; MPC, Area C***ART 6 SURVEY OF AMERICAN ART***3 units • LG-P/NP • Three hours lecture*

This course addresses American art from colonial times to the present. The heritage of European culture on America is emphasized.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C1; IGETC, Area 3A; MPC, Area C***ART 7 ART OF AFRICA, OCEANIA, AND PRE-COLUMBIAN AMERICAS***3 units • LG-P/NP • Three hours lecture*

This course explores the art forms of Africa, Oceania, and pre-Columbian American societies. Their art is studied as to form and content in terms of aesthetics and the function and role in their community life.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C1; IGETC, Area 3A; MPC, Area C*

**ART 8 SURVEY OF ASIAN ART***3 units • LG-P/NP • Three hours lecture*

This course surveys sculpture, painting, ceramics and architecture of India, China and Japan from the Stone Age to the present. Illustrated lectures include the historical and religious background which shaped the arts of East Asia.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU, UC**General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C***ART 9 HISTORY OF ARCHITECTURE***3 units • LG-P/NP • Three hours lecture*

This course traces the evolution of architecture and its influence on the culture of the modern world. Emphasis on the 19th and 20th centuries.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU, UC**General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C***ART 10 ART AND ARTISTS OF THE MONTEREY PENINSULA***1 unit • LG-P/NP • One hour lecture*

This course traces the history of the development of the "Artist's Colony" on the Monterey Peninsula.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU***ART 11 ARCHITECTURE OF THE MONTEREY PENINSULA***1.5 units • LG-P/NP • Total hours: Twenty-four hours lecture*

This course surveys the architectural heritage of the Monterey Peninsula focusing on Monterey, Pacific Grove, Carmel, and Pebble Beach.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU***ART 12 ARCHITECTURE OF THE MONTEREY PENINSULA: LOCAL FIRMS, BUILDERS, ARCHITECTS***.5 unit • LG-P/NP • Total hours: Eight hours lecture*

This is a master or generic course under which special topics will be selected from local architectural firms, architects, builders, and related professions. May be taken four times for credit provided there is no duplication of topics.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU***ART 13 ARCHITECTURAL TOUR OF THE MONTEREY PENINSULA***.5-6 units • LG-P/NP • Total hours: Eight hours lecture for each module*

This course consists of specific topics (.5 unit each) that parallel those offered in ART 11 and ART 12 concerning local architectural firms, architects, builders and related professions. May be taken for a maximum of 6 units.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU***ART 14 ARCHITECTURAL TOUR OF THE HANNA HOUSE OR THE WALKER HOUSE***.5 unit • LG-P/NP • Total hours: Eight hours lecture*

This course is a discussion and visit to Frank Lloyd Wright's Hanna House or the Walker House.

*Advisories: Eligibility for ENGL 111 or ENSL 110**Credit transferable: CSU***ART 15 ART OF MONTEREY IN THE OAKLAND MUSEUM***.5 unit • LG-P/NP • Total hours: Eight hours lecture*

This course provides opportunity to observe, analyze, and evaluate original works of art created on the Monterey Peninsula now on exhibit at the Oakland Museum.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU***ART 21A PROFESSIONAL PRACTICES: PHOTOGRAPHING YOUR ARTWORK***.5 unit • P/NP • One hour lab*

This course offers an introduction to methods of photographing both fine arts and graphic arts. Cameras, lighting, film and placement of objects will be studied. May be taken four times for credit.

*Credit transferable: CSU***ART 22 VISUAL FUNDAMENTALS: TWO-DIMENSIONAL DESIGN***3 units • LG-P/NP • Six hours studio*

This is a hands-on course that creatively explores the fundamentals of design on a two-dimensional surface. Students learn the foundation of visual language. Formal and conceptual issues such as visual problem solving, and use of line, shape, color, and pattern are explored.

*Credit transferable: CSU, UC**General Ed. Credit: MPC, Area C***ART 23 DESIGN II: THREE-DIMENSIONAL DESIGN***3 units • LG-P/NP • Six hours studio*

This course surveys materials, concepts, and elements of three-dimensional design. Practice in the organization of forms in space is included.

*Credit transferable: CSU, UC***ART 24 COLOR FUNDAMENTALS***3 units • LG-P/NP • Six hours studio*

This course explores the fundamentals of color theory and practice: hue, tints, shades, textures, patterns. The use of acrylic paint and collage is included.

*Credit transferable: CSU, UC**General Ed. Credit: MPC, Area C***ART 28A DRAWING AND COMPOSITION I***3 units • LG-P/NP • Six hours studio*

In this course, students explore the techniques of drawing and principles of composition working in a variety of media.

*Credit transferable: CSU, UC**General Ed. Credit: MPC, Area C, E2***ART 28B DRAWING AND COMPOSITION II***3 units • LG-P/NP • Six hours studio*

This course is a continuation of ART 28A to improve and refine drawing skills using a variety of media. Students should have basic drawing skills. May be taken two times for credit.

*Credit transferable: CSU, UC***ART 29A SKETCH I***1.5 units • LG-P/NP • Three hours studio*

This course emphasizes the quick sketch for developing ideas and skill. A sketch course is recommended each semester for the art major. Meets concurrently with ART 29B.

*Credit transferable: CSU, UC*

**ART 29B SKETCH II***1.5 units • LG-P/NP • Three hours studio*

This course is a continuation of ART 29A to further develop skills in quick sketch with emphasis on composition. Meets concurrently with ART 29A. May be taken two times for credit.

**Prerequisites:** ART 29A**Credit transferable:** CSU, UC**ART 30A FIGURE DRAWING I***3 units • LG-P/NP • Six hours studio*

This course explores drawing the nude human form in short and long poses using a variety of media. Meets concurrently with ART 30B.

**Advisories:** ART 28A or 29A**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E2**ART 30B FIGURE DRAWING II***3 units • LG-P/NP • Six hours studio*

This course is a continuation of ART 30A with more individual approaches to problems in figure drawing. Meets concurrently with ART 30A. Students should have basic drawing skills and a basic knowledge of the figure. May be taken two times for credit.

**Credit transferable:** CSU, UC**ART 31 EXPRESSIVE DRAWING***1.5-3 units • LG-P/NP • Three hours studio per week for each one and one-half unit of credit*

This course addresses the study and practice of drawing with emphasis on creative expression, using a variety of materials. May be taken four times for credit.

**Advisories:** ART 22 or 28A**Credit transferable:** CSU, UC**ART 32 LANDSCAPE DRAWING AND PAINTING***1.5 units • LG-P/NP • Three hours studio*

This course explores landscape format in drawing and painting. Instruction in a variety of materials with traditional and non-traditional approaches is included. Meets both in the studio and at various area locations. May be taken two times for credit.

**Credit transferable:** CSU, UC**ART 33A SPECIAL DRAWING TECHNIQUES I: FIGURE DRAWING***.5 unit • P/NP • One hour lab*

This is a specialized course in figure drawing. A variety of media may be used. May be taken four times for credit.

**Credit transferable:** CSU, UC**ART 33B SPECIAL DRAWING TECHNIQUES I: GESTURE DRAWING***.5 unit • P/NP • One hour lab*

This is a specialized course in gesture drawing. A variety of media may be used. May be taken four times for credit.

**Credit transferable:** CSU, UC**ART 33C SPECIAL DRAWING TECHNIQUES I: PERSPECTIVE DRAWING***.5 unit • P/NP • One hour lab*

This is a specialized course in perspective drawing. A variety of media may be used. May be taken four times for credit.

**Credit transferable:** CSU, UC**ART 33D SPECIAL DRAWING TECHNIQUES I: VALUE STUDY***.5 unit • P/NP • One hour lab*

This is a specialized course in value study. A variety of media may be used. May be taken four times for credit.

**Credit transferable:** CSU, UC**ART 33E SPECIAL DRAWING TECHNIQUES I: PORTRAITURE***.5 unit • P/NP • One hour lab*

This is a specialized course in portraiture. A variety of media may be used. May be taken four times for credit.

**Credit transferable:** CSU, UC**ART 34A SPECIAL DRAWING TECHNIQUES II: LANDSCAPE DRAWING***.5 unit • P/NP • One hour lab*

This is a specialized course in landscape drawing. A variety of media may be used. May be taken four times for credit.

**Credit transferable:** CSU, UC**ART 34B SPECIAL DRAWING TECHNIQUES II: NARRATIVE DRAWING***.5 unit • P/NP • One hour lab*

This is a specialized course in narrative drawing. A variety of media may be used. May be taken four times for credit.

**Credit transferable:** CSU, UC**ART 34C SPECIAL DRAWING TECHNIQUES II: COLLAGE***.5 unit • P/NP • One hour lab*

This is a specialized course in collage. A variety of media may be used. May be taken four times for credit.

**Credit transferable:** CSU, UC**ART 35 INTRODUCTION TO PRINTMAKING***3 units • LG-P/NP • Six hours studio*

This course is an introduction to the three categories of fine art printmaking on paper: planar, relief, and intaglio. Basic fine art printmaking principles and techniques such as press operation, hand transfers, registration, paper selection and inking are covered. Use of non-toxic materials is emphasized. May be taken four times for credit.

**Credit transferable:** CSU**General Ed. Credit:** MPC, Area E2**ART 35A SPECIAL PRINTMAKING TECHNIQUES I: CHINE COLLE***.5 unit • P/NP • One hour lab*

This is a specialized course in chine collé and collage techniques of printmaking. Hand transfer and press techniques will be explored. Water- and oil-based inks may be used. May be taken four times for credit in combination with ART 38R.

**Credit transferable:** CSU**ART 35B SPECIAL PRINTMAKING TECHNIQUES I: RELIEF PRINTING***.5 unit • P/NP • One hour lab*

In this specialized course in relief techniques of printmaking, both woodblock and linoleum cut are covered. Hand transfer and press techniques will be explored. Water- and oil-based inks may be used. May be taken four times for credit.

**Credit transferable:** CSU, UC

**ART 35C SPECIAL PRINTMAKING TECHNIQUES I: MONOTYPE***.5 unit • P/NP • One hour lab*

This is a specialized course in monotype printmaking. Hand transfer and press techniques will be explored. Water- and oil-based inks may be used. May be taken four times for credit.

**Credit transferable:** CSU, UC**ART 35D SPECIAL PRINTMAKING TECHNIQUES I: DRYPOINT***.5 unit • P/NP • One hour lab*

In this specialized course in drypoint printmaking, press techniques will be explored. Oil-based inks may be used. May be taken four times for credit.

**Credit transferable:** CSU, UC**ART 35E SPECIAL PRINTMAKING TECHNIQUES I: COLLOGRAPH***.5 unit • P/NP • One hour lab*

Students learn collographic printmaking in this specialized course. Press techniques will be explored and oil-based inks may be used. May be taken four times for credit.

**Credit transferable:** CSU**ART 35F SPECIAL PRINTMAKING TECHNIQUES I: MINIATURES***.5 unit • P/NP • One hour studio*

This is a specialized course in creating miniature fine art prints. Hand transfer and press techniques will be explored. Water- and oil-based inks may be used. May be taken four times for credit.

**Credit transferable:** CSU**ART 35G SPECIAL PRINTMAKING TECHNIQUES I: PRINTMAKING STUDIO***1 unit • LG-P/NP • Two hours studio*

This open studio class is designed for experienced printmakers and/or students having successfully completed at least one semester of printmaking at MPC. May be taken four times for credit.

**Credit transferable:** CSU**ART 35H SPECIAL PRINTMAKING TECHNIQUES I: THE EXPERIMENTAL PRINT STUDIO***.5 unit • LG-P/NP • One hour studio*

In this class, two experimental printmaking techniques are demonstrated. Students are given guided studio time to explore both techniques. This course is designed for experienced printmakers. May be taken four times for credit.

**Credit transferable:** CSU**ART 35J SPECIAL PRINTMAKING TECHNIQUES I: PRINTS IN SPACE***1 unit • LG-P/NP • Two hours lab*

In this class, students explore the integration of printmaking with sculpture, installation and performance. May be taken four times for credit.

**Credit transferable:** CSU**ART 35K SPECIAL PRINTMAKING TECHNIQUES I: PRINTING FROM YOUR ARCHIVE***.5 unit • LG-P/NP • One hour lab*

In this specialized course, students create new prints using previously made prints and plates as source material. May be taken four times for credit.

**Credit transferable:** CSU**ART 35L SPECIAL PRINTMAKING TECHNIQUES I: COLLABORATIVE PRINTS***.5 unit • LG-P/NP • One hour lab*

This is a specialized course in collaborative printmaking projects. Students work with partners or in small groups to complete print projects. May be taken four times for credit.

**Credit transferable:** CSU**ART 35M SPECIAL PRINTMAKING TECHNIQUES I: NARRATIVE PRINTS***.5 unit • LG-P/NP • One hour lab*

This is a specialized course in narrative printmaking. Students explore concepts and techniques relevant to storytelling through prints. May be taken four times for credit.

**Credit transferable:** CSU**ART 35N SPECIAL PRINTMAKING TECHNIQUES I: POLITICAL PRINTS***.5 unit • LG-P/NP • One hour lab*

This is a specialized course in political printmaking. Students explore concepts and techniques relevant to politics and social issues through prints. May be taken four times for credit.

**Credit transferable:** CSU**ART 35O SPECIAL PRINTMAKING TECHNIQUES I: MIXED MEDIA PRINTMAKING***1.5 units • LG-P/NP • Three hours lab*

This course explores mixed media printmaking processes. Techniques include but are not limited to multiple drop relief, intaglio and monotype mixed media prints. Press operation and safe studio practices are included. Combinations of ART 35O, 38G, and 59 may be taken four times for credit.

**Credit transferable:** CSU**ART 36A PRINTMAKING I: RELIEF PRINTMAKING***3 units • LG-P/NP • Six hours studio*

This course is an introduction to relief printmaking including, but not limited to, woodblock, linocut, stamp printing, and collage printing. Basic fine art printmaking principles and techniques such as press operation, hand transfers, registration, paper selection and inking are covered. Use of non-toxic materials is emphasized. May be taken two times for credit.

**Credit transferable:** CSU, UC  
**General Ed. Credit:** MPC, Area E2**ART 36A.1 EXPERIMENTAL RELIEF PRINTMAKING***3 units • LG-P/NP • Six hours studio*

This course is an exploration of experimental, non-toxic relief printmaking processes. Techniques include but are not limited to multiple drop mixed media prints and new technologies in relief printmaking. Press operation and safe studio practices are included. May be taken four times for credit.

**Credit transferable:** CSU

**ART 36B PRINTMAKING II: INTAGLIO PRINTMAKING***3 units • LG-P/NP • Six hours studio*

This course is an introduction to intaglio printmaking including, but not limited to, drypoint, etching, aquatint, photo etching, and collograph. Basic fine art printmaking principles and techniques such as press operation, registration, paper selection and inking are covered. Use of non-toxic materials is emphasized.

**Credit transferable:** CSU, UC**ART 36B.1 EXPERIMENTAL INTAGLIO PRINTMAKING***3 units • LG-P/NP • Six hours studio*

This course is an exploration of experimental non-toxic intaglio printmaking processes. Techniques include but are not limited to multiple drop mixed media prints. Press operation and safe studio practices will be included. May be taken four times for credit.

**Credit transferable:** CSU**ART 36C BOOK ARTS***3 units • LG-P/NP • Six hours studio*

This course is an introduction to book arts, including but not limited to content, structures, layout, and binding. Decorative page and cover papers are explored, and sequential imaging techniques are employed. Historical and contemporary artists' books are studied. May be taken four times for credit.

**Credit transferable:** CSU**ART 36D SCREEN PRINTING***3 units • LG-P/NP • Six hours lab*

This course is an introduction to screen printing, including but not limited to image development, screen printing techniques, editioning and monotype screen printing. Historical and contemporary screen prints are studied. May be taken four times for credit.

**Credit transferable:** CSU**ART 36E PHOTO-BASED PRINTMAKING***3 units • LG-P/NP • Six hours lab*

This course is an exploration of photo-based printmaking processes. Techniques include but are not limited to chine collé with photographs, gum transfers, solar plates and the use of digitally created images. Press operation and safe studio practices are included. May be taken four times for credit.

**Credit transferable:** CSU**ART 37 INTRODUCTION TO MONOTYPES***1.5-3 units • LG-P/NP • Three hours studio per week for each one and one-half unit of credit*

An introduction to the art of monotypes and related printmaking techniques is provided. May be taken for a maximum of three units.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area C**ART 37A.1 EXPERIMENTAL MONOTYPE PRINTMAKING***3 units • LG-P/NP • Six hours studio*

This course is an exploration of experimental non-toxic monotype processes. Techniques include but are not limited to combination prints, limited editions, varied editions and other related techniques. Press operation and safe studio practices are included. May be taken four times for credit.

**Credit transferable:** CSU**ART 38A SPECIAL PRINTMAKING TECHNIQUES II: EMBOSSING***.5 unit • P/NP • One hour lab*

In this specialized course in embossing techniques students learn hand transfer and press techniques. May be taken four times for credit.

**Credit transferable:** CSU**ART 38C SPECIAL PRINTMAKING TECHNIQUES II: BOOK ARTS***.5-1.5 units • LG-P/NP • One to three hours lab*

In this specialized course in making artists' books, binding techniques, decorative papers and sequential imaging will be explored. May be taken for a maximum of 1.5 units.

**Credit transferable:** CSU, UC**ART 38D SPECIAL PRINTMAKING TECHNIQUES II: ETCHING***.5 unit • P/NP • One hour lab*

This specialized course in etching techniques covers press techniques and non-toxic methods. May be taken four times for credit.

**Credit transferable:** CSU, UC**ART 38E SPECIAL PRINTMAKING TECHNIQUES II: XEROX TRANSFER***.5 unit • P/NP • One hour lab*

In this specialized course in Xerox transfer techniques, hand transfer and press techniques will be explored. May be taken four times for credit.

**Credit transferable:** CSU**ART 38F SPECIAL PRINTMAKING TECHNIQUES II: INDIVIDUALIZED PROJECTS***.5 unit • LG-P/NP • One hour studio*

This is a specialized course in individualized printmaking projects. Students consult with the instructor to complete specific print projects. Designed for experienced printmakers. May be taken four times for credit.

**Credit transferable:** CSU**ART 38G SPECIAL PRINTMAKING TECHNIQUES II: MIXED MEDIA***.5-3 units • LG-P/NP • One to six hours studio*

This is a specialized course in mixed media printmaking projects. Students combine a number of different printmaking techniques, creating works of layered depth. Combinations of ART 350, 38G, and 59 may be taken four times for credit.

**Credit transferable:** CSU**ART 38I SPECIAL PRINTMAKING TECHNIQUES II: SOLAR PLATES***.5 unit • LG-P/NP • One hour lab*

This is a specialized course in solar plate etching techniques. Oil-based inks are used. May be taken four times for credit.

**Credit transferable:** CSU**ART 38J SPECIAL PRINTMAKING TECHNIQUES II: LITHO PAPER PLATES***.5 unit • LG-P/NP • One and one-half hours lab*

This is a specialized course in paper plate lithography etching techniques. Oil-based inks are used. May be taken four times for credit.

**Credit transferable:** CSU

**ART 38K SPECIAL PRINTMAKING TECHNIQUES II: AQUATINT***.5 unit • LG-P/NP • One hour lab*

This is a specialized course in aquatint printmaking techniques. Oil-based inks are used. May be taken four times for credit.

**Credit transferable: CSU****ART 38L SPECIAL PRINTMAKING TECHNIQUES II: BUTTERLIFT ETCHING***.5 unit • LG-P/NP • One hour lab*

This is a specialized course in butterlift etching techniques. Oil-based inks are used. May be taken four times for credit.

**Credit transferable: CSU****ART 38M SPECIAL PRINTMAKING TECHNIQUES II: PASTEL TRANSFERS***.5 unit • LG-P/NP • One hour lab*

This is a specialized course in pastel transfer printmaking techniques. Oil-based inks are used. May be taken four times for credit.

**Credit transferable: CSU****ART 38N SPECIAL PRINTMAKING TECHNIQUES II: PHOTO SCREEN PRINTING***1 unit • LG-P/NP • Two hours lab*

This is a specialized course in photo screen printing. Water-based inks are used. May be taken four times for credit.

**Credit transferable: CSU****ART 38O SPECIAL PRINTMAKING TECHNIQUES II: DIGITAL/HAND HYBRID PRINTS***.5 unit • LG-P/NP • One hour lab*

This is a specialized course in digital/hand hybrid prints. Oil-based inks are used. May be taken four times for credit.

**Credit transferable: CSU****ART 38P SPECIAL PRINTMAKING TECHNIQUES II: SCREEN PRINTING WITH STENCILS***.5 unit • LG-P/NP • One hour lab*

This is a specialized course in screen printing with stencils. Water-based inks are used. May be taken four times for credit.

**Credit transferable: CSU****ART 38Q SPECIAL PRINTMAKING TECHNIQUES II: MONOTYPE SCREEN PRINTING***.5 unit • LG-P/NP • One hour lab*

This is a specialized course in monotype screen printing. Water-based inks are used. May be taken four times for credit in combination with ART 35C.

**Credit transferable: CSU****ART 38R SPECIAL PRINTMAKING TECHNIQUES II: SCREEN PRINTING WITH CHINE COLLÉ***.5 unit • LG-P/NP • One hour lab*

This is a specialized course in screen printing with chine collé. Water-based inks are used. May be taken four times for credit in combination with ART 35A.

**Credit transferable: CSU****ART 38S SPECIAL PRINTMAKING TECHNIQUES II: MIXED MEDIA SCREEN PRINTING***1 unit • LG-P/NP • Two hours lab*

This is a specialized course in mixed media screen printing. Students print on a variety of substrates. Water-based inks are used. May be taken four times for credit.

**Credit transferable: CSU****ART 39A CREATIVE DIGITAL MEDIA I***2 units • LG-P/NP • One hour lecture; two hours lab*

This course is designed to integrate fine art and computer technology. Content includes technical terms and concepts needed for digital image making such as scanning, importing images, color and printing issues, and drawing and painting with the computer. Software is used for student projects, and some assignments combine digital and traditional art media. May be taken two times for credit.

**Advisories: Concurrent enrollment in ART 49****Credit transferable: CSU****ART 39B CREATIVE DIGITAL MEDIA II***2 units • LG-P/NP • One hour lecture; two hours lab*

A continuation of ART 39A, this course will enable art students to use the computer to further their studies in drawing, painting, printmaking, weaving, jewelry, color, and/or photography. Emphasis is on individualized projects. Additional software such as InDesign, Flash, and Dreamweaver may be used. Concepts such as vector objects, typography, time, and interactivity are introduced. May be taken two times for credit.

**Prerequisites: ART 39A****Advisories: Concurrent enrollment in ART 49****Credit transferable: CSU****ART 40 GRAPHIC DESIGN FOR THE WEB***4 units • LG-P/NP • Three hours lecture; two hours lab; one hour by arrangement*

This course is an introduction to graphic and information design methodologies for the world wide web. Comparisons will be made to print media, as traditional design concepts are adapted to electronic form. Design trends and technology standards will be considered, as students are introduced to industry-leading web design software applications. Students should have proficiency in computer skills prior to enrollment. May be taken two times for credit provided there is a change in software version.

**Advisories: ART 45; eligibility for ENGL 111 and 112 or ENSL 110 and 155****Credit transferable: CSU****ART 41 GRAPHIC DESIGN: IMAGES AND TYPE***4 units • LG-P/NP • Three hours lecture; two hours lab; one hour by arrangement*

This course builds on basic design principles in order to explore the combination of images and type in a graphic design context. This course will examine graphic communication—its history, techniques and ties to commerce. Students will learn to conceptualize and develop graphic form for the printed page and the computer screen. May be taken two times for credit provided there is a change in software version.

**Advisories: ART 22 and 45; eligibility for ENGL 111 and 112 or ENSL 110 and 155****Credit transferable: CSU**

**ART 43 PAGE LAYOUT AND TYPOGRAPHY***4 units • LG-P/NP • Three hours lecture; three hours lab*

This course introduces students to industry-standard software for page layout and print publishing. Students will learn how to produce quality single- and multi-page documents for print. An emphasis will be placed on the role of page layout software in graphic design and publishing, terminology, and establishing competency in page layout software. May be taken two times for credit provided there is a change in software version.

**Advisories:** ART 45; eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**ART 44 INTRODUCTION TO WEB ANIMATION***4 units • LG-P/NP • Three hours lecture; two hours lab; one hour by arrangement*

This course will investigate interactive media design in the form of web animation. Macromedia Flash, a leading web development and design tool, will be used to add motion to student web page design. Emphasis will be placed on planning and creating efficient, professional quality web animation effects. Students should have proficiency in computer skills prior to enrollment. May be taken two times for credit provided there is a change in software version.

**Advisories:** ART 45; eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**ART 45 INTRODUCTION TO COMPUTERS FOR GRAPHIC ARTS***4 units • LG-P/NP • Three hours lecture; three hours studio*

This course provides students with essential computer hardware and software skills in the graphic arts field. Students will learn about the desktop computer environment, operating systems, and graphic design computer terms and principles. Topics include creating vector artwork bitmap images with Adobe Illustrator software. Students are introduced to color on the computer, scanning, file formats, and other concepts related to the commercial design industry. May be taken two times for credit provided there is a change in software version.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**ART 46 INTRODUCTION TO PHOTOSHOP***4 units • LG-P/NP • Three hours lecture; two hours lab; one hour by arrangement*

This course is an introduction to digital imaging with Adobe Photoshop software, the industry standard for digital imaging, electronic photo retouching, illustration, and web content creation. Students will learn how to create, scan, and manipulate images for graphic and fine arts. Students should have proficiency in computer skills prior to enrollment. May be taken two times for credit provided there is a change in software version.

**Advisories:** ART 45; eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**ART 48 GRAPHIC ARTS PRODUCTION AND PRE-PRESS***4 units • LG-P/NP • Three hours lecture; two hours lab; one hour by arrangement*

This course introduces graphic arts production and digital pre-press. The course focus will include desktop production of single- and multicolored print jobs, proofing, pre-flighting electronic files, and the vocabulary needed to communicate with service bureaus and commercial printers. May be taken two times for credit provided there is a change in software version.

**Advisories:** ART 45; eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**ART 49 GRAPHIC ARTS PROJECTS***1 unit • P/NP • Three hours lab*

This course allows students to review course materials, complete class projects, and practice the software skills and techniques necessary for success in graphic arts courses. Students will also have the opportunity to complete portfolio projects. Students should be proficient in computer skills prior to enrollment. May be taken four times for credit provided there is a change in project content.

**Credit transferable:** CSU**ART 50 GRAPHIC ARTS PORTFOLIO***1 unit • LG-P/NP • One hour lecture*

This is a culminating course for the Graphic Arts program. Students will plan and complete a traditional (or electronic) portfolio based on their aptitudes, areas of interest, and market requirements/expectations. An emphasis will be placed on projects that demonstrate proficiency in commercial art concepts, techniques, and software applications. Employment and educational advancement goals will be addressed. Students should have proficiency in computer skills prior to enrollment.

**Advisories:** ART 41; ART 45; eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**ART 51 INTRODUCTION TO FILM/VIDEO***3 units • LG-P/NP • Three hours lecture*

This is an introduction to the techniques, equipment, and processes involved in the making of a motion picture or video tape production. Emphasis is on the conceptualization and procedures followed in starting a production.

**Advisories:** Eligibility for ENGL 111 or ENSL 110**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C1; MPC, Area C**ART 52A FILM/VIDEO FIELD PRODUCTION***3 units • LG-P/NP • Two hours lecture; three hours lab*

This is a hands-on class on the basics of single- and multi-camera video and television field production from pre-production to post-production. It includes both the artistic side of production (concept development, writing, directing, filming, recording, and editing) and the business side of production (target audience analysis, pre-production planning, paperwork, and distribution).

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**ART 52B FILM/VIDEO STUDIO PRODUCTION***3 units • LG-P/NP • Two hours lecture; three hours lab*

This course places an emphasis on studio techniques of film/tape production; direction, interior cinematography, special effects, and other related topics. No prior knowledge of video is necessary.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**ART 52C FILM/VIDEO NARRATIVE PRODUCTION***3 units • LG-P/NP • Two hours lecture; three hours lab*

Narrative production involves equipment, processes and people needed for the production of a dramatic film. The emphasis is one dramatic interpretation of a script through directing, acting, filming, sound, music and editing. Students are involved in all aspects of independent film production.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU



**ART 53 ADVANCED FILM AND VIDEO WORKSHOP***3 units • LG-P/NP • Two hours lecture; three hours lab*

Advanced students work on special broadcast projects.

**Prerequisites:** ART 52B  
**Credit transferable:** CSU**ART 55A SPECIAL PAINTING TECHNIQUES I: ABSTRACTION***.5 unit • P/NP • One hour lab*

This is a specialized course in abstract painting. Oil and/or acrylic paint may be used. May be taken four times for credit.

**Credit transferable:** CSU, UC**ART 55B SPECIAL PAINTING TECHNIQUES I: FIGURE STUDY***.5 unit • P/NP • One hour lab*

This is a specialized course introducing the figure in painting. Short poses and quick studies will be employed. Oil and/or acrylic paint may be used. May be taken four times for credit.

**Credit transferable:** CSU, UC**ART 55C SPECIAL PAINTING TECHNIQUES I: STILL LIFE***.5 unit • P/NP • One hour lab*

This is a specialized course in still life painting. Oil and/or acrylic paint may be used. May be taken four times for credit.

**Credit transferable:** CSU, UC**ART 55D SPECIAL PAINTING TECHNIQUES I: PORTRAITURE***.5 unit • P/NP • One hour lab*

This is a specialized course in portrait painting. Oil and/or acrylic paint may be used. May be taken four times for credit.

**Credit transferable:** CSU, UC**ART 55E SPECIAL PAINTING TECHNIQUES I: LANDSCAPE***.5 unit • P/NP • One hour lab*

This is a specialized course in landscape painting. Oil and/or acrylic paint may be used. May be taken four times for credit.

**Credit transferable:** CSU, UC**ART 55F SPECIAL PAINTING TECHNIQUES I: PAINTING STUDIO***1 unit • LG-P/NP • Two hours studio*

This is an open studio class designed for experienced painters and/or students having successfully completed at least one semester of painting at MPC. May be taken four times for credit.

**Credit transferable:** CSU**ART 56A SPECIAL PAINTING TECHNIQUES II: WORKING FROM PHOTOGRAPHS***.5 unit • P/NP • One hour lab*

This is a specialized course in using photographs as source material for painting. Oil and/or acrylic paint may be used. May be taken four times for credit.

**Credit transferable:** CSU**ART 56C SPECIAL PAINTING TECHNIQUES II: NARRATIVE PAINTING***.5 unit • P/NP • One hour lab*

This is a specialized course in narrative painting. Oil and/or acrylic paint may be used. May be taken four times for credit.

**Credit transferable:** CSU, UC**ART 56D SPECIAL PAINTING TECHNIQUES II: MIXED MEDIA***.5 unit • P/NP • One hour lab*

This is a specialized course in mixed media painting. Oil and/or acrylic paint and collage materials may be used. May be taken four times for credit.

**Credit transferable:** CSU, UC**ART 56E SPECIAL PAINTING TECHNIQUES II: FIGURE PAINTING***1 unit • P/NP • Two hours lab*

This is a specialized course in figure painting, utilizing long poses and expanding on painting skills. Oil and/or acrylic paints may be used. May be taken four times for credit.

**Credit transferable:** CSU, UC**ART 57A WATERCOLOR I***3 units • LG-P/NP • Six hours studio*

This course explores traditional watercolor painting with emphasis on transparent washes and experimental methods. May be taken two times for credit.

**Advisories:** ART 28A  
**Credit transferable:** CSU, UC  
**General Ed. Credit:** MPC, Area E2**ART 57B WATERCOLOR II***3 units • LG-P/NP • Six hours studio*

This course is a continuation of ART 57A with emphasis on approaches to this medium. May be taken two times for credit.

**Prerequisites:** ART 57A  
**Credit transferable:** CSU, UC**ART 58A PAINTING I***3 units • LG-P/NP • Six hours studio*

This is an introduction to painting methods with emphasis on composition, technique and painting styles. Option of oil or acrylic as a medium is explored. May be taken two times for credit.

**Advisories:** ART 22 or 28A  
**Credit transferable:** CSU, UC  
**General Ed. Credit:** MPC, Area E2**ART 58B PAINTING II***3 units • LG-P/NP • Six hours studio*

This is a continuation of ART 58A to develop additional oil and acrylic painting techniques, including non-traditional media and formats. Emphasis is on individual expression and conceptual ideas. Students should have basic painting skills in either oils or acrylics. May be taken two times for credit.

**Credit transferable:** CSU, UC

**ART 59 MIXED MEDIA**

1.5-3 units • LG-P/NP • Three hours studio per week for each one and one-half unit of credit

This course is an exploration of mixed media techniques which may include painting, drawing, collage, printmaking, photography, using a variety of methods and materials. Emphasis is on technical proficiency, conceptualization and individual expression. Combinations of ART 35O, 38G, and 59 may be taken four times for credit.

**Advisories:** ART 22 or 28A

**Credit transferable:** CSU

**ART 63A SCULPTURE I**

3 units • LG-P/NP • Six hours studio

This is an introduction to basic sculptural ideas with experience in real space, form tools and techniques. Materials may include clay, plaster, wood, stone, metal, plexiglas or plasticine. May be taken two times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area C

**ART 63B SCULPTURE II**

3 units • LG-P/NP • Six hours studio

This course is a continuation of ART 63A with concentration on more complex projects. It addresses increased student participation and responsibility to generate direction for their work. Increased emphasis is on the use of permanent materials. May be taken two times for credit.

**Prerequisites:** ART 63A

**Credit transferable:** CSU, UC

**ART 64 FIGURE SCULPTURE**

3 units • LG-P/NP • Six hours studio

This course addresses the study of the human form in sculpture, working directly from live models. Primary material is plasticene over armatures. May be taken two times for credit.

**Credit transferable:** CSU, UC

**ART 65 MOLD MAKING FOR SCULPTURE**

1.5-3 units • LG-P/NP • Three hours studio per week for each one and one-half units of credit

This is an introduction to basic mold-making techniques, to include instruction in waste molds, piece molds, slip casting and plastics, including preparatory molds for lost wax, metal casting. May be taken for a maximum of six units.

**Advisories:** ART 23, 63A, 64 or 74

**Credit transferable:** CSU

**ART 66 METAL SCULPTURE**

1.5-3 units • LG-P/NP • Three hours studio per week for each one and one-half units of credit

This is an introduction to basic metal sculpture, including experience with metal fabrication and metal casting. Materials may include plate steel, modeling wax and welding rod. May be taken for a maximum of six units.

**Credit transferable:** CSU

**ART 67 STONE SCULPTURE**

1.5-3 units • LG-P/NP • Three hours studio per week for each one and one-half units of credit

This is an introduction to basic stone carving, including experience with steatite, alabaster and marble. Tools include rasps and stone chisels. May be taken for a maximum of six units.

**Credit transferable:** CSU

**ART 68 WOOD SCULPTURE**

1.5-3 units • LG-P/NP • Three hours studio per week for each one and one-half units of credit

This course is an introduction to basic wood sculpture, including experience with wood fabrication and carving. Materials used range from those for found wood construction to those for high finish projects. May be taken for a maximum of three units.

**Credit transferable:** CSU

**ART 70A CERAMIC HANDBUILDING I**

3 units • LG-P/NP • Six hours studio

Students are introduced to basic ceramic processes. Emphasis is placed on the creation of hand-built forms utilizing a variety of construction techniques. Students are introduced also to glazing for surface enrichment. May be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area C

**ART 70B CERAMIC HANDBUILDING II**

3 units • LG-P/NP • Six hours studio

This course is a continuation of handbuilding techniques, experimentation with clay bodies, glazing, finishing and decorative processes, and historical and contemporary knowledge in the field of ceramics. It is recommended that students have taken ART 70A. May be taken four times for credit.

**Credit transferable:** CSU, UC

**ART 71A CERAMIC WHEEL THROWING I**

3 units • LG-P/NP • Six hours studio

Students are provided an introduction in designing clay forms on the potter's wheel. May be taken four times for credit.

**Advisories:** ART 70A

**Credit transferable:** CSU, UC

**ART 71B CERAMIC WHEEL THROWING II**

3 units • LG-P/NP • Six hours studio

Students are provided further opportunity for experimentation with the potter's wheel as a tool for creating forms. Instruction will focus on deepening basic throwing skills and introducing new techniques in both utilitarian and sculptural applications. It is recommended that students have taken ART 71A. May be taken four times for credit.

**Credit transferable:** CSU, UC

**ART 73 INTERMEDIATE CERAMICS**

3 units • LG-P/NP • Six hours studio

This course encourages further development of knowledge, technical skills, and philosophy of ceramics through individual creative projects. May be taken two times for credit.

**Prerequisites:** ART 70A or 71A

**Credit transferable:** CSU, UC

**ART 74A CERAMIC SCULPTURE I**

3 units • LG-P/NP • Six hours studio

Students are led to explore ceramic methodology as applied to the creation of sculpture. Various sculptural techniques in clay are addressed with emphasis placed on contemporary practices and individual creative investigations in clay. May be taken four times for credit.

**Advisories:** ART 70A

**Credit transferable:** CSU, UC

**ART 74B CERAMIC SCULPTURE II***3 units • LG-P/NP • Six hours studio*

This course continues the investigation of sculptural concepts in clay through studio application. Topics may include creative experimentation with sculptural forms from the human figure, installation, site-specific works, process-based works, mixed media, and other non-traditional art forms. Emphasis is placed on personal conceptual development. It is strongly recommended that students have previous experience in ceramics or sculpture. May be taken four times for credit.

**Advisories:** ART 70A**Credit transferable:** CSU**ART 75 INTRODUCTION TO GLAZE EXPERIMENTATION***1.5 units • LG-P/NP • Three hours studio*

This course is an introduction to glaze experimentation, including a triaxial method of calculation, glaze adjustment, base substitution testing, color addition to glazes, and kiln stacking and firing. May be taken four times for credit.

**Prerequisites:** ART 70A or 71A**Credit transferable:** CSU, UC**ART 76 GLAZE CALCULATION***3 units • LG-P/NP • Six hours studio*

This course is an exploration of the formulation, testing, firing, and evaluation of glazes, with emphasis upon calculating clays and glazes mathematically. May be taken four times for credit.

**Prerequisites:** ART 70A**Credit transferable:** CSU**ART 77 CERAMIC SURFACE DESIGN AND TECHNIQUE***1.5 units • LG-P/NP • Three hours studio*

This course is an exploration of innovative techniques for surface design on clay which may include clay inlay, stenciling, embossing, spraying, scraffito, etc. May be taken four times for credit.

**Credit transferable:** CSU**ART 78 ALTERNATIVE THROWING TECHNIQUES***1.5 units • LG-P/NP • Three hours studio*

This course investigates alternative throwing techniques and surface design approaches on ceramic forms. May be taken four times for credit.

**Credit transferable:** CSU**ART 79 ALTERNATIVE FIRING TECHNIQUES***1.5 units • LG-P/NP • Three hours studio*

This course explores non-traditional firing methods which may include raku, pit, soda, low-fire salt or sagger. May be taken four times for credit.

**Advisories:** ART 71A**Credit transferable:** CSU**ART 80 KILN BUILDING***1.5-3 units • LG-P/NP • Three hours studio per week for each one and one-half units of credit*

This course explores design cost, planning and construction techniques for many types of ceramic kilns. A kiln will be built during the course. May be taken to a maximum of six units.

**Credit transferable:** CSU**ART 81A KILN-FORMED GLASS I***3 units • LG-P/NP • Six hours studio*

This course is an introduction to the study of glass and an examination of its properties, qualities, and characteristics for three-dimensional expression. Emphasis will be placed on the creative potential of the medium and its architectural and fine arts applications. The kiln will be used for glass working techniques such as slumping and fusing and for firing ceramic molds. May be taken four times for credit.

**Credit transferable:** CSU**ART 81B KILN-FORMED GLASS II***3 units • LG-P/NP • Six hours studio*

This course continues the investigation of the properties of glass by fusing glass in the kiln and slumping it into molds. Ceramic mold making for this purpose is part of the curriculum. Emphasis is placed on the creative potential of the medium and on personal conceptual development. May be taken four times for credit.

**Credit transferable:** CSU**ART 82A SMALL SCALE METALS TECHNIQUES I: ADVANCED FABRICATION SKILLS***1.5 units • P/NP • Three hours lab*

Students focus on perfecting and advancing small scale metal fabrication techniques. With instructor's approval, students select specific projects designed to develop particular skills. It is recommended students have a basic knowledge and foundation of fabrication techniques prior to enrollment. May be taken four times for credit.

**Credit transferable:** CSU**ART 82B SMALL SCALE METALS TECHNIQUES I: SOLDERING CLINIC***.5 unit • P/NP • One hour lab*

A concentrated study of soldering techniques is provided through demonstrations and hands-on practice. Students problem-solve through course discussion and analysis of their soldering results. May be taken four times for credit.

**Credit transferable:** CSU**ART 82C SMALL SCALE METALS TECHNIQUES I: ANTICLASTIC RAISING***1 unit • P/NP • Two hours lab*

Students learn to form and shape metal using the anticlastic raising process. Focus is placed on demonstrations, historical and contemporary examples, and hands-on activity. A basic understanding of metalsmithing techniques is recommended prior to enrollment. May be taken four times for credit.

**Credit transferable:** CSU**ART 82D SMALL SCALE METALS TECHNIQUES I: SMALL SCALE CASTING***2 units • P/NP • Four hours lab*

Students learn the lost wax casting process. Through demonstrations and slides, students explore various types of model construction, spruing, investing, casting, alloying, mold-making and finishing techniques. May be taken four times for credit.

**Credit transferable:** CSU

**ART 82E SMALL SCALE METALS TECHNIQUES I: SURFACE EMBELLISHMENTS***1 unit • P/NP • Two hours lab*

Students explore jewelry-making techniques related to surface treatments on metals. Through demonstrations, examples, and hands-on activity, students learn to use surface embellishments for the design and creation of original and unique jewelry. May be taken four times for credit.

**Credit transferable: CSU****ART 83A SPECIAL JEWELRY TECHNIQUES I: CHAIN MAKING TECHNIQUES***1 unit • P/NP • Two hours lab*

This course focuses on chain making techniques, from classical to modern, simple to intricate. Through demonstrations, examples, and hands-on activity, students learn to construct a variety of chains. May be taken four times for credit.

**Credit transferable: CSU****ART 83B SPECIAL JEWELRY TECHNIQUES I: HANDMADE JEWELRY MECHANISMS***1 unit • P/NP • Two hours lab*

This course focuses on the making of jewelry mechanisms using fabrication techniques. Through demonstrations, examples, and hands-on activity, students learn to develop and construct a variety of findings, clasps, and catches. May be taken four times for credit.

**Credit transferable: CSU****ART 83C SPECIAL JEWELRY TECHNIQUES I: RING MAKING***1.5 units • P/NP • Three hours lab*

Designed for students with beginning through advanced level metal working skills, this course focuses on the design and creation of original and unique ring forming projects which may include simple band rings and variations, stone setting, hollow construction, mixed metals, and more. May be taken four times for credit.

**Credit transferable: CSU****ART 83D SPECIAL JEWELRY TECHNIQUES I: FIBULA (ANCIENT BROOCH)***.5 unit • P/NP • One hour lab*

This course focuses on the design and creation of original and unique fibulas. Demonstrations, hands-on activity, and historical and contemporary examples of fibulas are included. May be taken four times for credit.

**Credit transferable: CSU****ART 83E SPECIAL JEWELRY TECHNIQUES I: WIREWORK FOR JEWELRY***.5 unit • P/NP • One hour studio lab*

This introductory class explores techniques for creating jewelry from wire and provides a good foundation in the use of basic hand tools, equipment, and safety. The principles of good design will be covered, with examples from both historical and contemporary sources. Students create original designs utilizing the techniques of bending, coiling, forging, coloring, and finishing wire. This course is designed to accommodate all skill levels. May be taken four times for credit.

**Credit transferable: CSU****ART 83F SPECIAL JEWELRY TECHNIQUES I: METAL ARTS TEXTILE TECHNIQUES***2 units • P/NP • Four hours lab*

Textile techniques for jewelry and small-scale metal arts are explored through demonstrations, hands-on practice and examples. Techniques cover flat and dimensional weaves and wrapping, coiling, twining, knitting, spool knitting, braiding, knotting and crochet. Course is geared toward students with basic knowledge of jewelry techniques and soldering skills.

**Credit transferable: CSU****ART 84A JEWELRY AND METAL ARTS I***3 units • LG-P/NP • Six hours studio*

This introductory course covers metalworking processes for making original jewelry and small metal art objects. Instruction focuses on historical and contemporary designs, project demonstrations, hands-on practice, equipment usage and safety issues. Experimentation and finished projects include basic techniques such as cutting, filing, soldering, joining, forming, stone setting, finishing, and surface treatments. May be taken four times for credit.

**Advisories: ART 22****Credit transferable: CSU****General Ed. Credit: MPC, Area C****ART 84B JEWELRY AND METAL ARTS II***3 units • LG-P/NP • Six hours lab*

Building on foundations established in ART 84A, this course focuses on intermediate practices and thoughtful considerations for advancing fabrication techniques, designs and projects. Experimentation and exploration may include mixed metals, tricky soldering and joining, complex forming, various textures, stone setting, mechanisms, project refinement, unfamiliar tool usage, safety, and studio maintenance.

**Prerequisites: ART 84A****Advisories: ART 22 and ART 23****Credit transferable: CSU****ART 84C METAL ARTS: COLOR WITH METALS***3 units • LG-P/NP • Six hours lab*

Students learn to form patterns and images on metal using a variety of colored metals to create elements of design. The course includes instruction in soldering and fusing pure and alloyed metals together for techniques such as marriage-of-metals and traditional and non-traditional inlays.

**Prerequisites: ART 84B****Advisories: ART 22****Credit transferable: CSU****ART 84D METAL ARTS AND PEWTER***3 units • LG-P/NP • Six hours lab*

Students learn to make tableware and small sculptural objects such as vessels, salt and pepper shakers, ladles, and utensils out of pewter. The following techniques are explored: forging, stretching, forming, scoring, bending, soldering, fusing, casting and printing.

**Advisories: ART 84A****Credit transferable: CSU**

**ART 85A ENAMELING I***1.5 units • LG-P/NP • Three hours studio lab*

This course will explore basic methods for fusing glass to metal using a kiln or a torch. Demonstrations will cover designing for the unique properties of enamel and metal, a variety of basic metal fabrication techniques, and three methods for applying enamel to metal: sifting, painting, and wet-packing. This class is designed to accommodate all levels of ability, with an emphasis on individual expression. May be taken four times for credit.

**Credit transferable:** CSU**ART 85B ENAMELING II***1.5 units • LG-P/NP • Three hours studio lab*

This course will explore advanced enamel application techniques, including cloisonné, champlevé, plique-à-jour, basse-taille, screen printing, limoge and more. Demonstrations will cover designing for the unique properties of enamel, kiln firing and a variety of finishing techniques. This course is designed to further the skills of students who have previously mastered the basic principles for applying and fusing enamel to metal. May be taken four times for credit.

**Prerequisites:** ART 85A**Credit transferable:** CSU**ART 85C TORCH ENAMELING***.5 unit • P/NP • One hour studio lab*

This course will focus on the technique of fusing enamel (glass) to metal using a torch. Demonstrations will cover various metalworking techniques appropriate to torch enameling including: cutting, forming, soldering, cold connecting, and finishing. Slide presentations will motivate, inspire, and help develop ideas. This course is designed to accommodate all skill levels. May be taken four times for credit.

**Credit transferable:** CSU**ART 85D DIE FORMING AND ENAMELING***1.5 units • P/NP • Three hours lab*

This course provides an introduction to methods of making various dies for forming metal using hydraulic press and techniques for applying and fusing vitreous enamel (glass) to formed metal. Techniques for fusing glass to metal include use of torch and kiln. Accommodates all skill levels.

**Credit transferable:** CSU**ART 85E COLORING TITANIUM THROUGH ANODIZING***2 units • P/NP • Four hours studio*

This course provides instruction in using the anodization process, a controlled colored oxide deposited on the surface of titanium, to create iridescent pictorial or patterned imagery for metal arts or jewelry. Through visual presentations, demonstrations and hands-on practice, students learn resist techniques and cold connection attachments for constructing small-scale or miniature artworks in metals.

**Credit transferable:** CSU**ART 86A LAPIDARY I***1.5 units • LG-P/NP • Three hours lab*

This course explores essential techniques and practices utilized in lapidary. Course content includes stone identification, cutting, grinding, shaping, polishing, and finishing techniques of semi-precious stones. Emphasis will be on the process of cutting, shaping, and finishing common lapidary shapes. May be taken four times for credit.

**Credit transferable:** CSU**ART 86B LAPIDARY II***1.5 units • LG-P/NP • Three hours studio lab*

This course explores advanced techniques of lapidary, focusing on creating original cuts and unique shapes with semi-precious stones. Emphasis will be on innovative and intricate designs of cutting, shaping, forming, grinding, and polishing. Possible projects include unusual cut cabochons, stone lamination, opal cutting, and gemstone bottles. May be taken four times for credit.

**Prerequisites:** ART 86A**Credit transferable:** CSU**ART 86C TOOLMAKING FOR JEWELRY***2 units • P/NP • Four hours lab*

Students make and modify common jewelry-making tools such as riffer files, design and logo punches, chasing tools, small hammers, dies, chisels, gravers, scrapers, and stakes. Discussions and demonstrations include material options, supply sources, alterations, shaping, hardening, tempering, finishing, and handles.

**Credit transferable:** CSU**ART 87A STONE SETTING***1.5 units • LG-P/NP • Three hours lab*

This course will cover numerous traditional methods for setting faceted stones in jewelry. Students will create a variety of settings for faceted stones including prong, bezel, tube, flush, and channel settings. May be taken four times for credit.

**Credit transferable:** CSU**ART 87B ALTERNATIVE STONE SETTING DEVICES***1 unit • P/NP • Two hours studio lab*

This course will present numerous non-traditional methods for setting stones and other materials in jewelry and small metal sculpture. Students will create their own unique bezel wire, learn tricks and tips for making a variety of stone holding devices, and experiment with innovative techniques for combining found objects, sheet metal and wire. This course is designed for all levels of ability. May be taken four times for credit.

**Credit transferable:** CSU**ART 87C COLD CONNECTIONS FOR JEWELRY***1 unit • P/NP • Two hours lab*

This course provides an introduction to methods for cold-connecting metals and other materials. Non-soldered techniques joining materials without a torch are demonstrated, including rivets, tabs, nuts and bolts, eyelets, brads, staples, stitching, folding, and gluing. This course is designed to accommodate all skill levels.

**Credit transferable:** CSU**General Ed. Credit:** MPC, Area C**ART 88A WEAVING I***3 units • LG-P/NP • Six hours studio*

This course emphasizes development of basic skills in the areas of tapestry, off-loom, and four-harness fabric weaving. May be taken two times for credit.

**Credit transferable:** CSU**General Ed. Credit:** MPC, Area C**ART 88B WEAVING II***3 units • LG-P/NP • Six hours studio*

This is a continuation of ART 88A. Study of fabric design, emphasis on structure, color, and sensitive use of materials are explored. May be taken two times for credit.

**Prerequisites:** ART 88A**Credit transferable:** CSU

**ART 89A SMALL SCALE METALS TECHNIQUES II: NARRATIVE JEWELRY***2 units • P/NP • Four hours lab*

Students learn about narrative jewelry and how to achieve personal imagery in developing content oriented work. Through demonstrations, examples, and hands-on activity, students learn to incorporate small metal techniques with materials and ideas. May be taken four times for credit.

**Credit transferable: CSU****ART 89B SMALL SCALE METALS TECHNIQUES II: HOLLOWFORM CONSTRUCTION***1 unit • P/NP • Two hours lab*

This course will explore techniques for creating hollowforms, including beads, bracelets, rings, and lockets. Demonstrations will cover the use of dapping blocks, the hydraulic press, cold connections, soldering and finishing techniques. This course is designed to accommodate all skill levels. May be taken four times for credit.

**Credit transferable: CSU****ART 89C SMALL SCALE METALS TECHNIQUES II: FORMING TECHNIQUES***1 unit • P/NP • Two hours lab*

This course will explore forming, a system of metal working techniques that take advantage of the inherent properties of metal to achieve complex high-relief forms. Demonstrations will cover the use of forming hammers, mallets, the rolling mill, and the hydraulic press. This course is designed to accommodate all skill levels. May be taken four times for credit.

**Credit transferable: CSU****ART 93.1 PRACTICUM: DRAWING***1-2 units • LG-P/NP • Three hours lab per week for each unit of credit*

This course is a supervised studio work in drawing for experienced students. May be taken four times for credit.

**Prerequisites: ART 28A****Credit transferable: CSU****ART 93.2 PRACTICUM: GRAPHICS***1-2 units • LG-P/NP • Three hours lab per week for each unit of credit*

This course is a supervised work in graphics. Students should have adequate proficiency in Macintosh skills prior to enrollment. May be taken four times for credit.

**Credit transferable: CSU****ART 93.3 PRACTICUM: PAINTING***1-2 units • LG-P/NP • Three hours lab per week for each unit of credit*

This course is a supervised studio practice in painting for individualized development. May be taken four times for credit.

**Prerequisites: ART 57A, 57B, 58A or 58B****Credit transferable: CSU****ART 93.4 PRACTICUM: SCULPTURE***1-2 units • LG-P/NP • Three hours lab per week for each unit of credit*

This course is a supervised studio practice in sculpture for individual development. May be taken four times for credit.

**Prerequisites: ART 63A, 64, 66, 67 or 68****Credit transferable: CSU****ART 93.5 PRACTICUM: CERAMICS***1-2 units • LG-P/NP • Three hours lab per week for each unit of credit*

This course is supervised studio work in ceramics. May be taken four times for credit.

**Prerequisites: ART 70A or 71A****Credit transferable: CSU****ART 93.6 PRACTICUM: JEWELRY***1-2 units • LG-P/NP • Three hours lab per week for each unit of credit*

This course is a supervised studio work in jewelry. May be taken four times for credit.

**Prerequisites: ART 84A****Credit transferable: CSU****ART 93.7 PRACTICUM: WEAVING***1-2 units • LG-P/NP • Three hours lab per week for each unit of credit*

This course is a supervised studio work in weaving for the experienced student. May be taken four times for credit.

**Prerequisites: ART 88A****Credit transferable: CSU****ART 93.9 PRACTICUM: PRINTMAKING***1-2 units • LG-P/NP • Three hours lab per week for each unit of credit*

Students will practice supervised work in printmaking techniques. May be taken four times for credit.

**Prerequisites: ART 36A or 37****Credit transferable: CSU**

## ASTRONOMY

**ASTR 10 INTRODUCTION TO ASTRONOMY***3 units • LG-P/NP • Three hours lecture*

This course presents the phenomena and principles of astronomy, stressing the evolution of current conceptions of the universe and their influence upon culture and technology. Also offered online.

**Corequisites: ASTR 10L****Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: (ASTR 10 & 10L) CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B****ASTR 10L INTRODUCTION TO ASTRONOMY LABORATORY***1 unit • LG-P/NP • Three hours lab*

This course provides the fundamental laboratory study and hands-on examination of the topics covered in ASTR 10. Local evening field trips are required.

**Corequisites: ASTR 10****Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: (ASTR 10 & 10L) CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B****ASTR 21 ASTRONOMY SEMINARS AND OBSERVATIONS***1-2 units • LG-P/NP • One hour lecture/seminar; three hours lab/field trips by arrangement for additional unit*

Demonstrations, experiments, and observations of astronomical phenomena. Emphasis on techniques of direct observation, astrophotography, and spectroscopy.

**Advisories: ASTR 10****Credit transferable: CSU****General Ed. Credit: CSU, Area B1, B3; MPC, Area B**

## AUTOMOTIVE TECHNOLOGY

### **AUTO 100 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY**

*4 units • LG-P/NP • Three hours lecture; three hours lab*

This course provides an introduction to the automotive technology program and profession. A survey course, it covers the basic operation and maintenance of the modern automobile. Students get laboratory experience performing service and minor repairs.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
General Ed. Credit: MPC, Area E2

### **AUTO 101 ENGINE REPAIR**

*4 units • LG-P/NP • Two hours lecture; six hours lab*

This course covers repair and rebuilding of modern automotive engines. Topics include theory, disassembly, cleaning, inspection, diagnosis, and failure analysis. Serves as preparation for Automotive Service Excellence (ASE) certification in A1 area.

### **AUTO 102 BASIC AUTOMOTIVE ELECTRICITY AND ELECTRONICS**

*4 units • LG-P/NP • Three hours lecture; three hours lab*

This introductory course in automotive electricity/electronics is designed to provide the student with a solid foundation in electrical principles, including terminology and the operation and troubleshooting of electrical and electronic circuits and components.

### **AUTO 103 ENGINE PERFORMANCE**

*6 units • LG-P/NP • Four and one-half hours lecture; four and one-half hours lab*

This course is a study of the engine sub-systems responsible for good engine performance, reduced emissions, and fuel economy. Systems to be covered include ignition, fuel, emission, and computer controls. The course serves as initial preparation for ASE Engine Performance (A-8) Certification.

**Prerequisites or corequisites:** AUTO 100; AUTO 101; AUTO 102  
**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

### **AUTO 104 AUTOMOTIVE ELECTRICS**

*4.5 units • LG-P/NP • Three hours lecture; five hours lab*

This course is a study of electrical systems on the modern automobile. Topics include electrical test equipment, automotive batteries, starting and charging systems, wiring diagrams, lighting circuits, various advanced body electrical circuits and controls. Primary emphasis is put on diagnosis, testing and repair. The course covers preparation for ASE Certification in A6 area.

**Prerequisites or corequisites:** AUTO 100  
**Advisories:** AUTO 102

### **AUTO 106 AUTOMOTIVE BRAKE SYSTEMS AND SAFETY INSPECTION**

*4 units • LG-P/NP • Three hours lecture; three hours lab*

This course is a study of automotive braking systems. Emphasis is placed on the theory, operation, diagnosis and repair of modern braking systems. This course is preparation for ASE Certification in A5 area.

**Prerequisites or corequisites:** AUTO 100  
**Advisories:** AUTO 102

### **AUTO 107 AUTOMATIC TRANSMISSIONS AND TRANSAXLE**

*4 units • LG-P/NP • Three hours lecture; three hours lab*

This course covers theory, operation, and repair of automatic transmissions and transaxles. It includes practical experience in troubleshooting and rebuilding. This course is preparation for ASE Certification in A2 area.

**Prerequisites or corequisites:** AUTO 100  
**Advisories:** AUTO 103; AUTO 104

### **AUTO 108 MANUAL TRANSMISSIONS AND DRIVETRAINS**

*4 units • LG-P/NP • Three hours lecture; three hours lab*

This course covers operation, service, and repair of manual transmissions and transaxles. Topics also include clutches, drive lines, differentials, four-wheel-drive transfer cases and rear axles. This course is preparation for ASE Certification in A3 area.

**Prerequisites/Corequisites:** AUTO 100

### **AUTO 109 AUTOMOTIVE HEATING AND AIR CONDITIONING**

*4 units • LG-P/NP • Three hours lecture; three hours lab*

This course is a study of the theory and principles of automotive heating and air conditioning. Topics include maintenance, service, diagnosis, and repair of modern heating and air conditioning systems. Safety and environmental concerns are also addressed. Course is preparation for ASE Certification in A7 area.

**Prerequisites/Corequisites:** AUTO 100

### **AUTO 110 ADVANCED ENGINE PERFORMANCE**

*4 units • LG-P/NP • Three hours lecture; three hours lab*

An advanced study of engine performance, driveability and diagnostics. Instruction will cover computerized powertrain controls (including OBD II), advanced ignition systems, emission control systems and emission tests. Preparation for ASE Certification in Advanced Engine Performance (L1).

**Prerequisites:** AUTO 103

### **AUTO 111 AUTOMOTIVE STEERING AND SUSPENSION**

*4 units • LG-P/NP • Three hours lecture; three hours lab*

This course is a study of modern automotive steering and suspension systems. Topics include front-end geometry and alignment procedures; wheels, hubs and tires; suspension system design; and diagnosis and repair of steering systems. This course is preparation for ASE Certification in A4 area.

**Prerequisites or corequisites:** AUTO 100

### **AUTO 115 HYBRIDS AND ALTERNATIVE POWERTRAINS**

*4 units • LG-P/NP • Three hours lecture; three hours lab*

This course offers an exploration of alternatives to gasoline internal combustion engines. The main focus is hybrid vehicles. Topics include alternative fuels for internal combustion engines, theory of operation of electric and hybrid vehicles, maintenance, use of hybrid-unique test equipment and procedures, and diagnosis and repair.

**Advisories:** AUTO 107; AUTO 110

**AUTO 116 BAR 2009 SMOG CHECK UPDATE***.5 unit • P/NP • Total hours: Nine hours lecture; nine hours lab*

The Bureau of Automotive Repair's (BAR) update course is designed to update technicians on new technology and procedures that affect the Smog Check Program. This class is a requirement for applicants seeking an initial license and those renewing their license. Topics include advanced diagnostics relative to emissions failures, internet resources, and Smog Check program updates. This course satisfies BAR's Smog Check Technician update training requirement for 2009.

**Advisories:** *AUTO 110; AUTO 170***AUTO 160 SUPERVISED AUTOMOTIVE TRADE EXPERIENCE***.5-3 units • LG-P/NP • Three hours lab per week for each unit of credit*

This is a practical course designed to parallel conditions and experiences of working on the job. The course offers a sampling of trade experiences. May be taken for a maximum of six units.

**Prerequisites:** *AUTO 100 or equivalent***AUTO 170 BASIC CLEAN AIR CAR COURSE***2.5 units • LG-P/NP • Two hours lecture; two hours lab*

This course is an automotive technician training program for California's Inspection and Maintenance (I&M) Program. It meets one of Bureau of Automotive Repair's (BAR) course requirements for obtaining either a Basic Emissions Specialist (EB) or an Advanced Emissions Specialist (EA) Smog Check License.

**Advisories:** *AUTO 103, or one year of automotive experience or education in the engine performance area; eligibility for ENGL 111 and 112 or ENSL 110 and 155***AUTO 280 BASIC CAR CARE***1-2 units • LG-P/NP • One hour lecture or three hours lab per week for each unit of credit*

A non-technical overview of how the automobile functions; indications of future problems and basic repair procedures. Repair and maintenance topics: minor tune-up, procedure for changing engine oil and filter, carburetor adjustment, cooling system inspection, and battery inspection and service. Also considers insurance, consumer protection, and industry trends.

**AUTO 282 WOMEN AND WRENCHES***1-2 units • LG-P/NP • One hour lecture and/or three hours lab per week for each unit of credit*

This course introduces the basics of automobile ownership and maintenance. Hands-on instruction includes basic automotive systems theory, preventative maintenance, buying inspection tips, and repair cost and analysis. Students are encouraged to bring their own vehicles into the shop. May be taken for a maximum of two units. Also offered as WOMN 282; credit may be earned only once.

**AVIATION TECHNOLOGY****AVIA 101 PRIVATE PILOT GROUND SCHOOL***3 units • LG-P/NP • Three hours lecture*

A basic course in the theory and practice of flying. The course is an approved ground school, and a passing grade is prerequisite to taking the Federal Aviation Administration Knowledge Test, preparatory to receiving the Private Pilot License. The course includes aerodynamics flight maneuvers, regulations, navigation, meteorology, human factors and flight planning.

**AVIA 102 CAREERS IN AVIATION/AEROSPACE***3 units • LG-P/NP • Three hours lecture*

Students will investigate jobs/careers in the four branches of the aerospace/aviation industry: commercial, private, space and government. Content will include the history of the industry, aircraft nomenclature, and job search skills to prepare students for job opportunities. The course will be supplemented with guest lecturers active in the industry and one field trip to an airport.

**General Ed. Credit:** *MPC, Area E2***AVIA 103 AEROSPACE CAREERS WORKSHOP***3 units • LG-P/NP • One hour lecture; six hours lab*

This course provides (unpaid) on-the-job training in the aerospace/aviation industry at local airports. Students will review the history of the industry, aircraft nomenclature, and job search skills while working at least six hours per week at an industry site. Students may concentrate on one job or rotate through several positions to investigate opportunities/interests in aerospace/aviation.

**AVIA 105 INSTRUMENT PILOT GROUND SCHOOL***3 units • LG-P/NP • Three hours lecture*

This is a basic course in the theory and practice of flying under instrument meteorological conditions. The course is an approved ground school, and a passing grade is a prerequisite to taking the Federal Aviation Administration Knowledge Test, preparatory to receiving the Instrument Pilot License. The course includes aircraft and instrument systems, altitude flying, regulations, air traffic control, navigation, meteorology, human factors, flight planning, instrument charts and instrument approaches.

**Advisories:** *AVIA 101; or private pilot ground school; or private pilot's license***BIOLOGY**

See also ANATOMY and PHYSIOLOGY.

**BIOL 10 PRINCIPLES OF BIOLOGY***4 units • LG-P/NP • Three hours lecture; three hours lab*

This course surveys modern biology including concepts of cell and molecular biology, genetics, biodiversity, ecology and evolution.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area B2, B3; IGETC, Area 5B; MPC, Area B*



**BIOL 13 MARINE BIOLOGY**

4 units • LG-P/NP • Three hours lecture; three hours lab

Students are introduced to the fundamentals of marine science, with an emphasis on marine ecology, organisms, and habitats. Topics include current research, technology, and sampling, with a focus on the local Monterey Bay region. Field trips are required.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B2, B3; IGETC, Area 5B; MPC, Area B

**BIOL 21 CONCEPTS IN BIOLOGY I: CELLS, GENETICS AND ORGANISMS**

5 units • LG • Four hours lecture; three hours lab

This course is an introduction to molecular and cellular biology, plant and animal development and physiology, and genetics. Course is required for biology majors.

**Prerequisites:** CHEM 1A and MATH 263

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B2, B3; IGETC, Area 5B; MPC, Area B

**BIOL 22 CONCEPTS IN BIOLOGY II: DIVERSITY, ECOLOGY, AND EVOLUTION**

5 units • LG • Three hours lecture; six hours lab

This course introduces evolutionary theory and concepts as a basis for understanding the origin and diversity of life and fundamental ecological principles. Course is required for biology majors.

**Prerequisites:** MATH 263

**Prerequisites or corequisites:** CHEM 1A

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B2, B3; IGETC, Area 5B; MPC, Area B

**BIOL 25 APPLIED MICROBIOLOGY LECTURE**

3 units • LG • Three hours lecture

This course covers bacterial structure, genetics and physiology, microbial causes of infectious diseases, modes of disease transmission, treatment and prevention, and the immune system. It is designed for paramedical training program, including RN, LVN, and veterinary assisting.

**Prerequisites:** CHEM 30A

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**General Ed. Credit:** CSU, Area B2; MPC, Area B

**BIOL 26 APPLIED MICROBIOLOGY LABORATORY**

1 unit • LG • Three hours lab

This class covers aseptic techniques, culture of bacteria, identification of microbes, and the clinical uses of physiological testing on bacterial species. Designed for those entering paramedical training programs, including RN, LVN, and veterinary assisting.

**Prerequisites:** CHEM 30A

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area B

**BIOL 30 INTRODUCTION TO GENETICS**

3 units • LG-P/NP • Three hours lecture

This course is an introduction to the principles of genetics and is not intended for biology majors. Topics covered include basic principles of cell/molecular biology, transmission and molecular genetics, genetic testing, the basis of inherited disease, genetic engineering, cloning, stem cells, GMOs and evolution.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155; eligibility for MATH 263

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B2; IGETC, Area 5B; MPC, Area E1

**BIOL 31 ENVIRONMENTAL SCIENCE**

3 units • LG-P/NP • Three hours lecture

This course is a survey of the fundamental political, economic, and ecological principles that define the important environmental issues of our time. Topics include ecology, climate change, biodiversity, energy and sustainability. Also offered online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B2, E; IGETC, Area 5B; MPC, Area B (BIOL 31 & 32), E1

**BIOL 32 ENVIRONMENTAL SCIENCE LABORATORY**

1 unit • LG-P/NP • Three hours lab

This lab class surveys many of the diverse ways in which humans interact with the environment, focusing on local field trips to directly investigate issues such as sustainable fuels, solar energy, water resources, recycling, green building and habitat preservation.

**Prerequisites or corequisites:** BIOL 31

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B3; IGETC, Area 5B (BIOL 31 & 32); MPC, Area B

**BIOL 36 PLANTS AND CIVILIZATION**

3 units • LG-P/NP • Three hours lecture

This course deals with human/plant interactions, from the Stone Age to the present. Subjects covered include basic botany (plant anatomy, physiology, and ecology) and human uses of plants for textiles, fiber, food, spices, resins, oils, medicines, paper, building materials, art, and horticulture.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B2, D1; IGETC, Area 5B

**BIOL 38 BIOLOGICAL PSYCHOLOGY**

3 units • LG-P/NP • Three hours lecture

This course covers interactions between biological mechanisms and psychological phenomena. It also addresses human brain anatomy and physiology, its development and evolution; response to drugs, stress, biology of learning and memory, mood disorders, and self-awareness and regulation. Also offered as Psychology 38; credit may be earned only once.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B2, D9, E; IGETC, Area 4I, 5B; MPC, Area D

**BIOL 75 BIOLOGICAL FIELD STUDIES**

1 unit • P/NP • One-half hour lecture; one and one-half hours lab

This course covers various natural history subjects, including local wildflowers, forests of the central coast, birds, and marine mammals. The classes offered vary each semester. Classes emphasize conservation, identification, and research techniques. May be repeated provided there is no duplication of topics.

**Credit transferable:** CSU

**BIOL 75.1 BIOLOGICAL FIELD STUDIES:  
SPRING WILDFLOWERS**

1 unit • P/NP • One-half hour lecture; one and one-half hours lab

Field survey of wildflower population in varying communities in the Central Coast counties of California, coupled with slide presentations and experience with the techniques of Family and Species identification.

**Credit transferable:** CSU

**BIOL 75.3 BIOLOGICAL FIELD STUDIES:  
MARINE MAMMALS**

1 unit • P/NP • One-half hour lecture; one and one-half hours lab

This course covers the natural history of California marine mammals, including life history, behavior, acoustics, physiology, identification, conservation, field sampling and research techniques.

**Credit transferable:** CSU

**BIOL 75.4 BIOLOGICAL FIELD STUDIES:  
FORESTS OF THE CENTRAL COAST**

1 unit • P/NP • One-half hour lecture; one and one-half hours lab

A field survey of native trees and shrubs in communities of Central California coast, with slide presentations and training in the techniques of Family and Species identification.

**Credit transferable:** CSU

**BUSINESS****BUSI 1A FINANCIAL ACCOUNTING**

4 units • LG-P/NP • Four hours lecture

Accounting concepts, theory and application of accumulating and summarizing financial data, and analysis and interpretation of financial statements are included in this course. Recommended for transfer majors. Also offered online.

**Advisories:** Eligibility for ENGL 1A; eligibility for MATH 263; BUSI 110; BUSI 120A

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E2

**BUSI 1B MANAGERIAL ACCOUNTING**

4 units • LG-P/NP • Four hours lecture

BUSI 1B covers the use of accounting data for managerial decision making. Topics include cost accounting, profit planning, flexible budgets, and capital budgeting decisions.

**Prerequisites:** BUSI 1A

**Advisories:** Eligibility for ENGL 1A; eligibility for MATH 263

**Credit transferable:** CSU, UC

**BUSI 18 BUSINESS LAW**

3 units • LG-P/NP • Three hours lecture

This course acquaints students with court procedures, contracts, legal and social environment of business, personal property and bailment, sales, commercial paper, agency and employment. Also offered online.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**BUSI 20 INTRODUCTION TO BUSINESS**

3 units • LG-P/NP • Three hours lecture

This course provides an overview of several business disciplines and explores the connections among those areas. Students gain insight into many career pathways, learn a basic business vocabulary, and gain an understanding of the structure and operational procedures of business enterprises and the environment in which businesses operate.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E2

**BUSI 22 HUMAN BEHAVIOR/LEADERSHIP**

3 units • LG-P/NP • Three hours lecture

This course presents an overview of the major psychological concepts and techniques that are relevant in attaining both good performance and personal satisfaction on the job. Topics include leadership skills, time management, values clarification, decision making skills, career management, human motivation and transactional analysis.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU

**General Ed. Credit:** CSU, Area E; MPC, Area A2

**BUSI 24 BUSINESS ISSUES AND ETHICS**

3 units • LG-P/NP • Three hours lecture

This course studies ethical issues facing American businesses today including environmental pollution, insider trading, and sexual harassment. Focus is on the responsibility of businesses to all parties affected by their decisions. Also offered online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**BUSI 30 GLOBAL MANAGEMENT**

3 units • LG-P/NP • Three hours lecture

This course surveys major issues associated with doing business in an international environment. Topics include international trade issues, balance of payments, cultures, politics, and international management strategies.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**BUSI 32 INTRODUCTION TO IMPORTING/  
EXPORTING**

3 units • LG-P/NP • Three hours lecture

This course covers the current U.S. position in the global trade arena with an emphasis on the export/import concerns of the small firm. Includes export/import assessment, methods, resources of advice, international marketing, and methods of payment.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**BUSI 36 INTRODUCTION TO INTERNATIONAL  
MARKETING**

3 units • LG-P/NP • Three hours by arrangement

This course explores the concepts and principles of international marketing including market entry strategies, foreign market analysis, culture and marketing, product design, pricing, distribution, promotion, and sales. Offered online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**BUSI 38 MULTICULTURALISM IN CORPORATE  
AMERICA**

3 units • LG-P/NP • Three hours lecture

This course explores race, culture, gender, and ethnicity as it relates to work in corporate America. Topics include the effects of bias and prejudice in corporate activities and effective methods in developing a cohesive corporate culture in a multicultural environment. The following American cultures are addressed: African, Indian, Asian, Chicano/Latino, and European.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area F

**BUSI 40 PRINCIPLES OF MANAGEMENT***3 units • LG-P/NP • Three hours lecture*

This course reviews the operational analysis of the manager's role in all types of organizations. Topics include management issues in planning, organizing, staffing, directing, and controlling. Also offered online.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***BUSI 42 HUMAN RESOURCES MANAGEMENT***3 units • LG-P/NP • Three hours lecture*

Personnel/human management is concerned with the effective management of people at work, including the following topics: creating a productive work environment, appraising and improving performance, implementing compensation and security, strengthening employee management relations, and international management of human resources. Also offered online.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***General Ed. Credit:** *MPC, Area A2***BUSI 44 INTRODUCTION TO BUSINESS OWNERSHIP/ MANAGEMENT***3 units • LG-P/NP • Three hours lecture*

This course analyzes the practical problems of organizing and managing a successful small business enterprise. Concentration will be on specific business profiles as well as various areas of business operations.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***General Ed. Credit:** *MPC, Area E2***BUSI 50 INTRODUCTION TO MARKETING***3 units • LG-P/NP • Three hours lecture*

This course reviews the factors affecting flow of goods from producer to consumer. Topics include consumer in the marketplace, trends in retailing and wholesaling, importance of marketplace, importance of marketing research, sales management techniques, and effect of government controls on marketing. Also offered online.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***BUSI 52 RETAIL STORE MANAGEMENT***3 units • LG-P/NP • Three hours lecture*

This course covers principles and practices of retail store management including site selection, layout, store-based and electronic retailing, staffing, customer buying behavior, retail market strategy, promotional techniques and all aspects of the critical buying function.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***BUSI 54 INTRODUCTION TO E-COMMERCE***3 units • LG-P/NP • Two and one-half hours lecture; one and one-half hours lab*

Students explore concepts of conducting business on the Internet through hands-on activities and website visits. Topics include the Internet's impact on the economy, personal and business services online, buying and selling online, business uses of the Internet, and the development of an electronic website.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***BUSI 60 MONEY MANAGEMENT AND INVESTING***3 units • LG-P/NP • Three hours lecture*

This course presents a how-to approach that covers financial goal setting, career and income considerations, spending controls, retirement planning and estate transfer. Step-by-step procedures are presented for protecting income and assets through investments in stocks, mutual funds and real estate.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***BUSI 62 PRINCIPLES OF INVESTMENT***3 units • LG-P/NP • Three hours lecture*

This course assists the student to understand fundamentals of various investments such as stocks, bonds and mutual funds through a familiarity with terminology and basic investment approaches.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***General Ed. Credit:** *MPC, Area E2***BUSI 70 BUSINESS COMMUNICATIONS***3 units • LG-P/NP • Three hours lecture*

This course covers correspondence in selected business areas: selling, employment, adjustments and complaints, announcements, credit and collections, report preparation, oral communication, and communication reception: reading and listening. Non-verbal communication is also covered. Also offered online.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU***BUSI 80 INTRODUCTION TO ADMINISTRATIVE MANAGEMENT***3 units • LG-P/NP • Three hours lecture*

This course presents principles of organization and management through interactive exercises and brief video segments. It includes organization culture and theory, communication in organizations, managing information systems, operations and control, human resources management, international management and managing change.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***General Ed. Credit:** *MPC, Area E2***BUSI 100 PROOFREADING FOR BUSINESS***3 units • LG-P/NP • Three hours lecture*

This course covers fundamental English preparation, including sentence construction, parts of speech, use of dictionary, vocabulary and spelling, punctuation, proofreading and usage. Business-oriented materials are used.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***BUSI 110 BUSINESS MATHEMATICS***3 units • LG-P/NP • Three hours lecture*

This course reviews the application of mathematics in various functions and includes simple and compound interest, installment financing, taxes, insurance, merchandising and other topics. Working knowledge of arithmetic and basic mathematics recommended.

**General Ed. Credit:** *MPC, Area A2*

**BUSI 120A BASIC ACCOUNTING**

3 units • LG-P/NP • Three hours lecture; one hour lab

This course covers double-entry, accrual accounting procedures. Also included are recording transactions, end-of-period worksheets and adjustments, cash control, accounts receivable and payable, and payroll procedures. Basic training for bookkeeping and accounting occupations.

**Advisories:** MATH 360; eligibility for ENGL 111 and 112 or ENSL 110 and 155  
General Ed. Credit: MPC, Area E2

**BUSI 120B COMPUTERIZED ACCOUNTING**

3 units • LG-P/NP • Three hours lecture; one hour lab

Introduction and practical application of computers to general ledger, accounts payable, accounts receivable, payroll and spreadsheets.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155; MATH 360; concurrent enrollment or completion of BUSI 120A or BUSI 1A; or accounting cycle familiarity

**BUSI 200 INTRODUCTION TO QUICKBOOKS ACCOUNTING SOFTWARE**

.5 unit • P/NP • Total hours: Four hours lecture; twelve hours lab

Through the introduction of an occupational course in a current, popular accounting software program, students learn the software in a step-by-step approach, working through a series of basic business and accounting simulations. No previous computer knowledge is necessary. May be taken four times based on a new version of software.

**BUSINESS SKILLS CENTER**

A wide range of office technology courses is offered through the Business Skills Center. Course syllabus and requirements are explained when students come into the lab at their convenience. Students work at their own pace, with the assistance of an instructor, and choose the days and hours that are convenient for them. Students may enroll in any course up until the last official withdrawal date and, upon completion of their objectives, will be awarded units and may leave the program. One or more courses may be taken during the same semester.

Most course material is offered in half-unit or one-unit modules. Each one unit of credit is designed to require 51 hours of lab plus homework. Courses may be taken up to four times provided there is a change in content, such as an updated version of software.

**BUSC 100A WORD PROCESSING: MICROSOFT WORD FOR WINDOWS I**

1 unit • LG-P/NP • Total hours: Fifty-one hours lab

In this introductory course, students use beginning functions of Microsoft Word for Windows. May be taken four times based on a new version of software.

**Advisories:** BUSC 109 or BUSC 110A or basic keyboarding skills; eligibility for ENGL 111 and 112 or ENSL 110 and 155  
General Ed. Credit: MPC, Area E2

**BUSC 100B WORD PROCESSING: MICROSOFT WORD FOR WINDOWS II**

1 unit • LG-P/NP • Total hours: Fifty-one hours lab

This course is a continuation of the introductory course BUSC 100A. May be taken four times based on a new version of software.

**Advisories:** BUSC 100A or basic MS Word skills; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**BUSC 100C WORD PROCESSING: MICROSOFT WORD FOR WINDOWS III**

1 unit • LG-P/NP • Total hours: Fifty-one hours lab

This course is a continuation of BUSC 100B. May be taken four times based on a new version of software.

**Advisories:** BUSC 100B or basic MS Word skills; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**BUSC 101A ADVANCED WORD PROCESSING: MICROSOFT WORD FOR WINDOWS I**

1 unit • LG-P/NP • Total hours: Fifty-one hours lab

Students learn advanced features of Microsoft Word for Windows. May be taken four times based on a new version of software.

**Advisories:** BUSC 100C or basic MS Word skills; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**BUSC 101B ADVANCED WORD PROCESSING: MICROSOFT WORD FOR WINDOWS II**

1 unit • LG-P/NP • Total hours: Fifty-one hours lab

This course is a continuation of BUSC 101A. May be taken four times based on a new version of software.

**Advisories:** BUSC 101A or basic MS Word skills; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**BUSC 101C ADVANCED WORD PROCESSING: MICROSOFT WORD FOR WINDOWS III**

1 unit • LG-P/NP • Total hours: Fifty-one hours lab

This course is a continuation of BUSC 101B. May be taken four times based on a new version of software.

**Advisories:** BUSC 101B or basic MS Word skills; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**BUSC 108 INDIVIDUALIZED COMPUTER AND TYPING SKILLS**

.5-4 units • P/NP • Total hours: .5 to 12 hours by arrangement

BUSC 108 is for students who want to strengthen or add to their previous typing skills. Instructors work with students to assign a program of study and meet with students regularly to monitor progress on assignments. May be taken for a maximum of four units.

**Advisories:** BUS 109 or BUSC 110 or basic typing skills  
General Ed. Credit: MPC, Area E2 (first .5 unit only)

**BUSC 109 KEYBOARDING FOR COMPUTERS**

1 unit • P/NP • Total hours: Fifty-one hours lab

Students develop efficient use of computer keyboard through mastery of touch system of alphanumeric typewriter keys and ten-key calculator number pad. Work is done on a computer. Not recommended for students with typing knowledge.

**BUSC 110A INTRODUCTORY TYPING I**

1 unit • LG-P/NP • Total hours: Fifty-one hours lab

Students develop basic keyboarding skills with an end-of-course goal of 30 wpm. Skills are developed in alpha-numeric and symbol key reaches.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
General Ed. Credit: MPC, Area E2

**BUSC 110B INTRODUCTORY TYPING II**

1 unit • LG-P/NP • Total hours: Fifty-one hours lab

This course is a continuation of BUSC 110A keyboarding skills. Students are introduced to basic word processing functions for document processing. The end-of-course goal is 36 wpm.

**Advisories:** BUSC 110A or basic keyboarding skills; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**BUSC 110C INTRODUCTORY TYPING III***1 unit • LG-P/NP • Total hours: Forty-eight hours lab*

Continuation of BUSC 110B keyboarding skills. Students are introduced to advanced word processing functions for document processing. End-of-course goal of 45 wpm.

**Advisories:** BUSC 110B**BUSC 117A BUSINESS MACHINE CALCULATIONS I***.5 unit • LG-P/NP • Total hours: Twenty-five and one-half hours lab*

In this introductory course, students learn the ten-key keyboard by touch (without looking at the keys) with speed and accuracy.

**General Ed. Credit:** MPC, Area E2**BUSC 117B BUSINESS MACHINE CALCULATIONS II***.5 unit • LG-P/NP • Total hours: Twenty-five and one-half hours lab*

This course is a continuation of BUSC 117A. Students apply ten-key calculator skills learned to BUSC 117A to solving common business problems on an electronic ten-key calculator. Application exercises deal with the solution of common business and accounting problems.

**Advisories:** BUSC 117A; eligibility for MATH 351**BUSC 118 RECORDS MANAGEMENT***.5 unit • LG-P/NP • Total hours: Twenty-five and one-half hours lab*

This course introduces students to filing rules using the most widely used filing systems and procedures.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**BUSC 119A INTRODUCTION TO SPREADSHEETS: MICROSOFT EXCEL I***1 unit • LG-P/NP • Total hours: Fifty-one hours lab*

In this introductory course students learn beginning electronic spreadsheet functions of Microsoft Excel. Emphasis is placed on creating a worksheet, formatting data, and entering basic formulas. May be taken four times based on a new version of software.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**General Ed. Credit:** MPC, Area E2**BUSC 119B INTRODUCTION TO SPREADSHEETS: MICROSOFT EXCEL II***1 unit • LG-P/NP • Total hours: Fifty-one hours lab*

Continuing course using electronic spreadsheet functions of Microsoft Excel. Emphasis is placed on working with formulas, multiple-sheet workbooks, formatting techniques, page set-up, use of images, charting and printing techniques. May be taken four times based on new version of software.

**Advisories:** BUSC 119A or basic spreadsheet preparation skills; eligibility for ENGL 111 and 112 or ENSL 110 and 155**BUSC 119C INTRODUCTION TO SPREADSHEETS: MICROSOFT EXCEL III***1 unit • LG-P/NP • Total hours: Fifty-one hours lab*

Continuing course using electronic spreadsheet functions of Microsoft Excel on IBM-compatible computer. Emphasis is placed on advanced program features. May be taken four times based on a new version of software.

**Advisories:** BUSC 119B or intermediate spreadsheet skills; eligibility for ENGL 111 and 112 or ENSL 110 and 155**BUSC 120 PRESENTATION MANAGEMENT WITH MICROSOFT POWERPOINT***1 unit • LG-P/NP • Total hours: Fifty-one hours lab*

Students are provided hands-on training in presentation management software using a Microsoft Windows-based software package. May be taken four times based on a new version of software.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**BUSC 121 ACCESSING BUSINESS INFORMATION VIA THE WORLD WIDE WEB***1 unit • LG-P/NP • Total hours: Fifty-one hours lab*

Students are provided self-paced training using Internet search techniques to access and interpret business information. A variety of information categories are presented and analyzed. May be taken four times based on a new version of software.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**BUSC 122 MICROSOFT WINDOWS***.5 units • LG-P/NP • Total hours: Twenty-five and one-half hours lab*

Students are introduced to the use of Microsoft Windows. Self-paced exercises are used to teach basic Windows skills, including how to manage accounts, files and folders. The course gives the students a good foundation in computer basics for academic, employment, and home use. May be taken four times based on a new version of software.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**BUSC 123 BUSINESS DESKTOP PUBLISHING***1 unit • LG-P/NP • Total hours: Fifty-one hours lab*

Focus is placed on development of proficiency in creating, keying, and formatting text and images using desktop publishing software, with access to graphics libraries, scanners, and a digital camera. May be taken four times based on a new version of software.

**Advisories:** BUSC 109 or 110A; and BUSC 122**BUSC 124 QUICKEN***1 unit • LG-P/NP • Total hours: Fifty-one hours lab*

This course provides introductory hands-on training using a financial software program that will enable students to learn how to organize their finances quickly. Emphasis is placed on personal financial skills and small business financial skills. May be taken four times based on a new version of software.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**BUSC 125 QUICKBOOKS***1 unit • LG-P/NP • Total hours: Fifty-one hours lab*

Students are provided introductory hands-on training in QuickBooks in a simulated office. QuickBooks is an accounting software program that is used to organize and manage the finances of a small business. The emphasis is on small business financial skills such as invoicing, payroll, inventory, payment processing, and creating reports, graphs, lists and forms. May be taken four times based on a new version of software.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**BUSC 130 MICROSOFT OUTLOOK***.5 unit • LG-P/NP • Total hours: Twenty-five and one-half hours lab*

This projects-oriented approach teaches essential office skills using Microsoft Outlook. The self-paced course of instruction covers projects and exercises of the MS Outlook application for using e-mail, managing appointments, tasks, and contacts, and previewing the day. May be taken four times based on a new version of software.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**BUSC 131B IMAGE PROCESSING FOR BUSINESS:  
ADOBE PHOTOSHOP ELEMENTS***1 unit • LG-P/NP • Total hours: Fifty-one hours lab*

Students are provided hands-on training in graphic design and photo imaging using the commercial program Adobe Photoshop Elements. Sample artwork and business projects are presented as exercises in a self-paced lab. Visual assignments introduce digital artwork, photo editing, special effects and Web elements. May be taken four times based on a new version of software.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155***BUSC 132 WEB PUBLISHING USING MS FRONTPAGE***2 units • LG-P/NP • Total hours: One hundred and two hours lab*

This course provides students a hands-on introduction to basic aspects of World Wide Web publishing using Microsoft FrontPage. With a self-paced syllabus, material is presented in a visual format to describe essential skills to plan, create, modify and structure Web pages and sites. May be taken four times based on a new version of software.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155***BUSC 133 INTRODUCTION TO MICROSOFT ACCESS***1 unit • LG-P/NP • Total hours: Fifty-one hours lab*

Students are provided hands-on training in Microsoft Access relational database management system in a simulated office environment using PCs. Students use self-paced business exercises to create, organize and analyze database tables, and to produce forms, queries and reports. May be taken four times based on a new version of software.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155***BUSC 135 E-COMMERCE USING ONLINE AUCTIONS***1 unit • LG-P/NP • Total hours: Fifty-one hours lab*

This is a self-paced simulation course describing conduct and operation of online auctions. Lesson objectives challenge the student to simulate or optionally participate in eBay auctions as a buyer and seller. Exercises demonstrate the mechanics of setting up accounts, communicating and using software tools, and strategies of E-commerce. May be taken four times based on a new version of software.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155***BUSC 136 ESSENTIAL COMPUTER SKILLS***1 unit • P/NP • Total hours: Fifty-one hours lab*

In this survey computer course, students learn basic computer skills to prepare for college and employment. Self-paced instruction focuses on the need of the individual to be prepared for automated business skills including hardware introduction, Microsoft Windows, applications software, Internet access, sharing files on a network, understanding different storage media, and basic operations of image scanning.

## CHEMISTRY

**CHEM 1A GENERAL CHEMISTRY I***5 units • LG-P/NP • Three hours lecture; three hours lab; three hours problem session*

This is the first course of a two-semester sequence. It is designed for students entering science, medicine, and related professions. Students are urged to complete both courses at MPC. Sequence covers atomic structure, chemical bonding, introduction to bio-organic chemistry, thermodynamics, kinetics, equilibrium and electrochemistry.

*Prerequisites: High school chemistry AND intermediate algebra or MATH 263; OR CHEM 2 AND intermediate algebra or MATH 263**Advisories: Eligibility for ENGL 1A**Credit transferable: CSU, UC**General Ed. Credit: CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B***CHEM 1B GENERAL CHEMISTRY II***5 units • LG-P/NP • Three hours lecture; six hours lab*

This is the second semester of a two-semester general chemistry sequence designed for students entering science, medicine, and related professions. Topics covered include chemical kinetics, reaction mechanisms, catalysis, chemical equilibrium, free energy, gases and gas laws, liquids and solids, solutions and solubility, qualitative analysis, acids, bases, and buffers, electrochemistry, and radiochemistry. The six-hour laboratory is closely correlated to the lecture sequence.

*Prerequisites: CHEM 1A AND intermediate algebra or MATH 263**Credit transferable: CSU, UC**General Ed. Credit: CSU, Area B1, B3; IGETC, Area 5A***CHEM 2 FUNDAMENTAL CHEMISTRY***4 units • LG-P/NP • Four hours lecture; two hours lab*

CHEM 2 is an introductory-level course in chemistry designed to prepare students for CHEM 1A. Emphasis is placed on problem solving methods.

*Prerequisites: High school algebra or MATH 261**Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU, UC**General Ed. Credit: CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B***CHEM 10 EVERYDAY CHEMISTRY***3 units • LG-P/NP • Three hours lecture*

CHEM 10 is a non-mathematical course for non-science majors and anyone else interested in how chemistry is involved in the workings of everyday objects and events in their lives. Topics of current and global importance will be discussed, including the greenhouse effect and the ozone layer. Also offered in the Living Room Series.

*Corequisites: CHEM 10L**Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU, UC**General Ed. Credit: (CHEM 10 & 10L) CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B***CHEM 10L EVERYDAY CHEMISTRY LAB***1 unit • LG-P/NP • Three hours lab*

Students are provided fundamental laboratory studies and examinations of topics introduced in CHEM 10.

*Corequisites: CHEM 10**Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU, UC**General Ed. Credit: (CHEM 10 & 10L) CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B***CHEM 12A ORGANIC CHEMISTRY I***5 units • LG-P/NP • Three hours lecture; six hours lab; one hour problem session*

This course is the first semester of a two-semester sequence for science majors entering fields such as biology, biochemistry, chemistry, chemical engineering, dietetics, dentistry, medicine, medical technology, toxicology, environmental science, and pharmacy. The student is exposed to many areas of organic chemistry such as structure, reactions, nomenclature, and kinetics and reaction mechanisms. The laboratory teaches the skills necessary for laboratory investigations and procedures in organic chemistry, including instrumental analysis.

*Prerequisites: CHEM 1B**Advisories: Eligibility for ENGL 1A**Credit transferable: CSU, UC**General Ed. Credit: CSU, Area B1, B3; IGETC, Area 5A*

**CHEM 12B ORGANIC CHEMISTRY II**

5 units • LG-P/NP • Three hours lecture; six hours lab; one hour problem session

This course is the second semester of a two-semester sequence for science majors entering fields such as biology, biochemistry, chemistry, chemical engineering, dietetics, dentistry, medicine, medical technology, toxicology, environmental science, and pharmacy. The student is exposed to many areas of organic chemistry such as structure, reactions, nomenclature, and kinetics and reaction mechanisms. The laboratory teaches the skills necessary for laboratory investigations and procedures in organic chemistry, including instrumental analysis.

**Prerequisites:** CHEM 12A

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B1, B3; IGETC, Area 5A

**CHEM 30A INTRODUCTORY CHEMISTRY FOR HEALTH SCIENCES**

4 units • LG • Three hours lecture; three hours lab; one hour problem session

This is an introductory chemistry course designed for students intending to enter many health science fields. It is appropriate for most baccalaureate programs in nursing, dental hygiene, home economics, and physical education. Does not meet chemistry requirements for pre-medicine, pre-dentistry or laboratory technician majors.

**Prerequisites:** MATH 261 or high school algebra

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU

**General Ed. Credit:** CSU, Area B1, B3; MPC, Area B

**CHEM 30B ORGANIC AND BIOLOGICAL CHEMISTRY FOR HEALTH SCIENCES**

4 units • LG • Three hours lecture; three hours lab; one hour problem session

This is the second semester of a two-semester sequence designed for students entering baccalaureate programs in nursing, dental hygiene, home economics or physical education. Topics include organic nomenclature, structures, properties, and reactions; biomolecules, metabolism, and physiological chemistry. Does not meet chemistry requirements for pre-medicine, pre-dentistry or laboratory technician majors.

**Prerequisites:** CHEM 30A

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU

**General Ed. Credit:** CSU, Area B1, B3

**CHEM 151 CHEMICAL CALCULATIONS**

1 unit • LG-P/NP • Two hours lecture; six hours per semester by arrangement

This course is offered as an optional adjunct to CHEM 1A. It provides additional opportunities for students to become proficient in solving quantitative calculation problems of the type typically found in a general chemistry course.

**Corequisites:** CHEM 1A

**CHILD DEVELOPMENT****CHDV 1 CHILD GROWTH AND DEVELOPMENT**

3 units • LG-P/NP • Three hours lecture

This course examines the major physical, psychosocial, and cognitive/language theories and development milestones for children, both typical and atypical, from conception through adolescence. Interactions between maturational processes and environmental factors are emphasized. Students observe children, evaluate individual differences, and analyze characteristics of development at various stages using Investigative research methodologies. Also offered online.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D7, E; IGETC, Area 4G; MPC, Area D

**CHDV 2 OBSERVATION AND ASSESSMENT**

3 units • LG-P/NP • Three hours lecture

This course examines 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 various assessment tools are explored.

**Prerequisites:** CHDV 1

**Advisories:** ENGL 1A

**Credit transferable:** CSU

**CHDV 51 PRINCIPLES AND PRACTICES OF TEACHING YOUNG CHILDREN**

3 units • LG-P/NP • Three hours lecture

This course provides an examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative, and intellectual development for all children. It includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. Students must interact directly with children in a child care setting. Also offered online.

**Prerequisites or corequisites:** CHDV 1

**Credit transferable:** CSU

**CHDV 52 FIELD TEACHING EXPERIENCE**

5 units • LG • Three hours lecture; six hours by arrangement

This course covers developmentally appropriate early childhood competencies under guided supervision. Students use practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Topics include child-centered, play-oriented approaches to teaching, learning, and assessment. Knowledge of curriculum content areas are emphasized as student teachers design, implement, and evaluate experiences that promote positive development and learning for all young children.

**Prerequisites:** CHDV 1; CHDV 51; CHDV 80

**Credit transferable:** CSU

**CHDV 52A CHILD DEVELOPMENT PROGRAM I**

3-4 units • LG • Two hours lecture; three hours lab per week; plus three hours lab per week for additional unit of credit

Advanced responsibilities in managing a program for young children: program management, prescriptive teaching, teacher-parent relations, and comparative curricula.

**Prerequisites:** CHDV 52A

**Credit transferable:** CSU

**CHDV 52B CHILD DEVELOPMENT PROGRAM II**

3-4 units • LG • Two hours lecture; three hours lab per week; plus three hours lab per week for additional unit of credit

Advanced responsibilities in managing a program for young children: program management, prescriptive teaching, teacher-parent relations, and comparative curricula.

**Prerequisites:** CHDV 52A

**Credit transferable:** CSU

**CHDV 55 CHILD, FAMILY, AND COMMUNITY***3 units • LG-P/NP • Three hours lecture*

This course examines 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 are highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Also offered online.

**Advisories:** Eligibility for ENGL 1A  
**Credit transferable:** CSU

**CHDV 56 EARLY CHILDHOOD EDUCATION IN A DIVERSE SOCIETY***3 units • LG • Three hours lecture*

Students explore principles for quality care within a diverse society, analyzing cultural, racial, class, gender, abledness differences and similarities of children and families and the impact of these differences on learning and social interactions in the classroom.

**Advisories:** Eligibility for ENGL 111 or ENSL 110  
**Credit transferable:** CSU

**CHDV 61 HEALTH, SAFETY AND NUTRITION FOR THE YOUNG CHILD***3 units • LG-P/NP • Three hours lecture*

Health, safety, and nutrition issues important to caregivers of small children in daycare and preschool settings.

**Advisories:** Eligibility for ENGL 111 or ENSL 110  
**Credit transferable:** CSU

**CHDV 62 INFANT-TODDLER CARE***3 units • LG • Three hours lecture*

Students learn elements of high quality, developmentally appropriate infant and toddler childcare. Course includes an overview of infant toddler development, the role of the teacher or caregiver, developmentally appropriate practices, designing indoor and outdoor environments, licensing regulations, health and safety issues, partnerships with families, and responsive caregiving. Satisfies California Community Care Licensing requirement for center-based infant/toddler teachers and directors.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**CHDV 63 THE SPECIAL NEEDS CHILD***3 units • LG • Three hours lecture*

An introduction to teaching children with special needs in learning sensory and communication, social and emotional, physical and health areas. Attitudes, policies and program planning.

**Prerequisites:** CHDV 1  
**Credit transferable:** CSU

**CHDV 65 COMMUNICATION SKILLS IN EARLY CHILDHOOD EDUCATION***3 units • LG • Three hours lecture*

An interactive study of communication skills for ECE professionals. Principles and experiential activities to include: basic skills, dynamics, problem solving and empowerment for children, parents and staff.

**Prerequisites or corequisites:** CHDV 1 and 51  
**Credit transferable:** CSU

**CHDV 71A ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS I***3 units • LG-P/NP • Three hours lecture*

Organization and management of programs for young children: environment, staff, budget, records, family involvement, organizational structure.

**Prerequisites:** CHDV 1, 51, 80  
**Advisories:** CHDV 52A  
**Credit transferable:** CSU

**CHDV 71B ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS II***3 units • LG-P/NP • Three hours lecture*

Emphasis on the development of program and personnel evaluation procedures that accurately reflect the goals of the program. Focus on goal setting, time management, staff development, legal issues in child care, budget analysis, working with parents, and organizational skills.

**Prerequisites:** CHDV 71A  
**Credit transferable:** CSU

**CHDV 72 SUPERVISING ADULTS IN THE CHILD CARE SETTING***2 units • LG-P/NP • Two hours lecture*

Methods and principles of supervising adults in early childhood settings. Emphasis on the role of experienced teachers acting as mentors to new teachers while addressing other classroom needs. One-year experience as Head Teacher is recommended before enrolling.

**Prerequisites:** CHDV 1, 51 and 55  
**Credit transferable:** CSU

**CHDV 74 FAMILY DYNAMICS***3 units • LG • Three hours lecture*

This course examines how families function in healthy and unhealthy ways. It provides a framework for understanding the effects that different life events and everyday living can have on all members of a family. In combination with CHDV 75, this course satisfies the six-unit specialization needed for the Master Teacher level of the California State Child Development Permit.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**CHDV 75 WORKING WITH FAMILIES***3 units • LG • Three hours lecture*

This course examines the relationship between teachers and the families of the children they work with. Topics include: strategies for and challenges to family-teacher cooperation; establishing partnerships; positive communication; design and implementation of parent meetings and conferences; how to entice parent involvement; and effective articulation about the growth and development of the child and how the curriculum in the classroom supports that growth. In combination with CHDV 74, this course meets the requirements for a specialization for the Master Teacher Level of the California State Child Development Permit.

**Prerequisites:** CHDV 55  
**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU



**CHDV 76A VIOLENCE AND ITS IMPACT ON CHILDREN AND THEIR FAMILIES***3 units • LG • Three hours lecture*

Exploration of violence in America and its impact on the physical and psychological well-being of children, their families and early childhood teachers. Emphasis on critical factors in understanding appropriate early childhood violence prevention and intervention strategies.

**Advisories:** Eligibility for ENGL 111 or ENSL 110  
**Credit transferable:** CSU

**CHDV 76B INTRODUCTION TO VIOLENCE INTERVENTION FOR CHILDREN AND THEIR FAMILIES***3 units • LG • Three hours lecture*

Provides early childhood teachers knowledge and skills to respond to the needs of children and families who experience stress and chronic violence through exploration of the power of play in helping children resolve conflicts and methods for teaching alternatives to violence.

**Prerequisites:** CHDV 76A  
**Credit transferable:** CSU

**CHDV 80 CURRICULUM PLANNING AND ENVIRONMENTAL DESIGN***3 units • LG • Three hours lecture*

Students examine theoretical and practical considerations of curriculum development for young children including integrated, emergent curriculum, curriculum webbing, and environmental preparation of early childhood settings including the arrangement of learning centers and outdoor settings. This class serves as a framework for the series of six specific curriculum classes. Also offered online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**CHDV 81 APPROACHES TO ART CURRICULUM***2 units • LG-P/NP • Two hours lecture*

Students examine the role of art and the creative process in the early childhood classroom and in children's development. Focus is placed on techniques and strategies for creating art centers and integrating art activities through the curriculum.

**Credit transferable:** CSU

**CHDV 82 SCIENCE AND MATH CURRICULUM***3 units • LG-P/NP • Three hours lecture*

Students examine the development of math and science concepts in young children. Focus is placed on techniques and strategies for supporting age-appropriate children's learning using activities and methods.

**Prerequisites:** CHDV 80  
**Advisories:** Eligibility for ENGL 1A; eligibility for MATH 351  
**Credit transferable:** CSU

**CHDV 83 MUSIC AND MOVEMENT CURRICULUM***2 units • LG-P/NP • Two hours lecture*

Students examine the development of children's musical and movement abilities. Focus is placed on techniques and strategies which support children's appreciation of and skill at producing music and movement, using activities and methods appropriate for their level of development.

**Credit transferable:** CSU

**CHDV 84 LANGUAGE AND LITERACY CURRICULUM***3 units • LG-P/NP • Three hours lecture*

Students examine the development of children's language, reading, and writing. Focus is on techniques and strategies that support children's learning using age-appropriate activities and methods.

**Advisories:** Eligibility for ENGL 1A  
**Credit transferable:** CSU

**CHDV 85 CURRICULUM FOR SMALL AND LARGE MOTOR DEVELOPMENT***2 units • LG-P/NP • Two hours lecture*

Students examine the development of children's large and small motor development and how physical activities support cognitive skills. Focus is placed on techniques and strategies which support children's learning, using activities and methods appropriate for their level of development.

**Credit transferable:** CSU

**CHDV 86 CONSTRUCTION CURRICULUM***2 units • LG-P/NP • Two hours lecture*

Students explore materials and methods to promote boys' and girls' learning through construction play. Emphases are placed on block building, woodworking and large-scale constructions and include hands-on experiences and project design.

**Credit transferable:** CSU

**CHDV 102 THE REGGIO EMILIA APPROACH TO CHILDREN'S PLAY AND LEARNING***1 unit • P/NP • One hour lecture*

This course introduces key elements of the Reggio Emilia philosophy and approaches to children's construction of knowledge, emphasizing the environment and context, children's interests, connections with families, and documentation of projects.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**CHDV 180 CURRICULUM MATERIALS LAB***.5 unit • P/NP • Total hours: Four hours lecture; twelve hours lab*

Students learn and practice designing and safely constructing and preparing learning materials for use with young children in a child care and education setting. May be taken four times for credit.

**Advisories:** Eligibility for ENGL 301 and 302, or ENSL 342

**CHDV 201 CALIFORNIA CHILD CPR AND PEDIATRIC FIRST AID***.5 unit • P/NP • Total hours: Eight hours lecture*

Provides plan for caregivers to follow when a child is injured: emergency action principles, first aid skills specific to the child care setting, and cardiopulmonary resuscitation. Satisfies State Child Care licensing requirements for pediatric first aid and CPR. May be repeated periodically for new content, ongoing training or updating.

**CHDV 202 CALIFORNIA CHILD CPR AND PEDIATRIC FIRST AID RECERTIFICATION***.5 unit • P/NP • Total hours: Eight hours lecture*

Students review plan for caregivers to follow when a child is injured, emergency action principles, first aid skills specific to childcare setting, and cardiopulmonary resuscitation. Satisfies renewal for State Child Care licensing requirements. May be repeated periodically for new content, ongoing training or updating.

**Prerequisites:** CHDV 201 or Red Cross Child CPR and First Aid class taken within one year

**CHDV 250 LEARNING MORE ABOUT YOUR PRESCHOOL CHILD***1 unit • LG-P/NP • One hour lecture*

This course investigates the parent's role in the care and nurturing of two- to five-year-olds. Topics include self-esteem, communication, discipline, nutrition, community resources and others.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**CHINESE****CHIN 1A ELEMENTARY MANDARIN CHINESE I***5 units • LG-P/NP • Five hours lecture*

This course offers a systematic introduction to understanding, speaking, reading and writing the Chinese language. Emphasis is placed on communication skills, first in the classroom, then extending to wider cultural contexts.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

**CHIN 1B ELEMENTARY MANDARIN CHINESE II***5 units • LG-P/NP • Five hours lecture*

This course offers further study of elementary Mandarin Chinese.

**Prerequisites:** CHIN 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** IGETC, Area 6A; MPC, Area C

**CINEMA/FILM/VIDEO**

See ART.

**COMMUNICATION STUDIES****COMM 5 MASS MEDIA METHODS***3 units • LG-P/NP • Three hours lecture*

This course focuses on the exploration and analysis of mass media techniques and methods. Emphasis is placed on improving communications effectiveness to include analytical writing.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; MPC, Area C

**COMMUNITY HEALTH EDUCATION****COHS 420 PREPARED CHILDBIRTH***0 units • NC • Total hours: Seventeen and one-half hours lecture*

This course provides preparation for labor and delivery, including both normal and unexpected events. It includes physiology of fetal development and the labor and birth process. Information regarding techniques to promote a satisfying labor and delivery experience as well as newborn care is covered.

**COHS 421 PREPARED CHILDBIRTH EDUCATION REFRESHER***0 units • NC • Total hours: Six hours lecture*

This course provides preparation for labor and delivery, including both normal and unexpected events, for participants who have already experienced the birth of a child. It includes a review of the physiology of fetal development and the labor and birth process. Practice of techniques to promote a satisfying labor and delivery experience as well as newborn care are reviewed.

**COHS 450 WALK AND WIN***0 units • NC • Three hours lab*

This is a beginning fitness course for individuals who desire assistance and supervision to plan and carry out an effective individualized exercise program that includes activities such as walking and stretching. It includes basic principles of conditioning and stretching as well as techniques for monitoring progress.

**COMPUTER SCIENCE AND INFORMATION SYSTEMS****CSIS 1 INTRODUCTION TO COMPUTER SCIENCE AND INFORMATION SYSTEMS***3 units • LG-P/NP • Three hours lecture; one hour lab*

Students survey the fields of computer science and information technology in this project-based course. Essential computer skills are applied to web development, assessing information, database design and object-oriented programming. Fundamental concepts of hardware, software, the internet, and implications for society are also covered. Portions of instruction may be offered online.

**Advisories:** CSIS 71; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area A2

**CSIS 10A COMPUTER SCIENCE: BEGINNING PROGRAMMING***4 units • LG-P/NP • Four hours lecture; one hour lab*

This project-based course provides extensive programming experience in Java. Content includes principles of algorithm design, representation of data, objects and classes, simple data structures, effective programming style, and use of a debugger. Students are assumed to have had prior programming experience such as is covered in CSIS 1.

**Advisories:** CSIS 1; eligibility for MATH 263; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area A2

**CSIS 10B COMPUTER SCIENCE: ADVANCED PROGRAMMING***4 units • LG-P/NP • Four hours lecture; one hour lab*

Students gain further experience in software design by developing and using common data structures in Java. Coverage includes arrays, strings, linked lists, stacks, queues, trees, sorting, searching and hashing, and a significant project.

**Prerequisites:** CSIS 10A

**Advisories:** MATH 40; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**CSIS 11 COMPUTER ARCHITECTURES**

3 units • LG-P/NP • Two hours lecture; three hours lab

This course provides an introduction to the organization and structure of computer systems, machine architectures, the relationship between hardware and software components, elemental computer circuits and systems, and assembly language programming.

**Advisories:** CSIS 10A; eligibility for MATH 263; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**CSIS 50 MS OFFICE APPLICATIONS**

2 units • LG-P/NP • Two hours lecture

This course in information management software introduces the MS Windows operating system and user interfaces, the Internet and email, and the MS Office Suite of applications programs including MS Word, Excel, Access and PowerPoint. May be taken three times based on a new version of software.

**Corequisites:** CSIS 50L

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E2

**CSIS 50L MS OFFICE APPLICATIONS LAB**

1 unit • LG-P/NP • Two hours lab; one hour per week by arrangement

This course in information management software introduces the MS Windows operating system and user interfaces, the Internet and email, and the MS Office Suite of applications programs including MS Word, Excel, Access and PowerPoint. May be taken three times based on a new version of software.

**Corequisites:** CSIS 50

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E2

**CSIS 51A BUSINESS DATA PROCESSING**

3 units • LG-P/NP • Two hours lecture; three hours lab

Course covers computer use in a business information environment, business data processing solutions including structured program design, development, testing, implementation and documentation, and practical experience in the use of common business-oriented languages.

**Prerequisites:** CSIS 1

**Credit transferable:** CSU

**CSIS 51C DATABASE PROCESSING**

3 units • LG-P/NP • Two hours lecture; two hours lab; one hour by arrangement

This introductory course to database management and design provides a solid, modern foundation in the fundamentals of database processing. Students are introduced to objects and SQL databases including a survey of MS Access, Oracle, and SQL Server. Database publishing and Internet standards are introduced with XML Schema and coverage of ODBC, OLE DB, ADO, ASP, and other technology.

**Advisories:** CSIS 51A; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**CSIS 55 INTRODUCTION TO PROGRAMMING – VISUAL BASIC**

3 units • LG-P/NP • Two hours lecture; three hours lab

This course is an introduction to event-driven programming in a graphical environment with the widely used language Visual Basic. Familiarity with general terminology as covered in CSIS 1 is recommended.

**Advisories:** BUSC 110A; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**CSIS 56 JAVA PROGRAMMING**

3 units • LG-P/NP • Three hours lecture; one hour lab

This course is an introduction to event-driven programming using Java. Simple applications and applets are used to explore the main attributes of object-oriented design. The course assumes familiarity with another high-level language such as C, C++, Visual Basic, and/or HTML recommended.

**Advisories:** BUSC 110; CSIS 1 or CSIS 55 or CSIS 78; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**CSIS 62 WEB ANIMATION AND PROGRAMMING**

4 units • LG-P/NP • Three hours lecture; two hours lab; one hour by arrangement

This lecture and laboratory course describes the visual presentation of information used in web pages including static and animated graphics integrated within code. Projects using Macromedia Flash software demonstrate artwork creation, imported images, sound and video, animation techniques, and interactivity using scripts. May be taken four times based on a new version of software.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**CSIS 71 OPERATING A PERSONAL COMPUTER**

.5 units • LG-P/NP • Total hours: Four hours lecture; twelve hours lab

An introduction to using a personal computer, this course explores the various hardware components and their functions. Students are introduced to the Operating System and the basic operations of Microsoft Windows and its uses for organization of data files and customization of the user environment.

**Credit transferable:** CSU

**CSIS 75 INTRODUCTION TO COMPUTER HARDWARE/A+ PREP**

4 units • LG-P/NP • Four hours lecture; one hour lab

This course covers maintenance and installation of computer hardware and basic electronics to understand digital circuits. The class covers most of the A+ certification material. May be taken four times based on a new version of software.

**Advisories:** CSIS 1; or CSIS 50 and 50L; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**CSIS 76 NETWORKING FUNDAMENTALS**

4 units • LG • Four hours lecture; one hour lab

This course introduces networking concepts and builds basic networking skills. Students learn layered models (TCP/IP and OSI), Ethernet networking, routing, IP addressing, and cabling. This Cisco Academy course is the first of a four-part sequence to prepare for CCNA certification. Portions of instruction may be offered online. May be taken four times for recertification.

**Advisories:** CSIS 1 or 75; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**CSIS 77 PUBLISHING ON THE WORLD WIDE WEB**

3 units • LG-P/NP • Two hours lecture; three hours lab

This course reviews the Internet and the World Wide Web, including evaluation of methods, development tools, services, standards, and trends used in electronic publishing. Assignments introduce hands-on development of hypertext documents with multimedia links, use of XHTML editors and source-code design, and introduction to web-based graphics design. Efficient web design is emphasized using CSS and scripting. May be taken four times based on a new version of software.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 115; MATH 351

**Credit transferable:** CSU

**CSIS 78 ADVANCED PUBLISHING ON THE WORLD WIDE WEB**

3 units • LG-P/NP • Two hours lecture; two hours lab; one hour lab by arrangement

This course builds on basic client-side Web publishing skills using Web design software and coding of HTML, XHTML, XML and scripting. Efficient and effective Web site design is emphasized using class projects. Dynamic HTML is studied using scripting and Cascading Style Sheets, data binding, and Java applet objects. Visual presentation is explored using image creation software while Macromedia Flash is introduced. May be taken four times based on a new version of software.

**Advisories:** CSIS 77

**Credit transferable:** CSU

**CSIS 80 INTRODUCTION TO UNIX AND LINUX**

3 units • LG-P/NP • Three hours lecture; one hour lab

This course provides an introduction to the UNIX and Linux operating systems that includes file and directory manipulation, access permissions, process control, networking, security, shell commands and shell programming.

**Advisories:** CSIS 1; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**CSIS 82 UNIX AND LINUX SYSTEM ADMINISTRATION**

1.5 units • LG-P/NP • One hour lecture; one and one-half hours lab

This course provides experience in UNIX and Linux system administration, including system installation and configuration, shutdown and reboot procedures, backups, emergency recovery, and basic system security. Projects focus on the creation of shell scripts to automate system administration tasks. May be taken four times based on a new version of software.

**Advisories:** CSIS 80; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**CSIS 83 MICROSOFT CLIENT OPERATING SYSTEM**

3 units • LG • Three hours lecture; one hour lab

This course presents concepts and skills necessary to install, configure and administer a Windows client operating system environment. Topics include the skills and knowledge necessary to enable students to prepare for the Microsoft client operating system certification exam. May be taken four times for recertification.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**CSIS 98 COMPUTER PROJECTS**

2 units • LG • One hour lecture; three hours lab

This course provides the opportunity to implement procedures to analyze, design, and solve problems with computers. This is a capstone class where the student demonstrates knowledge of analyzing, designing, and implementing a solution to a problem in a network environment.

**Advisories:** CSIS 75, 76, 83, 172, 174, 177, 178, and 179

**Credit transferable:** CSU

**CSIS 110 ESSENTIAL MICROSOFT SKILLS**

1 unit • LG-P/NP • One hour lecture

This course is an introduction to software available for Windows personal computers. It covers use and options for a variety of programs that are commercially and freely available, including operating systems, utilities, and programs for the Internet, e-mail, word processing and publishing, digital imaging, finance, databases, and website creation. May be taken four times based on a new version of software.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**CSIS 111 ESSENTIAL PC MAINTENANCE**

1 unit • LG-P/NP • One hour lecture

This class offers an overview of the maintenance and repair of a desktop PC. Students learn how to back up data, add memory, install and configure hard and floppy drives, and reinstall Windows.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**CSIS 112 CONFIGURE AND SECURE YOUR HOME NETWORK**

1 unit • LG-P/NP • One hour lecture

This course covers the basics of configuring and securing file and printer sharing in a wired and/or wireless home network as well as how to establish Internet connectivity through a DSL or cable router.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**CSIS 113 USING YOUR DIGITAL CAMERA**

1 unit • LG-P/NP • One hour lecture

An introduction to the use of digital cameras and simple photo manipulation. Survey course to create, edit, manage, and print digital photos. May be taken four times based on a new version of software.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**CSIS 114 GAME PROGRAMMING: BEHIND THE SCENES**

1 unit • LG-P/NP • Total hours: Fourteen hours lecture; ten hours lab

This class introduces game development with Blitz BASIC, an easy-to-use programming language for beginners. It covers 2D computer graphics, animation, sound and music as applied to the incremental development of a real video game that students can modify on their own. The class concludes with a demonstration of 3D graphics programming.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**CSIS 172 MANAGING AND MAINTAINING WINDOWS SERVER**

3 units • LG • Three hours lecture; one hour lab

This course presents concepts and skills necessary to install, manage and maintain a Windows server environment, including active directory, user and group permissions, monitoring resources, and backup and restore. This course prepares students for Microsoft server operating system certification exam. May be taken four times for recertification

**Advisories:** CSIS 83; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**CSIS 174 MANAGING AND MAINTAINING WINDOWS SERVER NETWORK INFRASTRUCTURE**

3 units • LG • Three hours lecture; one hour lab

This course presents concepts and skills necessary to configure and manage a Windows network infrastructure. Students learn to configure DNS, WINS, DHCP, and security. This course prepares students for Microsoft server network infrastructure certification exam. May be taken four times for recertification.

**Prerequisites:** CSIS 172

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**CSIS 177 ROUTER CONCEPTS**

4 units • LG • Four hours lecture; one hour lab

This course introduces the student to the router's architecture, basic routing principles and protocols, operation and configuration. It covers RIP, EIGRP and OSPF dynamic protocols. This Cisco Academy course is the second of a four-part sequence to prepare for CCNA certification. Portions of instruction may be offered online. May be taken four times based on a new version of software.

**Prerequisites or Corequisites:** CSIS 76

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**CSIS 178 SWITCHING CONCEPTS**

4 units • LG • Four hours lecture; one hour lab

This course introduces students to the functions of a switch in LAN architecture. It introduces basic switch configuration, VLANs, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing and wireless concepts. This Cisco Academy course is the third of a four-part sequence to prepare for CCNA certification. Portions of instruction may be offered online. May be taken four times for recertification.

**Prerequisites:** CSIS 177

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**CSIS 179 WAN TECHNOLOGIES**

4 units • LG • Four hours lecture; one hour lab

The course introduces students to WAN concepts and the technologies used in WAN communication. Point-to-Point (PPP), frame relay, security, VPN, ACL and SDM are introduced through interactive web-based course material and hands-on labs. This Cisco Academy course is the fourth of a four-part sequence to prepare for CCNA certification. Portions of instruction may be offered online. May be taken four times for recertification.

**Prerequisites:** CSIS 178

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**CSIS 180 ADVANCED ROUTING AND SWITCHING IMPLEMENTATIONS**

4 units • LG • Four hours lecture; one hour lab

This course explores advanced topics in routing and switching at the Cisco Certified Network Professional (CCNP) level. The student will learn to configure the multi-cast routing, multi-area OSPF, EIGRP and BGP routing protocols as well as how to optimize routing updates through redistribution, route filtering and route maps. The course introduces advanced switching concepts such as Ether channel and Multi-layer Switching. May be taken four times for recertification. Offered online.

**Advisories:** CSIS 179; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**CSIS 198 NETWORK SECURITY FUNDAMENTALS**

4 units • LG-P/NP • Four hours lecture

This course covers the fundamentals of security, using simulators to give hands-on experience with servers, routers and other security devices. Students learn about different types of attacks, security policy, encryption, access control, PKI, authentication, and cryptography. This course covers material necessary to prepare for the CompTIA Security+ certification. May be taken four times for recertification. Also offered online.

**Advisories:** CSIS 76 and 177; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**COOPERATIVE WORK EXPERIENCE****COOP 91 COOPERATIVE WORK EXPERIENCE**

1-4 units • LG • Seventy-five hours paid employment for each unit of credit or sixty hours volunteer work for each unit of credit

This course provides a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper, and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation:** Current employment. A COOP application must be approved and filed with the COOP Office each semester.

**Credit transferable:** CSU

**COOP 91.1 ADMINISTRATION OF JUSTICE WORK EXPERIENCE**

1-4 units • LG • Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit

Administration of Justice Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** Current employment. A COOP application must be approved and filed with the COOP Office each semester.

**Credit transferable:** CSU

**COOP 91.2 ART WORK EXPERIENCE**

1-4 units • LG • Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit

Art Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** Current employment. A COOP application must be approved and filed with the COOP Office each semester.

**Credit transferable:** CSU

**COOP 91.3 ASTRONOMY WORK EXPERIENCE**

1-4 units • LG • Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit

Astronomy Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** Current employment. A COOP application must be approved and filed with the COOP Office each semester.

**Credit transferable:** CSU

**COOP 91.4 AUTOMOTIVE TECHNOLOGY WORK EXPERIENCE**

1-4 units • LG • Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit

Automotive Technology Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** Current employment. A COOP application must be approved and filed with the COOP Office each semester.

**Credit transferable:** CSU

**COOP 91.5 AVIATION WORK EXPERIENCE**

1-4 units • LG • Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit

Aviation Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** Current employment. A COOP application must be approved and filed with the COOP Office each semester.

**Credit transferable:** CSU

**COOP 91.6 BIOLOGY WORK EXPERIENCE**

1-4 units • LG • Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit

Biology Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** Current employment. A COOP application must be approved and filed with the COOP Office each semester.

**Credit transferable:** CSU

**COOP 91.7 BUSINESS WORK EXPERIENCE**

1-4 units • LG • Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit

Business Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** Current employment. A COOP application must be approved and filed with the COOP Office each semester.

**Credit transferable:** CSU

**COOP 91.8 CHILD DEVELOPMENT WORK EXPERIENCE**

1-4 units • LG • Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit

Child Development Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** Current employment. A COOP application must be approved and filed with the COOP Office each semester.

**Credit transferable:** CSU

**COOP 91.9 COMMUNICATIONS WORK EXPERIENCE**

1-4 units • LG • Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit

Communications Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** Current employment. A COOP application must be approved and filed with the COOP Office each semester.

**Credit transferable:** CSU

**COOP 91.10 COMPUTER SCIENCE AND INFORMATION SYSTEMS WORK EXPERIENCE**

1-4 units • LG • Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit

Computer Science and Information Systems Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** Current employment. A COOP application must be approved and filed with the COOP Office each semester.

**Credit transferable:** CSU

**COOP 91.11 DENTAL ASSISTING WORK EXPERIENCE**

1-4 units • LG • Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit

Dental Assisting Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** Current employment. A COOP application must be approved and filed with the COOP Office each semester.

**Credit transferable:** CSU

**COOP 91.12 DRAFTING WORK EXPERIENCE**

1-4 units • LG • Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit

Drafting Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** Current employment. A COOP application must be approved and filed with the COOP Office each semester.

**Credit transferable:** CSU

**COOP 91.13 THEATRE ARTS WORK EXPERIENCE**

1-4 units • LG • Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit

Theatre Arts Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** Current employment. A COOP application must be approved and filed with the COOP Office each semester.

**Credit transferable:** CSU

**COOP 91.14 ENGLISH WORK EXPERIENCE**

1-4 units • LG • Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit

English Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** Current employment. A COOP application must be approved and filed with the COOP Office each semester.

**Credit transferable:** CSU

**COOP 91.15 ENGINEERING WORK EXPERIENCE**

1-4 units • LG • Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit

Engineering Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** Current employment. A COOP application must be approved and filed with the COOP Office each semester.

**Credit transferable:** CSU

**COOP 91.16 FAMILY AND CONSUMER SCIENCE WORK EXPERIENCE**

*1-4 units • LG •Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Family and Consumer Science Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.17 FASHION WORK EXPERIENCE**

*1-4 units • LG •Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Fashion Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.18 FIRE PROTECTION TECHNOLOGY WORK EXPERIENCE**

*1-4 units • LG •Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Fire Protection Technology Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.19 WORLD LANGUAGES WORK EXPERIENCE**

*1-4 units • LG •Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

World Languages Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.20 HEALTH WORK EXPERIENCE**

*1-4 units • LG •Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Health Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.21 HOSPITALITY WORK EXPERIENCE**

*1-4 units • LG •Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Hospitality Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.22 HUMANITIES WORK EXPERIENCE**

*1-4 units • LG •Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Humanities Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.23 INTERIOR DESIGN WORK EXPERIENCE**

*1-4 units • LG •Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Interior Design Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.24 LIBRARY SERVICES WORK EXPERIENCE**

*1-4 units • LG •Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Library Services Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.25 MARINE SCIENCE AND TECHNOLOGY WORK EXPERIENCE**

*1-4 units • LG •Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Marine Science and Technology Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.26 MEDICAL ASSISTING WORK EXPERIENCE**

*1-4 units • LG •Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Medical Assisting Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.27 NURSING WORK EXPERIENCE**

*1-4 units • LG •Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Nursing Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.28 NUTRITION AND FOOD WORK EXPERIENCE**

*1-4 units • LG •Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Nutrition and Food Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.29 OCEANOGRAPHY WORK EXPERIENCE**

*1-4 units • LG •Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Oceanography Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.30 ORNAMENTAL HORTICULTURE WORK EXPERIENCE**

*1-4 units • LG •Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Ornamental Horticulture Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.31 PHYSICAL FITNESS WORK EXPERIENCE**

*1-4 units • LG •Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Physical Fitness Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.32 PHYSICAL EDUCATION WORK EXPERIENCE**

*1-4 units • LG •Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Physical Education Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.33 PHOTOGRAPHY WORK EXPERIENCE**

*1-4 units • LG •Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Photography Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.34 POLITICAL SCIENCE WORK EXPERIENCE**

*1-4 units • LG •Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Political Science Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.35 PSYCHOLOGY WORK EXPERIENCE**

*1-4 units • LG •Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Psychology Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*



**COOP 91.36 REAL ESTATE WORK EXPERIENCE**

*1-4 units • LG • Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Real Estate Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.37 SOCIAL SCIENCE WORK EXPERIENCE**

*1-4 units • LG • Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Social Science Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.38 WOMEN'S STUDIES WORK EXPERIENCE**

*1-4 units • LG • Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Women's Studies Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 91.39 HUMAN SERVICES WORK EXPERIENCE**

*1-4 units • LG • Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit*

Human Services Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be repeated up to 16 units in combination with COOP 92.

**Enrollment limitation:** *Current employment. A COOP application must be approved and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**COOP 92 GENERAL COOPERATIVE WORK EXPERIENCE**

*1-3 units • LG • Seventy-five hours paid employment for each unit of credit or sixty hours volunteer work for each unit of credit*

This course provides a planned, supervised program not directly related to the student's college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper, and completed forms are required. May be taken for a total of 6 units if work station presents new or expanded opportunities.

**Enrollment limitation:** *Current employment. A COOP application must be approved by and filed with the COOP Office each semester.*

**Credit transferable:** *CSU*

**DANCE****DANC 1 INTRODUCTION TO DANCE**

*.5 units • LG-P/NP • Two hours activity*

Students will receive an introduction to modern, ballet, and jazz dance designed for the beginner. Development of body awareness and basic movement skills and their application to dance forms will be taught. May be taken four times for credit.

**Credit transferable:** *CSU, UC*

**General Ed. Credit:** *MPC, Area E1*

**DANC 2 DANCE SKILLS I**

*.5 unit • LG-P/NP • One and one-half hours activity*

The beginning dance student will develop the fundamentals of movement with emphasis on skill building in the areas of physical conditioning, musicality, and dance step vocabulary. May be taken four times for credit.

**Credit transferable:** *CSU, UC*

**General Ed. Credit:** *MPC, Area E1*

**DANC 3 DANCE SKILLS II**

*.5 unit • LG-P/NP • One and one-half hours activity*

The intermediate dance student will continue to develop a further understanding of movement, rhythm patterns, musicality, sequencing and techniques of dance form. Students will learn specific conditioning skills with emphasis on multi-rhythmical phrases. May be taken four times for credit.

**Credit transferable:** *CSU, UC*

**General Ed. Credit:** *MPC, Area E1*

**DANC 4 DANCE SKILLS III**

*.5 unit • LG-P/NP • One and one-half hours activity*

The advanced dance student will build on skills learned in Dance Skills I and II. This course will emphasize complex and longer movement sequences, expanding and developing greater musicality, speed, dynamics, control, stamina, strength, and improve kinesthetic sense and awareness. May be taken four times for credit.

**Credit transferable:** *CSU, UC*

**General Ed. Credit:** *MPC, Area E1*

**DANC 10A MODERN DANCE I**

*1 unit • LG-P/NP • Four hours activity*

The beginning student will develop the fundamentals of movement. An emphasis will be placed on modern dance techniques, the exploration of time, space and energy. May be taken four times for credit.

**Credit transferable:** *CSU, UC*

**General Ed. Credit:** *MPC, Area E1*

**DANC 10B MODERN DANCE II**

*1 unit • LG-P/NP • Four hours activity*

A continuation of DANC 10A. Students will learn to move with freedom and control in more advanced movement patterns. It is recommended that students take DANC 10A or have basic modern dance skills before enrolling. May be taken four times for credit.

**Credit transferable:** *CSU, UC*

**General Ed. Credit:** *MPC, Area E1*

**DANC 11A JAZZ DANCE I***1 unit • LG-P/NP • Four hours activity*

This course is an introduction to jazz dance. Students will develop skills, including steps, phrases, body isolations, and various rhythmic patterns. May be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**DANC 11B JAZZ DANCE II***1 unit • LG-P/NP • Four hours activity*

A continuation of DANC 11A. Students will develop skills in isolating movement and working with jazz musical rhythms. It is recommended that students take DANC 11A or have basic jazz dance skills before enrolling. May be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**DANC 11C JAZZ DANCE III***1 unit • LG-P/NP • Four hours activity*

A continuation of DANC 11B. Students will develop style, performance, and the ability to learn new movements quickly. It is recommended that students take DANC 11B or have intermediate jazz dance skills before enrolling. May be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**DANC 12A BALLET I***1 unit • LG-P/NP • Four hours activity*

The course is an introduction to classical ballet movement. Basic barre work and center work will be covered, as well as the classic five positions of the arms and legs and the eight body positions. The focus is on correct body alignment in all of the above material. May be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**DANC 12B BALLET II***1 unit • LG-P/NP • Four hours activity*

Ballet II continues the study of classical ballet technique. The course includes more advanced combinations and movements at the barre and a greater emphasis on center work. Students will learn longer combinations with a greater number of steps. It is recommended that students take DANC 12A or have basic ballet skills before enrolling. May be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**DANC 12C BALLET III***1 unit • LG-P/NP • Four hours activity*

Ballet III continues the study of Cecchetti barre and center work. Emphasis will be on improving line, pirouettes, beats and choreography. Beginning pointe work is allowed with instructor's permission. It is recommended that students take DANC 12B or have intermediate ballet skills before enrolling. May be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**DANC 14 BALLROOM DANCE***.5 unit • LG-P/NP • Two hours activity*

The study of various ballroom dances. The foxtrot, swing, waltz, Latin and current dances will be emphasized. The relationship of specific music to specific dances will be stressed. May be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**DANC 15 ETHNIC DANCE FORMS***1 unit • LG-P/NP • Four hours activity*

This course will introduce students to the dances of various ethnic groups, either historical or modern. The course will include information about the culture of origin. May be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**DANC 16A FLAMENCO DANCE I***.5 unit • LG-P/NP • Two hours activity*

Students are introduced to the culture, music, and movement of traditional Spanish Flamenco dance. Students will learn essential rhythms, characteristic movements and attitudes, traditional choreographies, costuming, guitar accompaniment, song and poetry. May be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**DANC 16B FLAMENCO DANCE II***.5 unit • LG-P/NP • Two hours activity*

This course is a continuation of DANC 16A with emphasis on dance skill-building through lineage choreographies and choreographic patterns in the jondo, intermedio, and chico forms. It is recommended that students take DANC 16A or have basic flamenco dance skills before enrolling. May be taken four times for credit.

**Advisories:** DANC 16A**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**DANC 17A TAP DANCE I***1 unit • LG-P/NP • Four hours activity*

This course is an introduction to basic tap techniques. Rhythm, coordination, and skill development are emphasized. May be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**DANC 17B TAP DANCE II***.5 unit • LG-P/NP • Two hours activity*

Tap Dance II is a continuation of Tap Dance I, including more complex tap techniques. Learning and performing complete routines are stressed. It is recommended that students take DANC 17A or have basic tap dance skills before enrolling. May be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**DANC 17C TAP DANCE III***.5 unit • LG-P/NP • Two hours activity*

This course provides continued study of tap dance including advanced technical and rhythm studies. Performance opportunities are available. It is recommended that students take DANC 17A and B, or have intermediate tap dance skills prior to enrolling. May be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**DANC 18A HIP HOP DANCE I***1 unit • LG-P/NP • Four hours activity*

This course is an introduction to Hip Hop dance. Students will develop skills including sequencing, steps, phrases, body isolations, and various rhythm patterns as they apply specifically to this dance form. May be taken four times for credit.

**Credit transferable:** CSU**General Ed. Credit:** MPC, Area E1

**DANC 19 CONTEMPORARY DANCE FUSION***.5 unit • LG-P/NP • Two hours activity*

This course emphasizes a movement vocabulary for current popular dance music taken from jazz, modern and hip hop. Course activities include developing core strength, flexibility, coordination, and stamina along with high-energy combinations, body isolations and rhythmic patterns. May be taken four times for credit.

**Credit transferable:** CSU**General Ed. Credit:** MPC, Area E1**DANC 20 DANCE PRODUCTION***1.5 units • LG-P/NP • Four and one-half hours activity*

The elements and techniques of staging a dance production are presented in this course. Included are solo and group choreography and performance. Technical options include costuming, lighting and backstage. May be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E2**DANC 21 INTRODUCTION TO REPERTORY***1 unit • LG-P/NP • Four hours activity*

Students will learn and rehearse complete dances and improve skills such as memory, mental rehearsal, projection. Performance is optional by audition. May be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**DANC 22 CONTEMPORARY DANCE COMPOSITION AND IMPROVISATION***1 unit • LG-P/NP • Four hours activity*

Contemporary dance composition and improvisation introduces students to methods of designing dances, developing original ideas and movement vocabulary, and improvising in solo and group settings. May be taken four times for credit.

**Credit transferable:** CSU**General Ed. Credit:** MPC, Area E2**DANC 53 WELLNESS IN MOTION***.5 unit • LG-P/NP • Two hours activity*

Students explore personal growth through movement, music and dance. Stress management skills are developed through creative movement. Relaxation and visualization techniques will be explored. Students keep journals and develop wellness programs. May be taken two times for credit.

**Credit transferable:** CSU**General Ed. Credit:** MPC, Area E1**DANC 92 TEACHING AIDE – DANCE***1 unit • LG-P/NP • Three hours activity*

This course is designed for those students who have been very successful in a dance subject area and who wish to serve as teaching aides for other students. Activities will include in-class demonstrations, assisting students and short teaching assignments. Topics: All levels of modern dance, jazz dance, tap dance and ballet as well as Introduction to Dance, Ballroom and Flamenco. May be taken four times for credit.

**Enrollment Limitation:** Division approval. Completion of the Teaching Aide Agreement must be filed with the supervising instructor and division chairperson prior to the fourth week of instruction.

**Credit transferable:** CSU**DENTAL ASSISTING****DNTL 100 ORIENTATION TO DENTAL CAREERS***1 unit • LG • One hour lecture*

This course provides the student with a basic knowledge of the various areas of dental health care; the team members of the profession, and career opportunities, with special emphasis on dental terminology to prepare the student for entry into other dental assisting courses. Required of all Dental Assisting Program candidates. Open to anyone interested in dental careers.

**General Ed. Credit:** MPC, Area E2**DNTL 101 DENTAL ANATOMY***2 units • LG • Two lecture hours*

This course covers anatomy of the head and neck, oral physiology, dental embryology, histology, and tooth morphology.

**DNTL 102 CHAIRSIDE ASSISTING I***3 units • LG • Total hours: Thirty-two hours lecture; forty hours lab*

Basic chairside examination procedures, instrumentation principles of four-handed dentistry, dental materials for preliminary impressions and diagnostic models, vital signs, dental charting, infection control protocol, treatment records and patient management skills.

**Enrollment Limitation:** Acceptance in Dental Assisting Program**DNTL 103 RADIOGRAPHY FOR DENTAL ASSISTANTS***2 units • LG • Total hours: Twelve hours lecture; ninety hours lab*

This course covers principles of radiation physics, biology, and safety; radiograph exposure and processing techniques; practice in making x-rays of manikins and patients; technical evaluation of films; and radiography for children, the elderly, and special problems.

**Prerequisites or corequisites:** DNTL 100**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**DNTL 104 CHAIRSIDE ASSISTING II***2.5 units • LG • Total hours: Twenty-four hours lecture; forty hours lab*

Continuation of DNTL 102. Emphasis on local anesthetic procedures, hand and rotary instruments, dental cements, amalgam and composite materials, rubber dam instrumentation, cavity preparation principles and patient management.

**Prerequisites or corequisites:** DNTL 100 and 102**Enrollment Limitation:** Acceptance in Dental Assisting Program**DNTL 105 DENTAL HEALTH SCIENCE***2 units • LG • Two hours lecture*

This course provides an overview of the human body in health and disease, with special emphasis on oral health promotion, disease, prevention and control. This coursework forms the foundation for future dental assisting classes.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**DNTL 107 CORONAL POLISH***1 unit • LG • One-half hour lecture; one and one-half hours lab*

This course covers the tools and techniques used in coronal polish for removing stains and preparation of tooth surfaces for application of dental sealants or attachment of orthodontic bands.

**Prerequisites:** DNTL 100, 102, and 104**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**DNTL 108 PIT AND FISSURE SEALANTS**

1 unit • LG • One-half hour lecture; one and one-half hours lab

Students learn the proper application of pit and fissure sealants for prevention of dental caries.

**Prerequisites or corequisites:** DNTL 100, 102, 104, and 107

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**DNTL 111 DENTAL PHARMACOLOGY AND ORAL PATHOLOGY**

3 units • LG • Total hours: Forty-eight hours lecture

This course covers description and use of drugs usually found in the dental office, types of materials and equipment used to anesthetize patients, post-injection complications and dental office emergency procedures. It also covers descriptions of oral lesions and diseases.

**Prerequisites:** DNTL 100

**DNTL 112 OFFICE MANAGEMENT**

1.5 units • LG • Total hours: Sixteen hours lecture; twenty-four hours lab

Instruction in the role of the dental assistant as receptionist, secretary, and office manager; communication, oral and written; appointment control; record keeping; case presentation; dental insurance forms; supply and inventory control; fees and management of accounts. Hands-on application of computer use in the dental office.

**Prerequisites:** DNTL 100

**DNTL 115 DENTAL SPECIALTIES**

1.5 units • LG • One hour lecture; two and one-half hours lab

Covered in this course is the study of dental specialties: Orthodontics, oral and maxillofacial surgery, pediatric dentistry, periodontics, endodontics, prosthodontics, and the associated assisting functions. Duties associated with specialty dentistry and delegated to the dental assistant and registered dental assistant in the California Dental Practice Act are taught to a level of competence. The importance of legal/ethical issues is addressed throughout the course.

**Prerequisites:** DNTL 100, 102, 103, and 104

**Prerequisites or corequisites:** DNTL 107, 108

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**DNTL 116 SUPERVISED CLINICAL EXPERIENCE**

3.5 units • LG • Total hours: Nine hours lecture; two-hundred forty hours clinical experience

Under the direct supervision of dentists at clinics and private offices, students practice working as part of the complete dental team. The goal is the development of professional attitude in all phases of dental assisting and skill in the use of equipment. Emphasis is placed on the specialty areas of dental practice: oral surgery, periodontics, endodontics, orthodontics, and prosthodontics. Weekly seminars are held to evaluate and review clinical applications.

**Prerequisites:** DNTL 100, 102, 103, and 104

**DNTL 213 DENTAL RADIOGRAPHY CERTIFICATION**

2 units • P/NP • Total hours: Sixteen hours lecture; twenty-four hours lab; twenty-three hours clinical experience

Provides theory, laboratory practice and clinical application in dental radiography techniques. Clinical application includes exposure of a minimum of four (4) diagnostically acceptable full mouth series including bitewing on patients (according to California Law). Laboratory instruction includes completion of a minimum of two (2) acceptable full mouth series including bitewing on a mannequin.

**Advisories:** Clinical dental assisting experience verified by Program Director

**DNTL 215 REGISTERED DENTAL ASSISTING REVIEW/PREPARATION**

3 units • P/NP • Three hours lecture

For the employed dental assistant without formal training to prepare for the California Registered Assistant licensure examination. An overview of all dental assisting procedures with particular emphasis on RDA functions.

**Advisories:** Eligibility for State RDA licensure exam

**DRAFTING****DRAF 70 DRAFTING AND PERSPECTIVE**

2 units • LG-P/NP • One hour lecture; two hours lab

This course is an introduction to reading and preparing technical drawings for architecture, interior design, and construction applications including plans, sections, elevations, details, dimensioning, lettering, and perspective rendering.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E2

**DRAF 72A INTRODUCTION TO COMPUTER-AIDED DESIGN**

3 units • LG-P/NP • Two hours lecture; four hours lab

This course is an introduction to computer-aided design theory and practice using AutoCAD on the PC. Fundamental commands and techniques are used to develop design and presentation skills. Construction of 2D drawings are included. This course is designed for students with no prior computer drafting experience. May be taken two times for credit.

**Advisories:** DRAF 70 or equivalent; eligibility for ENGL 111 and 112 or ENSL 110 and 155;

**eligibility for MATH 351**

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E2

**DRAF 72B ADVANCED COMPUTER-AIDED DESIGN**

3 units • LG-P/NP • Two hours lecture; four hours lab

This course will enable students to work on advanced computer-aided design theory and practice using AutoCAD on the PC. Complex problems and advanced topics in 2D and 3D drawing will be presented. May be taken two times for credit.

**Advisories:** DRAF 72A or equivalent; eligibility for ENGL 111 and 112 or ENSL 110 and 155;

**eligibility for MATH 351**

**Credit transferable:** CSU

**DRAF 73 BUILDING INFORMATION MODELING**

3 units • LG-P/NP • Two hours lecture; four hours lab

This course covers the basic principles of Revit building Information modeling (BIM) and its uses in the design process. Students work with this parametric 3-D modeling program that moves from design to preliminary construction documentation and presentation layout. Students create floor plans using basic building components, coordinated elevations, 3-D perspectives, and documentation using the Revit program.

**Advisories:** DRAF 72A or equivalent

**Credit transferable:** CSU

**DRAMA**

See THEATRE ARTS.

## ECONOMICS

### ECON 1 THE AMERICAN ECONOMIC SYSTEM

3 units • LG-P/NP • Three hours lecture

Basic survey course of the American economic system. Current economic issues. Intended for those who desire a less intensive survey than ECON 2 or 4.

**Advisories:** Eligibility for ENGL 111 or ENSL 110

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D2; IGETC, Area 4B; MPC, Area D

### ECON 2 PRINCIPLES OF ECONOMICS: MACRO

3 units • LG-P/NP • Three hours lecture

This course is an analysis of fundamental economic concepts, basic economic institutions, national income analysis and determinants of income and employment, monetary and banking systems; government monetary and fiscal policies, international trade, and current economic problems. Also offered online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D2; IGETC, Area 4B; MPC, Area D

### ECON 4 PRINCIPLES OF ECONOMICS: MICRO

3 units • LG-P/NP • Three hours lecture

This course is an analysis of pricing and composition of output; elasticities, marginal analysis, and allocation of resources. It examines characteristics and behavior of markets and government regulation. Also offered online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D2; IGETC, Area 4B; MPC, Area D

## EDUCATION

### EDUC 1 INTRODUCTION TO EDUCATION IN A CHANGING SOCIETY

3 units • LG • Three hours lecture

This course introduces students to the history, politics, theories and approaches to teaching and schooling in America. Designed for students interested in elementary and secondary education careers, this course provides field experience as required for K-12 credential programs.

**Corequisites:** COOP 91 Child Development Work Experience, 4 hours per week on volunteer basis

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E2

## EMERGENCY MEDICAL SERVICES

### EMMS 170 EMERGENCY MEDICAL TECHNICIAN 1: BASIC TRAINING

6 units • LG-P/NP • Five hours lecture; three hours lab

Student learn the techniques of emergency medical care designed to meet the State of California requirements for certification of EMT-1 (Ambulance) personnel. May be taken four times for credit.

**General Ed. Credit:** MPC, Area E2

### EMMS 180A EMERGENCY MEDICAL TECHNICIAN: PARAMEDIC I

6.5 units • LG-P/NP • Three and one-half hours lecture; nine and one-half hours lab

This course provides information about advanced techniques for emergency medicine designed to meet State of California requirements for certification of EMT-Paramedics. Students need current CPR certification (American Heart Association, Health Care Provider) and recent EMT experience and certification to benefit from instruction. May be taken four times for updating purposes.

**Prerequisites:** High school diploma or equivalent, current CPR certification, and current EMT-1A or EMT-II certification (or expired no longer than one year)

### EMMS 180B EMERGENCY MEDICAL TECHNICIAN: PARAMEDIC II

6.5 units • LG-P/NP • Three and one-half hours lecture; nine and one-half hours lab

This course provides continued information about advanced techniques for emergency medicine designed to meet State of California requirements for certification of EMT-Paramedics. May be taken four times for updating purposes.

**Prerequisites:** EMMS 180A

### EMMS 270R EMT-1: RECERTIFICATION

.5 unit • P/NP • Total: Thirty-two hours lab

Designed for emergency medical response personnel, this is an individualized course that meets the requirements for renewal of California State EMT-1 certification. May be taken four times for credit, as needed for recertification.

**Advisories:** EMT-1 California certification (current or expired for no more than one year)

### EMMS 271 FIRST RESPONDER BASIC TRAINING

2 units • P/NP • Total hours: Twenty-eight hours lecture; twenty-eight hours lab

This course provides the principles and practice of emergency medical care for basic life support first-responding personnel. May be taken four times for credit.

### EMMS 271R FIRST RESPONDER RECERTIFICATION

.5 unit • P/NP • Total hours: Thirty-six hours lab

Designed for emergency medical response personnel, this course provides a review/update of principles and practice of emergency medical care for basic life support first responding personnel. May be taken four times for credit, as needed for renewal of certification.

**Advisories:** EMMS 271

## ENGINEERING

### ENGR 1 INTRODUCTION TO ENGINEERING

2 units • LG-P/NP • Two hours lecture; one hour lab

This course explores careers in engineering, science and technology, including the role and the function of engineering in modern society, problems and responsibilities of the engineering profession and an introduction to the methods of engineering analysis, design and problem solving.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**ENGR 2 ENGINEERING DESIGN GRAPHICS***3 units • LG • Two hours lecture; three hours lab*

This course introduces the engineering design process and graphical tools used by engineers. Topics include orthographic projection, dimensioning and tolerance, spatial reasoning skills, and basic descriptive geometry. Students gain experience in AutoCAD and SolidWorks, including a final design project.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***ENGR 8 ENGINEERING STATICS***3 units • LG • Three hours lecture; one hour problem*

Students learn the principles of statics and their application to engineering problems. Topics include concentrated and distributed force systems and equilibrium conditions covering structures, machines, friction and methods of virtual work.

**Prerequisites:** *PHYS 3A***Prerequisites or corequisites:** *MATH 20C***Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***ENGR 12 ENGINEERING CIRCUITS***3 units • LG • Three hours lecture; one hour problem*

This course introduces DC and sinusoidal circuit analysis as applied to resistive, capacitive, and inductive circuits, op-amps, transformers and balanced three-phase circuits. Topics include Thevenin and Norton circuit theorems, superposition, complex phasors and power, frequency response, resonance, and associated calculations.

**Prerequisites:** *PHYS 3B***Corequisites:** *ENGR 12L***Prerequisites or corequisites:** *MATH 32***Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***ENGR 12L ENGINEERING CIRCUITS LABORATORY***1 unit • LG-P/NP • Three hours laboratory*

Students build, measure, analyze, and model standard electronics circuits while verifying theoretical circuit principles. Hands-on labs start with basic circuit patterns and culminate with applications of active filters, magnetic circuits and balanced 3-phase power. Use of standard electronics instrumentation and circuit modeling (PSpice) and analysis (MATLAB, MathCAD) tools is also covered.

**Corequisites:** *ENGR 12***Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU***ENGR 17 TECHNICAL COMPUTING WITH MATLAB***3 units • LG-P/NP • Three hours lecture; one hour lab*

This course introduces technical computing using the MATLAB environment. Topics include programming techniques, data visualization, numerical problem solving, symbolic manipulation and simulation. Representative examples are drawn from mathematics, science, and engineering.

**Prerequisites or corequisites:** *MATH 18 or 20A***Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***ENGR 50 ROBOTICS***1 unit • LG-P/NP • .75 hour lecture; .75 hour lab*

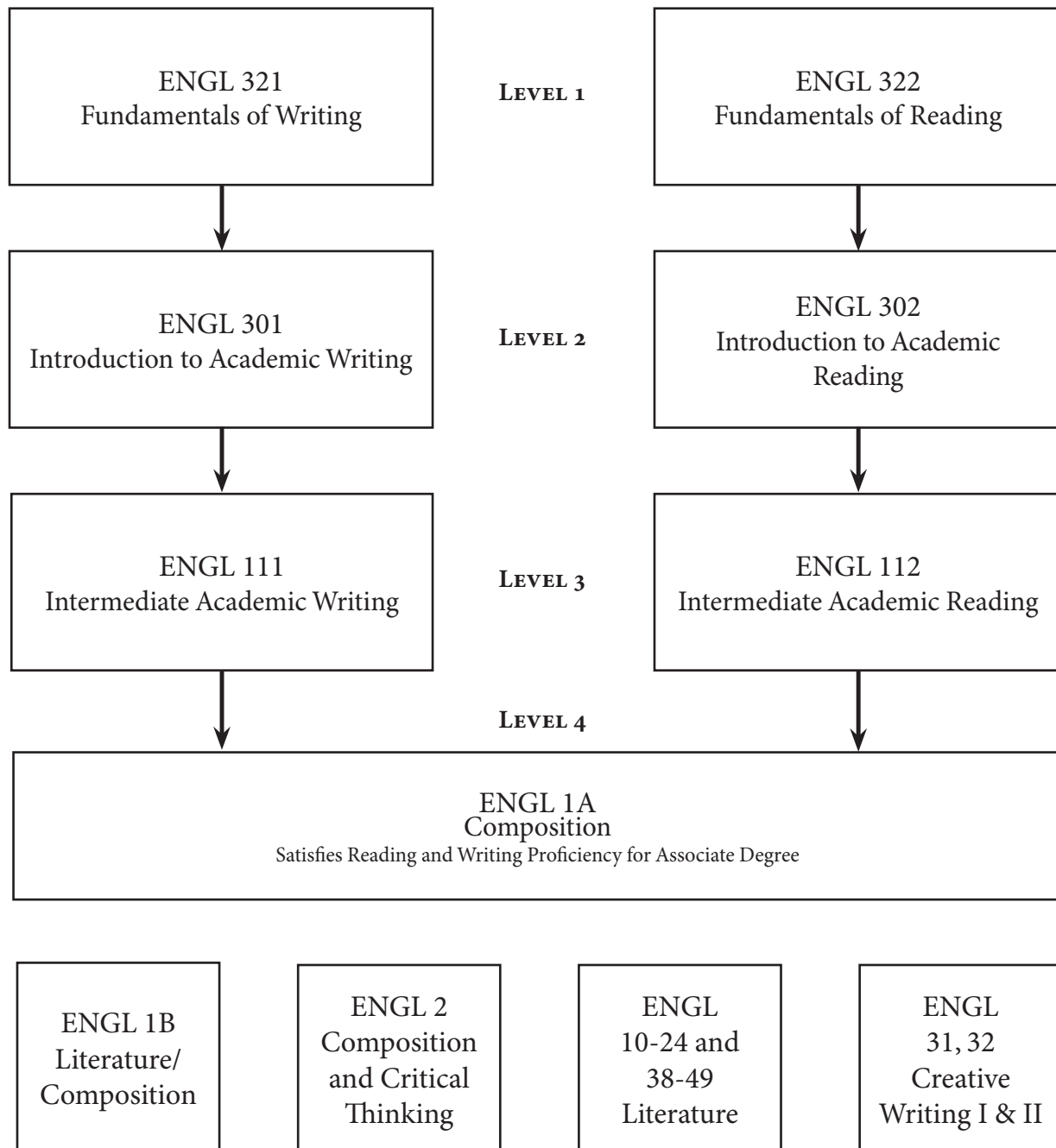
This is a hands-on introduction to modern robotics using the industry standard BASIC Stamp microcontroller. Topics include construction, movement, object detection/avoidance, programming PBASIC, subsumptive programming and emergent behavior. Students may purchase their own robotics kit or use school-provided kits. No prior electronics experience needed.

**Advisories:** *CSIS 1; eligibility for MATH 263***Credit transferable:** *CSU***ENGR 52 INTRODUCTION TO MATLAB***.5 unit • LG-P/NP • Total hours: Seven hours lecture; five hours lab*

Students learn the fundamentals of MATLAB programming applied to problems in science and mathematics. Applications include systems of equations, analyzing data files, use of vectors, matrices and functions, and graphing and interpreting data in two and three dimensions. Demonstrations of animation, symbolic math, and Simulink are also included.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155; eligibility for MATH 13***Credit transferable:** *CSU*

**ENGLISH SEQUENCE**



Courses

## ENGLISH

**ENGL 1A COMPOSITION**

3 units • LG-P/NP • Three hours lecture

Students receive instruction in how to write essays that logically develop a thesis, are written in an engaging style, and are free from syntactical/mechanical errors. WRITING REQUIREMENT: Minimum of 8,000 words. Also offered online.

**Prerequisites:** *Qualifying reading and writing assessment results or satisfactory completion of ENGL 111 or ENSL 110*

**Advisories:** *LIBR 50 (may be taken concurrently); ENGL 112*

**Credit transferable:** *CSU, UC*

**General Ed. Credit:** *CSU, Area A2; IGETC, Area 1A; MPC, Area A*

**ENGL 1B LITERATURE AND COMPOSITION**

3 units • LG-P/NP • Three hours lecture

This course assumes student proficiency in English composition. Students read, discuss, and write analytically about literary works. WRITING REQUIREMENT: Minimum of 8,000 words.

**Prerequisites:** *ENGL 1A*

**Advisories:** *LIBR 50 (may be taken concurrently)*

**Credit transferable:** *CSU, UC*

**General Ed. Credit:** *CSU, Area C2; IGETC, Area 3B; MPC, Area C*

**ENGL 2 COMPOSITION AND CRITICAL THINKING**

3 units • LG-P/NP • Three hours lecture

This course examines "the relations of language to logic, leading to an ability to analyze, criticize, and advocate ideas, to reason [and] to reach factual or judgmental conclusions based on sound inferences drawn from unambiguous statements of knowledge or belief" (California State University Executive Order 338). Lectures, writing, readings, multi-media, and discussions provide methods and opportunities "for the examination of propositions of any kind in order to discover whether they correspond to reality or not" (William Graham Sumner).

**Prerequisites:** *ENGL 1A*

**Advisories:** *LIBR 50 (may be taken concurrently)*

**Credit transferable:** *CSU, UC*

**General Ed. Credit:** *CSU, Area A3; IGETC, Area 1B; MPC, Area A2*

**ENGL 5 INTRODUCTION TO GREAT BOOKS**

3 units • LG-P/NP • Three hours lecture

This course offers an introduction to the theory, precepts, and history of great books and the Monterey Peninsula College Great Books Program, including the nature of and criteria for greatness, the relationship between great books and democracy, the "Great Conversation," instruction in how to read challenging texts, and the unique characteristics of typographic texts. Also offered online.

**Prerequisites:** *ENGL 1A*

**Advisories:** *ENGL 1B*

**Credit transferable:** *CSU*

**General Ed. Credit:** *CSU, Area C2; IGETC, Area 3B; MPC, Area C*

**ENGL 10 LITERATURE BY AND ABOUT MEN**

3 units • LG-P/NP • Three hours lecture

This literature survey explores multiple sources, enactments, and depictions of maleness, manhood, virility, and masculinity in essays, films, short stories, music, and poetry either by men or about men. Offered online.

**Prerequisites:** *Eligibility for ENGL 1A*

**Credit transferable:** *CSU, UC*

**General Ed. Credit:** *CSU, Area C2; IGETC, Area 3B; MPC, Area C*

**ENGL 11 LITERATURE BY AND ABOUT WOMEN**

3 units • LG-P/NP • Three hours lecture

This course covers American, British and international literary works by and about women, including poetry, fiction, autobiography, drama and non-fiction prose. It will introduce students to literary analysis, interpretation and understanding. The course focuses on literary trends, style, and issues of race, class, ethnicity, and cultural identity and provides students with opportunities to explore individual writers in depth. Also offered as Women's Studies 11; credit may be earned only once. Also offered online.

**Prerequisites:** *Eligibility for ENGL 1A*

**Credit transferable:** *CSU, UC*

**General Ed. Credit:** *CSU, Area C2; IGETC, Area 3B; MPC, Area C*

**ENGL 14 MASTERING COLLEGE READING: ANALYSIS AND INTERPRETATION**

3 units • LG-P/NP • Three hours lecture

This course covers theory and practice of reading skills needed for successful academic performance. It includes critical evaluation of college-level essays, development of flexible reading rate, critical analysis of research, vocabulary development, and reading of multi-cultural essays, journals, fiction, and nonfiction. Individual practice may be required.

**Prerequisites:** *Qualifying reading and writing assessment results or satisfactory completion of ENGL 111 or ENSL 110*

**Advisories:** *Concurrent enrollment in ENGL 1A*

**Credit transferable:** *CSU*

**ENGL 16 SHAKESPEARE VISIONS: FILMS AND TEXT COMPARISON**

3 units • LG-P/NP • Three hours lecture

This course offers comparative analysis of the tragedies, comedies, and histories of William Shakespeare through examination of various film versions and texts of the works. Also offered online.

**Advisories:** *Eligibility for ENGL 1A*

**Credit transferable:** *CSU, UC*

**General Ed. Credit:** *CSU, Area C2; MPC, Area C*

**ENGL 17 INTRODUCTION TO SHAKESPEARE**

3 units • LG-P/NP • Three hours lecture

Students read and analyze a selected number of Shakespeare's histories, tragedies and sonnets. Emphasis on the reading of Shakespeare for enjoyment, leading to an understanding of good theatre, an appreciation of the beauty of his language and an awareness of the values of his plays for our time.

**Prerequisites:** *Eligibility for ENGL 1A*

**Advisories:** *ENGL 1B*

**Credit transferable:** *CSU, UC*

**General Ed. Credit:** *CSU, Area C2; IGETC, Area 3B; MPC, Area C*

**ENGL 18 THE BIBLE AS LITERATURE**

3 units • LG-P/NP • Three hours lecture

This course offers a literary exploration of the Bible, examining the different types of literature such as myth, history, poetry, drama, story and letters found in the biblical text. Key figures, events and themes are examined along with the influence of the biblical literature on history, culture and art. Also offered online.

**Prerequisites:** *ENGL 1A*

**Advisories:** *ENGL 1B*

**Credit transferable:** *CSU, UC*

**General Ed. Credit:** *CSU, Area C2; IGETC, Area 3B; MPC, Area C*



**ENGL 22 INTRODUCTION TO POETRY***3 units • LG-P/NP • Three hours lecture*

Students read selected poems for analysis and enjoyment. The course is designed to give students an introduction to the study of poetry and to provide them with some approaches needed for their future exploration and appreciation of poetry, modern or traditional.

**Prerequisites:** Eligibility for ENGL 1A**Advisories:** ENGL 1B**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**ENGL 24 INTRODUCTION TO THE SHORT STORY***3 units • LG-P/NP • Three hours lecture*

The course focuses on the short story as a literary form. Selected stories are read, discussed and evaluated within their historical and literary contexts and within the conventional norms for the genre. Emphasis is placed on representative stories from various historical and cultural contexts from both America and Europe.

**Prerequisites:** ENGL 1A**Advisories:** ENGL 1B**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**ENGL 31 CREATIVE WRITING I***3 units • LG-P/NP • Three hours lecture*

The course is designed to provide a critical forum in Creative Writing. Works are shared seminar-style with occasional lecture. Forms and techniques of Creative Writing in the genres of fiction, nonfiction, drama, and poetry will be explored. Not a substitute for the English composition requirement for a Bachelor's degree.

**Prerequisites:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**ENGL 32 CREATIVE WRITING II***3 units • LG-P/NP • Three hours lecture*

This course provides a critical forum for the emerging writer in a variety of modes: short story, novel, poetry, drama, nonfiction, and autobiography. Works are shared seminar-style with occasional lecture. Students receive instruction on editing and structuring a sustained body of work. Not a substitute for the English composition requirement for transfer.

**Prerequisites:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**ENGL 38 LITERARY FORMS – THE CINEMA: MORE OR LESS THAN HUMAN?***3 units • LG-P/NP • Three hours lecture*

From Metropolis to The Matrix, this class investigates classic, historical, popular and contemporary films, TV and associated literary works which ask, "What is a human being and what isn't?" Considerations include representations of utopias and dystopias, computer technologies and networks, artificial intelligence, reproductive technologies, advertising, virtual reality, and genetic engineering. The emphasis will be on how formal qualities affect/effect meaning and interpretation. Offered online.

**Prerequisites:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**ENGL 40 AMERICAN LITERATURE***3 units • LG-P/NP • Three hours lecture*

This course offers a comprehensive survey of American prose and poetry from the seventeenth century to the present, emphasizing Euro-American, Native American, African-American, Latino/Latina, and Asian-American literary traditions and contributions. Satisfies intercultural studies requirement for the associate degree at MPC. Also offered online.

**Prerequisites:** ENGL 1A**Advisories:** ENGL 1B**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C, F**ENGL 42 WRITERS OF MODERN AMERICA***3 units • LG-P/NP • Three hours lecture*

This course offers a survey of 20th century literature in the United States with emphasis on the major writers after World War I.

**Prerequisites:** ENGL 1A**Advisories:** ENGL 1B**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**ENGL 43 COMICS AS LITERATURE***3 units • LG-P/NP • Three hours lecture*

"Comics as Literature" is a survey of the form and history of visual literature known as "comics" with a focus on the unique properties of the medium. Specifically, the course surveys graphic novels, comic books, and comic strips as complex and dynamic forms of literature.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**ENGL 44 MASTERPIECES OF LITERATURE I***3 units • LG-P/NP • Three hours lecture*

This course surveys a selection of representative masterworks from key periods of western culture, from the Greeks to the Renaissance. All the major genres are covered, including poetry, narrative, and drama. Includes discussion, writing, and the application of critical techniques as a means of developing critical analysis. Also offered online.

**Prerequisites:** ENGL 1A**Advisories:** ENGL 1B**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**ENGL 45 MASTERPIECES OF LITERATURE II***3 units • LG-P/NP • Three hours lecture*

This course surveys a selection of representative masterworks from key periods of western culture, including the Enlightenment, Romantic period, Victorian, and Modern. All the major genres are covered, including poetry, narrative, and drama. Includes discussion, writing, and the application of critical techniques as a means of developing critical analysis. Also offered online.

**Prerequisites:** ENGL 1A**Advisories:** ENGL 1B**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C

**ENGL 46 SURVEY OF BRITISH LITERATURE I**

3 units • LG-P/NP • Three hours lecture

This class provides a survey of British writers and significant literary trends from Beowulf through the 18th century. Emphasis is placed on enjoyment and appreciation of such writers as Chaucer, Shakespeare, Spenser, Donne, Ben Jonson, Milton, Dryden, Swift, Addison, Steele, Pope, and Samuel Johnson.

**Prerequisites:** ENGL 1A

**Advisories:** ENGL 1B

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C

**ENGL 47 SURVEY OF BRITISH LITERATURE II**

3 units • LG-P/NP • Three hours lecture

This course covers a survey of British writers and significant literary trends from the beginning of the Romantic Period (1789) to the present. Emphasis on enjoyment and appreciation of such writers as Wordsworth, Coleridge, Shelley, Keats, Tennyson, Browning, Bronte, Hardy, Hopkins, Yeats, Woolf, Joyce, Lawrence, Eliot, and Lessing.

**Prerequisites:** ENGL 1A

**Advisories:** ENGL 1B

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C

**ENGL 49 THE NOVEL**

3 units • LG-P/NP • Three hours lecture

This course offers a survey of the novel as a literary type. Selected European and American novels are read and discussed. Lectures on criticism and the development of the novel supplement class readings and discussions. The course provides the student with basic insights into the novel as a broad and varied literary genre.

**Prerequisites:** ENGL 1A

**Advisories:** ENGL 1B

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C

**ENGL 51 FICTION WRITING**

3 units • LG-P/NP • Three hours lecture

This course covers the study and practice of fiction writing. It includes the reading and discussion of works by established authors, lectures, and sharing of original student work in a writing workshop environment. Not a substitute for the English composition requirement for a bachelor's degree.

**Prerequisites:** ENGL 1A

**Advisories:** ENGL 31 and/or ENGL 32

**Credit transferable:** CSU

**ENGL 111 INTERMEDIATE ACADEMIC WRITING**

3 units • LG-P/NP • Three hours lecture

This course prepares students for ENGL 1A. Students master the basic principles of exposition and syntax; write 500-word essays that are clearly focused, logically organized, developed with concrete/sensory details, and written in an engaging style; experience readings that stimulate analytical thinking and writing; and develop sentence variety and style. WRITING REQUIREMENT: A minimum of 4,000 words; journal writing may also be required.

**Prerequisites:** Qualifying reading and writing assessment results or satisfactory completion of ENGL 301 and 302

**ENGL 112 INTERMEDIATE ACADEMIC READING**

3 units • LG-P/NP • Three hours lecture

This course introduces students to critical reading. Emphasis is placed on reading skills and strategies for improved comprehension and on critical reading skills and strategies for purposes of analysis, comparison, and judgment.

**Prerequisites:** Qualifying reading and writing assessment results or successful completion of ENGL 301 and ENGL 302

**ENGL 120 GRAMMAR AND USAGE**

3 units • LG-P/NP • Three hours lecture

This course, designed for students who want to learn, review or refresh skills in English grammar and usage, covers sentence structure, word choice, punctuation, and mechanics. Emphasis is on usage of dictionaries and college-level grammar handbooks, and on successful understanding and use of computerized grammar- and spell-check programs.

**Advisories:** Eligibility for ENGL 111 and 112 or ENGL 110 and 155

**ENGL 231 CREATIVE WRITING FOR PERSONAL GOALS**

3 units • LG-P/NP • Three hours lecture

Students explore personal writing, such as journals and memoirs, learning appropriate skills, such as diction, imagery, metaphor, and tone. They share work and discuss it in class.

**ENGL 301 INTRODUCTION TO ACADEMIC WRITING**

4 units • P/NP • Four hours lecture

This course offers instruction in essay structure with an emphasis on thesis statement, essay development, and editing for repetition and redundancy. ENGL 301 prepares students for ENGL 111. Writing requirement: 4,000 words.

**Prerequisites:** Qualifying reading and writing assessment results or satisfactory completion of ENGL 321 and ENGL 322

**Corequisites:** ENGL 401

**ENGL 302 INTRODUCTION TO ACADEMIC READING**

4 units • P/NP • Four hours lecture

This course is designed to strengthen reading skills and involves instruction in active reading, vocabulary, and comprehension skills and strategies; mapping and/or outlining, summarizing, analytical responses, and response journal; and introductory critical reading skills. Writing requirement: 4,000 words.

**Prerequisites:** Qualifying reading and writing assessment results or successful completion of ENGL 321 and ENGL 322

**Corequisites:** ENGL 402

**ENGL 321 FUNDAMENTALS OF WRITING**

4 units • P/NP • Four hours lecture

This is a basic writing course emphasizing sentence structure and sentence variety, grammar and usage, the development of focused paragraphs, and summary writing. Open enrollment.

**Corequisites:** ENGL 421

**Advisories:** Completion of MPC English Placement Test and advisement regarding writing placement

**ENGL 322 FUNDAMENTALS OF READING**

4 units • P/NP • Four hours lecture

This course is designed to strengthen reading skills and involves instruction in active reading, vocabulary, and comprehension skills and strategies; mapping, outlining, summarizing of paragraphs; reading responses; and study skills.

**Corequisites:** ENGL 422

**Advisories:** Completion of MPC English Placement Test and advisement regarding reading placement

## ENGLISH AND STUDY SKILLS CENTER

### ENGL 50 WRITING WITH COMPUTERS

*.5 unit • P/NP • Total hours: Twenty-five and one-half hours by arrangement*

This course provides instruction in using a basic word processing program to write and revise college work. Students also learn the basics of using word processing to assist with research strategies.

**Credit transferable: CSU**

### ENGL 300 INDIVIDUALIZED ENGLISH AND STUDY SKILLS

*.5-3 units • P/NP • Total hours: Fifty-one hours lab by arrangement for each unit of credit*

English 300 is for students who want to improve their written composition or study skills for the purposes of academic and/or vocational preparedness. Instructors work with students to assign a program of study and meet with students regularly to monitor progress on assignments. Computers are available for the completion of ENGL 300 coursework. May be taken for a maximum of three units.

### ENGL 325 BASIC GRAMMAR FOR WRITING

*.5 unit • P/NP • Total hours: Twenty-five and one-half hours by arrangement*

This course reviews the English grammar in detail, but with a focus on writing more sophisticated and complex sentence structures that are grammatically sound and show an understanding of both English structure and rules of punctuation.

### ENGL 326 INTERMEDIATE GRAMMAR FOR WRITING

*.5 unit • P/NP • Total hours: Twenty-five and one-half hours by arrangement*

This course reviews English grammar in detail, while focusing on writing complex sentence structures that are grammatically sound and show an understanding of both English structure and rules of punctuation. This course introduces sentence unity at the paragraph level and basic essay development.

**Advisories: ENGL 325**

### ENGL 335 BUILDING A BETTER VOCABULARY

*.5 unit • P/NP • Total hours: Twenty-five and one-half hours by arrangement*

This course is designed to help students understand the meanings of words from context clues and help them understand basic word parts and meanings. Words in a broad range of areas are defined and used in short essays.

### ENGL 400 INDIVIDUALIZED ENGLISH AND STUDY SKILLS

*0 units • NC • One and one-half to nine hours per week by arrangement*

English 400 is for all students who want to improve their written composition or study skills for the purposes of academic preparedness. Students meet regularly with an instructor while working on an individualized program of study. Computers available for the completion of ENGL 400 coursework. Adult-level materials and instruction are provided; course is not appropriate for children.

### ENGL 401 INTRODUCTION TO ACADEMIC WRITING LAB

*0 unit • NC • Two hours lab*

Students are provided fundamental study and practice of grammar skills introduced in ENGL 301 in a lab setting with individualized help.

**Corequisites: ENGL 301**

### ENGL 421 FUNDAMENTALS OF WRITING LAB

*0 unit • NC • Two hours lab*

Students are provided fundamental study and practice of grammar skills introduced in ENGL 321 in a lab setting with individualized help.

**Corequisites: ENGL 321**

## READING CENTER

### ENGL 320 BASIC READING TACTICS

*1 unit • P/NP • Three hours by arrangement*

This class uses a multi-sensory reading program that takes a process-centered, problem-solving approach to reading. The goal of the lessons is to equip learners with specific skills and strategies in order to improve reading comprehension.

### ENGL 330 INTERMEDIATE READING TACTICS

*1 unit • P/NP • Three hours by arrangement*

This course utilizes a multi-sensory, interactive computer program designed to develop reading skills and strategies for success at the college level.

### ENGL 351 PHONEMIC AWARENESS FOR IMPROVED READING, WRITING AND SPEECH

*.5-1 unit • P/NP • Two to four hours by arrangement per week*

Students work individually or in small groups to master the fundamental linguistic principles that underlie the English language, using a multisensory approach for the development of the auditory, sensory and visual skills necessary for reading, writing and speech. May be taken three times for credit.

**Prerequisites: Individualized assessment of reading and spelling skills**

**Advisories: Concurrent enrollment in an English, English as a Second language, or lecture course in any discipline is strongly recommended.**

### ENGL 352 COMPREHENSION AND CRITICAL THINKING SKILLS

*.5 unit • P/NP • One and one-half hours lab by arrangement*

This course is for students who want to improve their language comprehension and critical thinking skills for reading textbooks, writing essays, preparing presentations, taking exams and conducting research. Students work one-to-one or in small groups, using innovative methods, including Visualizing and Verbalizing®, to build retention of course material while improving vocabulary and writing skills. Concurrent enrollment in an English, English as a Second Language or lecture course is strongly recommended.

**Prerequisites: ENGL 351**

### ENGL 402 INTRODUCTION TO ACADEMIC READING LAB

*0 unit • NC • Two hours lab*

Students are provided fundamental study and practice of reading skills introduced in ENGL 302 in a lab setting with individualized help.

**Corequisites: ENGL 302**

### ENGL 422 FUNDAMENTALS OF READING LAB

*0 unit • NC • Two hours lab*

Students are provided fundamental study and practice of reading skills introduced in ENGL 322 in a lab setting with individualized help.

**Corequisites: ENGL 322**

**ENSL SEQUENCE**

**Required**

**Recommended**

Courses

*Intensive Beginning English*  
**ENSL 312/412**  
 12.5 units/0 units

**Level 1**

*Intensive High-Beginning English*  
**ENSL 320/420**  
 6.5 units/0 units  
**OR**  
*High-Beginning English I*  
**ENSL 321/421**  
 4 units/0 units      **AND**      *High-Beginning English II*  
**ENSL 322/422**  
 4 units/0 units

**Level 2**

*High-Beginning Reading, Vocabulary and Conversation*  
**ENSL 325/425**  
 6 units/0 units

*Pronunciation and Spelling*  
**ENSL 328/428**  
 4 units/0 units

*Intensive Intermediate English*  
**ENSL 330/430**  
 8 units/0 units  
**OR**  
*Intermediate English I*  
**ENSL 331/431**  
 4 units/0 units      **AND**      *Intermediate English II*  
**ENSL 332/432**  
 4 units/0 units

**Level 3**

*Intermediate Reading, Vocabulary and Conversation*  
**ENSL 335/435**  
 4.5 units/0 units

*Pronunciation and Spelling*  
**ENSL 328/428**  
 4 units/0 units

*Intensive High-Intermediate Reading, Writing, Grammar*  
**ENSL 342/442**  
 7.5 units/0 units  
**OR**  
*High-Intermediate Reading & Writing*  
**ENSL 343/443**  
 3.5 units/0 units      **AND**      *High-Intermediate Grammar*  
**ENSL 344/444**  
 4 units/0 units

**Level 4**

*High-Intermediate Speaking and Listening*  
**ENSL 345/445**  
 3 units/0 units

*Pronunciation and Spelling*  
**ENSL 328/428**  
 4 units/0 units

*Advanced Reading*  
**ENSL 155**  
 3 units  
**AND**  
*Advanced Composition*  
**ENSL 110**  
 4.5 units

**Level 5**

*Composition and Reading for Transfer*  
**ENGL 1A**  
 3 units

**Level 6**

**ENGLISH AS A SECOND LANGUAGE****LEVEL 1****ENSL 312/412 INTENSIVE BEGINNING ENGLISH***12.5 units/0 units • P/NP • Twelve hours lecture; two hours lab*

This is the most basic course for the non-native speaker at MPC. It is for the student who has very little or no English. It emphasizes listening, speaking, pronunciation, and vocabulary. Includes two hours per week of computer-based assignments in the ESL Center.

**ENSL 313/413 BEGINNING ENGLISH: GRAMMAR, WRITING, READING***2-6 units/0 units • P/NP • Total hours: Seventeen hours lecture for each unit of credit*

This course is for the student who has very little or no English. It is an integrated skills course emphasizing grammar, writing, and reading.

**LEVEL 2****ENSL 320/420 INTENSIVE HIGH-BEGINNING ENGLISH***6.5 units/0 units • P/NP • Six hours lecture; two hours lab*

This is a basic course for the non-native speaker, emphasizing grammar, listening, speaking, vocabulary, writing, and American culture. This course includes two hours per week of computer-based assignments in the ESL Center.

**ENSL 321/421 HIGH-BEGINNING ENGLISH I***4 units/0 units • P/NP • Four hours lecture*

This is a basic course for the non-native speaker, emphasizing grammar, listening, speaking, vocabulary, writing, and American culture. This course is normally offered in the evening and is taken in lieu of the first half of ENSL 320/420.

**ENSL 322/422 HIGH-BEGINNING ENGLISH II***4 units/0 units • P/NP • Four hours lecture*

This is a continuation of ENSL 321/421, emphasizing grammar, listening, speaking, vocabulary, writing and American culture. This course is normally offered in the evening and is taken in lieu of the second half of ENSL 320/420.

**Prerequisites:** *ENSL 321 (or 421)***ENSL 323/423 BEGINNING CONVERSATION I***1 unit/0 unit • P/NP • One hour lecture*

This course, at the beginning or high-beginning level for non-native speakers, emphasizes listening, vocabulary, and conversation in situational contexts.

**ENSL 325/425 HIGH-BEGINNING READING, VOCABULARY AND CONVERSATION***6 units/0 units • P/NP • Six hours lecture*

This is a basic course for the non-native speaker, emphasizing reading, vocabulary development, listening comprehension, and conversational skills. May be taken two times for credit.

**ENSL 326/426 ENGLISH SKILLS FOR SUCCESS I***.5-4 units/0 units • P/NP • Total hours: Seventeen hours lecture for one unit of credit*

This is a course at the high-beginning or low-intermediate level for the non-native speaker, emphasizing listening and conversation. May be taken for a maximum of four units.

**ENSL 328/428 PRONUNCIATION AND SPELLING***4 units/0 units • P/NP • Four hours lecture*

This is a course for beginning and intermediate students including a systematic introduction to understanding, pronouncing, spelling, and reading English with emphasis on speech from individual sounds through multisyllable words.

**LEVEL 3****ENSL 330/430 INTENSIVE INTERMEDIATE ENGLISH***8 units/0 units • P/NP • Eight hours lecture*

This is an intermediate course for non-native speakers, emphasizing grammar, speaking, listening, and writing.

**Advisories:** *ENSL 320 (or 420) OR ENSL 322 (or 422)***ENSL 331/431 INTERMEDIATE ENGLISH I***4 units/0 units • P/NP • Four hours lecture*

This is an intermediate course for the non-native speaker, emphasizing grammar, speaking, listening, and writing. This course is normally offered in the evening and is taken in lieu of the first half of ENSL 330/430.

**Advisories:** *ENSL 320 (or 420) OR ENSL 322 (or 422)***ENSL 332/432 INTERMEDIATE ENGLISH II***4 units/0 units • P/NP • Four hours lecture*

This is a continuation of ENSL 331/431 emphasizing grammar, speaking, listening, and writing. This course is normally offered in the evening and is taken in lieu of the second half of ENSL 330/430.

**Advisories:** *ENSL 331 (or 431)***ENSL 334/434 INTERMEDIATE CONVERSATION II***.5-2 units /0 units • P/NP • Total hours: Seventeen hours lecture for one unit of credit*

This course, at the low-intermediate or intermediate level for nonnative speakers, emphasizes listening, vocabulary, conversation in situational contexts. May be taken for a maximum of two units.

**ENSL 335/435 INTERMEDIATE READING, VOCABULARY, AND CONVERSATION***4.5 units/0 units • P/NP • Four hours lecture; two hours lab*

This is an intermediate course for the non-native speaker, emphasizing intensive reading, vocabulary, speaking, and listening. This course includes two hours per week of computer-based assignments in the ESL Center.

**Advisories:** *ENSL 320 (or 420) OR ENSL 322 (or 422)***ENSL 336/436 ENGLISH SKILLS FOR SUCCESS II***3-4 units/0 units • P/NP • Total hours: Sixteen hours lecture for each unit of credit*

This is a course at the low-intermediate level for the non-native speaker, emphasizing listening, speaking, grammar, and writing. This course is normally offered during intersessions. May be taken two times for credit.

**Advisories:** *ENSL 320 (or 420) OR ENSL 322 (or 422)*

**ENSL 338/438 PRONUNCIATION II***4 unit /0 units • P/NP • Four hours lecture*

This is an intermediate course in the pronunciation of American English. Students learn to read a phonetic alphabet, use stress in everyday conversation, assimilate sounds, apply intonation to sentences and thought groups, connect words seamlessly into phrases, and speak at the speed of native speakers of English.

**LEVEL 4****ENSL 342/442 INTENSIVE HIGH-INTERMEDIATE READING, WRITING, AND GRAMMAR***7.5 units/0 units • P/NP • Seven hours lecture; two hours lab*

This is a high-intermediate course for the non-native speaker, emphasizing both the strategies and techniques of academic reading, and the organization and development of ideas of writing. It thoroughly reviews English grammar and teaches students how to edit their own writing for grammatical correctness. This course includes two hours per week of computer-based assignments in the ESL Center.

**Advisories:** *ENSL 330 (or 430) OR ENSL 332 (or 432)***ENSL 343/443 HIGH-INTERMEDIATE READING AND WRITING***3.5 unit/0 units • P/NP • Three hours lecture; two hours lab*

This is a high-intermediate course for the non-native speaker, emphasizing strategies for effective reading and logical writing. May be taken in lieu of the reading and writing component of ENSL 342/442.

**Advisories:** *ENSL 330 (or 430) OR ENSL 332 (or 432), or appropriate score on the ESL Placement Test***ENSL 344/444 HIGH- INTERMEDIATE GRAMMAR***4 units /0 units • P/NP • Four hours lecture*

This is a high-intermediate course for the non-native speaker, emphasizing the English grammatical system, sentence combining, and self-editing. It may be taken in lieu of the grammar component of ENSL 342/442. Students who take ENSL 110 must also successfully complete ENSL 343 or 443.

**Advisories:** *ENSL 330 (or 430) OR ENSL 332 (or 432)***ENSL 345/445 HIGH-INTERMEDIATE SPEAKING AND LISTENING***3 units /0 units • P/NP • Three hours lecture*

This is a high-intermediate course for the non-native speaker, emphasizing pronunciation and intonation, preparation and presentation of short oral compositions, listening and note taking.

**Advisories:** *ENSL 330 (or 430) OR ENSL 332 (or 432)***ENSL 346/446 AMERICAN CULTURE (ESL)***3 units/0 units • P/NP • Three hours lecture*

This is a high-intermediate course for the non-native speaker, designed to increase the cultural literacy of the non-native speaker of English through lessons in American customs, history, sports, and other areas.

**Advisories:** *ENSL 330 (or 430) OR ENSL 332 (or 432)***ENSL 348/448 CROSS-CULTURAL COMMUNICATION AND ADJUSTMENT***3 units/0 units • P/NP • Three hours lecture*

This is a high-intermediate course for the non-native speaker, exploring how culture influences communication and ways to achieve effective language and life adjustment in a multicultural America. Students complete a combination of reading, writing, speaking and listening tasks designed to develop critical reasoning, problem-solving, values clarification, and cross-cultural communication skills.

**Advisories:** *ENSL 330 (or 430) OR ENSL 332 (or 432)***LEVEL 5****ENSL 110 ADVANCED COMPOSITION***4.5 units • LG-P/NP • Four hours lecture; two hours lab*

This is an advanced course for the non-native speaker, preparing students for ENGL 1A. This course satisfies the Writing Proficiency Requirement for the associate degree. It enables students to master the basic principles of exposition and syntax; to write essays that are clearly focused and logically organized; to overcome resistance to writing; and to review sentence structure, grammar, and pronunciation.

**Prerequisites:** *ENSL 342 (or 442); or ENSL 343 (or 443) and 344 (or 444); or qualifying assessment results***Prerequisites or corequisites:** *ENSL 155 or qualifying assessment results***ENSL 155 ADVANCED READING***3 units • LG-P/NP • Three hours lecture*

This is an advanced course for the non-native speaker, emphasizing vocabulary development, comprehension improvement, and reading strategies. This course satisfies the Reading Proficiency Requirement for the associate degree and prepares students to read at the college level. Also offered online.

**Prerequisites:** *ENSL 342 (or 442); or ENSL 343 (or 443) and 344 (or 444); or qualifying assessment results***ENGLISH AS A SECOND LANGUAGE CENTER****ENSL 300/400 INDIVIDUALIZED STUDY IN ENGLISH***.5-3 units/0 units • P/NP • Total hours: Twenty-five and one-half hours lab for each half unit of credit*

This is a course for the non-native speaker wishing to improve English skills in any area for college, career, or personal development by working with an instructor and instructional assistants. Computer, video, and audio resources available. May be taken four times for credit.

**ENSL 305/405 COMPUTER LAB: READING/ VOCABULARY***.5-9 units/0 units • P/NP • Total hours: Twenty-five and one-half hours lab for each one-half unit of credit*

This is a course of individualized study for the non-native speaker, using computer software and print materials, emphasizing reading skills and vocabulary development. Students will work by arrangement and at their own pace in the computer lab/ESL Center. Students may enroll at any time during the semester. May be taken up to three units per semester, for a total of nine units.

## ETHNIC STUDIES

**ETNC 5 AFRICAN-AMERICAN ARTS AND JAZZ**

3 units • LG-P/NP • Three hours lecture

Designed to make the student an articulate member of the African-American aesthetics movement, interested in the ideas and art forms inherited from the African-American culture.

*Advisories: Eligibility for ENGL 111 or ENSL 110*

*Credit transferable: CSU, UC*

*General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C*

**ETNC 10 INTERCULTURAL RELATIONS IN AMERICAN SOCIETY**

3 units • LG-P/NP • Three hours lecture

This course is a study of intercultural relations in American society. It considers the origins and explanatory models of differential status, the sociological profile of American ethnic groups and the major issues of intercultural and race relations.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

*Credit transferable: CSU, UC*

*General Ed. Credit: CSU, Area D3; IGETC, Area 4C; MPC, Area D, F*

**ETNC 11 AFRICAN-AMERICANS IN AMERICAN HISTORY**

3 units • LG-P/NP • Three hours lecture

An introduction to the role of the African-American in the development of the United States. Emphasis on the African-American's contribution to life in the United States. Satisfies the CSU American History and Institutions requirement. Also offered as History 11; credit may be earned only once.

*Advisories: Eligibility for ENGL 111 or ENSL 110*

*Credit transferable: CSU, UC*

*General Ed. Credit: CSU, Area D3, D6; IGETC, Area 3B, 4C, 4F; MPC, Area D*

**ETNC 16 AFRICAN-AMERICANS IN AMERICAN GOVERNMENT**

3 units • LG-P/NP • Three hours lecture

This course analyzes the relationship between African-Americans and the American political system at the national, state, and local levels. Emphasis is placed on the American political systems, its political institutions, the principles and processes that give rise to them and their impact on African-Americans as a racial and ethnic minority in the context of American political democracy. Satisfies the CSU American Institution requirement. Also offered as Political Science 16; credit may be earned only once.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

*Credit transferable: CSU, UC*

*General Ed. Credit: CSU, Area D3, D8; IGETC, Area 4C, 4H; MPC, Area D*

**ETNC 18 LATINOS IN AMERICAN GOVERNMENT**

3 units • LG-P/NP • Three hours lecture

This course analyzes the relationship between Latinos and the American political system at the national, state, and local levels. Emphasis is placed on the American political systems, its political institutions, the principles and processes that give rise to them and their impact on Latinos as an ethnic minority in the context of American political democracy. Emphasis is also placed on the Mexican-American political experience. Satisfies the CSU American Institution requirement. Also offered as Political Science 18; credit may be earned only once.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

*Credit transferable: CSU, UC*

*General Ed. Credit: CSU, Area D3, D8; IGETC, Area 4C, 4H; MPC, Area D*

**ETNC 20 NATIVE PEOPLES OF NORTH AMERICA**

3 units • LG-P/NP • Three hours lecture

This course is an anthropological survey of the cultures of native peoples of the United States and Canada before European contact. Also offered as Anthropology 20; credit may be earned only once.

*Advisories: Eligibility for ENGL 1A*

*Credit transferable: CSU, UC*

*General Ed. Credit: CSU, Area D1, D3; IGETC, Area 4A, 4C; MPC, Area D*

**ETNC 21 ANCIENT CIVILIZATIONS OF MESOAMERICA**

3 units • LG-P/NP • Three hours lecture

This course traces the development, form and history of pre-Columbian Mesoamerican civilization, surveying the achievements of the Maya, the Aztec, and their neighbors. Also offered as Anthropology 21; credit may be earned only once.

*Advisories: Eligibility for ENGL 1A*

*Credit transferable: CSU, UC*

*General Ed. Credit: CSU, Area D1, D2; IGETC, Area 4A, 4C; MPC, Area D*

**ETNC 24 AFRICAN AMERICAN IN UNITED STATES HISTORY TO 1865**

3 units • LG-P/NP • Three hours lecture

This course offers an introduction to the role of African Americans in the development of the United States from the country's beginnings until 1865. Emphasis is placed on their historical and cultural contributions to life in the United States as well as their socioeconomic and sociopolitical status. Also offered as History 24; credit may be earned only once.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

*Credit transferable: CSU, UC*

*General Ed. Credit: CSU, Area C2, D3, D6; IGETC, Area 3B, 4C, 4F; MPC, Area D*

**ETNC 25 AFRICAN AMERICAN IN UNITED STATES HISTORY SINCE 1865**

3 units • LG-P/NP • Three hours lecture

This course offers an introduction to the role of African Americans in the development of the United States from 1865 to present. Emphasis is placed on their historical and cultural contributions to life in the United States as well as their socioeconomic and sociopolitical status. Also offered as History 25; credit may be earned only once.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

*Credit transferable: CSU, UC*

*General Ed. Credit: CSU, Area C2, D3, D6; IGETC, Area 3B, 4C, 4F; MPC, Area D*

**ETNC 30 WOMEN IN CROSS-CULTURAL PERSPECTIVE**

3 units • LG-P/NP • Three hours lecture

This course explores the female experience in Africa, Asia, the Middle East, and Latin America, focusing on the ways in which women work for freedom and justice. Class interest determines the geographical areas to be emphasized. Also offered as Anthropology 30 and Women's Studies 30; credit may be earned only once.

*Advisories: Eligibility for ENGL 1A*

*Credit transferable: CSU, UC*

*General Ed. Credit: CSU, Area D1, D3, D4, D6; IGETC, Area 4A, 4C, 4D, 4F; MPC, Area D*

**ETNC 31 NATIVE AMERICAN WOMEN**

3 units • LG-P/NP • Three hours lecture

This course explores the history, culture, and current issues of native women of North and Central America. Also offered as Anthropology 31 and Women's Studies 31; credit may be earned only once.

*Advisories: Eligibility for ENGL 111 or ENSL 110*

*Credit transferable: CSU, UC*

*General Ed. Credit: CSU, Area D1, D3, D4; IGETC, Area 4A, 4C, 4D; MPC, Area D*

**ETNC 32 AFRICAN-AMERICAN WOMEN***3 units • LG-P/NP • Three hours lecture*

This course will cover African-American women's experience, focusing on history, biography, social issues and cultural contributions to society in the United States. Also offered as Women's Studies 32; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 or ENSL 110***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D3, D4; IGETC, Area 4C, 4D; MPC, Area D***ETNC 33 MEXICAN-AMERICAN WOMEN***3 units • LG-P/NP • Three hours lecture*

This course will cover Mexican-American women's experience, focusing on history, biography, social issues and cultural contributions to society in the United States. Also offered as Women's Studies 33; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D3, D4; IGETC, Area 4C, 4D; MPC, Area D***ETNC 34 ASIAN-AMERICAN WOMEN***3 units • LG-P/NP • Three hours lecture*

This course will cover the experience of Asian-American women, including Chinese, Japanese, Korean, Filipina, Indonesian, Southeast and South Asian women, focusing on history, biography, social issues and cultural contributions to society in the United States. Also offered as Women's Studies 34; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D3, D4; IGETC, Area 4C, 4D; MPC, Area D***ETNC 40 THE AFRICAN EXPERIENCE***3 units • LG-P/NP • Three hours lecture*

This course surveys current geography, history, culture, politics, and economics of Africa south of the Sahara, and the relationship between Africa and the U.S. Also offered as History 40; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C2, D6; IGETC, Area 3B, 4F; MPC, Area D***ETNC 45 INTRODUCTION TO AMERICAN DIALECTS***3 units • LG-P/NP • Three hours lecture*

This course focuses on African-American and Latino English dialects found in the U.S. today. It examines their origin, syntax, phonology and lexicon. The relationship of dialect to education and the language user's role in society are also discussed. Also offered as Linguistics 45; credit may be earned only once. Also offered online.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU***General Ed. Credit:** *MPC, Area C, D***FAMILY AND CONSUMER SCIENCE****FACS 52 CONSUMER AWARENESS: BUSINESS AND PERSONAL PERSPECTIVES***2 units • LG-P/NP • Two hours lecture*

This course is a survey of the development of the consumer movement, exploration of personal consumer styles and buying behavior, customer service concerns, specific approaches for lodging complaints, identification of resources and consumer protection services.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***FACS 56 LIFE MANAGEMENT***3 units • LG-P/NP • Three hours lecture*

Skills to effectively manage and balance personal, family and work life including decision making, goal setting, conflict management, resource management, techniques for improving self-understanding and interpersonal relationships.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***General Ed. Credit:** *CSU, Area E; MPC, Area E1***FACS 163 BUILDING MUTUALLY RESPECTFUL RELATIONSHIPS WITH FAMILIES: COMMUNICATION WITH SKILL AND HEART***1.5 units • LG-P/NP • Total hours: Twenty-four hours lecture; six hours lab by arrangement*

This course focuses on building mutually respectful relationships with families and the communication skills necessary to make relationships work effectively.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***FACS 165 CULTURAL COMPETENCE***1 unit • LG-P/NP • Total hours: Sixteen hours lecture; three hours lab by arrangement*

This course focuses on understanding cultures, barriers to working effectively with diversity and expanding multicultural competence.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***FASHION****FASH 15 TEXTILES***3 units • LG-P/NP • Three hours lecture*

This course is a study of plant, animal, and manufactured fibers and fabrics, textile products, weaves, designs and finishes. An overview of historic textiles is included.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***FASH 50 INTRODUCTION TO FASHION***3 units • LG-P/NP • Three hours lecture*

This course addresses the creation, production, marketing and merchandising of fashion. Included are business aspects and socio-economic, political, international and technological influences on fashion. Emphasis is placed on all levels of the fashion industry.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***General Ed. Credit:** *MPC, Area E2***FASH 52 HISTORY OF FASHION***3 units • LG-P/NP • Three hours lecture*

This course is a study of historic costume as it affects practical fashion usage and theatrical and cinematic costume design. The evolution and recurrence of genre and high fashion apparel are integrated into the course.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU*



**FASH 53 APPAREL ANALYSIS AND SELECTION***3 units • LG-P/NP • Three hours lecture*

This course is designed to assist students in developing expertise in personal clothing choices relating personal appearance to nonverbal messages perceived by the observer. The course also lays a foundation of knowledge for students who plan to pursue a career in the fashion industry. Topics include design elements and principles, apparel quality, selection and care, and influences on consumer apparel selection.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**FASH 61 CLOTHING***3 units • LG-P/NP • Three hours lecture*

This course presents a study of clothing materials, construction, and design. Included are the selection and use of sewing equipment and tools, fabrics and patterns, quality indicators, and cost-effective clothing production methods.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**FASH 63 TAILORING***3 units • LG-P/NP • Three hours lecture*

Analysis and application of traditional and contemporary apparel design and production processes for custom-produced tailored apparel will be covered.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**FASH 65 COUTURE TECHNIQUES***1.5 units • LG-P/NP • One hour lecture; two hours lab*

Students learn apparel construction and embellishment concepts which go beyond commercial patterns. Included are a review of techniques adopted from successful designers and application of new skills to create couture level work.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**FASH 68 FLAT PATTERN DESIGN***3 units • LG-P/NP • Three hours lecture*

This course is an introduction to the principles of pattern making used to translate design into original garments. Terminology, structure of the apparel industry and design workrooms, and introduction to computer-assisted apparel design are included.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**FASH 71 FITTING AND PATTERN ALTERATION***1 unit • LG-P/NP • Total hours: Twelve hours lecture; twenty-four hours lab*

Students learn figure evaluation, body measurements, selecting patterns, methods of pattern alteration. Construction of a personal sloper is addressed as well.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**FASH 73 CONTEMPORARY TAILORING***1 unit • LG-P/NP • Total hours: Twelve hours lecture; twenty-four hours lab*

Custom clothing construction emphasizing precision sewing and pressing, personalized fitting and applied shaping (fusible) technology. Students construct a tailored garment using contemporary materials and design.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**FASH 75 SEWING SPECIALITY FABRICS***1 unit • LG-P/NP • Total hours: Twelve hours lecture; twenty-four hours lab*

Special construction techniques for sheer and silky fabrics, special occasion fabrics, faux fabrics and knits are addressed in this course. Students will design and construct apparel using specialty fabrics.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**FASH 80 SURFACE DESIGN***3 units • LG-P/NP • Three hours lecture; one hour lab*

This course explores techniques of adding design to woven textiles via a form of printing such as painting, stamping, stenciling, marbleizing, and batik. Other forms of textile design to be explored include needle arts such as embroidery, knitting, crocheting, appliqué, stitchery, smocking, reconstructing fabric, and distressing fabric. Concepts include creativity, originality and craftsmanship.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**FASH 81 BUSINESS AND MARKETING PRACTICES***3 units • LG-P/NP • Three hours lecture*

This course is a study of business and marketing practices for the secondary and tertiary (wholesale and retail) soft goods industry. Concepts and application include establishing and operating a soft goods business, merchandise planning, marketing and promotion.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**FASH 82 FASHION ILLUSTRATION***2 units • LG-P/NP • Two hours lecture*

This course is a study of flat sketching for the fashion industry, costume illustration for the theatre, and drawing techniques for fashion communication. A variety of media is explored and students develop a portfolio.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**FASH 84 PORTFOLIO PRESENTATION***1 unit • LG-P/NP • One hour lecture*

This course is designed to be a culminating course for the Interior Design, Fashion Design, Fashion Production and Fashion Merchandising certificate programs. Students will compile a portfolio based on their area of interest. Portfolios will include such items as work philosophy, career goals, resume, work samples, letters of recommendation and community service, with a particular emphasis on work samples for the areas of design, production and merchandising.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**FASH 116 SPINNING AND DYEING***1.5 units • LG-P/NP • One hour lecture; one and one-half hours lab*

Preparation and production of yarn. Drop spindle and spinning wheel methods. Dyeing techniques using natural, native, and historically important methods. May be taken three times for credit.

**FASH 126 SPECIALIZED SEWING OPTIONS***.5-1 unit • P/NP • Three hours lab per week for each unit of credit*

This course is an opportunity for students with intermediate/advanced sewing skills to complete individual projects and improve professional skills in supervised lab setting. Students may enter up to mid-semester for a half unit of credit. May be taken four times for credit.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**FASH 136 FABRIC MANIPULATION**

1.5 units • LG-P/NP • Total hours: Seventeen hours lecture; twenty-five and one-half hours lab

This course is designed to provide students with skills needed to manipulate fabric using basic fundamentals of quilting. The student is introduced to traditional and contemporary methods of piecing, appliqué and other quilting techniques. Students construct quilted projects. Appropriate for beginning and advanced students. May be taken four times for credit with different topics.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**FASH 186 CAD FOR APPAREL LABORATORY**

1-4 units • LG-P/NP • Three hours lab per week for each unit of credit

This course is supervised lab practice in using design software for apparel and soft goods. Students will experience the development and creation of basic slopers, markers and styles through the use of computer-manipulated graphics. Previous computer experience is helpful but not required. This course is offered for only one unit per semester. May be taken for a maximum of four units.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**FASH 401 FIBER ARTS**

0 units • NC • One-half hour lecture

This course provides an opportunity for students to study a variety of fiber arts. The vocabulary and techniques of various fiber arts will be introduced and demonstrated. Students will create a design for a fiber arts product. Techniques may include quilting, clothing embellishment, beading, knitting, and fabric manipulation. Activities may include trunk shows.

**FILM/VIDEO**

See ART.

**FIRE ACADEMY****FACD 129 CONFINED SPACE OPERATIONS**

.5 unit • P/NP • Total hours: Twenty-four hours lab

Provides fundamental information regarding the history and philosophy of confined space rescue, organization and operation of a confined space rescue, use of codes, identification and correction of confined space rescue hazards, and the relationship of fire rescue safety education and monitoring systems.

**FACD 130 COMMAND 2A: COMMAND TACTICS AT MAJOR FIRES**

2 units • LG or P/NP • Total hours: Forty hours lecture

This course is designed for chief officers and company officers. It prepares the student to use management techniques and the incident command system when commanding multiple alarms or large numbers of suppression forces. Applies to chief officers and is accredited by CFSTES. May be taken three times for credit for ongoing training or updating.

**FACD 131 COMMAND 2B: COMMAND OF MAJOR HAZ MAT INCIDENTS**

2 units • LG or P/NP • Total hours: Forty hours lecture

This course provides Incident Commanders with the skills and competency necessary to mitigate an incident, initiate remedial action, and ensure the restoration of normal services with a comprehensive resource management approach. The course is also intended to bring the student to the standard of competency established for On-Scene Commander by OSHA's Final Rule 29 CFR 1910.120 and NFPA 472.

Students participate in simulated incident scenarios and justify their actions. Applies to chief officers and is accredited by CFSTES. May be taken three times for credit for ongoing training or updating.

**Advisories:** FACD 130

**FACD 132 COMMAND 2C: COMMAND OF HIGH-RISE EMERGENCIES**

2 units • P/NP • Total hours: Forty hours lecture

Commanding suppression forces in high-rise incidents. Pre-fire planning, building inventory, problem identification, ventilation, water, elevators, life safety. Applies to CHIEF OFFICER and is accredited by CFSTES. May be taken three times for credit for ongoing training or updating.

**FACD 133 COMMAND 2D: DISASTER PLANNING**

2 units • P/NP • Total hours: Forty hours lecture

Planning for large-scale disasters. Principles of disaster planning and management, fire service emergency plans, emergency operations centers, roles of local, state, and federal emergency management agencies. Applies to CHIEF OFFICER and is accredited by CFSTES. May be taken three times for credit for ongoing training or updating.

**FACD 134 COMMAND 2E: WILDLAND FIRE COMMAND**

2 units • P/NP • Total hours: Forty hours lecture

Wildland fire safety, weather effects, wildland fuels, fire behavior, initial attack methods, using support equipment, topographic maps, strategy and tactics, ICS as it applies to wildland fire incidents. Applies to CHIEF OFFICER and is accredited by CFSTES. May be taken three times for credit for ongoing training or updating.

**FACD 135 MANAGEMENT 2A: ORGANIZATIONAL DEVELOPMENT AND HUMAN RELATIONS**

2 units • P/NP • Total hours: Forty hours lecture

Making the transition from supervisor to manager. Internal/external influences, personality traits of firefighters, managing human relations, group dynamics and conflict resolution. Applies to CHIEF OFFICER and is accredited by CFSTES. May be taken three times for credit for ongoing training or updating.

**FACD 136 MANAGEMENT 2B: FINANCE FOR CHIEF OFFICERS**

2 units • P/NP • Total hours: Forty hours lecture

Provides insight into the intricacies of fire service finance. Business management, budgets, accounting, revenues, and legislation. Applies to CHIEF OFFICER and is accredited by CFSTES. May be taken three times for credit for ongoing training or updating.

**FACD 137 FIRE MANAGEMENT 2C***2 units • P/NP • Total hours: Forty hours lecture*

Intended primarily for supervisory/management personnel, this course provides current information and training in the management of public services personnel, labor relations, diversity (affirmative action) policies, safety issues and workers' compensation. May be taken three times for credit for ongoing training or updating.

**FACD 138 MANAGEMENT 2D: MASTER PLANNING***2 units • P/NP • Total hours: Forty hours lecture*

Program planning, master planning, forecasting, systems analysis, and policy analysis. Applies to CHIEF OFFICER and is accredited by CFSTES. May be taken three times for credit for ongoing training or updating.

**FACD 139 MANAGEMENT 2E: MANAGEMENT ISSUES AND CONCEPTS***2 units • P/NP • Total hours: Forty hours lecture*

Relationships with legislative bodies, organizational techniques, goal setting, civilians in the fire service, development of department programs, fire employees contractual systems. Applies to CHIEF OFFICER and is accredited by CFSTES. May be taken three times for credit for ongoing training or updating.

**FACD 140 PREVENTION 2A: FIRE PROTECTION SYSTEMS AND BUILDING COMPONENTS***2 units • P/NP • Total hours: Forty hours lecture*

Laws and regulations pertaining to fire protection and detection systems; descriptions, installations and problems relating to systems. Applies to FIRE PREVENTION OFFICER II and is accredited by CFSTES. May be taken three times for credit for ongoing training or updating.

**FACD 141 PREVENTION 2B: INTERPRETING UBC, CCR-TITLE 19 AND 24***2 units • P/NP • Total hours: Forty hours lecture*

Extensive, in-depth information about the fire and life safety standards of buildings as they relate to the UBC and Titles 19 and 24. Types of construction; occupancy classifications, egress, interior finishes. Applies to FIRE PREVENTION OFFICER II and is accredited by CFSTES. May be taken three times for credit for ongoing training or updating.

**FACD 142 PREVENTION 2C: SPECIAL HAZARD OCCUPANCIES***2 units • P/NP • Total hours: Forty hours lecture*

Special fire prevention challenges. Industrial ovens, cleaning and finishing processes, welding, refrigeration systems, medical gases. Applies to FIRE PREVENTION OFFICER II and is accredited by CFSTES. May be taken three times for credit for ongoing training or updating.

**FACD 143 PREVENTION 3A: HYDRAULIC SPRINKLER CALCULATIONS***2 units • P/NP • Total hours: Forty hours lecture*

Explanation and analysis of the functions and capabilities of a hydraulically calculated sprinkler system. Applies to FIRE PREVENTION OFFICER III and is accredited by CFSTES. May be taken three times for credit for ongoing training or updating.

**FACD 144 PREVENTION 3B: PLAN CHECKING***2 units • P/NP • Total hours: Forty hours lecture*

Hands-on training for plans reviewers. Codes, standards and local amendments; site plan review; building construction; fire protection equipment; plan review of various occupancy classifications. Applies to FIRE PREVENTION OFFICER III and is accredited by CFSTES. May be taken three times for credit for ongoing training or updating.

**FACD 145 INVESTIGATION 2A: CRIMINAL AND LEGAL PROCEDURES***2 units • P/NP • Total hours: Forty hours lecture*

Investigation, apprehension and conviction of arsonists. Legal preparation required to develop criminal case. Interviewing, search and seizure, search warrants, courtroom demeanor. Applies to FIRE INVESTIGATOR II and is accredited by CFSTES. May be taken three times for credit for ongoing training or updating.

**FACD 146 FIRE INSTRUCTOR 2A: TECHNIQUES OF EVALUATION***2 units • P/NP • Total hours: Forty hours lecture*

Techniques of evaluation. Construction of tests, test planning, test analysis, test security and evaluation of test results to determine student and instructor effectiveness. Applies to FIRE INSTRUCTOR II, and is accredited by CFSTES. May be taken three times for credit for ongoing training or updating.

**FACD 147 FIRE INSTRUCTOR 2B: GROUP DYNAMICS AND PROBLEM SOLVING***2 units • P/NP • Total hours: Forty hours lecture*

Designed to develop leadership skills. Group dynamics, problem solving techniques, and interpersonal relations are developed and utilized. Conducting staff meetings, brainstorming sessions, formal conferences and public meetings. Applies to FIRE INSTRUCTOR II and is accredited by CFSTES. May be taken three times for credit for ongoing training or updating.

**FACD 148 FIRE INSTRUCTOR 2C: EMPLOYING AUDIO-VISUAL AIDS***2 units • P/NP • Total hours: Forty hours lecture*

Principles of media in the instructional process; selection of A/V and media; use of computers in the instructional process; individualized instruction programs. Applies to FIRE INSTRUCTOR II and is accredited by CFSTES. May be taken three times for credit for ongoing training or updating.

**FACD 149 FIRE INSTRUCTOR 3: MASTER INSTRUCTOR***2 units • P/NP • Total hours: Forty hours lecture*

This course familiarizes students with information necessary to conduct Fire Training Techniques 1A and 1B and gives additional instruction in classroom communications. Applies to FIRE INSTRUCTOR III and is accredited by CFSTES. May be taken three times for credit for ongoing training or updating.

**FACD 154 INVESTIGATION 2B: CASE STUDIES***2 units • P/NP • Two hours lecture*

Advanced instruction in fire scene investigation, case preparation and courtroom presentation. Review of fire scene photography, sketching evidence collection, interviewing and interrogation. Use of simulation for developing and presenting an arson case. May be taken three times for credit for ongoing training or updating.

**FACD 155 EMT-1 INSTRUCTOR ORIENTATION***1 unit • P/NP • Total hours: Twenty-four hours lecture*

This course provides the student with methods and procedures for effectively presenting the OSFM EMT-1 program. It includes an overview of relevant EMS statutes and regulations in California and a working knowledge of State fire training procedures for EMT-1 course administration. May be taken four times for credit.

**FACD 156 SELF-ASSESSMENT PRACTICES AND ORGANIZATIONAL EVALUATION***2 units • P/NP • Total hours: Forty hours lecture*

Provides information on the self-assessment process used to evaluate community's fire defenses; performance indicators used to define level of service; methods of analysis used to evaluate effectiveness and efficiency of fire service operations.

**FACD 157 PRACTICAL APPLICATIONS OF FIRE BEHAVIOR THEORY***2 units • P/NP • Total hours: Forty hours lecture*

Knowledge of range wildfire's intensity variation; observation method used to determine range of intensity variation of wildfires; fire behavior; topography; fire behavior predictions; methods of key-phrases fire behavior language. May be repeated provided there has been a change in the code or regulations as documented by the department.

**FACD 158 FIRE MITIGATION PRACTICES IN THE STRUCTURAL/WILDLAND INTERMIX***2 units • P/NP • Total hours: Forty hours lecture*

Information on urban wildland interface problems; legal factors involved in increasing levels of defensibility of structures; methods of analyzing high fire risk severity zones and area mitigation plans; designing and implementing site specific fire resistive defensible space, adoption codes; standards/guidelines for community fire prevention support groups. May be repeated provided there is a change in the code or regulations as documented by the department.

**FACD 159 DESIGNING/EVALUATING STANDARDS OF COVER FOR EMERGENCY RESPONSES***2 units • P/NP • Total hours: Forty hours lecture*

Provides information on the factors involved in siting of fire stations and deployment of fire apparatus according to contemporary standards in the U.S. Fire Service. May be repeated provided there has been a change in the code or regulations as documented by the department.

**FACD 160 ALTERNATIVE METHODS OF FIRE PROTECTION DELIVERY***2 units • P/NP • Total hours: Forty hours lecture*

Intended primarily for fire service managers, elected officials, labor and community representatives, this course will focus on evaluation and implementation of alternative ways of providing fire and emergency services to jurisdictions. Course will include an historical perspective, overview of evolving alternative methods, feasibility studies, tools for planners and decision makers in documenting and implementing alternative systems for the delivery of fire and emergency services.

**FACD 165 LEADERSHIP IN EMS MANAGEMENT***2 units • P/NP • Total hours: Forty hours lecture*

Intended primarily for supervisory/management personnel, this course provides current information on the changes in health care delivery systems and the dynamics affecting pre-hospital care. Industry trends and community needs assessment will be the focus for course activities. May be taken three times for credit for ongoing training or updating.

**FACD 166 ETHICAL LEADERSHIP IN THE CLASSROOM***.5 unit • P/NP • Total hours: Eight hours lecture*

This course provides an awareness of ethical values in the classroom within fire service instruction. This course is required for all instructors and program managers who will either teach or sponsor any CFSTES or FSTEP courses within the state of California.

**FIRE PROTECTION TECHNOLOGY****FIRE 100 FIRE PROTECTION ORGANIZATION***3 units • LG-P/NP • Three hours lecture*

Philosophy and history of fire protection, history of loss of life and property by fire. Organization and function of fire protection agencies. Survey of career opportunities and development of job seeking skills.

**General Ed. Credit: MPC, Area E2****FIRE 101 FIRE BEHAVIOR AND CONTROL***3 units • LG-P/NP • Three hours lecture*

Characteristics and behavior of fire; fire hazard properties of ordinary materials; extinguishing agents; fire suppression organization and equipment.

**FIRE 102 FIRE HYDRAULICS***3 units • LG-P/NP • Three hours lecture*

Review of basic mathematics; hydraulic laws and formulas as applied to the fire service; application of formulas; water supplies; underwriter's requirements for pumps; intro to fire protection hydraulics.

**FIRE 104 WILDLAND FIRE CONTROL***3 units • LG-P/NP • Three hours lecture*

This course provides fire personnel with a fundamental knowledge of factors affecting wildland fire behavior, control and prevention techniques. Emphasis is on initial attack and urban/wildland interface firefighting.

**FIRE 105 FIREFIGHTER 1 ACADEMY***17 units • P/NP • Total hours: Two hundred thirty-nine hours lecture; one hundred ninety-eight hours lab*

This course provides the students with the State Fire Marshal's Office educational requirements for certification as Firefighter 1.

**Prerequisites: EMMS 170; Biddle, CPAT or JPAC physical agility test; physical examination Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155****FIRE 106 FIREFIGHTER 2 ACADEMY – ADVANCED FIREFIGHTING***2.5 units • LG-P/NP • Total hours: Thirty hours lecture; sixty hours lab*

This course is designed to meet the State Fire Marshal Firefighter 2 curriculum of State Fire Training. This course provides the student with advanced skills in firefighting, rescue, fire prevention, fire investigation and some pump operations. Meets requirements for State Certified Firefighter 2.

**Prerequisites: FIRE 105**

**FIRE 107 HAZARDOUS MATERIALS/OPERATIONAL AND DECON***2 units • P/NP • Total hours: Thirty-four hours lecture*

This course deals with the recognition and identification of hazardous materials; learning how to deal with toxic exposure; protective clothing; personal and public safety considerations and decontamination and confinement techniques.

**FIRE 108 CONFINED SPACE RESCUE – AWARENESS LEVEL***.5 unit • P/NP • Total hours: Eight hours lecture*

This course is designed to provide the students with the information necessary to respond to confined space rescues as an initial responder. Information is provided regarding ventilation evaluation and procedures, operational needs and position, communications and permit development. May be taken for a total of two times.

**FIRE 109 FIRE ALARM AND DETECTION SYSTEMS***3 units • LG-P/NP • Three hours lecture*

This course is designed to provide detailed code requirements for fire alarm and detection systems design and installation. The National Fire Alarm (NFPA-72) will be reviewed in depth, as well as the relationship of national standards to the Uniform Fire Code and the California Fire Code. Students may repeat this course periodically for updating purposes when the active edition of NFPA-72 changes.

**FIRE 110 FIRE COMMAND 1A: COMMAND PRINCIPLES FOR COMPANY OFFICERS***3 units • LG-P/NP • Three hours lecture*

Basic fire fighting tactics and strategy; emergency scene management; initial fireground resources; simulation scenarios designed for first-in officer. Applies to FIRE OFFICER and is accredited by CFSTES.

**FIRE 111 FIRE COMMAND 1B: HAZ MAT COMMAND FOR COMPANY OFFICERS***3 units • LG-P/NP • Three hours lecture*

Company level scene management for incidents involving chemicals and other hazardous materials. Applies to FIRE OFFICER and is accredited by CFSTES.

**FIRE 112 MANAGEMENT I: MANAGEMENT FOR COMPANY OFFICERS***3 units • LG-P/NP • Three hours lecture*

Key concepts of supervision and management; decision making for supervisors; leadership styles; time and stress management; personnel appraisal and counseling guidelines. Applies to FIRE OFFICER and is accredited by CFSTES.

**FIRE 113 FIRE PREVENTION 1A: FIRE INSPECTION PRACTICES***3 units • LG-P/NP • Three hours lecture*

General fire inspection practices; responsibilities of fire prevention personnel, flammable liquids and gases; properties of hazardous materials; labeling and placarding; fire extinguishers, fixed fire protection systems. Applies to FIRE OFFICER and is accredited by CFSTES.

**FIRE 114 FIRE PREVENTION 1B: CODE ENFORCEMENT***3 units • LG-P/NP • Three hours lecture*

Fire and building codes, building construction, occupancy classifications, exiting requirements, sprinkler and alarm systems. Applies to FIRE OFFICER and is accredited by CFSTES.

**FIRE 115 FIRE INVESTIGATION 1A: FIRE ORIGIN AND CAUSE DETERMINATION***3 units • LG-P/NP • Three hours lecture*

Techniques required for incendiary, accidental, fatal, vehicle, wildland and juvenile fire investigation; report writing and evidence collection. Applies to FIRE OFFICER and is accredited by CFSTES.

**FIRE 116 TRAINING INSTRUCTOR 1A: COGNITIVE LESSON DELIVERY***2 units • LG • Total hours: 19.5 hours lecture; 20.5 hours lab*

This course offers techniques for training in accordance with the latest concepts in career education; information to select, adapt, organize and utilize instructional materials appropriate for teaching cognitive lessons; criteria and methods to evaluate teaching and learning efficiency; and application of major principles of learning through teaching demonstrations. Applies to Fire Officer Training Instructor and is accredited by CFSTES. May be taken three times for credit for ongoing training or updating.

**FIRE 117 FIRE INSTRUCTOR 1B: PSYCHOMOTOR LESSON DELIVERY***2 units • LG • Total Hours: Fifteen hours lecture; twenty-five hours lab*

This is the second course in a three-course series. Topics include methods and techniques for training in accordance with the latest concepts in career education; selecting, adapting, organizing and using instructional materials appropriate for teaching psychomotor lessons; criteria and methods to evaluate teaching and learning efficiency; and an opportunity to apply major principles of learning through teaching demonstrations. Accredited by CFSTES. May be taken three times for credit for ongoing training or updating.

*Advisories: FIRE 116***FIRE 118 INCIDENT COMMAND SYSTEM 100/200***1 unit • P/NP • Total hours: Sixteen hours lecture*

This course is designed for entry-level fire students who will assist at an incident at a support level. They will receive an understanding of the principles of the Incident Command System. This course reviews ICS organization, basic terminology, management functions, span of control, the Action Plan and common responsibilities.

**FIRE 119 INCIDENT COMMAND SYSTEM 300/400***3 units • P/NP • Total hours: Forty-eight hours lecture*

This course is designed for management-level fire students who will act in command and staff positions during an incident or event. They will receive detailed instruction in organizing for incidents, incident resources management, air operations, incident planning, command and general staff responsibilities, unified command, major incident management, area command and ICS for executives.

*Prerequisites: FIRE 118***FIRE 120 FIRE PREVENTION 1C: FLAMMABLE LIQUIDS AND GASES***3 units • LG-P/NP • Three hours lecture*

Special hazards associated with flammable and combustible liquids and gases. Inspection of gasoline service stations and other facilities. Accredited by CFSTES.

**FIRE 121 FIRE INVESTIGATION 1B:  
TECHNIQUES OF FIRE INVESTIGATION***3 units • LG-P/NP • Three hours lecture*

Juvenile firesetters; report writing; evidence collection and preservation procedures. Review of fire cause determination. Accredited by CFSTES.

**FIRE 122 PUBLIC FIRE EDUCATION I***3 units • LG-P/NP • Three hours lecture*

This course provides the student with the ability to develop a systematic planning process for public education including analysis of local fire problems, communications skills, program evaluation, media relations, programs and counseling juvenile firesetters.

**FIRE 123 DRIVER OPERATOR 1A***1.5 units • P/NP • Total hours: Twenty-four hours lecture; sixteen hours lab*

This course is designed to provide the Fire Apparatus Operator with the skills and techniques necessary for safe handling of fire engines, trucks and rescue vehicles. Topics include driving code and laws, defensive driving techniques, Code 3 driving and actual driving scenarios. Approved by the California State Fire Marshal's Office.

**FIRE 124 DRIVER OPERATOR 1B***1.5 units • P/NP • Total hours: Twenty-four hours lecture; sixteen hours lab*

This course is designed to provide the student with the knowledge, skills and abilities to determine fire flow, calculate friction loss and operate fire pumps. In addition, the student will learn to conduct annual service tests on fire apparatus as well as conduct emergency water drafting. Approved by the California State Fire Marshal's Office.

**FIRE 125 RESCUE SYSTEMS 1***1.5 units • P/NP • Total hours: Twenty-four hours lecture; twenty-four hours lab*

This course covers the basic principles of Urban Search and Rescue. Topics include the skills for dealing with structural collapse and rescue, hazards associated with collapse and lightweight structures, rescue in damaged structures, and patient access and stabilization. State certified course.

**FIRE 126 SAFETY OFFICER (S-404) "ALL RISK"***1 unit • P/NP • Total hours: Nineteen hours lecture; thirteen hours lab*

This course will deliver "all risk" emergency information for the Safety Officer position commensurate with the requirements of FIRESCOPE. This is a State-accredited course recognized by the National Wildfire Coordinating Group and California State Fire Training.

**FIRE 127 FIRE COMMAND 1C***2.5 units • P/NP • Total hours: Forty-eight hours lecture*

This course provides students with knowledge and understanding of urban-wildland interface firefighting tactics. Topics include fire behavior and weather, chain of command and authority, fire prediction systems, incident command system, the risk management process, size-up and strategy, and tactics accredited by the California State Fire Marshal, State Fire Training Program.

**FIRE 128 BUILDING CONSTRUCTION FOR FIRE PROTECTION***3 units • LG-P/NP • Three hours lecture*

This course is the study of the components of building construction that relates to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at fires. The development of and evolution of building and fire codes are studied in relationship to past fires in residential, commercial and industrial occupancies.

**FIRE 129 FIRE PREVENTION***3 units • LG-P/NP • Three hours lecture*

This course provides fundamental information regarding the history and philosophy of fire prevention. Topics include organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards and the relationship of fire prevention to fire safety education, detection and suppression.

**FIRE 130 CRISIS INTERVENTION TRAINING FOR DISPATCH, FIRE/MEDICAL PERSONNEL***1 unit • P/NP • Total hours: Twenty hours lecture; four hours lab*

This course is designed for dispatch, fire and medical personnel who are likely to interact with patients exhibiting behavioral problems. It will provide the first responders necessary tools to communicate with and coordinate between agencies; assess the behavioral issue (i.e., mental illness, drugs, dementia, etc.); and perform intervention to de-escalate the dangerous and unsafe behavior. (POST-certified)

**FIRE 131 FIRE TRAINING INSTRUCTOR 1C:  
INSTRUCTIONAL DEVELOPMENT  
TECHNIQUES***2 units • LG • Total hours: Forty hours lecture*

This course is designed to provide the student with techniques for developing lesson plans and tests in accordance with the latest concepts in career education and with information to develop cognitive and psychomotor lesson plans and testing instruments. The student has the opportunity to develop and finalize instructional materials to deliver a teaching demonstration. May be taken four times for credit for ongoing training or updating.

**FIRE 211 PUBLIC FIRE EDUCATION PLANNING***1 unit • LG-P/NP • One hour lecture*

Developing public education plans. Designed for volunteer fire officers with public information and public education responsibilities. Accredited by CFSTES.

**FIRE 212 FIREFIGHTER SAFETY AND SURVIVAL***1 unit • P/NP • Total hours: Sixteen hours lecture*

This course will depict and explain common causes of injuries to firefighters, and emphasizes responsibilities of company officers for firefighter safety and survival.

**FIRE 222 VOLUNTEER FIREFIGHTER***3 units • P/NP • Total hours: Twenty-four hours lecture; seventy-two hours lab*

This course will fulfill the State Board of Fire Services educational requirements, with the exception of EMT-1 or First Responder, for certification as Volunteer Firefighter. Accredited by CFSTES.

**FIRE 230 CLIFF RESCUE TECHNIQUES**

3 units • P/NP • Nine hours activity

Rescue techniques required for cliffs, high-rise buildings, caves, and other rescue scenes. Safety, ropes, knots, hardware, anchors, anchor points. Rescue helicopter operations.

**FIRE 411 FIRE AND LIFE SAFETY TRAINING**

0 units • NC • Total hours: Four to two hundred fifty-five hours lecture

Designed to provide the student with current information within the parameters of firefighting skills and current technology in the scope of life safety, fire control and rescue tactics.

**FIRE 413 FIREFIGHTER UPDATE**

0 units • NC • Total hours: Seventeen to two hundred fifty-five hours by arrangement

Designed to provide the student with current information within the parameters of firefighting skills, current technology and in fire control and rescue techniques.

**FRENCH****FREN 1A ELEMENTARY FRENCH I**

5 units • LG-P/NP • Five hours lecture

This course offers a systematic introduction to understanding, speaking, reading and writing the French language. Emphasis is placed on communication skills, first in the classroom, then extending to wider cultural contexts.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

**FREN 1B ELEMENTARY FRENCH II**

5 units • LG-P/NP • Five hours lecture

This course offers further study of elementary French.

**Prerequisites:** FREN 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

**FREN 2A INTERMEDIATE FRENCH**

5 units • LG-P/NP • Five hours lecture

This course provides a review and completion of all basic grammatical structures with oral and written exercises. Emphasis is placed on conversational practice with everyday vocabulary. Readings are related to French culture.

**Prerequisites:** FREN 1B

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C

**FREN 2B ADVANCED FRENCH**

5 units • LG-P/NP • Five hours lecture

This course provides a review and extension of grammatical structures. It introduces students to literary tenses through prose and poetry readings from French literature and contemporary cultural materials. Greater emphasis is placed on conversational practice.

**Prerequisites:** FREN 2A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C

**FREN 50 INTERMEDIATE FRENCH CONVERSATION**

1.5 units • LG-P/NP • One and one-half hours lecture

This course is designed to promote competency in the oral use of the French language, and to increase fluency by reinforcing previously learned materials and by expanding vocabulary and patterns of speech. The course emphasizes the practical application of the language in everyday life situations and current events at the intermediate level.

**Advisories:** FREN 2A

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area C

**GARDENING**

See ORNAMENTAL HORTICULTURE.

**GENEALOGY**

See LIBRARY SERVICES.

**GENETICS**

See BIOLOGY 30.

**GENTRAIN**

GENT 1 through 15 must be taken in multiples of three (to total three units) in order to transfer to the UC system.

**GENT 1 PREHISTORY AND EARLIEST CIVILIZATIONS (TO 1200 B.C.)**

1 unit • LG-P/NP • Total hours: Sixteen hours lecture

The course begins with a brief look at human origins and the earliest cave paintings, and then moves on to study the history, literature, religion and art of two of the earliest cultures on the planet: Sumeria and Egypt.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU

**General Ed. Credit:** CSU, Area C1, C2, D6; MPC, Area C, D

**GENT 2 FOUNDATIONS OF THE CLASSICAL WORLD (1200-500 B.C.)**

1 unit • LG-P/NP • Total hours: Sixteen hours lecture

The course studies the Minoan culture and then the concurrent cultures of the Mycenaean Greeks and the Old Testament Hebrews, focusing on the history, art, religion and literature of all three. Heroes of the Greek and Hebrew cultures provide the theme for the course. Not open to students with credit in WRLD 20.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU

**General Ed. Credit:** CSU, Area C1, C2, D6; MPC, Area C, D

**GENT 3 THE GOLDEN AGE OF GREECE (500-300 B.C.)***1 unit • LG-P/NP • Total hours: Sixteen hours lecture*

The course studies the two centuries which shaped all subsequent Western history: the Golden Age of Greece. The Persian and Peloponnesian Wars, the rise of Greek democracy, the beginnings of philosophy (and Plato and Aristotle), and Greek theater and art are some of the topics treated. Not open to students with credit in WRLD 20.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**General Ed. Credit:** CSU, Area C1, C2, D6; MPC, Area C, D**GENT 5 THE MEDIEVAL WORLD: PART I (400-1100)***1 unit • LG-P/NP • Total hours: Sixteen hours lecture*

The course begins with a look at the Western world after the collapse of Rome. It then traces the incursion of the Germanic tribes into the West and the culture which was produced by the combination of Roman, Christian and Germanic elements: its theology, its art and architecture, and its literature. A brief excursion into the Byzantine world relieves the gloom of the darkest ages in Western history. Not open to students with credit in GENT 21.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**General Ed. Credit:** CSU, Area C1, C2, D6; MPC, Area C, D**GENT 6 THE MEDIEVAL WORLD: PART II (1100-1350)***1 unit • LG-P/NP • Total hours: Sixteen hours lecture*

The course studies the period sometimes called "the first Renaissance" in Europe, the great Christian age of Europe: the age of Thomas Aquinas, cathedrals, the Crusades, courtly love and Dante. It is also an age of economic recovery, the growth of towns and cities, and the establishment of the great universities of Europe. Not open to students with credit in GENT 21.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**General Ed. Credit:** CSU, Area C1, C2, D1, D5, D6; MPC, Area C, D**GENT 7 THE EARLY RENAISSANCE (1350-1520)***1 unit • LG-P/NP • Total hours: Sixteen hours lecture*

The course examines the changes in Western life and thought that resulted from the rediscovery of the classical ages of Greece and Rome. It features many of the places, figures, and events that define the Renaissance, including Florence, the Medici, the growth of trade and cities, new music, literature, art and philosophy, Machiavelli, the Hundred Years War, Chaucer, and the beginnings of the great art of the Renaissance: Leonardo da Vinci and Raphael. Not open to students with credit in GENT 21.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**General Ed. Credit:** CSU, Area C1, C2, D6; MPC, Area C, D**GENT 8 LATE RENAISSANCE AND REFORMATION (1520-1600)***1 unit • LG-P/NP • Total hours: Sixteen hours lecture*

The course examines the events and some of the consequences of the Protestant Reformation in Northern Europe, while Southern Europe is in the last flowering of the Renaissance, in literature, art, philosophy and music. The works of Michelangelo, Cervantes and Shakespeare are featured.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**General Ed. Credit:** CSU, Area C1, C2, D6; MPC, Area C, D**GENT 9 FOUNDATIONS OF THE MODERN WORLD (1600-1690)***1 unit • LG-P/NP • Total hours: Sixteen hours lecture*

The course considers both rearguard and vanguard in the making of the modern world, including the devastating religious wars and the creation of the absolute state by Louis XIV (and the building of Versailles as a symbol of that state), but also the emergence of democracy in England, the revolutionary philosophies of Descartes and Hobbes, the art of Rubens, Rembrandt and Vermeer, and the poetry of the ultimate Protestant and democrat, John Milton.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**General Ed. Credit:** CSU, Area C1, C2, D6; MPC, Area C, D**GENT 10 THE AGE OF REASON (1690-1775)***1 unit • LG-P/NP • Total hours: Sixteen hours lecture*

The course deals with the age of rationalism in Western history, based on the philosophies of Leibniz, Locke, Hume and Berkeley. It also examines the triumph of the bourgeoisie in English politics in the modifications of the social contract theory (which likewise becomes the basis for the American Declaration of Independence), the beginnings of the novel, the reaction to all of this in the great Evangelical Movements across Europe and America, and the foundations – in war and economics – for the French Revolution. Not open to students with credit in GENT 22.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**General Ed. Credit:** CSU, Area C1, C2, D1, D5, D6; MPC, Area C, D**GENT 11 REACTION AND REVOLUTION (1775-1815)***1 unit • LG-P/NP • Total hours: Sixteen hours lecture*

The course studies the causes, events, central figures, and consequences of the French Revolution and the Napoleonic Age, and it likewise examines some of the most important ideological bases and expressions of the turbulent age in philosophy, literature and art, including such figures as Rousseau, Kant, Wordsworth, Goethe, Goya, and Beethoven. The Romantic Movement ties together both the political and cultural events of the period. Not open to students with credit in GENT 22.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**General Ed. Credit:** CSU, Area C1, C2, D6; MPC, Area C, D**GENT 12 THE AGE OF PROGRESS (1815-1870)***1 unit • LG-P/NP • Total hours: Sixteen hours lecture*

The course is an examination of the Industrial Revolution and some of its most important consequences, positive and negative. It also looks at the second generation of Romanticism in music, art, and literature, in part as a response to industrialization, and the way the disillusionments of Romanticism led into the age of realism in the arts. Not open to students with credit in GENT 22.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**General Ed. Credit:** CSU, Area C1, C2, D6; MPC, Area C, D



**GENT 13 THE END OF INNOCENCE (1870-1918)***1 unit • LG-P/NP • Total hours: Sixteen hours lecture*

The course gives a portrait of Europe leading up to and including World War I. It is also the age of "isms": impressionism, realism, naturalism, cubism, futurism, Marxism, and Freudianism. It culminates with World War I and the Russian Revolution. Not open to students with credit in GENT 23.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**General Ed. Credit:** CSU, Area C1, C2, D6; MPC, Area C, D**GENT 14 BETWEEN THE WARS(1918-1945)***1 unit • LG-P/NP • Total hours: Sixteen hours lecture*

The course is a look at the period between, leading up to, and including World War II. It examines such topics as Communism and Stalinism and the rise of fascism, the impact of the Great Depression, and cultural responses to the challenges of the period, including radical new kinds of art, literature and philosophy. Not open to students with credit in GENT 23.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**General Ed. Credit:** CSU, Area C1, C2, D6; MPC, Area C, D**GENT 15 WORLD WAR II TO THE PRESENT (1945-PRESENT)***1 unit • LG-P/NP • Total hours: Sixteen hours lecture*

The course examines selected aspects of the Western World in the past half century, including such topics as the Cold War and the succession of wars that followed World War II, and the rapid development of movements in art, literature, and philosophy in response to a changing world. Not open to students with credit in GENT 23.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**General Ed. Credit:** CSU, Area C1, C2, D6; MPC, Area C, D**GENT 21 MEDIEVAL AND RENAISSANCE EUROPE (400-1520)***3 units • LG-P/NP • Three hours lecture*

This course examines the history, philosophy/religion, literature, and art of Europe from the fall of the Western Roman Empire in 476 through the Middle Ages and early Renaissance to the eve of the Protestant Reformation in 1520. Not open to students with credit in GENT 5, 6, or 7.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2, D6; IGETC, Area 3B; MPC, Area C, D**GENT 22 THE AGE OF REVOLUTION (1690-1870)***3 units • LG-P/NP • Three hours lecture*

This course studies the history, philosophy, literature, and art of the period of the great revolutions in European history: the Enlightenment, the American and French Revolutions, and the Industrial Revolution. Not open to students with credit in GENT 10, 11, or 12.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2, D6; IGETC, Area 3B; MPC, Area C, D**GENT 23 THE MODERN WORLD (1870 TO PRESENT)***3 units • LG-P/NP • Three hours lecture*

This course studies the history, philosophy, literature, and art of the Western world from about 1870 to the present, stressing the immense dislocations caused to the entire social, economic, religious, intellectual, and political fabric caused by the end of colonialism, two world wars, pollution, and overpopulation. Not open to students with credit in GENT 13, 14, or 15.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2, D6; IGETC, Area 3B; MPC, Area C, D**GENT 401 PREHISTORY AND EARLIEST CIVILIZATIONS (TO 1200 B.C.)***0 units • NC • Total hours: Sixteen hours lecture*

This course begins with a brief look at human origins and the earliest cave paintings, and then moves on to study the history, literature, religion and art of two of the earliest cultures on the planet: Sumeria and Egypt.

**GENT 402 FOUNDATIONS OF THE CLASSICAL WORLD (1200-500 B.C.)***0 units • NC • Total hours: Sixteen hours lecture*

The course studies the concurrent cultures of the Minoans, Mycenaean Greeks, neo-Babylonians, Hittites and the old Testament Hebrews, focusing on the history, art, religion and literature. Heroes of the Greek and Hebrew cultures provide the theme for the course.

**GENT 403 THE GOLDEN AGE OF GREECE (500-300 B.C.)***0 units • NC • Total hours: Sixteen hours lecture*

The course studies the two centuries which shaped all subsequent Western history: the Golden Age of Greece. The Persian and Peloponnesian Wars, the rise of Greek democracy, the beginnings of philosophy (Plato and Aristotle), and Greek theater and art are some of the topics treated.

**GENT 404 THE RISE AND FALL OF ROME (300 B.C. – 400 A.D.)***0 units • NC • Total hours: Sixteen hours lecture*

The course examines the great civilization of law, engineering, warfare and political administration. Beginning with the rise of Rome from a small agricultural city state, the course traces its rise to become a world empire, and then its fall back to an agricultural city. Its art, philosophy and literature are also considered in light of its history.

**GENT 404A THE ROMAN REPUBLIC AND RISE OF EMPIRE (500 B.C.-14 A.D.)***0 units • NC • One hour lecture*

This course is designed for Older Adults to examine the Roman Republic and its transition to Empire. Roman art, literature, history, philosophy and religion will be studied in order to draw universal observations that will enable Older Adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**GENT 405    MEDIEVAL WORLD: PART I (400-1100)***0 units • NC • Total hours: Sixteen hours lecture*

The course begins with a look at the Western world after the collapse of Rome. It then traces the incursion of the Germanic tribes into the West and the culture which was produced by the combination of Roman, Christian and Germanic elements: its theology, art and architecture, and literature. The class concludes with a survey of Byzantine history, art, and literature.

**GENT 406    THE MEDIEVAL WORLD: PART II (1100-1350)***0 units • NC • Total hours: Sixteen hours lecture*

The course studies the period sometimes called "the first Renaissance" in Europe: the great Christian age of Europe – the age of Thomas Aquinas, cathedrals, the Crusades, courtly love and Dante. It is also an age of economic recovery, the growth of towns and cities and the establishment of the great universities of Europe.

**GENT 407    THE EARLY RENAISSANCE (1350-1520)***0 units • NC • Total hours: Sixteen hours lecture*

The course examines the changes in Western life and thought that resulted from the rediscovery of the classical ages of Greece and Rome. It features many of the places, figures and events that define the Renaissance, including Florence, the Medici, the growth of trade and cities, new music, literature, art, philosophy, Machiavelli, the Hundred Years War, Chaucer, and the beginnings of the great art of the Renaissance: Leonardo da Vinci and Raphael.

**GENT 408    LATE RENAISSANCE AND REFORMATION (1520-1600)***0 units • NC • Total hours: Sixteen hours lecture*

The course examines the events and some of the consequences of the Protestant Reformation in Northern Europe, while Southern Europe is in the last flowering of the Renaissance in literature, art, philosophy and music. The works of Michelangelo, Cervantes and Shakespeare are featured.

**GENT 409    FOUNDATIONS OF THE MODERN WORLD (1600-1690)***0 units • NC • Total hours: Sixteen hours lecture*

This period was one in which the foundation for the modern world is established. Although there were devastating religious wars and the creation of the absolute state by Louis XIV in France, the lasting impact of this period is evident in the emergence of the democracy in England, the revolutionary philosophies of Descartes and Hobbes, the art of Rubens, Rembrandt and Vermeer, and the poetry of the ultimate Protestant and democrat, John Milton.

**GENT 410    THE AGE OF REASON (1690-1775)***0 units • NC • Total hours: Sixteen hours lecture*

The course deals with the age of rationalism in Western history, based on the philosophies of Leibniz, Locke, Hume and Berkeley. It also examines the triumph of the bourgeoisie in English politics in the modifications of the social contract theory (which likewise becomes the basis for the American Declaration of Independence), the beginnings of the novel, the reaction to all of this in the great evangelical movements across Europe and America, and the foundations – in war and economics – for the French Revolution.

**GENT 411    REACTION AND REVOLUTION (1775-1815)***0 units • NC • Total hours: Sixteen hours lecture*

The course studies the causes, events, central figures and consequences of the French Revolution and the Napoleonic age. Additionally, it examines the connections between this history foundation and the philosophy, literature and art, including such figures as Rousseau, Kant, Wordsworth, Goethe, Goya and Beethoven. The Romantic Movement ties together both the political and cultural events of the period.

**GENT 412    THE AGE OF PROGRESS (1815-1870)***0 units • NC • Total hours: Sixteen hours lecture*

The course is an examination of the Industrial Revolution and some of its most important consequences, positive and negative. It also looks at the second generation of Romanticism in music, art and literature, in part as a response to industrialization, and the way the disillusionments of Romanticism led into the realism in the arts.

**GENT 413    THE END OF INNOCENCE (1870-1918)***0 units • NC • Total hours: Sixteen hours lecture*

The course describes the forces of nationalism that shaped Europe leading up to and including World War I. It also explains the meaning and importance of the age of "isms": impressionism, realism, symbolism, naturalism, cubism, futurism, Marxism and Freudianism. It culminates with World War I and the Russian Revolution.

**GENT 414    BETWEEN THE WARS (1918-1945)***0 units • NC • Total hours: Sixteen hours lecture*

The course examines the period between, leading up to, and including World War II. It examines such topics as Communism and Stalinism and the rise of fascism, the impact of the Great Depression, and cultural responses to the challenges of the period, including radical new kinds of art, literature, philosophy, and music.

**GENT 415    WORLD WAR II TO THE PRESENT (1945-PRESENT)***0 units • NC • Total hours: Sixteen hours lecture*

The course examines the selected aspects of world history and culture in the past half century, including such topics as the Cold War and the succession of wars that followed World War II, and the rapid development of movements in art, literature and philosophy in response to a changing world.

**GENT 417    GENERAL STUDIES: GENTRAIN SPECIAL TOPICS***0 units • NC • Total hours: Four to twelve hours lecture*

This course explores in greater depth the subjects treated in the Gentrain survey courses, current events, and expanded world history topics. See the current schedule for specific offerings.

## GEOGRAPHY

**GEOG 2    INTRODUCTION TO PHYSICAL GEOGRAPHY***3 units • LG • Three hours lecture*

Analysis of the physical environment stressing the earth's movements, weather and climate, ecosystems, tectonics, soils, land forms, gradation, glaciation, fresh water, oceans, place-geography, and the use of the atlas.

*Advisories: Eligibility for ENGL 111 or ENSL 110**Credit transferable: CSU, UC**General Ed. Credit: CSU, Area D5; IGETC, Area 4E; MPC, Area D*

**GEOG 4 INTRODUCTION TO CULTURAL GEOGRAPHY***3 units • LG • Three hours lecture*

Cultural elements of geography: population distribution, general settlement and land use patterns, and economies. Correlation with the physical elements. Delimitation of the major geographic regions of the world.

**Advisories:** *Eligibility for ENGL 111 or ENSL 110***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D5; IGETC, Area 4E; MPC, Area D***GEOG 5 WORLD REGIONAL GEOGRAPHY***3 units • LG • Three hours lecture*

Geography of world regions: physical, cultural, historical, and economic facets.

**Advisories:** *Eligibility for ENGL 111 or ENSL 110***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D5; IGETC, Area 4E; MPC, Area D***GEOLOGY****GEO 2 INTRODUCTORY GEOLOGY***3 units • LG-P/NP • Three hours lecture*

This course introduces the physical processes that have shaped the earth through time. It emphasizes processes that determine internal structure and shape surficial features, such as plate tectonics, earthquakes, volcanism, hydrology, and erosional processes. The course emphasizes using the scientific method to investigate Earth history and processes.

**Corequisites:** *GEOL 2L***Advisories:** *Eligibility for ENGL 1A; eligibility for MATH 263***Credit transferable:** *CSU, UC***General Ed. Credit:** *(GEOL 2 & 2L) CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B***GEO 2L INTRODUCTORY GEOLOGY LAB***1 unit • LG-P/NP • Three hours by arrangement*

This course offers fundamental laboratory study and examination of the topics introduced in GEO 2. Local field trips are required.

**Corequisites:** *GEOL 2***Advisories:** *Eligibility for ENGL 1A; eligibility for MATH 263***Credit transferable:** *CSU, UC***General Ed. Credit:** *(GEOL 2 & 2L) CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B***GEO 8 EARTH CATASTROPHES AND DISASTERS***4 units • LG-P/NP • Three hours lecture; three hours lab*

This course covers the application of basic principles of Earth processes, including tectonics, erosion, climate and wind, to issues of catastrophic and disastrous events from a global perspective. Topics will include earthquakes, landslides, floods, severe weather, tsunamis, and volcanoes. Two weekend field trips are required.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area B1, B3; IGETC, Area 5A; MPC Area B***GERMAN****GERM 1A ELEMENTARY GERMAN I***5 units • LG-P/NP • Five hours lecture*

This course offers systematic introduction to understanding, speaking, reading and writing the German language. Emphasis is placed on communication skills, first in the classroom, then extending to wider cultural contexts.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C2; IGETC, Area 6A; MPC, Area C***GERM 1B ELEMENTARY GERMAN II***5 units • LG-P/NP • Five hours lecture*

This course offers further study of elementary German.

**Prerequisites:** *GERM 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C2; IGETC, Area 6A; MPC, Area C***GERM 2A INTERMEDIATE GERMAN***5 units • LG-P/NP • Five hours lecture*

This course provides a detailed review of German grammar, including discussions of grammatical features beyond the elementary level. Emphasis is placed on intensive oral and written drills in idiomatic constructions. Readings from a reader of classic German tales.

**Prerequisites:** *GERM 1B***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C***GERM 2B ADVANCED GERMAN***5 units • LG-P/NP • Five hours lecture*

This course provides continued grammar review with the addition of literary tenses. It introduces students to classic literature and contemporary cultural materials. Greater emphasis is placed on conversation practice.

**Prerequisites:** *GERM 2A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C***HEALTH****HLTH 4 HEALTHY LIVING***3 units • LG-P/NP • Three hours lecture*

This course covers significant aspects of personal and community health and principles of healthful living. Students study body functions with respect to anatomy, physiology, nutrition, exercise, weight control, stress management, alcohol, narcotics and diseases.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area E; MPC, Area E1***HLTH 5 ADVANCED FIRST AID AND EMERGENCY CARE***2 units • LG-P/NP • One hour lecture; three hours lab*

This is a training course for the care of victims of accidents or sudden illness. Splinting, CPR, hemorrhage, and emergency childbirth are covered. American Heart Association or American Red Cross Advanced First Aid and CPR cards given for performances at the letter grade "C" or better.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***HLTH 7 WOMEN'S HEALTH ISSUES***3 units • LG-P/NP • Three hours lecture*

This course focuses on specific women's health concerns, including reproductive health, birth control and birthing, female anatomy and physiology, preventive medicine, and making alternative medicine choices. Also offered as Women's Studies 7; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU Area E; MPC, Area E1*

**HLTH 205 CARDIO-PULMONARY RESUSCITATION FOR HEALTH PROFESSIONALS***.5 units • LG-P/NP • Total hours: Eight hours lecture*

This course covers basic life support for health care providers. Students receive instruction in one- and two-rescuer CPR on adult, child, infant, airway obstruction, and Automated External Defibrillation (AED) techniques. It also covers use of resuscitation masks with one-way valves. May be taken four times for credit.

**HISTORY****HIST 2 HISTORY OF ASIA***3 units • LG-P/NP • Three hours lecture*

This course discusses the development of civilization in Asia from the Agricultural Revolution to the Age of Exploration. It will also cover the beginning of urbanization and the development of civilization in the Middle East, India, China and Japan, emphasizing cultures and institutions through history, art, religion and literature.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU, UC**General Ed. Credit: CSU, Area D6; IGETC, Area 3B, 4F; MPC, Area D***HIST 4 HISTORY OF WESTERN EUROPE I***3 units • LG-P/NP • Three hours lecture*

Students study the growth of European civilization from the earliest times (ancient Egypt, Mesopotamia, Greece, and Rome) through the Middle Ages, to the development of strong national states at the time of Louis XIV.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU, UC**General Ed. Credit: CSU, Area D6; IGETC, Area 3B, 4F; MPC, Area D***HIST 5 HISTORY OF WESTERN EUROPE II***3 units • LG-P/NP • Three hours lecture*

This course studies European civilization from the time of Louis XIV to the present day. Emphasis is placed on the importance of nation states, the French Revolution, the Industrial Revolution, World Wars I and II and the post-war period.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU, UC**General Ed. Credit: CSU, Area D6; IGETC, Area 3B, 4B, 4F; MPC, Area D***HIST 6 HISTORY OF WORLD RELIGIONS***3 units • LG-P/NP • Three hours lecture*

History and characteristics of world religions, including "archaic" traditions. The socio-political, cultural and aesthetic context of religions will be emphasized, including religion as reform or revolution, community building, church-state relations and religious art.

*Advisories: Eligibility for ENGL 111**Credit transferable: CSU, UC***HIST 7 THE ANCIENT WORLD: WORLD CIVILIZATION TO 1500***3 units • LG-P/NP • Three hours lecture*

This course examines the main contours of world civilization before 1500. It highlights the origins of humankind, of agriculture, and of urban-based civilizations, and emphasizes the connections among the early world's diverse societies and the similarities and differences in their ancient histories.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU, UC**General Ed. Credit: CSU, Area C2, D6; IGETC, Area 3B, 4F; MPC, Area D***HIST 8 THE MODERN WORLD: WORLD CIVILIZATION SINCE 1500***3 units • LG-P/NP • Three hours lecture*

This course is an examination of world civilization since 1500. The focus is on the impact of Western and European expansion of the world over the past 500 years, and the similarities and differences in the modern histories of the world's various societies and peoples.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU, UC**General Ed. Credit: CSU, Area C2, D6; IGETC, Area 3B, 4F; MPC, Area D***HIST 11 AFRICAN-AMERICANS IN AMERICAN HISTORY***3 units • LG-P/NP • Three hours lecture*

An introduction to the role of the African-American in the development of the United States. Emphasis on the African-American's contribution to life in the U.S. Satisfies the CSU American History and Institutions requirement. Also offered as Ethnic Studies 11; credit may be earned only once.

*Advisories: Eligibility for ENGL 111 or ENSL 110**Credit transferable: CSU, UC**General Ed. Credit: CSU, Area D3, D6; IGETC, Area 3B, 4C, 4F; MPC, Area D***HIST 12 WOMEN IN UNITED STATES HISTORY***3 units • LG-P/NP • Three hours lecture*

This course covers Native American, African-American, Asian-American, Latina, European-American and immigrant women heroines and "ordinary" women who have shaped U.S. history and culture. Satisfies the CSU American History requirement. Also offered as Women's Studies 12; credit may be earned only once. Also offered online.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU, UC**General Ed. Credit: CSU, Area D4, D6; IGETC, Area 3B, 4D, 4F; MPC, Area D, F***HIST 13 WOMEN IN HISTORY***3 units • LG-P/NP • Three hours lecture*

Women's public and private contributions to history, beginning with the protoliterate worship of the Mother Goddess, moving through the ancient Near East, Greece, Rome, Medieval and Renaissance Europe, and the Industrial era in the U.S. Also offered as Women's Studies 13; credit may be earned only once.

*Advisories: Eligibility for ENGL 111 or ENSL 110**Credit transferable: CSU, UC**General Ed. Credit: CSU, Area C2, D4, D6; IGETC, Area 3B, 4D, 4F; MPC, Area D***HIST 15 HISTORY OF CALIFORNIA***3 units • LG-P/NP • Three hours lecture*

Students examine California as a microcosm of the problems of the 20th Century through the study of physical, ethnic, cultural, social, political and economic forces that have influenced California's development from the American Indian period to the present.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU, UC**General Ed. Credit: CSU, Area D6; IGETC, Area 3B, 4F; MPC, Area D***HIST 17 HISTORY OF THE UNITED STATES I***3 units • LG-P/NP • Three hours lecture*

This course presents the ethnic, physical, political, economic, social and cultural influences on development of the United States from colonial times to the Reconstruction era. Emphasis is placed on legacies derived from this earlier period of U.S. history. Satisfies the CSU American History requirement.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU, UC**General Ed. Credit: CSU, Area D6; IGETC, Area 3B, 4F; MPC, Area D*

**HIST 18 HISTORY OF THE UNITED STATES II***3 units • LG-P/NP • Three hours lecture*

In this course, students examine the political, social and economic factors influencing U.S. development from 1877 to the present. Emphasis is placed on the impact of ethnic diversity, the quests for social reform and justice, World Wars I and II, the Cold War, and the modern presidency. Satisfies the CSU American History requirement. Also offered online.

**Advisories:** Eligibility for ENGL A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D6; IGETC, Area 3B, 4F; MPC, Area D**HIST 20 HISTORY OF MEXICO***3 units • LG-P/NP • Three hours lecture*

Students learn the history of Mexico from pre-Columbian times to the present. Special emphasis is placed on the physical, ethnic, cultural, social, political and economic forces that have shaped Mexico's history. Emphasis is placed also on the War for Independence in the 19th Century.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D6; IGETC, Area 4F; MPC, Area D**HIST 24 AFRICAN AMERICANS IN UNITED STATES HISTORY TO 1865***3 units • LG-P/NP • Three hours lecture*

This course offers an introduction to the role of African Americans in the development of the United States from the country's beginnings until 1865. Emphasis is placed on their historical and cultural contributions to life in the United States as well as their socioeconomic and sociopolitical status. Also offered as Ethnic Studies 24; credit may be earned only once.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2, D3, D6; IGETC, Area 3B, 4C, 4F; MPC, Area D**HIST 25 AFRICAN AMERICANS IN UNITED STATES HISTORY SINCE 1865***3 units • LG-P/NP • Three hours lecture*

This course offers an introduction to the role of African Americans in the development of the United States from 1865 to present. Emphasis is placed on their historical and cultural contributions to life in the United States as well as their socioeconomic and sociopolitical status. Also offered as Ethnic Studies 25; credit may be earned only once.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2, D3, D6; IGETC, Area 3B, 4C, 4F; MPC, Area D**HIST 36 HISTORY OF RUSSIA 1917- PRESENT***3 units • LG-P/NP • Three hours lecture*

This course is designed to reveal and illuminate cultural patterns, plus the many political, economic and social facets of contemporary civilization in Russia, while providing historical perspective. One of the central themes of the course is the rise and fall of the Soviet Union, and the challenges of the post-Communist era in Russia. Also offered in the Living Room Series.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D6; IGETC, Area 3B, 4F; MPC, Area D**HIST 40 THE AFRICAN EXPERIENCE***3 units • LG-P/NP • Three hours lecture*

This course surveys current geography, history, culture, politics, and economics of Africa south of the Sahara, and the relationship between Africa and the U.S. Also offered as Ethnic Studies 40; credit may be earned only once.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2, D6; IGETC, Area 3B, 4F; MPC, Area D**HIST 47 HISTORY OF THE ANCIENT MEDITERRANEAN AND NEAR EAST***3 units • LG-P/NP • Three hours lecture*

Students learn about the rise, development, and growth of civilization in the ancient Mediterranean world while focusing on major kingdoms, cultures, and institutions through the study of history, literature, archaeology, art, and religion of Mesopotamia, Egypt, Greece, Rome, and Byzantium. This course provides background to HIST 48.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2, D6; IGETC, Area 3B, 4F; MPC, Area D**HIST 48 HISTORY OF THE MIDDLE EAST***3 units • LG-P/NP • Three hours lecture*

This course addresses the rise, development, and growth of Islam and Arabic civilization from the time of Muhammad and the Golden Age of Islam through the inclusion of non-Arab Muslims. Focus is placed on the diverse cultures and institutions that make the modern Middle East.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D6; IGETC, Area 3B, 4F; MPC, Area D**HIST 50 AMERICAN HISTORY***3 units • LG-P/NP • Three hours lecture*

A survey course exploring physical, political, economic, social and cultural forces that have shaped U.S. development from pre-colonial times to the present, and their implications for the future. Satisfies the CSU American History requirement. Not open to students with credit in HIST 17 or 18.

**Advisories:** Eligibility for ENGL 111 or ENSL 110**Credit transferable:** CSU**General Ed. Credit:** CSU, Area D6; MPC, Area D**HIST 55 HISTORY OF MONTEREY COUNTY***3 units • LG-P/NP • Three hours lecture*

The historical development of Monterey County from pre-history to the present.

**Advisories:** Eligibility for ENGL 111 or ENSL 110**Credit transferable:** CSU**HOSPITALITY**

See also NUTRITION.

**HOSP 51 INTRODUCTION TO THE HOSPITALITY INDUSTRY***3 units • LG-P/NP • Three hours lecture*

This course is a survey of the hospitality industry including lodging, resorts, food and beverage service, management, travel and tourism. Career opportunities and industry trends are reviewed.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**General Ed. Credit:** MPC, Area E2

**HOSP 52 GUEST SERVICES MANAGEMENT***3 units • LG-P/NP • Three hours lecture*

This course covers all aspects of front office management. Areas of emphasis include an overview of the hotel industry as well as guest expectations, reservations, front office management, check-in and check-out, and guest accounting. Site visits to hotel properties are included.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 53 FOOD AND BEVERAGE SERVICE MANAGEMENT***3 units • LG-P/NP • Three hours lecture*

This course examines profitable food and beverage operations including purchasing, receiving and storage, preparation and service. Topics include menu planning, forecasting and sales analysis, food production, and total management.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 55 LODGING OPERATIONS***3 units • LG-P/NP • Three hours lecture*

This course develops understanding and appreciation of housekeeping, security and related guest service operations. Systematic procedures of in-room maintenance and quality control are included. Relevant equipment, furnishings and supplies, cost benefits, inventory management, OPL and storage are studied. Hiring and supervision of housekeeping staff and site visits to hotel properties are included.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 56 INTRODUCTION TO HOSPITALITY SALES AND MARKETING***1.5 units • LG-P/NP • One and one-half hours lecture*

This course will cover aspects of basic marketing including sales, advertising, promotion, public relations, research and planning focused on creating and maintaining satisfied customers for hospitality and tourism businesses.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 57 TRENDS IN HOSPITALITY SALES AND MARKETING***1.5 units • LG-P/NP • One and one-half hours lecture*

This course offers a study of key hospitality sales and marketing methodologies and best practices such as pricing techniques, revenue maximization, social networking, sustainability, strategic planning, green marketing and global hospitality industry trends.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 58 SANITATION, SAFETY, EQUIPMENT***3 units • LG-P/NP • Three hours lecture*

This course studies basic concepts of personal and institutional sanitation; safety procedures and programs; and concepts of safety and sanitation related to the selection, layout and use of equipment. Also offered as Nutrition and Food 58; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 60 SPECIAL EVENTS MANAGEMENT***1.5 units • LG-P/NP • One and one-half hours lecture*

This course studies the planning, implementing and evaluation of special events at a basic level. An overview of small- and large-scale events including sports, festivals, fundraisers, educational and corporate events and celebrations is included. Students will plan an event as a team project.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 61 INTRODUCTION TO PROFESSIONAL MEETING PLANNING***1.5 unit • LG-P/NP • One and one-half hours lecture*

Course will review competencies, skills and characteristics of the career meeting planner. Basic logistical, tactical and strategic elements in effective overall planning, on-site meeting management, contract review, financial management and adult learning styles will be covered.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 62 PROFESSIONAL MEETING PLANNING II***1.5 units • LG-P/NP • One and one-half hours lecture*

This course will cover basic meeting venue contracts, subcontractor agreements, negotiation techniques, marketing and promotion, financial management and return on investment, evaluation analysis, meeting formats and environments and resource development for the professional meeting planner.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 63 HOSPITALITY SUPERVISION***1.5 units • LG-P/NP • One and one-half hours lecture*

This course will help potential and current hospitality supervisors understand basic principles of management and apply them while managing the resources of a lodging or food service operation. Effective communication, supervisory responsibilities including evaluating and coaching, managing productivity and controlling labor costs, managing conflict and change, and problem solving are topics that will be included.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 64 CUSTOMER SERVICE***1 unit • LG-P/NP • One hour lecture*

This course includes techniques for providing service to meet customers' needs and for enhancing customer satisfaction. Customer service as the essence, not just the function of an organization is emphasized. Communication, problem solving, motivation and dealing with challenging customers are studied.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU*

**HOSP 65 LEGAL ISSUES IN HOSPITALITY***.5 unit • LG-P/NP • One-half hour lecture*

This course gives a brief introduction to hospitality law governing the legal rights of owners/operators and their responsibilities to consumers of their products and services. Preventing legal problems and ensuring that the workplace is in compliance with laws and regulations will be covered.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 66 PRACTICES IN HOSPITALITY***1 unit • LG-P/NP • One hour lecture*

This course provides an opportunity for students to participate in job shadowing and to develop a portfolio of their work in the hospitality curriculum and field. Students discuss how to prepare for a job and the professional requirements for success in a hospitality career. Job site visits required.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 67 ACCOUNTING FOR HOSPITALITY MANAGERS***1 unit • LG-P/NP • One hour lecture*

This course prepares the hospitality supervisor to manage his/her department budget, read and interpret revenue and income statements, and relate employee productivity to the bottom line.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 68 INTRODUCTION TO ECOTOURISM***3 units • LG-P/NP • Three hours lecture*

Students learn the principles of responsible travel to natural areas that conserve the environment and improve the well-being of local people. This class explores the principles of ecotourism and sustainable travel. Students learn about successful case studies as well as opportunities for utilizing ecotourism as a means of conservation and economic improvement in the local community.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 72 CULINARY ARTS BASICS***.5 unit • LG-P/NP • Total hours: Four hours lecture; twelve hours lab*

This course includes food preparation techniques and equipment, food processing methods, knife skills, holding and storage of food, cooking methods, standardized recipes, and recipe conversions. Lab included.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 73 STOCKS, SOUPS, SAUCES***.5 unit • LG-P/NP • Total hours: Four hours lecture; twelve hours lab*

This course includes the use of seasonings and thickening agents, categories of soups, preparation of classical sauces, and emulsions. Lab included.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 74 VEGETABLES, RICE, PASTA***.5 unit • LG-P/NP • Total hours: Four hours lecture; twelve hours lab*

This course is the study of vegetable characteristics and cooking methods, including rice and pasta variations, flavor, color and texture retention. Lab included.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 75 FISH, POULTRY, MEAT***.5 unit • LG-P/NP • Total hours: Four hours lecture; twelve hours lab*

This course includes selection, handling, preparation and safety of fish, shellfish, poultry, beef, veal, lamb and pork. Lab included.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 76 GARDE MANGER***.5 unit • LG-P/NP • Total hours: Four hours lecture; twelve hours lab*

This course includes cold food preparation and presentation of salads, garnishes, salad dressings and appetizers. Lab included.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 77 BAKESHOP: YEASTED AND NON-YEASTED BREADS***.5 unit • LG-P/NP • Total hours: Four hours lecture; twelve hours lab*

Students will be introduced to baking processes and ingredients, batters and doughs, yeast breads and rolls. Lab included.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 78 BAKESHOP: BASIC BAKING TECHNIQUES***.5 unit • LG-P/NP • Total hours: Four hours lecture; twelve hours lab*

Students learn baking processes, mixing methods and function of ingredients needed to produce a variety of specialty cakes, cookies, and pastries. Lab included.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 79 MENU PLANNING AND PRESENTATION FOR FOOD SERVICE PROFESSIONALS***.5 unit • LG-P/NP • Total hours: Four hours lecture; twelve hours lab*

This course includes menu structure and balance, nutrition, portion size, costing a menu, plate and buffet presentation and styles of service. Lab included.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 81 BAKESHOP: PIES AND TARTS***.5 unit • LG-P/NP • Total hours: Four hours lecture; twelve hours lab*

Students learn baking processes and ingredients used to produce professional pastry shop-quality pies and tarts. Dessert presentation skills will be discussed, demonstrated and practiced. It is recommended that students have some basic baking experience.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***HOSP 82 BAKESHOP: CAKES, TORTES AND DECORATING TECHNIQUES***.5 unit • LG-P/NP • Total hours: Four hours lecture; twelve hours lab*

Students learn ingredients, proportions and chemical reactions in the production of cakes and icings. Mixing methods for preparing butter cakes, genoise, roulade, chiffon, angel food, flourless, mousse cakes, charlottes and cheesecakes are demonstrated. Basic decorating techniques for icing and piping, poured glaze, ganaches and rolled icings are discussed. It is recommended that students have some basic baking experience.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU*

**HOSP 83 BAKESHOP: FRENCH PASTRIES AND RESTAURANT-STYLE DESSERTS**

.5 unit • LG-P/NP • Total hours: Four hours lecture; twelve hours lab

This course expands on basic pastry skills to produce a stunning variety of intricate French pastries and restaurant-style desserts. Petits fours, mini-pastries, crème brûlée, crème caramel, tiramisu, frozen soufflé, sauce production and dessert garnishes will be covered. Previous baking courses or experience recommended.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**HOSP 84 INTRODUCTION TO CHOCOLATE**

.5 unit • LG-P/NP • Total hours: Four hours lecture; twelve hours lab

This course covers the history, growth and processing of chocolate for baking and pastry uses. Students will learn the art of tempering couverture and the uses of chocolate in pastry for baking and decorating. Types of chocolate, levels of quality and uses of chocolate will be covered. Lab included.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**HOSP 85 BEVERAGE PREPARATION AND SERVICE**

.5 unit • LG-P/NP • Total hours: Four hours lecture; twelve hours lab

This course introduces beverages commonly prepared and served in restaurants and food service establishments. Descriptions, characteristics, sources and preparation and service techniques for coffees, teas, chocolate beverages, wines and beers will be studied. Wine and beer tasting are not included. Lab included.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**HOSP 87 INTERNATIONAL CUISINE**

.5 unit • LG-P/NP • Total hours: Eight and one-half hours lecture

Explore and experience the exciting and eclectic field of international cooking. This course is designed to acquaint students with techniques in preparation of cuisines from other cultures via chef demonstrations and tasting samples. May be taken four times for credit with different topics.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**HOSP 89 COOKING FOR A HEALTHY LIFESTYLE**

.5 unit • LG-P/NP • Total hours: Four hours lecture; thirteen hours lab

This course offers nutrition information for planning and consuming a diet for living well and healthfully. Students prepare fresh local seasonal foods and complete a personal diet analysis and weight management plan.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**HOSP 180 FOOD SAFETY CERTIFICATION**

.5 unit • P/NP • Total hours: Eight hours lecture

This course prepares students for the Food Safety Certification exam. Food safety practices, prevention of foodborne illness, personal hygiene guidelines, and the HACCP system are addressed. Effective Jan. 1, 2000, food facilities handling or serving unpackaged foods must have an employee on staff who has a food safety certificate. Exam available as part of the course. May be taken four times as necessary for recertification.

**HUMANITIES****HUMA 1 INTRODUCTION TO WOMEN'S STUDIES**

3 units • LG-P/NP • Three hours lecture

A multidisciplinary introduction to the purpose and subject matter of Women's Studies. Perspectives on many social issues affecting women. Also offered as Women's Studies 1; credit may be earned only once.

**Advisories:** Eligibility for ENGL 111 or ENSL 110  
**Credit transferable:** CSU, UC  
**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C

**HUMA 4 IMAGES OF WOMEN IN THE ARTS**

3 units • LG-P/NP • Three hours lecture

This course examines women in the visual arts, emphasizing American culture over the past four hundred years. Students study the visual arts made by women and what their relationship to society was when they made it. Also offered as Art 4 and Women's Studies 4; credit may be earned only once.

**Advisories:** Eligibility for ENGL 111 or ENSL 110  
**Credit transferable:** CSU, UC  
**General Ed. Credit:** CSU, Area C1, C2; IGETC, Area 3A, 3B; MPC, Area C

**HUMA 10 EXPLORATION OF VALUES IN LIVING**

3 units • LG-P/NP • Three hours lecture

This course explores the humanities as a guide to living. It examines diverse attitudes toward art, science and technology, philosophy, religion, mythology and ethics. Emphasis is placed on self-knowledge, critical thinking, and responsible value choices.

**Advisories:** Eligibility for ENGL 1A  
**Credit transferable:** CSU, UC  
**General Ed. Credit:** CSU, Area C2, E; IGETC, Area 3B; MPC, Area C

**HUMA 30 HUMANITIES IN MULTICULTURAL AMERICA**

3 units • LG-P/NP • Three hours lecture

This course examines underlying philosophies and worldviews of American Indians, European Americans, African Americans, Asian Americans as expressed in literature, fine arts, music, dance, drama, architecture, on three major Humanities themes: Freedom, Love, Nature.

**Advisories:** Eligibility for ENGL 1A  
**Credit transferable:** CSU, UC  
**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C, F

**HUMA 40 INTRODUCTION TO FEMINIST THEORY**

3 units • LG-P/NP • Three hours lecture

This course encourages students to reflect on historical and present-day images of women and men through readings in philosophy, psychology, and history by both male and female authors. It engages students in critical analysis of the readings and the changes that the feminist theory has undergone, as well as its relationship to other theories. Also offered as Women's Studies 40 and Philosophy 40; credit may be earned only once. Also offered online.

**Advisories:** Eligibility for ENGL 1A  
**Credit transferable:** CSU, UC  
**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C



## HUMAN SERVICES

### HUMS 50 INTRODUCTION TO HUMAN SERVICES

3 units • LG-P/NP • Three hours lecture

This course is a general overview of the field of Human Services including origins, techniques and methods of helping individuals and groups in need, and laws and codes of ethics. Career options with opportunity for the student to explore his/her own needs, interests and capabilities in relation to job expectations are emphasized.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E2

### HUMS 53 COUNSELING TECHNIQUES FOR THE PARAPROFESSIONAL

3 units • LG-P/NP • Three hours lecture

This course covers concepts and methods of interview-counseling techniques appropriate for paraprofessionals in human service settings. Primary emphasis is on the use of facilitating skills and group dynamics. Orientation to campus and community resources and referral process for human service workers are addressed, as are aspects of counseling theory and practice that are applicable to placements that require advanced problem solving and intervention skills. Other topics include grief and loss, group counseling, conflict resolution, suicide prevention, depression, drug and alcohol abuse, and mental illness.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

### HUMS 54 FAMILY DEVELOPMENT

3 units • LG-P/NP • Three hours lecture

This course focuses on using family development principles as a sustainable route to self-reliance, building mutually respectful relationships with families, communication skills necessary to make relationships work effectively, understanding cultures, barriers to working effectively with diversity, expanding multicultural competence, and strength-based assessment. The course also focuses on helping families set and reach their own goals, helping families access specialized services, home visiting, facilitation skills and collaboration.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

### HUMS 60 PRACTICES IN HUMAN SERVICES

1 unit • LG-P/NP • One hour lecture

This course provides advanced study and opportunity to share concerns regarding experience in public and private agencies offering human services. Students apply concepts, values and skills acquired in other core courses to the process of helping others.

**Prerequisites:** HUMS 50

**Corequisites:** COOP 91.39

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

### HUMS 62 INTRODUCTION TO GERONTOLOGY

3 units • LG-P/NP • Three hours lecture

This course prepares students to assist seniors in managing their health and the psychological and social needs unique to the elderly population via a broad overview of the biological, psychological, and social aspects of aging.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

### HUMS 61 INTRODUCTION TO ALCOHOL/DRUG STUDIES

3 units • LG-P/NP • Three hours lecture

This course provides an overview of drugs and alcohol and how they affect the individual, families, and society. Includes contemporary treatment and prevention approaches, public policy issues, community resources, and the addiction counseling profession.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

## INTERDISCIPLINARY STUDIES

### INDS 430 MONTEREY BAY MARITIME HISTORY AND ART

0 units • NC • Total hours: Sixty-eight lab/activity

Origins of the maritime history and arts of the Monterey Bay area, designed primarily for those wishing to serve as docents at the Monterey Maritime Museum.

### INDS 440 INTRODUCTION TO THE MONTEREY STATE HISTORICAL PARK

0 units • NC • Total hours: Thirty-one to one hundred fifty hours laboratory

This course is designed to train docents at Monterey State Historic Parks. Topics will provide an overview of the early history of Monterey, through several historic periods dating from 4000 to 5000 years of Native American history, through the beginnings of the California Gold Rush. Students will learn to conduct interpretive tours of the parks.

## INTERIOR DESIGN

### INTD 50A INTRODUCTION TO INTERIOR DESIGN

3 units • LG-P/NP • Three hours lecture

This course is an introduction to the elements and principles of design, the interior design problem-solving process, and the interior design profession. Students work with the elements and principles of design, color, furniture arrangement and selection, floor plans, and materials and finishes selection.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

### INTD 51 SUSTAINABLE ENVIRONMENTS

3 units • LG-P/NP • Three hours lecture

This course addresses global design decisions related to environmental, social, cultural, economic and physiological needs. Students research and develop design solutions based on human factors, codes and environmental issues.

**Advisories:** DRAFT 70; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

### INTD 52 FUNDAMENTALS OF LIGHTING

2 units • LG-P/NP • Two hours lecture

Students explore residential and commercial lighting systems including concepts of sustainability, psychology, perception, color, lamps, luminaires and design. New technologies and energy conservation are emphasized.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**INTD 53 COLOR THEORY AND APPLICATION***1.5 units • LG-P/NP • One and one-half hours lecture*

This course explores basic color theory and application to interior design and other related fields as well as cultural heritage and the psychological implication of color. Problem-solving to achieve increased satisfaction in living and working with color is emphasized.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***INTD 54 INTERIOR MATERIALS AND FINISHES***3 units • LG-P/NP • Three hours lecture*

Students analyze, apply, and evaluate the materials, finishes and components of Interior Design and Architecture with an emphasis on sustainability. Resources for products and finishes in walls, ceilings, floors, windows and furniture will be explored. This course is structured to give design students practical experience in measuring, estimating and specifying. Topics covered include paint, wallpaper, floor coverings, walls and windows. Finishing details and quality are emphasized.

**Advisories:** *INTD 50A; eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***INTD 55 BUSINESS PRACTICES***1.5 units • LG-P/NP • One and one-half hours lecture*

This course covers essential business procedures for interior designers, including contracts, fees, and business plans. This course also includes legal and ethical issues, project management, and business practices.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***INTD 56 SURVEY OF FURNITURE AND DESIGN***3 units • LG-P/NP • Three hours lecture*

This course surveys period furniture styles from Egyptian to 20th Century Victorian. Also included are architecture, textiles, motifs, and the decorative arts as they complement each furniture period.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***INTD 57 HISTORY OF INTERIOR ARCHITECTURE AND FURNITURE II***3 units • LG-P/NP • Three hours lecture*

This course covers the architecture and furniture styles of the world from 19th century to the present. Covers social, cultural, political and physical factors affecting the design and development of specific styles and periods. Includes Asian influences, minor art periods and decorative arts which have affected these styles.

**Advisories:** *DRAF 70; eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***INTD 59 INTRODUCTION TO KITCHEN AND BATH DESIGN***3 units • LG-P/NP • Three hours lecture*

This course includes analysis and application of the design process to kitchens and bathrooms. An overview of space planning, selection and specification of materials, finishes and specialized equipment is presented. Design solutions unique to changing family patterns and barrier-free needs of individuals are created.

**Advisories:** *DRAF 70; eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***INTD 61 RENDERING AND PERSPECTIVE***2 units • LG-P/NP • One hour lecture; three hours lab*

This is a primer course in rendering perspective drawing skills for the student of interior design. The course explores the various mediums and techniques available for rendering and how to apply them to perspective drawings. Techniques to graphically express design concepts using rendered perspective drawings are addressed. Students work by hand as well as with CAD programs such as Photo-shop and Google SketchUp.

**Advisories:** *DRAF 70; eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***INTD 62 PRINCIPLES OF GREEN BUILDING DESIGN***3 units • LG-P/NP • Three hours lecture*

This course is a series of lectures, case studies and design workshop projects that explore critical concepts of the current state of green building design. The specific design themes and case studies are actualized in the students' own design work. The course is appropriate for beginning and advanced designers as well as homeowners and developers.

**Advisories:** *DRAF 70; INTD 61; eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***INTD 70 INTERIOR DESIGN STUDIO***3 units • LG-P/NP • Three hours lecture*

This course offers an expanded design studio experience. Students develop, analyze and apply design concepts to instructor-supplied interior environments. Each student is involved in a residential project and a commercial project. Projects involve developing practical, creative concepts and specifying materials and components.

**Advisories:** *DRAF 70; INTD 50A; INTD 61; eligibility for ENGL 111 AND 112 or ENSL 110 AND 155***INTD 84 PORTFOLIO***1.5 units • LG-P/NP • One hour lecture; two hours lab*

This is a culminating course for the Interior Design certificate program. Students compile a portfolio that includes such items as work philosophy, career goals, resume, work samples, letters of recommendation, and examples of community service, with a particular emphasis on work samples.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***INTD 93 INTERIOR DESIGN PRACTICUM***1 unit • LG-P/NP • One hour lecture*

This culminating course prepares students to work with professionals in interior design-related businesses and to prepare for the NCIDQ exam. Students will acquire and perfect skills, including effective office communications, informational/professional log keeping, and attaining employment.

**Corequisites:** *COOP 91.23 (1 unit)***Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***INTD 200 INTERIOR DESIGN UPDATE***.5 unit • P/NP • Total hours: Eight hours lecture*

Interior design specialists present current topics of importance. May be taken four times for a maximum of two units provided there is a change in content for each lecture series.

## ITALIAN

### ITAL 1A ELEMENTARY ITALIAN I

5 units • LG-P/NP • Five hours lecture

This course offers a systematic introduction to understanding, speaking, reading and writing the Italian language. Emphasis is placed on communication skills, first in the classroom, then extending to wider cultural contexts.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

### ITAL 1B ELEMENTARY ITALIAN II

5 units • LG-P/NP • Five hours lecture

This course offers further study of elementary Italian.

**Prerequisites:** ITAL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

## JAPANESE

### JPNS 1A ELEMENTARY JAPANESE I

5 units • LG-P/NP • Five hours lecture

This course offers a systematic introduction to understanding, speaking, reading and writing the Japanese language. Emphasis is placed on communication skills, first in the classroom, then extending to wider cultural contexts.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

### JPNS 1B ELEMENTARY JAPANESE II

5 units • LG-P/NP • Five hours lecture

This course offers further study of elementary Japanese..

**Prerequisites:** JPNS 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

### JPNS 2A INTERMEDIATE JAPANESE

5 units • LG-P/NP • Five hours lecture

This course provides a review and completion of all grammatical structures with oral and written exercises. Emphasis is placed on conversational practice with everyday vocabulary. Readings are related to Japanese culture.

**Prerequisites:** JPNS 1B

**Credit transferable:** CSU, UC

**General Ed. Credit:** IGETC, Area 3B, 6A; MPC, Area C

## LAW ENFORCEMENT TRAINING PROGRAM

### LETP 60 PROBATION OFFICER CORE

5 units • LG • Total hours: Forty hours lecture; one hundred sixty hours lab

This 200-hour course provides the student with the basic concepts and skills necessary to perform the job of probation officer within the State of California. This course is certified by the State Board of Corrections, Correctional Standards Authority (CSA). Testing on the various topics covered is both written and practical in nature.

**Credit transferable:** CSU

### LETP 70 JUVENILE CORRECTIONS OFFICER

4.5 units • LG • Total hours: Thirty-four hours lecture; one hundred forty-two hours lab

During this 176-hour Juvenile Corrections Officer course, students will meet the Corrections Standard Authority requirement for entry-level training of juvenile institutions staff.

**Credit transferable:** CSU

### LETP 140 PC 832 LAWS OF ARREST

1 unit • LG • Total hours: Seventeen hours lecture; twenty-three hours lab

This course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST. Students learn professional orientation, laws of arrest, search, seizure, evidence, preliminary investigations, communications and arrest techniques. This course satisfies PC 832 requirements for entry level but does not include the firearms portion. (POST-certified)

### LETP 144A POST INTENSIVE BASIC ACADEMY I

11 units • LG • Three and one-half hours lecture; twenty-two and one-half hours lab

This is the first in a series of two intensive courses of training certified by the Commission on Peace Officer Standards and Training to meet the statutory basic training requirements for Peace Officers. The course requires significant commitment in time and dedication. It requires both academic and physical skills in addition to extra motivation to endure the intensive agenda.

**Prerequisites:** Passing score on the POST Reading and Writing Comprehension Exam

### LETP 144B POST INTENSIVE BASIC ACADEMY II

11 units • LG • Three and one-half hours lecture; twenty-two and one-half hours lab

This is the second in a series of two intensive courses of training certified by the Commission on Peace Officer Standards and Training to meet the statutory basic training requirements for Peace Officers. The course requires significant commitment in time and dedication. It requires both academic and physical skills in addition to extra motivation to endure the intensive agenda.

**Advisories:** LETP 144A

### LETP 145A POST BASIC ACADEMY III

4 units • LG • Total hours: Twenty-nine hours lecture; one hundred thirty-five hours lab

This 164-hour course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST for Level III Reserve Peace Officers. This course, combined with a current PC 832 certificate and Level I and Level II certificates, will meet the regular basic academy requirements of POST.

**Prerequisites:** POST Reading and Writing Comprehension Exam

### LETP 145B POST BASIC ACADEMY MODULAR II

6.5 units • LG • Total hours: Forty-three hours lecture; two hundred seventeen hours lab

This 260-hour course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST for Level II Reserve Peace Officers. This course, combined with Level I and Level III certificates, meets the regular basic academy requirements.

**Prerequisites:** Completion of the basic police academy modular Level III course (LETP 145A); completion of POST Level II course entry requirements; medical insurance; valid California driver's license; medical exam clearance by licensed physician; DOJ clearance per Penal Code section 13511.5

**LETP 145C POST BASIC ACADEMY I**

*13 units • LG • Total hours: Sixty-eight hours lecture; four hundred sixty-eight hours lab*

This 536-hour course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST for Level I Reserve Peace Officers. This course, combined with Level III and Level II certificates, meets the regular basic academy requirements.

**Prerequisites:** LETP 145A and LETP 145B; successful completion of POST Level I course entry requirements; POST entry reading and writing exam; Academy physical agility test; medical insurance, valid California driver's license; medical exam clearance by a licensed physician; DOJ clearance per Penal Code section 13511.5

**LETP 146 BASIC POLICE REQUALIFICATION COURSE**

*3 units • LG • Total hours: Twenty hours lecture; one hundred sixteen hours lab*

This 136-hour course is certified by the Commission on Peace Officer Standards and Training (POST) guidelines for Regular Basic Course requalification requirements. This course is required for individuals who have successfully completed the Regular Basic Course (e.g., Basic Course, Basic Academy Module or the State Investigators Basic course) and have not been hired or have experienced a three-year break in service. This course is also required for applicants who are seeking appointment or reappointment and meet the minimum criteria as determined by POST to enter the course (out-of-state applicants).

**LETP 151 CRIMINAL JUSTICE/ACADEMY INTERNSHIP**

*.5-1 units • P/NP • Thirty-two to fifty hours lab*

This course is designed to provide Administration of Justice personnel with an experiential learning opportunity. Students work in a Criminal Justice Agency or security department in the application of Administration of Justice teachings. May be taken four times for credit.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**LETP 180 CITIZEN'S ACADEMY**

*.5-1 unit • P/NP • Total hours: Thirty-two to fifty hours lab*

This course is designed to provide instruction on police department organization and structure, recruitment, selection, and training. Students are provided insight into traffic enforcement, the use of force and firearms, citizen's complaint procedure, women in law enforcement, field training officer programs, records/jail, the District Attorney's office, investigation, and hostage negotiations.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**LETP 220 NARCOTICS ENFORCEMENT 11550**

*.5 units • P/NP • Total hours: Ten hours lecture; twenty-two hours lab*

This course familiarizes the student with the most commonly abused controlled substances, their methods of acquisition and abuse, and articulation of the signs and symptoms of persons under the influence of these substances. Emphasis is placed on the California Health and Safety Code.

**Advisories:** Peace Officer status or equivalent

**LETP 221 CRITICAL INCIDENT/TACTICAL COMMAND**

*.5-3 units • P/NP • Total hours: Combination of lecture and lab based on sixteen hours lecture for one unit of credit and forty-eight hours lab for one unit of credit*

This course is designed to assist law enforcement critical incident/tactical commanders to know and understand the complexities of dealing with unusual calls for police services.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**LETP 222 CHILD VICTIMS INTERVIEWING**

*.5 unit • P/NP • Total hours: Eight hours lecture; eight hours lab*

This course is designed to provide techniques for interviewing child victims of sexual abuse. It focuses on the techniques of decreasing suggestibility and increasing narrative detail from the victim. Students participate in role play and exercises using actual case samples from child victim interviews and case examples from trials.

**LETP 230 ADVANCED OFFICER COURSE**

*.5-3 units • P/NP • Total hours: Combination of lecture and lab based on sixteen hours lecture for one unit of credit and forty-eight hours lab for one unit of credit*

This course is designed to provide update and refresher training at the operations level to peace officers. May be repeated periodically for new content, ongoing training or updating. (POST Regulation 1005d)

**LETP 231.25 MOUNTED PATROL**

*.5-2 units • P/NP • Total hours: Eight to 32 hours lecture; sixteen to 48 hours lab*

This course is designed for the initial training of Mounted Unit Officers. It is structured to teach the beginning student the responsibilities and duties of a member of a Mounted Enforcement Unit. May be repeated periodically for new content, ongoing training or updating.

**LETP 231.26 MOUNTED PATROL UPDATE**

*.5 unit • P/NP • Total hours: Nine hours lecture OR 32 hours lab*

This course is designed to introduce advanced horsemanship, advanced tactical movements with horse and rider, and continuation of a variety of new sensory training and distraction training for mount and riders. May be repeated periodically for new content, ongoing training or updating.

**LETP 232 ADVANCED PEACE OFFICER TRAINING**

*.5-12 units • P/NP • Total hours: Combination of lecture and lab based on sixteen hours lecture for one unit of credit and forty-eight hours lab for one unit of credit*

This course covers a series of topics designed to provide ongoing training for currently employed law enforcement officials. This training meets the requirements of the Commission of Peace Officer Standards and Training. May be repeated periodically for new content, ongoing training or updating.

**LETP 232.34 FIREARMS/TACTICAL RIFLE**

*.5 unit • P/NP • Total hours: Eight and one-half hours lecture; seven and one-half hours lab*

This course provides tactical rifle training, including agency policies, safety, teamwork, marksmanship, use of force, repetition drills, sight alignment, trigger control, target recognition, and life fire tactical scenarios. (POST-certified)

**Advisories:** Peace officer status or equivalent

**LETP 233.1 DIVERSIONARY DEVICE INSTRUCTOR***.5 unit • P/NP • Total hours: Eight hours lecture; eight hours lab*

This course meets the training requirements of the Commission on Peace Officer Standards and Training (POST). It is intended to train tactical team personnel designated by their agency as diversionary device instructors. Topics of instruction include history and physics of diversionary devices, types of devices, general characteristics, effects on the human body, pre-deployment concerns, criteria for use, proper deployment techniques, tactical considerations, liability concerns, rendering safe, reloading, documentation, instructional techniques and other related topics. Students will be required to prepare a short lesson plan and demonstrate the ability to instruct others within a classroom setting. May be repeated periodically for new content, ongoing training or updating. (POST-certified)

**LETP 233.2 BASIC S.W.A.T.***1-2 units • P/NP • Total hours: Five and one-half to eleven hours lecture; thirty-four and one-half to sixty-nine hours lab*

This 40-hour or 80-hour variable unit course meets the training requirements of the California Commission on Peace Officer Standards and Training (POST). It is designed to prepare law enforcement officers for the demands of departmental special teams (e.g., SWAT, SRT, ERT, MERGE). The course will include qualification courses on fire and tactical combat shooting. (POST-certified)

**LETP 233.3 S.W.A.T. TEAM LEADER***1 unit • P/NP • Total hours: Fourteen and one-half hours lecture; thirty-three and one-half hours lab*

This course covers a series of topics designed to train currently employed law enforcement officials to become S.W.A.T. team leaders. This training meets the requirements of the Commission of Peace Officer Standards and Training. May be repeated periodically for new content, ongoing training or updating. (POST-certified)

**LETP 233.4 ADVANCED S.W.A.T. TEAM LEADER***.5 unit • P/NP • Total hours: Five and one-half hours lecture; forty-two and one-half hours lab*

This course covers a series of topics designed for new or current S.W.A.T. team leaders and assistant S.W.A.T. team leaders. This training meets the requirements of the Commission of Peace Officer Standards and Training. May be repeated periodically for new content, ongoing training or updating. (POST-certified)

**LETP 233.5 BASIC SNIPER/OBSERVER***1 unit • P/NP • Total hours: Thirteen and one-half hours lecture; thirty-four and one-half hours lab*

This course covers a series of topics designed to provide the necessary rifle and tactical skills for the Sniper/Observer. This training meets the requirements of the Commission of Peace Officer Standards and Training. May be repeated periodically for new content, ongoing training or updating. (POST-certified)

**LETP 233.6 ADVANCED SNIPER/OBSERVER***1 unit • P/NP • Total hours: Twelve and one-quarter hours lecture; thirty-five and three-quarter hours lab*

This course covers a series of topics designed to provide advanced tactical skills for on-duty sniper team members. This training meets the requirements of the Commission of Peace Officer Standards and Training. May be repeated periodically for new content, ongoing training or updating. (POST-certified)

**LETP 233.7 DEFENSIVE TACTICS INSTRUCTOR***2 units • P/NP • Total hours: Twenty hours lecture; sixty hours lab*

This 80-hour course meets the training requirements of the Commission on Peace Officers Standards and Training (POST). It covers control techniques, weapon retention, legal issues, and additional topics designed to provide training for currently employed law enforcement officials to become instructors in defensive tactics. May be repeated periodically for new content, ongoing training or updating. (POST-certified)

**LETP 233.8 DEFENSIVE TACTICS INSTRUCTOR UPDATE***.5 unit • P/NP • Total hours: Three hours lecture; twenty-one hours lab*

This course covers a series of topics designed to provide updates for the working instructor in the area of defensive tactics. This training meets the requirements of the Commission of Peace Officer Standards and Training. May be repeated periodically for new content, ongoing training or updating. (POST-certified)

**LETP 233.9 TACTICAL COMMANDER***1 unit • P/NP • Total hours: Ten and one-half hours lecture; twenty-nine and one-half hours lab*

This course is designed for supervisory and command level law enforcement officers with tactical responsibilities. This training meets the requirements of the Commission of Peace Officer Standards and Training. May be repeated periodically for new content, ongoing training or updating. (POST-certified)

**LETP 233.10 TACTICAL OPERATION DISPATCHER***1 unit • P/NP • Total hours: Ten and one-half hours lecture; twenty-nine and one-half hours lab*

This course is designed to provide Public Safety Dispatchers with the operational skills to function as an integral participation in support of high-risk field operations. This training meets the requirements of the Commission of Peace Officer Standards and Training. May be repeated periodically for new content, ongoing training or updating. (POST-certified)

**LETP 233.11 RAPPEL MASTER/TACTICAL INSTRUCTOR***.5 unit • P/NP • Total hours: Six hours lecture; forty-two hours lab*

This course is designed to provide currently employed law enforcement officials skills to instruct technical and tactical skills to employ rappelling, climbing and obstacles-clearing procedures. This training meets the requirements of the Commission of Peace Officer Standards and Training. May be repeated periodically for new content, ongoing training or updating. (POST-certified)

**LETP 233.12 TACTICAL BREACHING***1 unit • P/NP • Total hours: Thirteen hours lecture; thirty-five hours lab*

This course is designed to provide SWAT teams and warrant service teams with the breaching skills necessary to execute forced entry as required under operational conditions. May be repeated periodically for new content, ongoing training or updating. (POST-certified)

**LETP 233.13 S.W.A.T. CANINE***.5 unit • P/NP • Total hours: Six hours lecture; thirty hours lab*

This course is structured to train canine handlers and SWAT team members in the deployment of police service dogs for incidents involving SWAT team. This course will also cover liability issues to include policy and procedure guidelines. May be repeated periodically for new content, ongoing training or updating. (POST-certified)

**LETP 234 SKILLS AND KNOWLEDGE**

*.5-2 units • P/NP • Total hours: Two to six hours lecture; twenty to sixty hours lab*

This variable-hour course consists of modules dealing with different aspects of public safety training. Each module is eight hours long and is either certified through Peace Officers Standards and Training (POST) or State Board of Corrections -- Correctional Standard Authority (CSA) or the Office of the State Fire Marshal. May be repeated periodically for new content, ongoing training or updating. (POST-certified)

**LETP 242 PEACE OFFICER ASSOCIATION TRAINING**

*.5-12 units • P/NP • Total hours: Combination of lecture and lab based on sixteen hours lecture for one unit of credit and forty-eight hours of lab for one unit of credit*

This course covers a series of topics designed to provide training to groups of law enforcement officials of like disciplines. Training will occur in a workshop format. May be repeated periodically for new content, ongoing training or updating.

**LETP 245 FIELD TRAINING PROGRAM**

*12-26 units • P/NP • Total hours: Sixty-eight to one hundred forty-eight hours lecture; four hundred eight to eight hundred ninety-three hours lab*

This variable-hour practicum course introduces employees to the job requirements of the law enforcement officer including legal aspects, procedures, policies and agency protocols. The course provides necessary training, supervision and performance assessment of a California law enforcement officer-trainee including legal standards, community expectations, agency protocols, and calls for service. Students are supervised by an approved field training officer or designated supervisor throughout the course. This course meets minimum certification standards required by the California Commission on Peace Officer Standards and Training (POST) and is mandated for all California peace officers according to POST regulation. For non-POST agencies, the course may be certified as determined by the agency.

**LETP 246 INTERMEDIATE FIELD TRAINING FOR OFFICERS**

*4 units • P/NP • Twelve hours lab*

This is the second course in a three-part series and provides direct training to police officers with 3-6 months experience. This course provides participants with the information and skills needed to complete their duties as a police officer. Course information is presented in both the classroom and the field.

**LETP 247 ADVANCED FIELD TRAINING FOR OFFICERS**

*4 units • P/NP • Twelve hours lab*

This course is the third in a three-part series, and it provides direct training to police officers with 6-12 months experience. It includes advanced information, procedures and detail operations to provide students with essential knowledge, skills and abilities to be successful on the job as fully functioning officers. Training is provided in the field and in the classroom.

**LETP 250 PERISHABLE SKILLS PROGRAM**

*.5 unit • P/NP • Total hours: Four to twelve hours lecture; four to twenty hours lab*

This variable 16-to-24-hour course is designed to meet Peace Officer Standards and Training (POST) requirements for Perishable Skills Program. In-service peace officers receive training in courses such as driver training, arrest and control, tactical communication, and firearms. May be repeated periodically for new content, ongoing training or updating. (POST-certified)

**Advisories:** California Peace Officer status or equivalent

**LETP 254 DISPATCH FIELD TRAINING PROGRAM**

*3-26.5 units • P/NP • Total hours: Forty to two hundred hours lecture; forty to seven hundred sixty hours lab*

This variable-hour course is certified by the Commission on Peace Officers Standards and Training (POST). It provides a training continuum that integrates the acquired knowledge and skills from the Dispatcher Academy with practical application, assisting the trainer in preparing the trainee to adequately and safely serve both the agency and the public. The course covers basic skills, tasks, and information that the agency expects the dispatchers to know and perform. (POST-certified)

**LETP 255 PUBLIC SAFETY DISPATCH UPDATE**

*1-5 units • P/NP • Total hours: Ten to eighty hours lecture; thirty to one hundred twenty hours lab*

This variable-hour course (40 to 200 hours) is designed to provide necessary and required continuing professional training to public safety dispatches as required by the Commission on Peace Officer Standards and Training (POST). Topics include radio procedures, radio systems, telephone procedures, legal updates and emergency dispatching techniques. May be repeated periodically for new content, ongoing training or updating. (POST-certified)

**LETP 260 BACKGROUND INVESTIGATOR**

*.5 unit • P/NP • Total hours: Twelve hours lecture; twenty-four hours lab*

This is a Peace Officer Standards and Training (POST)-certified course designed to provide students with the skills to be accomplished in background investigations. Students study the fundamentals of background investigation, interviewing, the use of psychological screening, polygraphs, legal aspects of background investigation, and verbal/non-verbal communication. (POST-certified)

**LETP 275 CORRECTIONAL OFFICER CORE TRAINING**

*5-10 units • P/NP • Total hours: Thirty-four to sixty-eight hours lecture; one hundred fifty-three to three hundred six hours lab*

This variable-hour course is designed to meet the California Corrections Standard Authority (CSA) requirements for entry-level training of correctional officers for adult institutions. The course includes lecture and practical application skills and knowledge including roles and responsibilities of the adult corrections officer, Title 15, Title 24, professionalism and ethics, and proper techniques to maintain the safety and security of inmates.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**LETP 276 JAIL TRAINING PRACTICUM**

*2-27 units • P/NP • One to nine hours lecture; three to fifty-four hours lab*

This variable-hour practicum course introduces students to the requirements of the Correctional Officer including procedures, policies and standards of the agency. The course provides necessary training and assessment on specific job-related expectations such as daily duties, agency protocols and personnel requirements. The employee is supervised by an approved training officer throughout the duration of the course. This course meets certification standards of the California Standards Authority (CSA) under Standards and Training for Corrections (STC) and may be certified as determined by the agency.

**Prerequisite:** LETP 275 or equivalent

**LETP 280.1 SUPERVISOR COURSE**

*2 units • P/NP • Total hours: Eleven hours lecture; sixty-nine hours lab*

This 80-hour course is a career development tool that provides law enforcement and correctional supervisors to develop and refine their leadership skills. Students will gain an understanding of how to apply basic leadership knowledge, communication skills, team building, conflict management, legal responsibilities, stress management, workplace diversity, sexual harassment, performance skills, briefing skills, and situational decision-making in order to obtain the highest level of performance and accountability. This course will be updated regularly for currency according to POST and California Corrections Standards Authority. (POST-certified)

**LETP 280.2 FIELD TRAINING OFFICER**

*1 unit • P/NP • Total hours: Five and one-half hours lecture; thirty-four and one-half hours lab*

This 40-hour course is designed for officers assigned who supervise and train recruit officers. This course meets minimum California Commission on Peace Officer Standards and Training requirements for Field Training Officers and follows the guidelines and standards under 832.3 of the Penal Code. (POST-certified)

**LETP 280.3 FIELD TRAINING OFFICER UPDATE**

*.5 unit • P/NP • Total hours: Eight hours lecture; sixteen hours lab*

This 24-hour course is designed for peace officers who are serving as Field Training Officers in their respective agencies. The course examines state-mandated update training required by the Commission of Peace Officer Standards and Training (POST). Areas of study include role and responsibility of the FTO, legislative and training updates, principles of learning, and standards of documentation. This course satisfies the state requirements for triennial certification of the FTO according to POST.

**Prerequisite:** LETP 280.2

**LETP 290 INSTRUCTOR DEVELOPMENT**

*.5-1 unit • P/NP • Total hours: Eight to twenty hours lecture; zero to twenty hours lab*

This POST-certified 8-to-40-hour course is designed to provide instruction for POST Academy instructors in adult learning principles, including instructional planning skills, presentation and facilitation techniques.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**LETP 450 ADVANCED TECHNICAL LAW ENFORCEMENT TRAINING**

*0 units • NC • Total hours: Eight to forty hours lecture*

This course is designed to provide advanced technical training in areas such as use of force, evidence, processing, narcotics and dangerous drug investigations, custody techniques, gang awareness, and community policing. (POST-certified)

**LEARNING SKILLS****LNSK 306 STRATEGIES FOR ATTENTION DEFICIT DISORDER**

*2 units • P/NP • Two hours lecture*

This course provides instruction in developing and applying compensatory strategies for attention/concentration and organizational problems for students with attention deficits and/or learning disabilities. The class assists students in developing skills necessary to succeed in classes and/or employment. May be taken two times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 320 INTRODUCTORY COMPUTER SKILLS LAB**

*1 unit • P/NP • Three hours lab*

This course is an introductory computer skills lab providing instruction for students with disabilities to develop basic computer competency and word processing skills, e-mail usage, and Internet skills. May be taken four times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 325 ASSISTIVE TECHNOLOGY APPLICATIONS**

*1 unit • P/NP • Three hours lab*

This course is an introduction to assistive technology applications for students with disabilities and includes instruction in voice recognition, screen reading, screen magnification, text-to-speech software, and ergonomic applications. Emphasis in the class is on using assistive technology to complete college coursework, prepare for employment, and/or promote Independence. May be taken three times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 329 ASSISTIVE TECHNOLOGY PROJECTS**

*1-3 units • P/NP • Three hours lab per week for each unit of credit*

Students work on Individualized projects with appropriate assistive technology under the supervision of an instructor. The emphasis is on the technology skills and applications necessary to complete college coursework, prepare for employment, complete employment-related projects, and/or promote independence. May be taken six times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 330 LEARNING SKILLS ASSESSMENT**

*1 unit • P/NP • One hour lecture*

This course is designed for students with possible learning disabilities. The assessments administered provide students with information about specific academic and cognitive strengths and weaknesses, learning styles, and eligibility for disabilities services. May be taken two times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 331A LEARNING STRATEGIES LAB**

*1 unit • P/NP • Three hours lab*

This course offers prescriptive instruction for students with disabilities requiring specialized assistance. The topics include instruction in the development of basic skills, learning strategies and the use of specialized software programs. May be taken six times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 331B READING STRATEGIES LAB***1 unit • P/NP • Three hours lab*

This lab provides prescriptive reading instruction and strategies for students with disabilities. The focus is on the development of a process-based approach to reading with a computer emphasis. The course is designed for students enrolled in LNSK 332 and to support students in application of critical reading strategies in college courses. May be taken six times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 331C WRITING STRATEGIES LAB***1 unit • P/NP • Three hours lab*

This lab provides prescriptive writing instruction and strategies for students with disabilities. Emphasis is on development of a process-based writing approach and use of technology tools to facilitate writing. This course is designed for students enrolled in LNSK 333 and to support students with application of strategies and tools in college courses. May be taken six times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 331D MATH STRATEGIES LAB***1 unit • P/NP • Three hours lab*

This course offers prescriptive mathematics instruction for students with disabilities requiring specialized assistance in order to pursue regular courses. It is designed for students who wish to build basic math skills and/or for students concurrently enrolled in a mathematics course, or any course that requires mathematics skills to complete the coursework. May be taken six times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 331E THINKING AND REASONING STRATEGIES LAB***1 unit • P/NP • Three hours lab*

This course is designed for development and application of cognitive strategies to improve critical thinking skills. Focus is on enhancing attention, memory, information processing speed, logic and reasoning skills. There is an emphasis on self-awareness of personal learning strengths and weaknesses. May be taken six times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 331F SELF-ADVOCACY STRATEGIES LAB***1 unit • P/NP • Three hours lab*

This course instructs students with disabilities in the skills required to be successful self-advocates, such as knowledge of disability laws, awareness of individual strengths and weaknesses as they relate to functional limitations, utilization of resources and communication skills. May be taken two times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 331G AUDITORY PROCESSING STRATEGIES LAB***2 units • P/NP • Six hours lab*

This course provides prescriptive instruction for students with disabilities requiring specialized assistance in order to pursue regular courses. It focuses on development of a process-based approach to auditory processing, attention/focus, and communication skills with an emphasis on the utilization of specialized equipment. It is designed to support students in any class requiring verbal and/or written communication skills. May be taken two times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 332 READING SKILLS DEVELOPMENT***2 units • P/NP • Two hours lecture*

This course is designed to develop basic reading skills for students with learning disabilities, using a multi-sensory approach to reading. May be taken two times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 333 WRITING SKILLS DEVELOPMENT***2 units • P/NP • Two hours lecture*

This course provides basic writing skills instruction for students with disabilities to develop grammar, sentence construction, paragraph development, and short essay organization skills using a multi-sensory process approach. Emphasis is on examination of personal learning strengths/weaknesses in written expression and reduction of anxiety related to the writing experience. May be taken three times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 334 MATHEMATICS SKILLS DEVELOPMENT***2 units • P/NP • Two hours lecture*

This basic math skills course provides specialized instruction for students with disabilities to develop efficiency in basic arithmetic operations and essential skills to promote success in further study in mathematics courses. May be taken three times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 352 THINKING AND REASONING SKILLS***2 units • P/NP • Two hours lecture*

This course is designed to provide instruction in basic critical thinking skills and reasoning strategies. It includes the development of cognitive strategies to enhance attention, memory, categorization, association, logic and reasoning. There is an emphasis on self-awareness of personal learning strengths and weaknesses related to the student's disability and the ability to select and apply specific techniques and strategies to facilitate learning. May be taken three times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 371.2 INTERPERSONAL SKILLS: SELF-AWARENESS AND COMMUNICATION***1 unit • P/NP • Three hours lab*

This course is designed to assist students with developmental disabilities who are high-functioning to be more successful in interpersonal relationships by increasing self-awareness and practicing communication skills. Students should possess basic reading, writing, and math skills to benefit from content of class. May be repeated based on measurable progress as documented in the student's Education Plan.

**LNSK 409 CAREER EXPLORATION AND JOB SEARCH STRATEGIES***0 units • NC • Total hours: Eight to fifty-one hours by arrangement*

This individualized course is designed specifically for students with disabilities who require individualized assistance identifying and implementing vocational and employment goals. Directed activities include career assessments, master applications, resume writing, and interviewing techniques.



**LNSK 410 JOB READINESS I***0 units • NC • Five to twenty hours activity*

This course is designed to assist students with developmental disabilities in preparing for, entering into, and retaining entry-level work. The class will focus on work skills, on-the-job relationships, job retention skills, and the use of computers and other adaptive technologies used in the workplace.

**LIBRARY SERVICES****LIBR 50 INTRODUCTION TO INFORMATION COMPETENCY AND LITERACY***1 unit • LG-P/NP • Three hours by arrangement*

Satisfies the MPC Information Competency Graduation Requirement. This course is designed to teach and strengthen the information competency and research skills of college students. The course provides students with the life-long learning skills needed to access, evaluate and utilize information resources, including full-text periodical databases, Internet resources, online catalogs, as well as materials traditionally located in the library. Also offered online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**LIBR 60 FAMILY RESEARCH STUDIES: GENEALOGY I***3 units • LG-P/NP • Three hours lecture*

Students are introduced to family history research methods and sources (1850-present), including basic Internet and library sources as well as research methodologies for locating ancestors. Students are taught fundamental organization skills for preserving family materials by assembling a family history archival notebook using a genealogy computer program. Basic knowledge of computers and the Internet is recommended. Also offered online.

**Credit transferable:** CSU  
**General Ed. Credit:** MPC, Area E2

**LIBR 61 FAMILY RESEARCH STUDIES: GENEALOGY II***3 units • LG-P/NP • Three hours lecture*

Students find their families by applying new methodologies for searching and analyzing genealogy's primary record groups for the 18th and 19th centuries: census, tax, probate, land, property, newspaper, biography, and military records, as well as learning how to read the handwriting of the period, focusing on the years 1750-1850 while using Internet, traditional, archival and specialty library resources. Also offered online.

**Advisories:** Completion of LIBR 60; eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**LIBR 62 FAMILY RESEARCH STUDIES: GENEALOGY III***3 units • LG-P/NP • Three hours lecture*

This course covers advanced genealogy research methods, as well as Internet, traditional and specialty library sources, federal records, and unique ethnic sources in order to research foreign records and resources. Included are methodologies focused on extending family lines beyond the U.S. to the countries of origin for the students' ancestors. Also offered online.

**Advisories:** Completion of LIBR 61; eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**LIBR 63 FAMILY RESEARCH STUDIES: GENEALOGY IV***3 units • LG-P/NP • Three hours lecture*

Students develop experience and skills in genealogy writing and publishing by preparing genealogical client reports, publishing a family history in electronic format using online publishing tools, Word or WordPerfect on a CD-ROM, DVD, video, audio, or a family-based website based on previous research performed in LIBR 60, 61, 62, or in another setting. Also offered online.

**Advisories:** Completion of LIBR 62; eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**LIBR 80 INTERNET LITERACY***3 units • LG-P/NP • Three hours lecture*

Satisfies the MPC Information Competency Graduation Requirement. This course covers Internet history, access, management, organization, components (including e-mail, file types, downloads, attachments, newsgroups, listservs and chat), ethical issues, basic web authoring, effective searching, evaluating information, and correct citation of Internet resources. It is recommended that students possess basic computer skills (Mac or PC) before enrolling. Also offered online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**LINGUISTICS****LING 10 FOUNDATIONS OF LANGUAGE***3 units • LG-P/NP • Three hours lecture*

This course facilitates language teaching, learning, interpreting, and the understanding of the structure and nature of language. Students analyze English, with opportunities to compare it to a language of their choice. Language acquisition, processing, production, the language instinct, and the similarity and universality among the world's languages are discussed. Also offered online.

**Advisories:** Eligibility for ENGL 1A  
**Credit transferable:** CSU, UC  
**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C

**LING 15 INTRODUCTION TO LINGUISTICS***3 units • LG-P/NP • Three hours lecture*

This course focuses on the role of language in social interaction, identity, and world view. It examines bilingualism, literacy, and society's role in language change, as well as women's, men's and minority use of language. Analytical techniques of socio-cultural linguistics are examined. Also offered online.

**Advisories:** Eligibility for ENGL 1A  
**Credit transferable:** CSU, UC  
**General Ed. Credit:** CSU, Area C2, D7; IGETC, Area 3B, 4G; MPC, Area C, D

**LING 25 INTRODUCTION TO LANGUAGE AND GENDER***3 units • LG-P/NP • Three hours lecture*

This course examines the linguistic differences associated with gender and how these differences affect the speaker's identity and cultural roles. Opportunities for analyzing and discussing language in terms of gender are provided. Also offered as WOMN Women's Studies 25; credit may be earned only once. Also offered online.

**Advisories:** Eligibility for ENGL 1A  
**Credit transferable:** CSU, UC  
**General Ed. Credit:** CSU, Area C2, D4; IGETC, Area 3B, 4D; MPC, Area C, D, E1

**LING 30 INTRODUCTION TO THE HISTORY OF THE ENGLISH LANGUAGE***3 units • LG-P/NP • Three hours lecture*

This course traces the linguistic history of English from its Indo-European roots to its current status as a global language. Students are introduced to the historical events, the languages, and the structural changes that have shaped English into its present form. Also offered online.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C2, D1; IGETC, Area 3B, 4A; MPC, Area C, D***LING 45 INTRODUCTION TO AMERICAN DIALECTS***3 units • LG-P/NP • Three hours lecture*

This course focuses on African-American and Latino English dialects found in the U.S. today. It examines their origin, syntax, phonology and lexicon. The relationship of dialect to education and the language user's role in society are also discussed. Also offered as Ethnic Studies 45; credit may be earned only once. Also offered online.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU***General Ed. Credit:** *MPC, Area C, D***LING 50 INTRODUCTION TO STANDARD AMERICAN ENGLISH***3 units • LG-P/NP • Three hours lecture*

This course presents the spoken and written English used by business, the media, and schools in the U.S. today. This course is designed for native speakers of other English dialects, native speakers of other languages, and those wishing to become more fluent with this mainstream form of English to increase their educational and employment success.

**Credit transferable:** *CSU***MARINE SCIENCE AND TECHNOLOGY****MAST 10 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (GIS), GLOBAL POSITIONING SYSTEMS (GPS) AND CARTOGRAPHY***4 units • LG-P/NP • Three hours lecture; three hours lab; one hour lab by arrangement*

This course is an introduction to the fundamentals of Geographic Information Systems (GIS), Global Positioning Systems (GPS) and computer cartography. Students will define a problem and use GIS (ArcView) and GPS to develop a methodology to study, analyze, and develop solutions toward solving it. It is recommended that the student has taken a course in Computer Science (CSIS 1) and/or be familiar with Windows operating systems. Individualized computer lab hours by arrangement in the CAD lab.

**Advisories:** *Completion of MATH 263; eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *MPC, Area A2***MAST 11 SPATIAL ANALYSIS AND ADVANCED GIS TECHNIQUES***4 units • LG-P/NP • Three hours lecture; three hours lab*

This course is designed to expand upon the skills learned in MAST 10. Students will work with raster and vector data in greater depth to create spatial models to analyze and solve complex geographic problems. Completion of MAST 10 or 6-months experience with ArcView software is strongly recommended prior to enrollment in this course.

**Advisories:** *Completion of MATH 263; eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***MAST 12 REMOTE SENSING AND IMAGE PROCESSING***4 units • LG-P/NP • Three hours lecture; three hours lab*

Students are introduced to remote sensing technologies used to image the earth, atmosphere and oceans. Students will use image processing techniques to analyze remote sensing data in a Geographic Information Systems (GIS) environment. Completion of MAST 10 or 6-months experience with ArcView software is strongly recommended prior to enrollment in this course.

**Advisories:** *Completion of MATH 263; eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***MAST 21 OCEAN DATA COLLECTION AND VISUALIZATION***4 units • LG-P/NP • Three hours lecture; three hours lab*

This course focuses on the collection, interpretation, and visualization of ocean data. A variety of technologies will be used such as CTDs (Conductivity-Temperature-Depth), sensors, sonars (depth profilers, side scan sonar), ROVs, and GPS to collect data and create maps used to solve real-world marine problems. At-sea field trips are required.

**Advisories:** *OCEAN 2; eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***MAST 31 EXPLORING OCEAN CAREERS***2 units • LG-P/NP • Two hours lecture*

Students are introduced to the ocean economy and career opportunities in these fields. Emphasis is placed on general and technical skills, and on the knowledge and abilities employers find most valuable. Also offered online.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***General Ed. Credit:** *MPC, Area E2***MAST 34 RESEARCH DIVING AND SAFETY***4 units • LG-P/NP • Three hours lecture; three hours lab*

An introduction to research diving, safety guidelines, physics and physiology of diving, and the marine environment. Upon successful completion, students can obtain a NAUI Master Diver Certification. This course is aligned with the American Academy of Underwater Science's Scientific Diving standards. Basic diving certification from a nationally recognized agency approved by the MAST Department Head is required prior to enrollment.

**Prerequisites:** *Basic diving certificate***Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***MAST 51 PRACTICAL MARINE OPERATIONS AND SAFETY***2 units • LG-P/NP • One and one-half hours lecture; one and one-half hours lab*

Students are introduced to practical requirements for working aboard vessels on the water. Students obtain a working knowledge of onboard organization, an understanding of basic vessel operations and limitations, and an introduction to some of the procedures and equipment used to maintain safe and productive work environments at sea.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU*

**MAST 55 INTRODUCTION TO SUBMERSIBLE TECHNOLOGY***4 units • LG • Three hours lecture; three hours lab*

This course provides basic knowledge of submersible technologies, including Remotely Operated Vehicles (ROVs). Safety, mechanical, electronic, hydraulic, computer, and communication skills are discussed. Subjects on sonar, instrumentation and piloting are included. Test equipment, diagnostics and record keeping are covered. This survey course sets the foundation for further training.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU***MAST 60 INTRODUCTION TO ENVIRONMENTAL REGULATIONS***2 units • LG-P/NP • Two hours lecture*

This course provides a broad perspective on environmental regulations including a history of environmental regulations, citizen involvement in the environmental movement, and federal compliance and regulatory mechanisms of the U.S. government.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU***MAST 70 INTRODUCTION TO WEATHER AND CLIMATE***3 units • LG-P/NP • Three hours lecture*

This class provides an understanding of elements and conditions which impact weather and climate, with an emphasis on the marine environment. Topics will include heat balance, moisture and atmospheric stability, air pressure and winds, storms, general air circulation, air mass theory, descriptive meteorology, clouds, and weather analysis and forecasting.

*Advisories: Completion of MATH 263; eligibility for ENGL 1A**Credit transferable: CSU**General Ed. Credit: CSU, Area B1***MAST 115 GUIDE TRAINING FOR THE MONTEREY BAY AQUARIUM***1.5 units • P/NP • Total hours: Twenty-two and one-half hours lecture*

This is a class taught at the Monterey Bay Aquarium to train interpretive guides for the Aquarium. Course includes overview of marine habitats, fauna and flora, interpreting marine science and teaching conservation to public audiences.

**MAST 116 PRACTICAL EXPERIENCE IN GUIDE TRAINING FOR THE MONTEREY BAY AQUARIUM***.5 unit • P/NP • Total hours: Forty-two hours lab*

This is an Aquarium interpretive guide class, taught at the Monterey Bay Aquarium. It provides instruction and practice in interpretive skills and communication of marine science concepts relating to aquarium exhibits.

**MAST 178 FIELD AND CAREER EXPERIENCES IN MARINE SCIENCE***3 units • LG-P/NP • Three hours lecture*

This course presents current issues being researched by experts in the marine sciences. Coursework and guest speakers expose students to the marine science disciplines, academic programs, scholarships, internships and marine-related career opportunities.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155***MAST 201 EXPLORING MARINE SCIENCE AND TECHNOLOGY OPPORTUNITIES***.5 unit • P/NP • Total hours: Eight hours lecture*

This course introduces students to career opportunities in the marine science and technology fields. Students will be exposed to educational programs at 2-year and 4-year colleges and universities in support of marine careers.

**MAST 205 ROV DESIGN AND BUILDING FOR MATE INTERNATIONAL COMPETITION***3 units • LG-P/NP • Two hours lecture; three hours lab*

Students design and build a remotely operated vehicle (ROV) for the Marine Advanced Technology Education (MATE) Center's international competition. Each year the course focuses on a new topic in marine science, exploration, and/or industry uses of ROVs. The course also exposes students to careers in marine-related fields. May be taken four times for credit based on different course topics.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155***MAST 206 MARINE ROBOTICS I: WIRING AND POOL PRACTICE***.5 unit • LG-P/NP • One-half hour lecture*

Students wire a control box and motor units for a remotely operated vehicle (ROV) and water test the ROV. Students build simple circuits, work with basic hand tools, and apply troubleshooting techniques. The course also exposes students to marine-related careers, employers, and working professionals. May be taken four times for credit with different topics.

**MAST 207 MARINE ROBOTICS II: MISSIONS***.5 unit • LG-P/NP • One-half hour lecture*

Students design and build a remotely operated vehicle (ROV) that operates on 12-volts to undertake mission tasks that are based on the real-world science, exploration, and/or industry applications of ROVs. The course also exposes students to marine-related careers, employers, and working professionals. May be taken four times for credit with different topics.

**MAST 232 SCUBA DIVING CERTIFICATION COURSE***2.5 units • LG-P/NP • Total hours: Twenty-seven hours lecture; fifty-three hours lab*

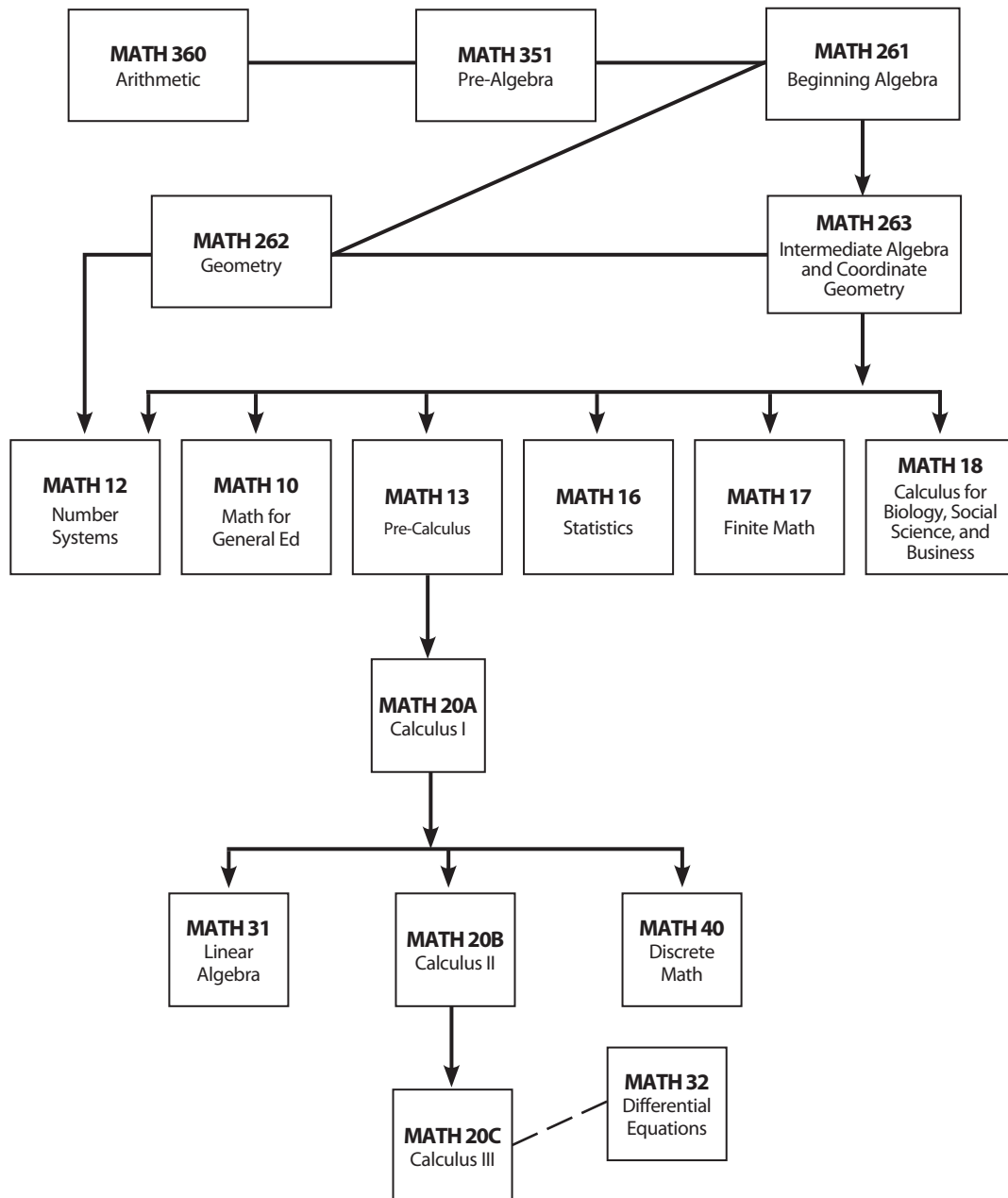
This course is an entry-level scuba certification course that covers the fundamental knowledge and skills to safely scuba dive in open water. Upon successful completion of this course, a nationally recognized scuba certification card will be issued. Ability to pass swim test is required to pass the course. Students shall furnish and be responsible for the care and maintenance of their own diving equipment.

**MAST 233 ADVANCED SCUBA DIVING CERTIFICATION COURSE***1 unit • P/NP • One-half hour lecture; two hours lab*

This advanced scuba course extends the diver's knowledge beyond the entry-level scuba certification. Advanced topics include night diving, deep diving, boat diving and underwater navigation. Upon successful completion, a nationally recognized advanced scuba certification card will be issued. Students shall furnish and be responsible for the care and maintenance of their own diving equipment.

*Prerequisites: MAST 232 or Scuba certification*

**MATH SEQUENCE**



## MATHEMATICS

For math classes, a minimum grade of "C" is required in the prerequisite course. It is strongly recommended that the prerequisite course be completed within the last two years. For mathematics prerequisite challenge information, please contact the Physical Science division office at (831) 646-4140.

### MATH 10 MATHEMATICS FOR GENERAL EDUCATION

3 units • LG • Four hours lecture

This course offers a historical study of elementary mathematics and discussion of philosophic differences of ancient and modern mathematics. Topics from modern mathematics, such as set theory, symbolic logic, modular systems and the axioms of various number systems will be covered.

**Prerequisites:** Qualifying math assessment score; or MATH 263; or an equivalent course from an accredited college

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A; MPC, Area A2

### MATH 12 NUMBER SYSTEMS

3 units • LG-P/NP • Four hours lecture

This course is especially valuable for prospective elementary teachers and liberal arts students. The course provides an understanding of the nature of arithmetic and the structure of mathematical systems. Topics covered may include a study of sets, relations, systems of numeration, the real number system, and geometric concepts.

**Prerequisites:** Qualifying math assessment score; or MATH 262 or 263; or an equivalent course from an accredited college

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area A2

### MATH 13 PRE-CALCULUS

4 units • LG • Five hours lecture

This course reviews polynomial, exponential, and logarithmic functions; trigonometric functions; theory of equations; binomial theorem; conic sections; inverse functions; and trigonometric equations. Additional topics from coordinate geometry and DeMoivre's Theorem are covered.

**Prerequisites:** Qualifying math assessment score; or MATH 263; or an equivalent course from an accredited college

**Advisories:** MATH 262; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A; MPC, Area A2

### MATH 16 ELEMENTARY STATISTICS

3 units • LG-P/NP • Four hours lecture

This course covers elementary probability, descriptive measures, measures of central tendency, dispersion and correlation, statistical inference, tests of hypotheses using z, t, Chi-square and F distributions. Examples are drawn from applications in the social sciences, biological sciences and business. This course includes a computer component. Calculations will be done with the aid of a desktop computer or with a handheld computer/calculator having built-in functions. Also offered online.

**Prerequisites:** Qualifying math assessment score; or MATH 263; or an equivalent course from an accredited college

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A; MPC, Area A2

### MATH 17 FINITE MATHEMATICS

3 units • LG • Four hours lecture

This course is suitable for students of mathematics, philosophy, biological and behavioral sciences, business and economics. Topics include selections from symbolic logic, sets, linear programming, probability theory, statistics and game theory, with selected applications from business, social sciences, biological science and behavioral science.

**Prerequisites:** Qualifying math assessment score; or MATH 263; or an equivalent course from an accredited college

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A; MPC, Area A2

### MATH 18 CALCULUS AND ANALYTIC GEOMETRY FOR BIOLOGY/SOCIAL SCIENCE/BUSINESS

4 units • LG • Five hours lecture

This course covers functions, graphs, limits, derivatives, differentiation techniques, and applications of the derivative, exponential and logarithmic functions; integration and applications of the integral; functions of several variables; and partial derivatives. The course is designed for students in biology, social sciences and business. This course is not a substitute for MATH 20A.

**Prerequisites:** Qualifying math assessment score; or MATH 263; or an equivalent course from an accredited college

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A; MPC, Area A2

### MATH 20A CALCULUS WITH ANALYTIC GEOMETRY I

4 units • LG • Five hours lecture

This course covers elementary analytic geometry, functions (including trigonometric functions), limits, continuity, derivatives, curve sketching and other applications of the derivative, integration and applications of integration.

**Prerequisites:** Qualifying math assessment score; or MATH 13; or an equivalent course from an accredited college

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A; MPC, Area A2

### MATH 20B CALCULUS WITH ANALYTIC GEOMETRY II

4 units • LG • Five hours lecture

This course covers exponential and logarithmic functions, hyperbolic functions, inverse trigonometric and inverse hyperbolic functions, conic sections, parametric equations and polar coordinates, techniques of integration, indeterminate forms and infinite series.

**Prerequisites:** MATH 20A

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A

### MATH 20C CALCULUS OF SEVERAL VARIABLES

4 units • LG • Five hours lecture

This course covers vectors in two and three dimensions, solid analytic geometry, partial derivatives, multiple integrals, line integrals, surface integrals and the theorems of Green, Gauss and Stokes.

**Prerequisites:** MATH 20B

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A

**MATH 31 LINEAR ALGEBRA**

3 units • LG • Four hours lecture

This course covers systems of linear equations, matrices, determinants, vector spaces, inner product spaces, linear transformation, eigenvalues, and eigenvectors.

**Prerequisites:** MATH 20A**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A**MATH 32 DIFFERENTIAL EQUATIONS**

3 units • LG • Four hours lecture

This course covers an introduction to ordinary differential equations, classical solutions, Laplace transforms, and series solutions.

**Corequisites:** MATH 20C**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A**MATH 40 DISCRETE MATHEMATICS**

3 units • LG • Four hours lecture

In this course students are introduced to discrete mathematical systems. Topics include logic, recursion, induction; sets, equivalence and order relations, functions; introduction to trees, graph theory, proofs, circuit minimization techniques, network models, combinatorics, complexity; algebraic structures; coding machines.

**Prerequisites:** MATH 20A or equivalent**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A**MATH 113 PREPARATION FOR CALCULUS I**

1 unit • P/NP • One hour lecture

This course is designed for students who have taken a precalculus-level course and want to improve their understanding of the topics covered in that course. This course prepares students for calculus by providing a personalized online review of the prerequisite topics. Offered online.

**MATH 261 BEGINNING ALGEBRA**

4 units • LG • Five hours lecture

This lecture course satisfies a first-year high school algebra requirement. It includes an introduction to basic algebraic principles, simple linear equations, positive and negative numbers, and the four basic arithmetic operations using monomials and polynomials, literal equations, reading and constructing graphs, systems of linear equations, and applications of principles to verbal problems, factoring, fractions and equations containing fractions, square roots and radicals, quadratic equations, and ratios and proportion. Also offered online.

**Prerequisite:** Qualifying math assessment score; or MATH 351; or an equivalent course from an accredited college**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**MATH 262 PLANE GEOMETRY**

3 units • LG • Four hours lecture

This course covers basic facts of plane geometry and formal proofs. It includes congruent triangles, parallel lines, parallelograms, areas, ratio and proportion, similarity, circles, inequalities, loci, regular polygons.

**Prerequisite:** Qualifying math assessment score; or MATH 261; or an equivalent course from an accredited college**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**General Ed. Credit:** MPC, Area A2**MATH 263 INTERMEDIATE ALGEBRA AND COORDINATE GEOMETRY**

4 units • LG • Five hours lecture

This course covers properties of real numbers, complex numbers, polynomials, exponential and logarithmic functions, first- and second-degree equations and inequalities, systems of equations, progressions, graphs of conics, determinants, and an introduction to coordinate geometry. Also offered online.

**Prerequisites:** Qualifying math assessment score; or MATH 261; or an equivalent course from an accredited college**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**General Ed. Credit:** MPC, Area A2**MATH 271 PREPARATION FOR INTERMEDIATE ALGEBRA**

1 unit • P/NP • One hour lecture

This course is designed for students who have taken an elementary algebra-level course and want to improve their understanding of the topics covered in that course. This course prepares students for intermediate algebra by providing a personalized online review of the prerequisite topics. Offered online.

**MATH 273 PREPARATION FOR PRECALCULUS**

1 unit • P/NP • One hour lecture

This course is designed for students who have taken an intermediate algebra-level course and want to improve their understanding of the topics covered in that course. This course prepares students for precalculus by providing a personalized online review of the prerequisite topics. Offered online.

**MATH 351 PRE-ALGEBRA**

3 units • P/NP • Five hours lecture

This course is a review of basic arithmetic operations, plus an introduction to elementary topics in algebra.

**Prerequisite:** Qualifying math assessment score; or MATH 360; or an equivalent course from an accredited college**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**MATH 360 ARITHMETIC AND BASIC MATHEMATICS**

3 units • P/NP • Five hours lecture

This course is designed for students who require review and reinforcement in the arithmetic of numbers. Includes the arithmetic of whole numbers, fractions, decimal numbers, basic measurements and percentage.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**MATH 381 PREPARATION FOR BEGINNING ALGEBRA**

1 unit • P/NP • One hour lecture

This course is designed for students who have taken a prealgebra-level course and want to improve their understanding of the topics covered in that course. This course prepares students for beginning algebra by providing a personalized review of the prerequisite topics. Offered online.

**MATH LEARNING CENTER**

The Math Learning Center offers an individualized program of study to assist those students who are currently enrolled in basic skills mathematics classes. The student may work with an instructor and tutor.

**MATH 440 SUPERVISED TUTORING: MATHEMATICS***0 units • NC • Hours by arrangement*

This course is designed to provide supervised tutoring for students concurrently enrolled in a basic skills mathematics course or any course that requires basic mathematics skills to complete the course work. Must be referred by an instructor.

**MEDICAL ASSISTING****MEDA 100 INTRODUCTION TO HEALTH CAREERS***1 unit • LG-P/NP • One hour lecture*

This course is a history and development of the medical professions, health care organizations, and medical specialties. It assists students in identifying aptitude for health careers.

**Advisories:** *Eligibility for ENGL 111***General Ed. Credit:** *MPC, Area E2***MEDA 101 MEDICAL ETHICS AND LAW***2 units • LG • Two hours lecture*

This course is a study of medical ethics, jurisprudence, and professional relations relative to medical office practice. Open to non-majors.

**Advisories:** *Eligibility for ENGL 111***MEDA 105 MEDICAL TERMINOLOGY***4 units • LG • Four hours lecture*

This course surveys the structure of the language of medicine. Emphasis is on the analysis of components, meaning, spelling and pronunciation. Students build a medical vocabulary applicable to the body systems, health care, medical procedures and diseases.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***MEDA 110 MEDICAL OFFICE MANAGEMENT***3 units • LG • Two hours lecture; three hours lab*

In this course students learn medical office administrative systems and procedures with emphasis on scheduling, telephone, patient flow, financial and collection practices, record-keeping, privacy protocol and personnel management.

**MEDA 112 MEDICAL OFFICE FINANCES AND COMPUTER APPLICATIONS***2 units • P/NP • One hour lecture; two hours lab*

This course is a general introduction to medical office financial procedures with emphasis on banking, pegboard bookkeeping systems and computer applications for financial transactions and billing. Open to non-majors.

**MEDA 113 MEDICAL PROCEDURE CODING***3 units • LG-P/NP • Two hours lecture; three hours lab*

This course introduces the student to theory and procedure of accurately and legally coding for medical procedures, an increasingly essential healthcare communication system. Using simulated medical/billing records, the CPT-4, HCPCS and CMS guidelines are broadly utilized to develop practical skills and proficiency. May be repeated provided there has been a change in the codes as documented by the department.

**Advisories:** *MEDA 105; eligibility for ENGL 111 and 112 or ENSL 110 and 155***MEDA 114 MEDICAL INSURANCE MANAGEMENT***2 units • LG • One hour lecture; two hours lab*

This course is a study and application of procedural/diagnostic coding systems; insurance programs; and effective claim preparation and control.

**Prerequisites or corequisites:** *MEDA 105; 35 wpm typing skills***MEDA 115 MEDICAL DIAGNOSTIC CODING***2 units • LG-P/NP • One hour lecture; three hours lab*

This course will introduce the student to theory and procedure of accurately and legally coding for medical diagnoses, an increasingly essential and specialized healthcare communication system. Using simulated patient medical records, the two-volume ICD-9 will be broadly utilized to develop practical skills and proficiency. It is recommended that students complete MEDA 105 or have a working knowledge of medical terminology and be eligible for English 111 and 112 or ENSL 110 and 155. May be repeated provided there has been a change in the codes as documented by the department.

**MEDA 116 MEDICAL RECORDS AND TRANSCRIPTION***2 units • LG-P/NP • One hour lecture; two hours lab*

This course is a study of medical record compilation and transcription, including medical histories, correspondence and surgical, lab and X-ray reports. Open to non-majors.

**MEDA 118 PHARMACOLOGY AND HUMAN DISEASES***3 units • LG • Three hours lecture*

This course offers a survey of human diseases and the drugs commonly used in the medical field; nomenclature, sources, preparations, dosages and administration, therapeutic uses, side effects, storage and contraindications. Open to non-majors.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***MEDA 120 MEDICAL OFFICE CLINICAL TECHNIQUES***3 units • LG • Two hours lecture; three hours lab*

This course is a study and practice of the techniques used in assisting the physician with patient education, vital signs, exams and treatment, nutrition, instrument care, sterile technique, and safety.

**MEDA 121 ADVANCED MEDICAL OFFICE CLINICAL TECHNIQUES***3 units • LG • Two hours lecture; three hours lab*

This course is a study and practice of techniques of patient preparation for diagnostic procedures, routine urinalysis and hematologic tests, radiography theory, electrocardiography, and office emergencies.

**Prerequisites:** *MEDA 105***Corequisites:** *MEDA 114 and 118; ANAT 5***MEDA 124 MICROBIOLOGY FOR MEDICAL ASSISTANTS***2 units • LG • One and one-half hours lecture; one and one-half hours lab*

This course surveys applied microbiology techniques as related to medical office practice.

**MEDA 130 MEDICAL ASSISTING EXTERNSHIP***4 units • P/NP • Total hours: Two-hundred hours served in local medical facilities*

This course emphasizes the practical application of skills and knowledge acquired in medical assisting program. Students gain practical experience in medical offices or clinics.

**Prerequisites:** *Completion of all Medical Assisting certificate course work with grades of "C" or better, Program Director clearance, and malpractice insurance*

**MEDA 270A PRACTICAL MEDICAL OFFICE MANAGEMENT I***1 unit • P/NP • One hour lecture*

Designed for the practicing medical office employee, this basic management course covers practical organizational skills, current personnel issues, physician/staff responsibilities to patients, practice marketing techniques, insurance coding and denied claim troubleshooting.

**MEDA 270B PRACTICAL MEDICAL OFFICE MANAGEMENT II***1 unit • P/NP • One hour lecture*

Designed for the practicing medical office employee, this basic management course covers record keeping (patient and practice records), personnel management (discipline/communication/termination), stress management, management styles, problem solving and responsibilities toward patients.

**Advisories:** MEDA 270A**MUSIC****MUSI 1 MUSIC APPRECIATION***3 units • LG-P/NP • Three hours lecture*

This is an introductory course to assist the general student through guided listening in understanding the literature of the art of music as it is presented in concert, radio, television and recordings.

**Advisories:** Eligibility for ENGL 111 or ENSL 110**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C1; IGETC, Area 3A; MPC, Area C**MUSI 2 INTRODUCTION TO BROADWAY MUSICALS***3 units • LG-P/NP • Three hours lecture*

This course offers guided listening in understanding the history and development of the American musical stage. Emphasis is on music by American composers. Also offered in the Living Room Series.

**Advisories:** Eligibility for ENGL 111 or ENSL 110**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C1; IGETC, Area 3A; MPC, Area C**MUSI 3 INTRODUCTION TO JAZZ AND POP***3 units • LG-P/NP • Three hours by arrangement*

This course covers the development of American jazz with emphasis on musical elements, major innovators, stylistic changes, and the criteria to rate a good performance. Also offered online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C1; IGETC, Area 3A; MPC, Area C**MUSI 4 THE CONTEMPORARY MUSICAL THEATRE***3 units • LG-P/NP • Three hours lecture*

This course assists the student through guided listening/viewing to facilitate understanding the contemporary Broadway musical with emphasis on the non-American composers. Also offered in the Living Room Series.

**Advisories:** Eligibility for ENGL 111 or ENSL 110**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area C**MUSI 10A MUSICIANSHIP***4 units • LG-P/NP • Five hours lecture/discussion*

This course offers the study of elementary theory, dictation and music reading.

**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C1; IGETC, Area 3A; MPC, Area C**MUSI 10B DIATONIC HARMONY I***4 units • LG-P/NP • Five hours lecture/discussion*

This course provides the study and application of aspects of diatonic harmony.

**Prerequisites:** MUSI 10A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C1; IGETC, Area 3A; MPC, Area C**MUSI 10C DIATONIC HARMONY II***4 units • LG-P/NP • Five hours lecture/discussion*

A continuation of MUSI 10B.

**Prerequisites:** MUSI 10B**Credit transferable:** CSU, UC**MUSI 10D CHROMATIC HARMONY***4 units • LG-P/NP • Five hours lecture/discussion*

A continuation of MUSI 10C with emphasis on chromatic chords and modulation.

**Prerequisites:** MUSI 10C**Credit transferable:** CSU, UC**MUSI 11 SIGHT READING AND EAR TRAINING***1 unit • LG-P/NP • Two hours lecture/discussion*

Exercises to develop the ability to read and interpret symbols of music at sight are offered. May be taken two times for credit.

**Credit transferable:** CSU, UC**MUSI 12 COMPUTER APPLICATIONS IN MUSIC***3 units • LG • Three hours lecture*

This course provides an overview of computer applications in music with emphasis on notation programs, sampling and digital editing technologies. It is recommended that students take MUSI 10A and 10B or demonstrate to the instructor an intermediate knowledge of music notation.

**Credit transferable:** CSU, UC**MUSI 14A RECORDING ARTS I***3 units • LG-P/NP • Two hours lecture; three hours lab*

This is an introduction to multi-track recording. The emphasis is on small studio setup and techniques. Lecture and labs will cover the physics of sound, studio design, microphone applications, mixing, signal processing, the principles of digital recording, and careers in audio.

**Credit transferable:** CSU**General Ed. Credit:** MPC, Area C**MUSI 14B RECORDING ARTS II***3 units • LG-P/NP • Two hours lecture; three hours lab*

A continuation of MUSI 14A, with emphasis on current industry production techniques, including digital recording and mastering. Individual projects are required.

**Prerequisites:** MUSI 14A**Credit transferable:** CSU



**MUSI 20 CHORUS I**

1-3 units • LG-P/NP • Two hours rehearsal/performance per week for each unit of credit

This course offers a standard repertoire of vocal ensemble from Palestrina to modern composers. It emphasizes a cappella and accompanied work done with emphasis on tone production, phrasing and intonation. Open to men and women. Attendance at public performances and on field trips are required. May be taken four times for credit.

**Advisories:** Ability to match pitch  
**Credit transferable:** CSU, UC  
**General Ed. Credit:** MPC, Area E2

**MUSI 21 CHORUS II: I CANTORI**

1 unit • LG-P/NP • Three hours rehearsal/performance

This course consists of rehearsal and performance of choral-orchestral music of European and American composers. May be taken four times for credit.

**Advisories:** Intermediate music reading ability. Audition only.  
**Credit transferable:** CSU, UC

**MUSI 22 CHAMBER SINGERS**

1 unit • LG-P/NP • Three hours rehearsal/performance

This course is a study and performance of vocal chamber music from the sixteenth century to the contemporary period, to include jazz and American musicals. May be taken four times for credit.

**Advisories:** Vocal ensemble experience/music reading ability  
**Credit transferable:** CSU, UC

**MUSI 30 CONCERT/COMMUNITY BAND**

1 unit • LG • Three hours lab

This course includes a survey, analysis and performance of college-level wind ensemble and symphonic band literature. May be taken four times for credit.

**Credit transferable:** CSU, UC

**MUSI 32 JAZZ ENSEMBLE**

1 unit • LG-P/NP • Three hours rehearsal/performance

Study and performance of contemporary jazz literature. Emphasis on understanding basic concepts of style, phrasing, and interpretation. Field trips required. May be taken four times for credit.

**Enrollment Limitation:** Demonstration of instrumental ability  
**Credit transferable:** CSU, UC

**MUSI 33 STUDIO REHEARSAL BAND**

.5-1 unit • LG-P/NP • One and one-half hours rehearsal/performance for each .5 unit of credit

Study and performance of contemporary jazz literature. Performance goals are those of a professional organization and a high degree of competency in the execution and interpretation of the literature is required. May be taken four times for credit.

**Enrollment Limitation:** Demonstration of instrumental ability  
**Credit transferable:** CSU

**MUSI 34 SWING BAND**

1 unit • LG-P/NP • Three hours rehearsal/performance

Study and performance of swing/dance music from the era of "Big Bands." Performance goals are those of a professional organization. It is recommended that students demonstrate instrumental ability before enrolling. May be taken four times for credit.

**Credit transferable:** CSU, UC

**MUSI 40 VOICE FUNDAMENTALS**

1 unit • LG-P/NP • Two hours rehearsal/performance

Designed to assist in the development of the solo voice. Attention given to the fundamentals of voice production. Songs in standard literature for solo voice studies. May be taken four times for credit.

**Credit transferable:** CSU, UC

**MUSI 44 WOODWIND INSTRUMENT: FLUTE – BEGINNING/INTERMEDIATE**

1 unit • LG-P/NP • Two hours rehearsal/performance

Materials and techniques of appropriate level studied in detail. May be taken four times for credit.

**Credit transferable:** CSU, UC  
**General Ed. Credit:** MPC, Area E2

**MUSI 46 PERCUSSION INSTRUMENTS**

1 unit • LG-P/NP • Two hours rehearsal/performance

Materials and techniques of appropriate level studied in detail. Study offered in standard percussion instruments. May be taken four times for credit.

**Credit transferable:** CSU, UC

**MUSI 48A STRING INSTRUMENTS: BEGINNING GUITAR**

1 unit • LG-P/NP • Two hours rehearsal/performance

Materials and techniques of appropriate level studied in detail. A combination of MUSI 48A and 48B may be taken four times for credit.

**Credit transferable:** CSU, UC  
**General Ed. Credit:** MPC, Area E2

**MUSI 48B STRING INSTRUMENTS: INTERMEDIATE GUITAR**

1 unit • LG-P/NP • Two hours rehearsal/performance

Continuation of MUSI 48A. Combinations of MUSI 48A and 48B may be taken four times for credit.

**Prerequisites:** MUSI 48A  
**Credit transferable:** CSU, UC

**MUSI 50A BEGINNING PIANO I**

1 unit • LG-P/NP • Two hours rehearsal/performance

Piano instruction for the beginning student. Emphasis on keyboard familiarity; basic note and chord reading, with some ear-training.

**Credit transferable:** CSU, UC  
**General Ed. Credit:** MPC, Area E2

**MUSI 50B BEGINNING PIANO II**

1 unit • LG-P/NP • Two hours rehearsal/performance

A continuation of MUSI 50A. It is recommended that students complete MUSI 50A or demonstrate to the instructor the equivalent keyboard skills. May be taken four times for credit.

**Credit transferable:** CSU, UC

**MUSI 50C INTERMEDIATE PIANO**

1 unit • LG-P/NP • Two hours rehearsal/performance

A continuation of MUSI 50B. It is recommended that students complete MUSI 50B or demonstrate to the instructor the equivalent keyboard skills. May be taken four times for credit.

**Credit transferable:** CSU, UC

**MUSI 50D    ADVANCED PIANO***1 unit • LG-P/NP • Two hours rehearsal/performance*

A continuation of MUSI 50C. It is recommended that students complete MUSI 50C or demonstrate to the instructor the equivalent keyboard skills. May be taken four times for credit.

**Credit transferable:** CSU, UC**MUSI 55A    JAZZ IMPROVISATION***2 units • LG-P/NP • One hour lecture; two hours rehearsal/performance*

For the beginning improviser. Provides background in the art of improvisation and knowledge of the basic materials and practices necessary for improvising in the jazz idiom. Emphasis is on ear training, chord and scale construction, form, chord substitution, rhythmic, melodic and harmonic dictation and harmonic progressions. Analysis of songs and performances. Students should demonstrate intermediate ability on their chosen instrument. May be taken two times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E2**MUSI 55B    JAZZ IMPROVISATION II***2 units • LG-P/NP • One hour lecture; two hours rehearsal/performance*

A continuation of MUSI 55A with emphasis on individual and/or group performance, and study of past and present improvisational styles. Students should demonstrate intermediate ability on their chosen instrument. May be taken two times for credit.

**Credit transferable:** CSU, UC**MUSI 60.2    PERFORMANCE WORKSHOP:  
STRING ENSEMBLE***1 unit • LG • Three hours lab*

This course is a survey, analysis and performance of college-level string ensemble literature. May be taken four times for credit.

**Prerequisites:** Audition only**Credit transferable:** CSU, UC**NAUTICAL SCIENCE**

See SAILING AND NAVIGATION.

**NURSING****ASSOCIATE OF SCIENCE DEGREE IN NURSING**

The Maurine Church Coburn School of Nursing offers an Associate of Science degree in nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC) and approved by the California Board of Registered Nursing (BRN). Completion of the program allows graduates to take the National Council Licensure Exam (NCLEX) for Registered Nursing. Graduates are prepared for entry level RN positions. Advanced placement for LVN/LPNs is available. This includes LVNs wishing to be admitted under the Board of Registered Nursing regulations Article 3, Section 1429, the 30-unit option. The curriculum provides experiences in a variety of health care settings, including geriatrics, medical, surgical, obstetrics, pediatrics, psychiatric/mental health, clinics, and homes. Due to space limitations, completion of prerequisite courses does not guarantee admission to the nursing program. Following is the contact information for the program's accrediting bodies:

National League for Nursing Accrediting Commission  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
Phone: 1-404-975-5000; Fax: 1-404-975-5020  
Website: www.nlnac.org

California Board of Registered Nursing  
P.O. Box 944210  
Sacramento, CA 94244  
916-322-3350  
website: www.rn.ca.gov

**NURS 52A    NURSING I***9 units • LG • Four hours lecture; fifteen hours lab*

This course covers concepts basic to nursing within the framework of the nursing process. Focus is on assessment of basic human needs. Course includes application of classroom knowledge in laboratory and in structured parent/newborn, acute and long-term care setting.

**Prerequisites:** NURS 100**Enrollment Limitation:** Admission to Nursing Program**Credit transferable:** CSU**NURS 52B    NURSING II***9 units • LG • Four hours lecture; fifteen hours lab*

This course covers application of the five steps of the nursing process for clients with altered needs. Focus is on planning and incorporation of developmental and cultural factors. Course also include clinical experiences in pediatric and medical-surgical settings.

**Prerequisites:** NURS 52A**Credit transferable:** CSU**NURS 52C    NURSING III***10 units • LG • Five hours lecture; fifteen hours lab*

This course covers the application of the nursing process to clients with complex altered needs. Focus is on implementation of the plan of care and evaluation of effectiveness of interventions. The course includes clinical experience in geriatric, home care, and medical-surgical settings.

**Prerequisites:** NURS 52B or 65**Credit transferable:** CSU

**NURS 52D NURSING IV***10 units • LG • Five hours lecture; fifteen hours lab*

This course covers integration of all steps of the nursing process for clients with multiple complex altered needs. Emphasis is on management of nursing care for clients in structured mental health and medical-surgical settings.

**Prerequisites:** *NURS 52C***Credit transferable:** *CSU***NURS 65 NURSING ROLE TRANSITION***4 units • LG • Two hours lecture; six hours lab*

This course is designed for LVNs planning to become registered nurses. Students identify their own learning needs and are assisted to develop strategies and skills for success in the associate degree curriculum. Course includes nursing and study skill development, time management, professional role socialization, and patient care experience in an acute care setting.

**Credit transferable:** *CSU***NURS 70 SUPERVISED NURSING CLINICAL EXPERIENCE***1-4 units • P/NP • Three hours lab per week for each unit of credit*

This course provides the opportunity for nursing students to apply previously acquired nursing theory and clinical functions in a health care setting. Students refine existing competencies in areas of special interest. May be taken four times for credit to meet clinical hour requirements.

**Prerequisites:** *NURS 52B***Credit transferable:** *CSU***NURS 100 PHARMACOLOGY FOR NURSING***2 units • LG • One and one-half hours lecture; one and one-half hours lab*

This course introduces students to the nurse's role in drug therapy, characteristics of drug classifications, calculation of pharmacological dosages, and preparation of medications for administration.

**Prerequisites:** *PHSO 1 and 2***Advisories:** *CHEM 30A***NURS 160 ROLE DEVELOPMENT FOR NURSING STUDENTS***4 units • P/NP • Three hours lecture; three hours lab*

This course is designed for nursing students to assist in developing strategies and skills for success in the associate degree curriculum. The course includes nursing and study skill development, time management, and professional role socialization.

**NURS 171 ADVANCED CLINICAL EXPERIENCE***1-4 units • P/NP • Three hours lab per week for each unit of credit*

This course provides the opportunity for nursing students to apply previously acquired nursing theory and clinical functions in a health care setting. No new skills will be taught; students will refine existing competencies in area of special interest. May be taken four times for credit.

**Prerequisites:** *NURS 52B***NURS 180 PROFESSIONAL SKILLS DEVELOPMENT***1 unit • P/NP • Three hours lab*

Nursing students are provided the opportunity to develop and apply leadership skills through activities associated with the California Nursing Students Association. Included are identification of nursing-related professional issues and problems. Students will plan projects and activities for resolution of these issues. May be taken four times for credit.

**NURS 181 ADVANCED PROFESSIONAL SKILLS DEVELOPMENT***1 unit • P/NP • Three hours lab*

Nursing students are provided the opportunity to develop and apply leadership skills through activities associated with the California Nursing Students Association. Included are identification of nursing-related professional issues and problems. Students will plan projects and activities for resolution of these issues. May be taken four times for credit for ongoing training or updating.

**NURS 201 PREPARATION FOR REGISTERED NURSE LICENSURE EXAM***2 units • P/NP • Total hours: Thirty-four hours lecture*

This course provides an overview of content required by the California State Board of Registered Nursing for Registered Nurse (RN) licensure. It is designed as a review for the National Council Licensure Exam for Registered Nursing (NCLEX-RN). Topics include test-taking strategies.

**NURS 205 SUPERVISED NURSING SKILLS LAB I***.5-4 units • P/NP • Three hours lab per week for each unit of credit*

This course provides the opportunity for students to review current content and procedures taught in nursing courses, and to participate in supervised practice. May be taken four times for credit.

**NURS 206 SUPERVISED NURSING SKILLS LAB II***.5-4 units • P/NP • Three hours lab per week for each unit of credit*

This course provides the opportunity for students to review current content and procedures taught in nursing courses, and to participate in supervised practice. May be taken four times for credit.

**Advisories:** *NURS 205***NURS 210 NURSING CAREER PATHS***1 unit • P/NP • One hour lecture*

Designed to assist students to explore the variety of career options available for Registered Nurses and discover whether a career in Registered Nursing is for them. Includes admissions requirements and process, specifics about the RN curriculum at MPC, job options for RNs, job descriptions, salaries and paths to specialization.

**NURS 223 GROUP WORK IN NURSING PRACTICE***.5 unit • P/NP • One and one-half hours lab*

Explores group dynamics and the potential for growth and healing within a group setting. Designed to prepare nurses to facilitate client focus groups. Students will learn problem solving and group process concepts as participant-observer in a group. May be taken four times for credit.

**NURS 226 NURSING SPECIALITY AREAS: HOME CARE**

2 units • P/NP • Total hours: Twenty-four hours lecture; twenty-four hours lab

Designed for nurses and nursing students with special interest in home care nursing. Assessment, planning, intervention and evaluation skills will be adapted for clients and families of all ages and varied ethnic/cultural backgrounds in the home setting. Twenty-four contact hours for California RN license renewal, provider number 00184.

**Prerequisites:** NURS 52C

**NURS 252 PHYSICAL ASSESSMENT**

1 unit • LG-P/NP • Total Hours: Eight hours lecture, twenty-four hours lab

Students develop skill in systematic physical assessment of clients, including history taking and head-to-toe examination. The focus is on identification of normal and abnormal variations in clients of all ages, genders and ethnic backgrounds, enhancing the beginning practitioner's acute care assessment skills, or refining skills for practitioners with experience. Provides sixteen contact hours for California RN license renewal, provider number 00184. May be taken four times for credit for ongoing training or updating.

**NURS 264 BASIC ARRHYTHMIA AND CORONARY CARE**

1 unit • P/NP • Total hours: Sixteen hours lecture

This course provides an introduction to cardiac care, including anatomy and physiology of the heart, ECG interpretation, risk factor reduction, and review of medical and nursing interventions for the coronary care patient. Provides sixteen contact hours for California RN licensure renewal, provider number 00184. May be taken four times for credit for ongoing training or updating.

**NURS 265 ADVANCED CARDIAC LIFE SUPPORT (ACLS) PREP I**

.5 unit • LG-P/NP • Total hours: Eight hours lecture; eight hours lab

Sixteen-hour course provides the healthcare professional with the necessary skills and theory to prepare for the American Heart Association Advanced Cardiac Life Support Provider Course. Topics: Basic ABG's airway control, defibrillation, cardioversion and ACLS algorithms. Sixteen contact hours for California RN licensure renewal, provider number 00184.

**NURS 267 INTERPRETATION OF 12 LEAD ECG**

.5 unit • LG • Total hours: Eight and one-half hours lecture

This course is designed for health care professionals who have basic ECG interpretation skills. It provides more advanced skill in interpreting abnormal heart rhythms, including bundle branch blocks, hemiblocks, complex syndromes and myocardial infarctions. Provides seven CEUs for California RN license renewal, provider number 00184. May be taken four times for credit for ongoing training or updating.

**Advisories:** NURS 264

**NURS 267A CRITICAL CARE NURSING**

6 units • P/NP • Total hours: Fifty-one hours lecture; one hundred fifty-three hours lab

This course is designed to prepare registered nurses to work in critical care settings such as ICU, CCU, and emergency departments. It includes theory, skills, and clinical practice in advanced pathophysiology, assessment of the critically ill client, prioritization, interventions, and evaluation of care. CEUs provided for CA RN licensure renewal, provider number 00184. May be taken four times with different topics.

**Advisories:** NURS 264

**NURS 268 PERINATAL TRAINING FOR HEALTH PROFESSIONALS**

2 units • P/NP • Total hours: Eight hours lecture; eighty hours lab

This course provides a foundation for nurses and other health professionals entering the field of perinatal services, including labor and delivery, mother/infant unit, and newborn nursery. Content includes best care-giving practices, assessment of mother, newborn and family, and technical skills required to safely provide care in perinatal areas.

**NUTRITION AND FOOD**

See also HOSPITALITY.

**NUTF 1 NUTRITION**

3 units • LG-P/NP • Three hours lecture

This course is a study of nutrition principles with emphasis on the subject of obtaining and maintaining a good state of nutrition. Study is made of carbohydrates, proteins, fats, minerals and vitamins – their nutritive values and sources. Nutrition theory is practically applied to provide the student with the skills needed to choose food for optimal health. A computer diet analysis is included.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area E; MPC, Area E1

**NUTF 51 CREATIVE COOKERY**

1.5 units • LG-P/NP • Total hours: Sixteen hours lecture; twenty-four hours lab

This course includes special occasion entertaining aspects such as table settings, etiquette and preparation of gourmet types of dishes and desserts. The use of unusual ingredients and creative combination of menu items is included. Catering and food service careers are explored.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**NUTF 58 SANITATION, SAFETY, EQUIPMENT**

3 units • LG-P/NP • Three hours lecture

This course studies basic concepts of personal and institutional sanitation; safety procedures and programs; and concepts of safety and sanitation related to the selection, layout and use of equipment. Also offered as Hospitality 58; credit may be earned only once.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**OCEANOGRAPHY****OCEN 2 INTRODUCTORY OCEANOGRAPHY**

3 units • LG-P/NP • Three hours lecture

This course introduces the geologic and physical processes that have influenced the oceans through time. It emphasizes processes that shape the seafloor and control the currents, tides, waves, and chemistry of the oceans. The course uses the scientific method to investigate ocean processes.

**Corequisites:** OCEN 2L

**Advisories:** Eligibility for ENGL 1A; eligibility for MATH 263

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

**OCEN 2L INTRODUCTORY OCEANOGRAPHY LAB**

1 unit • LG-P/NP • Three hours by arrangement

This course offers fundamental laboratory study and examination of the topics introduced in OCEN 2. Local field trips are required.

**Corequisites:** OCEN 2

**Advisories:** Eligibility for ENGL 1A; eligibility for MATH 263

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B3; IGETC, Area 5A; MPC, Area B

**ORNAMENTAL HORTICULTURE****ORNH 51 INTRODUCTION TO ORNAMENTAL HORTICULTURE I**

3 units • LG-P/NP • Two and one-half hours lecture; one and one-half hours lab

Students are introduced to the horticulture industry, career opportunities, and basic skills needed in the field. The topics include how plants grow, soils, planting techniques, fertilizers, garden color, and pest, disease and weed control. Field trips included.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E2

**ORNH 52 INTRODUCTION TO ORNAMENTAL HORTICULTURE II**

3 units • LG-P/NP • Two and one-half hours lecture; one and one-half hours lab

This course is an introduction to plant types and how to use them, as well as pruning, plant propagation, lawn care, landscape design, indoor plant care, container gardening, and growing vegetables, herbs and fruit trees. Field trips included.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E2

**ORNH 55 TREES**

3 units • LG-P/NP • Three hours lecture

This course covers planning, planting methods, maintenance and cultural practices of trees on the Monterey Peninsula. Topics covered are propagation, fertilizing, watering, pruning, pest and disease control, fruit tree care, tree physiology and identification.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**ORNH 57 TURFGRASS MANAGEMENT**

3 units • LG-P/NP • Two and one-half hours lecture; one and one-half hours lab

This course covers the identification, culture, and management of turf grass. Topics covered include mowing, watering, fertilizing, aerating, weed control, pest and disease control, and the use of common equipment. Field trips are included.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**ORNH 61 PLANT IDENTIFICATION: SHRUBS, VINES, GROUND COVERS**

3 units • LG-P/NP • Two and one-half hours lecture; one and one-half hours lab

This course covers identification, growth habits, cultural requirements and uses of common ornamental and native shrubs, vines, and ground covers. Field trips included.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**ORNH 62 PLANT IDENTIFICATION: TREES, ANNUALS, PERENNIALS**

3 units • LG-P/NP • Two and one-half hours lecture; one and one-half hours lab

Identification, growth habits, cultural requirements and uses of common ornamental and native trees, annuals and perennials are topics covered in this course. Field trips included.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**ORNH 63 PLANT PROPAGATION**

3 units • LG-P/NP • Two and one-half hours lecture; one and one-half hours lab

Principles as well as hands-on experience with plant propagation are included in this course. Propagation methods covered include seeds, cuttings, budding, grafting, layering, division, and tissue culture. Students look at propagation structures, growing media, hormones and basic propagation procedures. Field trips included.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**ORNH 64 GROWING AND USING CALIFORNIA NATIVE PLANTS**

3 units • LG-P/NP • Two and one-half hours lecture; one and one-half hours lab

Students learn how to grow and use California native plants for commercial or private use or for habitat restoration. Propagation methods, growth requirements, specific landscape uses and species identification are covered. This course also includes hands-on work, guest speakers and field trips.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**ORNH 65 BASIC LANDSCAPE DESIGN**

3 units • LG-P/NP • Two and one-half hours lecture; one and one-half hours lab

This course is an introduction to basic drafting principles and techniques of landscape drawings, lettering, and design standards. Basic principles of landscape design, selection of plant materials, and site planning are also covered. Drafting equipment is required. Field trips are included.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**ORNH 66 INTERMEDIATE LANDSCAPE DESIGN**

3 units • LG-P/NP • Two and one-half hours lecture; one and one-half hours lab

This course involves further study in landscape design with emphasis on site analysis and details, cost considerations, maintenance specifications, larger scale design, and improved drawing methods. Drafting equipment is required. Field trips are included.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**ORNH 68 HORTICULTURAL SALES AND BUSINESS PRACTICES**

3 units • LG-P/NP • Three hours lecture

Students learn practical guidelines in the operation of horticultural businesses, including starting up, advertising, employee and customer relations, record keeping, laws and regulations, estimating, sales and services.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**ORNH 70 IRRIGATION DESIGN AND WATER ECONOMY***3 units • LG-P/NP • Three hours lecture*

Students learn about sprinkler and drip equipment, automatic control systems, hydraulics, piping, soils, water supplies, water conservation, backflow prevention and irrigation system design. Field trips are included.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***ORNH 71 LANDSCAPE IRRIGATION PRACTICES***3 units • LG-P/NP • Two and one-half hours lecture; one and one-half hours lab*

This course covers installation, maintenance and management skills of landscape drip and conventional irrigation systems taught through hands-on activities in the classroom, on campus and in the community. Field trips are included.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***ORNH 72 LANDSCAPE CONSTRUCTION***3 units • LG-P/NP • Two and one-half hours lecture; one and one-half hours lab*

Students receive instruction in techniques used in landscape construction through lectures and hands-on projects in the field. Topics covered include grading, walls, steps, drainage and irrigation, decks, fences and masonry as well as planning, estimating, use of tools and materials, and safety.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***ORNH 75 BASIC FLORAL DESIGN***2 units • LG-P/NP • One and one-half hours lecture; one and one-half hours lab*

This course presents the theory, techniques and skills practiced in the floral design industry. Students receive instruction in basic design techniques, cut flower preparation and care, merchandising, and packaging. Students will furnish their own floral materials each week as instructed.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***ORNH 76 PROFESSIONAL FLORAL DESIGN***2 units • LG-P/NP • One and one-half hours lecture; one and one-half hours lab*

Students study and practice flower arranging techniques used by professionals and in the home. Emphasis is placed on design theories, contemporary, holiday, special occasion, wedding and sympathy designs. Business practices for the floral industry are also covered. Students furnish their own floral materials each week as instructed.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***ORNH 78 INSECT PEST MANAGEMENT***3 units • LG-P/NP • Three hours lecture*

Students will learn the identification, prevention, and various methods of control of insects, pests, weeds and diseases impacting plants. Techniques for safe and proper pesticide and biological control applications are covered. Continuing education credit is given for licensed commercial pesticide applicators. Field trips included.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***ORNH 201 PESTICIDE APPLICATION LICENSE EXAM PREPARATION***1 unit • P/NP • One hour lecture*

This course is designed to assist students to prepare for the state pesticide commercial applicator's exam. Topics include pesticide laws and regulations, safety, toxicity, spraying, first aid, handling and disposing. Continuing education credit is given for licensed commercial pesticide applicators for their biennial license renewal.

**ORNH 202 BEGINNING PRUNING***.5 unit • P/NP • Total hours: Seven hours lecture; three hours lab*

Students become familiar with the principles, tools, and basic methods used for pruning ornamental plants. Instruction includes demonstrations and hands-on experience.

**ORNH 203 ORGANIC VEGETABLE GARDENING***1 unit • LG-P/NP • One hour lecture*

Organic soil preparation, planting, maintenance and pest control for vegetables are presented in this course, along with the use of raised beds and containers.

**ORNH 204 ORGANIC GARDENING***2 units • LG-P/NP • One and one-half hours lecture; one and one-half hours lab*

Students are instructed in the fundamental organic approach to indoor and outdoor gardening. Topics covered include: soil, planting techniques, fertilizers, irrigation, disease and pest control, composting, garden design and propagation.

**ORNH 205 BOTANY FOR GARDENERS***3 units • LG-P/NP • Two and one-half hours lecture; one and one-half hours lab*

Students explore how plants function and grow, and how that affects the way they are cared for in gardens. Plant classification, reproduction, and plant parts including roots, stems, leaves, flowers, fruits, and seeds are covered. Lab work, practical application, and field trips are included.

**ORNH 210 CURRENT TOPICS IN ORNAMENTAL HORTICULTURE***.5 unit • LG-P/NP • Total hours: Eight and one-half hours lecture*

This course covers topics of current interest and importance presented by specialists in the field of Ornamental Horticulture.

**ORNH 210.1 CURRENT TOPICS IN ORNAMENTAL HORTICULTURE: WEDDING FLORAL DESIGNS***.5 unit • LG-P/NP • Total hours: Nine hours lecture*

Students learn to design and construct floral pieces for weddings and ceremonies including handheld bouquets, rehearsal flowers, and cake flowers. Instructor demonstration and hands-on work are included. Students will furnish their own materials per instructions at first class meeting.

**ORNH 210.2 CURRENT TOPICS IN ORNAMENTAL HORTICULTURE: ATTRACTING BENEFICIAL BIRDS AND BUGS TO YOUR GARDEN**

.5 unit • LG-P/NP • Total hours: Nine hours lecture

This course covers attracting and keeping beneficial birds and bugs in a home garden by using the right kinds of plants, flowers, and overall environment. Discussion covers plant samples, lists of appropriate plant types, and videos that are shown during the class.

**ORNH 210.3 CURRENT TOPICS IN ORNAMENTAL HORTICULTURE: SUSTAINABLE LANDSCAPING**

.5 unit • LG-P/NP • Total hours: Eight and one-half hours lecture

This course provides instruction in how to design, install and maintain a landscape utilizing ecologically sound practices. It includes discussion and examples of sustainable soil, irrigation and pest management practices, hardscape and plant materials, machinery use, green roofs, rain catchment and graywater systems and permeable pavers.

**ORNH 210.4 CURRENT TOPICS IN ORNAMENTAL HORTICULTURE: GREENHOUSE GARDENING**

.5 unit • LG-P/NP • Total hours: Eight and one-half hours lecture

This course is a comprehensive overview of the types of greenhouse structures available to home gardeners, plus practical guides to constructing, maintaining and utilizing one in a home garden to grow healthy plants.

**ORNH 210.5 CURRENT TOPICS IN ORNAMENTAL HORTICULTURE: SHADE GARDENING**

.5 unit • LG-P/NP • Total hours: Eight and one-half hours lecture

This course provides instruction in methods used to create shade in a garden if desired, as well as methods used to properly plan, plant and maintain plants growing in existing moist or dry shade situations. Actual plant samples, lists of appropriate plant types and digital photographs of shade plants and gardens are included.

**ORNH 210.6 CURRENT TOPICS IN ORNAMENTAL HORTICULTURE: GARDENING WITH LOW-MAINTENANCE, DROUGHT-TOLERANT AND DEER-TOLERANT PLANTS**

.5 unit • LG-P/NP • Total hours: Eight and one-half hours lecture

This course covers practical planning, installation and maintenance techniques that make easy-care, drought-tolerant, and deer-tolerant landscapes possible. Topics include soil preparation, mulching, weed control, efficient water usage, time-saving ideas, and drought- and deer-tolerant plant varieties.

**ORNH 210.7 CURRENT TOPICS IN ORNAMENTAL HORTICULTURE: GARDENING WITH COLORFUL AND FRAGRANT PLANTS**

.5 unit • LG-P/NP • Total hours: Eight and one-half hours lecture

This course covers the art of creating and maintaining colorful, fragrant gardens that utilize a variety of plants such as annuals, perennials, shrubs, ground covers, vines, roses, herbs and bulbs. Topics include viewing and discussing actual plant examples and digital photographs of the types of plants that can be used in local gardens.

**ORNH 210.8 CURRENT TOPICS IN ORNAMENTAL HORTICULTURE: GARDENING WITH AUSTRALIAN, NEW ZEALAND AND SOUTH AFRICAN PLANTS**

.5 unit • LG-P/NP • Total hours: Eight and one-half hours lecture

This course covers the use of many kinds of interesting, beautiful and practical Australian, New Zealand and South African plants in a landscape. Actual plant samples, lists of appropriate plants, digital photograph examples and a local field trip are included in the course.

**ORNH 210.9 CURRENT TOPICS IN ORNAMENTAL HORTICULTURE: CREATIVE GARDENING WITH CHILDREN**

.5 unit • LG-P/NP • Total hours: Eight and one-half hours lecture

This course offers instruction in fun and exciting ways for adults to turn children's curiosity about plants and gardening into fruitful, relevant learning experiences. It includes many practical hands-on garden projects, and methods for adults to use to encourage children to better understand, grow and enjoy plants.

**ORNH 210.10 CURRENT TOPICS IN ORNAMENTAL HORTICULTURE: GARDEN TOURS OF THE MONTEREY PENINSULA**

.5 unit • LG-P/NP • Total hours: Nine hours lecture

This course provides information about the history and landscape features of a variety of gardens on the Monterey Peninsula. This course includes photographs and walking tours of a number of the historical adobe gardens, along with native plant gardens and beautiful commercial gardens. This course provides a number of interesting and practical ideas for gardens.

**ORNH 210.11 CURRENT TOPICS IN ORNAMENTAL HORTICULTURE: GARDENING WITH HERBS**

.5 unit • LG-P/NP • Total hours: Nine hours lecture

This course offers instruction in the techniques to successfully plan for, plant and maintain herbs in the landscape. Current culinary, medicinal and cosmetic uses of herbs are covered. Actual herb plants and samples of herbs in various other forms are displayed and discussed.

**ORNH 210.12 CURRENT TOPICS IN ORNAMENTAL HORTICULTURE: SMALL SPACE AND CONTAINER GARDENING**

.5 unit • LG-P/NP • Total hours: Nine hours lecture

This course covers instruction in planning, planting and caring for small space and container gardens. A number of creative examples of container plantings and small space gardens are displayed and discussed. Students plant and take home their own container gardens using containers and plants they have purchased.

## PARKS AND RECREATION

**PARK 110 PARK SYSTEM ACCOUNTING**

.5 unit • P/NP • Total hours: Thirty-two hours discussion

Presents principles of accounting, rules, regulations, and policies relating to the duties of account clerks employed by the California Department of Parks and Recreation.

**Advisories:** BUSI 1A or 120A

**PARK 130 INTRODUCTION TO CALIFORNIA STATE PARKS**

*1.5 units • P/NP • Total hours: Twenty-two hours lecture; six hours lab*

This course provides an overview of California State Parks' origin, philosophy, business and personnel practices, and maintenance of park facilities. Historical and current information on California State Parks mission and core program areas are covered, including resource protection, education and interpretation, facilities, public safety, and recreation.

**Advisories:** BUSI 80; HLTH 4; eligibility for ENGL 111 and 112 or ENSL 110 and 155; eligibility for MATH 351

**PARK 133A INTERMEDIATE PARK CARPENTRY SKILLS**

*1 unit • LG-P/NP • Total hours: Eighteen hours lecture; eighteen hours lab*

This course is designed to enhance the student's basic carpentry skills to an intermediate level. Frame construction, layout application, roofing and finish carpentry (exterior) will be thoroughly covered. Also covered in class are building codes, construction blueprint reading and all aspects of carpentry tools.

**PARK 133B ADVANCED PARK CARPENTRY SKILLS**

*1 unit • LG-P/NP • Total hours: Fourteen hours lecture; fourteen hours lab*

This is an advanced course that provides a review of codes and policies affecting construction and repair of park facilities. New areas introduced in this course include structural mechanics, shoring and bracing, structural repairs, stairs and landings, and project planning.

**Advisories:** PARK 133A

**PARK 134A INTERMEDIATE PARK PLUMBING SKILLS**

*1 unit • LG-P/NP • Total hours: Eighteen hours lecture; eighteen hours lab*

This course will build upon the student's basic plumbing skills to intermediate level for making routine repairs, replacements or new installations as related to park facility plumbing systems. The student will learn about gas systems, drainage and sewage systems, and water distribution systems.

**PARK 134B ADVANCED PARK PLUMBING SKILLS**

*1 unit • LG-P/NP • Total hours: Eighteen hours lecture; eighteen hours lab*

This course is designed to introduce the student to advanced plumbing skills and review plumbing codes and basic safety rules. Students will learn gas valve maintenance and repair, water system distribution service and maintenance, wastewater collection system maintenance, pumps and pumping theory, maintenance, service and repair.

**PARK 135A INTERMEDIATE PARK ELECTRICAL SKILLS**

*1 unit • LG-P/NP • Total hours: Eighteen hours lecture; eighteen hours lab*

This course is designed to enhance the student's basic electrical skills to an intermediate level through practice and practical application. Specific topics are codes, load centers, personal safety, electrical hardware, appliance repair, and shop application.

**PARK 135B ADVANCED PARK ELECTRICAL SKILLS**

*1 unit • LG-P/NP • Total hours: Eighteen hours lecture; eighteen hours lab*

Students gain a working knowledge and understanding of the National Electric code, Title 24 of the California Code of Regulation, and Cal OSHA requirements for public use buildings, shops and other industrial or commercial electrical systems. Advanced skills common to large park operations are thoroughly covered.

**PARK 141 PARK LANDSCAPE MAINTENANCE**

*1 unit • LG-P/NP • Total hours: Eighteen hours lecture; eighteen hours lab*

Students learn about the variety of landscapes in the California State Parks system and identify specific maintenance activities which must be performed to properly care for plant material in each landscape category.

**PARK 142 PARK MASONRY SKILLS**

*1 unit • LG-P/NP • Total hours: Eighteen hours lecture; eighteen hours lab*

This course provides a thorough introduction to masonry skills commonly used by park maintenance workers to construct, repair, and modify park buildings and facilities. Students work with various materials and tools specific to masonry, learn construction blueprint reading and building codes, and practice newly acquired skills.

**PARK 146 WATER CONTINUING EDUCATION WORKSHOP**

*1 unit • P/NP • Total hours: Eighteen hours lecture; two hours lab*

This course is designed to update and continue water distribution and treatment plant operator's education by reviewing the latest laws and regulations, products, processes and tests. This workshop provides contact hours for Department of Health Services licensing. Operators will have the opportunity to share problems and solutions. May be taken four times for credit with different topics.

**PARK 147 MAINTENANCE LEADERSHIP AND ADMINISTRATION**

*1 unit • P/NP • Total hours: Eight hours lecture; twenty-eight hours lab*

This course is developed to train new California State Parks maintenance employees in project planning and execution. It provides participants with the knowledge to identify where the funds for maintenance operations come from, how maintenance budgets are developed, and how the Computerized Asset Management Program (CAMP) is implemented. The course also includes instruction in many common administrative tasks often delegated to the lead employees in the field.

**PARK 150 INTRODUCTION TO FIRE ECOLOGY AND PRESCRIBED BURNING**

*2 units • P/NP • Total hours: Thirty-six hours lecture*

This course introduces students to the role of fire in California's ecosystems. Topics include the effect of fire on plants, wildlife, soil, cultural resources, aesthetics and air quality. Other areas covered are fire physics and chemistry, prescribed burning, and monitoring.

**PARK 153 PRESCRIBED FIRE INCIDENT COMMANDER**

*2 units • P/NP • Total hours: Thirty-six hours lecture*

This course is intended for Prescribed Fire Incident Commander (RxIC) candidates. Topics include the responsibilities of an RxIC such as designing prescribed burn plans, designing prescribed fire incident action plans, and working with cooperating agencies.



**PARK 155 COOPERATING ASSOCIATION LIAISON SKILL BUILDING***2 units • P/NP • Total hours: Thirty-six hours lecture*

This course is designed for those serving as a new or experienced Cooperating Association Liaison. Students develop the skills to become the key communication link between a cooperating association and the Parks and Recreation department. This course provides participants with the knowledge, skills, and insights to produce a positive and collaborative spirit and vision for their relationship with a cooperating association.

**PARK 160 BASIC INTERPRETATION FOR GUIDES AND INTERPRETERS***2 units • P/NP • Total hours: Thirty-six hours lecture*

This course provides students with solid foundational information for planning, developing, and conducting guided tours and impromptu interpretations. Students develop interpretive techniques related to both natural and cultural resources based on presentations by experienced field interpreters and trainers.

**PARK 164 CULTURAL RESOURCE MANAGEMENT: ADVANCED***1 unit • LG-P/NP • Total hours: Sixteen hours lecture; sixteen hours lab*

This course provides ongoing training for archaeologists and historians in damage assessment throughout the Parks and Recreation Department. This training improves the effectiveness, consistency, and quality of the management of cultural resources throughout the California State Parks System. The course also provides a forum for collaboration, networking, inspiration, and planning. May be taken four times for credit with different topics.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155***PARK 165 CULTURAL RESOURCE MANAGEMENT: BASIC***2 units • P/NP • Total hours: Thirty-six hours lecture*

This course provides required basic training to Parks and Recreation employees in the Archaeologist Series, Historian Series, and Restoration Architects Series throughout the department. This course seeks to improve the effectiveness, consistency, and quality of the management of cultural resources throughout the California State parks system. The course is geared for non-cultural specialists such as maintenance workers, curators, and/or interpreters.

**PARK 166 CULTURAL RESOURCE MANAGEMENT: INTERMEDIATE***1 units • P/NP • Total hours: Fourteen hours lecture; fourteen hours lab*

This course provides ongoing training to archaeologists and historians throughout the Parks and Recreation Department. Consistent with the Department's ongoing efforts to train archaeologists and historians in damage assessment to assist with reports on site damage, costs/value of repair and restoration, as well as federal and state law compliance.

**PARK 167 NATURAL RESOURCE MANAGEMENT: INTERMEDIATE***.5 unit • P/NP • Total hours: Ten hours lecture; ten hours lab*

This course provides ongoing training to natural resource managers and specialist staff to maintain and improve California State Parks' natural resource management program. State Parks' natural resource programs are science-based, which are fundamentally reliant on the knowledge of natural resources and ecological processes.

**PARK 184 HISTORIC PRESERVATION***1 unit • P/NP • Total hours: Eighteen hours lecture; eighteen hours lab*

Historical Preservation provides participants with an overview of the cultural values of buildings and structures within state historic parks and monuments. The course includes material to develop an understanding and appreciation of California State Parks' role in the historic preservation movement, including the handling of threats to historic integrity and architecturally important historic styles.

**PARK 205 PARK ADMINISTRATIVE SERVICES II***1.5 units • P/NP • Total hours: Twenty-four hours lecture*

This course provides park managers with current information on California State Parks administrative policies, practices and procedures. Participants receive training in business management, accounting, budgets, personnel, contracts and concession program administration. Students are encouraged to take PARK 130 and PARK 110 before enrolling in this course. May be taken four times for credit for ongoing training or updating.

**PARK 209 LAW ENFORCEMENT LEADERSHIP***1.5 units • P/NP • Total hours: Twenty-eight hours lecture*

Designed to meet special needs of law enforcement supervisors, this course provides training on skills as applied in law enforcement supervision. Certified by California Peace Officer Standards and Training, this course fulfills legislative mandate for newly appointed law enforcement supervisors.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155***PARK 210 SUPERVISORY COURSE***5 units • P/NP • Total hours: Seventy hours lecture; fifty hours lab*

This course is designed to meet the State of California Department of Parks and Recreation-mandated required training for all newly appointed supervisors within one year of appointment. Supervisors will learn to recognize diversity, understand differences, and communicate effectively with the workforce, and understand their role within the organization. (POST-certified)

**PARK 211 SUPERVISORY REFRESHER***.5 unit • P/NP • Total hours: Twenty-eight hours discussion*

Updated information on park management, personnel, labor relations, stress management, and liability for park supervisors.

**PARK 212 VOLUNTEER MANAGEMENT***.5 unit • P/NP • Total hours: Nine hours lecture; nineteen hours lab*

This course provides information necessary for successful volunteer management and specific information regarding legal issues, recruitment, selection, training and recognition of volunteers. Course content includes oversight of volunteer management programs. May be taken four times for credit for ongoing training or updating.

**PARK 214 MANAGEMENT PRACTICES***2 units • P/NP • Total hours: Twenty hours lecture; sixty hours discussion*

This course covers management theory, organization and practice for mid-level State Park and Recreation managers.

**PARK 218 CONCESSIONS MANAGEMENT***.5 units • P/NP • Total hours: Thirty-six hours lab*

Concessions Management is designed to provide a basic foundation of knowledge which will enable personnel with concession program responsibility the ability to effectively integrate concessions operations into State Park operations.

**PARK 223 OPEN WATER SAFETY OPERATIONS**

3 units • P/NP • Total hours: *Thirty-two hours lecture; forty-eight hours lab*

Fire/Marine Open Water Safety Operations modules, including first aid, basic life support, United States Lifesaving Association (USLA) ocean rescue evolutions, crowd control, human interaction skills, interfacing with Fire EMS, local open water safety protocols and communications. May be taken four times for credit.

**PARK 224 SAFETY COORDINATOR TRAINING**

.5 unit • P/NP • Total hours: *Ten hours lecture; ten hours lab*

This course offers opportunities for state park district safety coordinators to learn about safety problems and solutions. Topics covered include hazardous materials, lead-based paint, safe lifting procedures, manufacturer's safety data sheets (MSDS), CAL OSHA safety standards, and pesticides. May be taken four times for credit for ongoing training or updating.

**PARK 225A HAZMAT FIRST RESPONDER OPERATIONAL**

1 unit • LG-P/NP • Total hours: *Seventeen hours lecture; three hours lab*

This course provides participants who are likely first responders with an improved capability to respond to HAZMAT events in a safe and competent manner and within the typical resource and capability limits at the "Operational" level. Students learn about scene management, protective equipment, FRO limitations, and protective actions.

**PARK 226 BASIC PARK MAINTENANCE MANAGEMENT**

2 units • P/NP • Total hours: *Thirty-six hours lecture*

Students learn what maintenance management means, what programs maintenance supervisors manage, and the importance of program management in reducing maintenance workload and in meeting the California State Park mission.

**PARK 227 BEGINNING TRAIL MANAGEMENT**

.5 unit • P/NP • Total hours: *Thirty-six hours discussion*

Provides basic trail construction and maintenance techniques regarding trail systems on park land. The participant will gain a fundamental understanding of trail system management, trail layout, trail structure, and trail maintenance.

**PARK 228 INTERMEDIATE TRAIL MANAGEMENT**

.5 unit • P/NP • Total hours: *Thirty-six hours discussion*

Provides trail construction and maintenance techniques regarding trail systems on park land. The participant will gain an understanding of trail system management, trail layout, trail structure, and trail maintenance.

**PARK 229 ADVANCED TRAIL MANAGEMENT**

.5 unit • P/NP • Total hours: *Twenty-eight hours lab*

This course provides advanced trail construction and maintenance techniques regarding trail systems on park land. Students gain a well-developed understanding of trail system management, trail layout, trail structure, and trail maintenance.

**PARK 229A ADVANCED TRAIL MANAGEMENT: CLIMBING & RIGGING**

1.5 units • P/NP • Total hours: *Eight hours lecture; thirty-two hours lab*

This course provides knowledge of climbing and rigging applications in trail construction projects. It includes information and application of appropriate tools, equipment, safety and theory. Specific techniques include Swedish climbing ladders, rappelling, spur climbing different size trees, setting bridge stringers and griphosts. May be taken four times for credit for ongoing training or updating.

**PARK 229B ADVANCED TRAIL MANAGEMENT: ROAD TO TRAIL CONVERSION**

1 unit • P/NP • Total hours: *Eighteen hours lecture; eighteen hours lab*

This course covers the process of identifying existing roads and converting them to other routes of travel. Students become familiar with landforms, interfluvia zones, and topographical crenulations.

**PARK 232A CULTURAL RESOURCE INTERPRETATION**

1 unit • P/NP • Total hours: *Twelve hours lecture; twenty-four hours lab*

This course provides information relating to cultural sites including interpretive trends, planning, presentation skills, media selection, and self-evaluation. Participants learn diverse styles and innovative techniques. Discussions focus on how interpretation serves a culturally diverse audience.

**PARK 232B NATURAL RESOURCE INTERPRETATION**

1 unit • P/NP • Total hours: *Twelve hours lecture; twenty-four hours lab*

Designed for field interpreters, this course offers specific techniques for planning and presenting interpretive programs working in natural areas. Discussions focus on how interpretation can serve visitors; at the same time, participants are encouraged to share their resources and techniques in these areas.

**PARK 233 FACILITATOR SKILLS**

.5 unit • P/NP • Total hours: *Eight hours lecture; twenty hours lab*

This course enables participants to more effectively manage employee meetings, employee teams, citizen meetings, advisory committees, and public hearings. May be repeated periodically for new content, ongoing training or updating. (POST-certified)

**PARK 234 COURSE LEADER**

1 unit • P/NP • Total hours: *Twelve hours lecture; twenty-eight hours lab*

This course will establish guidelines, certification procedures, and training programs for instructors. The goal of instructor certification is to recognize achievement of education training and experience by an instructor with a demonstrated level of competence. May be repeated periodically for new content, ongoing training or updating. (POST-certified)

**PARK 235 TRAINING FOR INTERPRETIVE TRAINERS**

1 unit • P/NP • Total hours: *Twelve hours lecture; twenty-four hours lab*

This course is designed for field interpreters. It provides new trainers with a foundations for developing and conducting introductory training workshops in interpretive program delivery. Participants are given a model training agenda and learn to develop a training program tailored to the needs of district interpretive operations.

**PARK 236A DISTRICT INTERPRETIVE COORDINATOR***1 unit • P/NP • Total hours: Twelve hours lecture; twenty hours lab*

This course provides district interpretive coordinators with the tools to oversee interpretive programs at a district level, including updated information on state parks policy, new trends in interpretation, and the impact of those trends on the coordinator's position. May be taken four times for credit for ongoing training or updating.

**PARK 237 INTERPRETIVE PROGRAM COORDINATION AND SUPERVISION***1.5 units • P/NP • Total hours: Twenty-four hours lecture; eight hours lab*

This course focuses on managing and supervising State Park interpretive programs including volunteer management and program evaluation. Topics include interpretive project planning, funding, contracting, working with service centers and cooperating associations, evaluating programs, intellectual property rights, cultural diversity and meeting ADA requirements.

**PARK 238 COASTAL/MARINE INTERPRETATION***.5 unit • P/NP • Total hours: Eight hours lecture; eight hours lab*

This course provides training to front-line rangers, lifeguards and interpreters on the components of coastal and marine environments. It is consistent with the Parks and Recreation Department's ongoing efforts to involve visitors in interpretive programs and providing programs for children in the outdoors. This course training seeks to improve the effectiveness, consistency, and quality of the interpretation of our marine and coastal habitats throughout the California State Parks System.

**PARK 240 FIELD TRAINING PROGRAM***3 units • P/NP • Total hours: Fifty hours lecture; one hundred ten hours lab*

Students perform practical field work in law enforcement, interpretation, resource management, and administration within a California State Parks system unit.

**Prerequisites:** PARK 280; PARK 281**PARK 242 EMERGENCY MEDICAL RESPONDER INSTRUCTOR TRAINING***2 units • P/NP • Total hours: Twenty-five hours lecture; thirty-five hours lab*

This course is designed to prepare students that are Certified Emergency Medical Technicians (EMT) and Cardiopulmonary Resuscitation (CPR) qualified to instruct the California Department of Parks and Recreation Emergency Medical Responder course and communicable disease and cardiopulmonary resuscitation programs. The State of California Emergency Medical Services Authority certifies this instructor training.

**PARK 242R EMERGENCY MEDICAL RESPONDER/EMT INSTRUCTOR REFRESHER***1 unit • P/NP • Total hours: Twelve hours lecture; twenty-six hours lab*

This course provides students with instructional skills and updated protocol information in all aspects of Emergency Medical Response and instruction. Students are refreshed in CPR and oxygen, patient assessment, recordkeeping, EMS protocols, adult learning, communicable disease program, resources and preparation, trauma and fractures demonstrations and practice, AED certification, and childbirth. May be taken four times for credit for ongoing training or updating.

**Prerequisites:** Must be a current Emergency Medical Technician and an Emergency Medical Responder Instructor**PARK 244 DEFENSIVE TACTICS INSTRUCTOR TRAINING***1.5 units • P/NP • Total hours: Seventy-six hours discussion*

Defensive Tactics Instructor certification in the Koga method of arrest control techniques and baton tactics.

**PARK 244R DEFENSIVE TACTICS INSTRUCTOR REFRESHER***1 unit • P/NP • Total hours: Thirty-six hours lab*

This course is designed to update defensive tactics instructor skills in the Koga baton and arrest control techniques. May be repeated periodically for new content, ongoing training or updating.

**Prerequisites:** PARK 244**PARK 245 BATON INSTRUCTOR***1 unit • P/NP • Total hours: Eight hours lecture; twenty-eight hours lab*

This POST-certified course is developed for sworn peace officers and retired peace officers who are current defensive tactics and/or arrest and control instructors, and who will be teaching baton tactics within their agency or police academy. The course includes the Perishable Skill of Arrest and Control, and the optional topic of Impact Weapons within the law enforcement agency and police academy.

**PARK 246 FIREARMS INSTRUCTOR TRAINING***2 units • P/NP • Total hours: One hundred eight hours lab*

This course is designed as a POST Certified Firearms Instructor course for peace officers. It includes instructional methods and administrative responsibilities, and it requires the student to demonstrate firearms skill and knowledge including care, cleaning, operation and use of the firearms issued to and carried by State Park peace officers. May be repeated periodically for new content, ongoing training or updating. (POST-certified)

**PARK 246R FIREARMS INSTRUCTOR REFRESHER***.5 unit • P/NP • Total hours: Thirty-six hours lab*

This course is developed for POST-certified firearms instructors to provide current combat-survival shooting and firearms instructional techniques. This program focuses on skills, techniques, standards, and methods of instruction necessary to assist shooters and provide ongoing training. It is designed to improve and evaluate instructor capability, and to keep trained instructors current with advanced and new firearms training information. May be repeated periodically for new content, ongoing training or updating. (POST-certified)

**PARK 253 PEACE OFFICER UPDATE***.5 unit • P/NP • Total hours: Twenty-eight hours discussion*

Training will provide legal update involving law enforcement practices, search and seizure laws, and officer safety for State Park peace officers.

**PARK 254 FIELD TRAINING OFFICER PROGRAM***2 units • P/NP • Total hours: Forty hours lecture*

This POST-certified course provides State Park Peace Officers with the information necessary to administer the Department of Parks and Recreation Field Training Program. The course covers an orientation to POST, the Regular Basic Course and detailed information on the Department of Parks and Recreation Field Training Program.

**PARK 258 INTERNAL AFFAIRS INVESTIGATOR***.5 unit • P/NP • Total hours: Ten hours lecture; ten hours lab*

This course defines, discusses and reviews the internal affairs role and responsibility within the California Parks system. Students learn the difference between categories of internal affairs complaints and review techniques of basic investigation. They become familiar with the CPS investigative manual and the administration and management of internal affairs activities. May be repeated periodically for new content, ongoing training or updating. (POST-certified)

**PARK 260 RESOURCE MANAGEMENT***.5 unit • P/NP • Total hours: Thirty-six hours discussion*

Review laws, policies, directives, and programs applicable to the management of natural and cultural resources.

**PARK 265 HISTORIC STRUCTURES MAINTENANCE***1.5 units • P/NP • Total hours: Twenty-four hours lecture; twelve hours lab*

Students learn the appropriate skills to budget, schedule and practice renewable maintenance while following regulations regarding maintenance of historic structures. Students learn to "read" building conditions, evaluate historic landscapes, and use historic building treatments.

**PARK 266 MUSEUM COLLECTIONS MANAGEMENT***.5 unit • P/NP • Total hours: Thirty-six hours discussion*

Techniques in the care, handling, and preservation of natural and cultural artifacts in a museum setting.

**PARK 268 EQUAL EMPLOYMENT OPPORTUNITY (EEO) COUNSELOR TRAINING***.5 unit • P/NP • Total hours: Eight hours lecture; twelve hours lab*

This course develops a clear understanding and common basis for a discussion of equal employment opportunity issues. It also introduces the student to the discrimination complaint and informal complaint resolution process. It develops student understanding of the techniques and methods for complaint resolution and the components of a complete summary report.

**PARK 269 EQUAL EMPLOYMENT OPPORTUNITY INVESTIGATOR***1 unit • P/NP • Total hours: Twenty-four hours lecture*

This course develops an understanding of Equal Employment Opportunity (EEO) laws, regulations, and executive orders. It also provides the student with the ability to remedy EEO violations. Topics covered include informal and formal complaints and writing an investigative report.

**PARK 271 BASIC PARK CARPENTRY SKILLS***1 unit • LG-P/NP • Total hours: Fourteen hours lecture; fourteen hours lab*

This course is designed to familiarize students with tool care and use, building maintenance and repair, project planning and safety, finish carpentry, wood frame construction, construction materials and fasteners, and materials handling and storage in a Parks and Recreation setting. Hands-on projects provide the student with an opportunity to use skills and safe carpentry practices in a controlled environment.

**PARK 273 BASIC PARK ELECTRICAL SKILLS***1 unit • LG-P/NP • Total hours: Eighteen hours lecture; eighteen hours lab*

This course provides the student with the skills, opportunity, and practice for practical application of basic electrical skills as applied in a parks and recreation setting. Topics covered include codes, load centers, personal safety, shop application, electrical hardware, troubleshooting, and appliance repair.

**PARK 274 BASIC PARK PLUMBING SKILLS***1 unit • LG-P/NP • Total hours: Eighteen hours lecture; eighteen hours lab*

This course provides the student with the ability to select and use proper plumbing tools and materials for making basic repairs, replacement or new installations as related to Parks and Recreation facility plumbing systems.

**PARK 275 PARTNERSHIP SKILL BUILDING***1 units • P/NP • Total hours: Twelve hours lecture; sixteen hours lab*

This course provides participants with the skills and information necessary for successful liaison with cooperating associations operating for the benefit of state parks. Students examine various non-profit organization management techniques, including board development and legal requirements of non-profit status. May be taken four times for credit for ongoing training or updating.

**Advisories:** BUSI 1B; BUSI 18**PARK 278 SKILLS FOR INTERPRETING TO CHILDREN***1 unit • P/NP • Total hours: Ten hours lecture; twenty hours lab*

Students develop new skills for interpreting to children, grades K-6, through highly interactive sessions at various well-known state parks and local landmarks. This course is designed primarily for state park employees, both new and experienced.

**PARK 280 BASIC LAW ENFORCEMENT TRAINING***18-21 units • LG-P/NP • Total hours: One hundred nineteen to one hundred fifty hours lecture; five hundred eighty-two to six hundred hours lab*

This course is a regular Basic Peace Officer course as described in the California Penal Code, Section 830.2(f).

**Prerequisite/Condition of Enrollment:** Apprenticeship standing with the State of California Department of Parks and Recreation Ranger Program**PARK 281 RANGER TRAINING PROGRAM***5-6 units • LG-P/NP • Total hours: Fifty-one hours lecture; one hundred nine to one hundred sixty-six and one-half hours lab*

This course is designed to provide an overview of all aspects of State Park operations, resource management, and interpretation. Students learn presentation skills, leadership development, and administrative processes needed for advancement to State Park Ranger.

**Prerequisites:** PARK 280

## PERSONAL DEVELOPMENT

**PERS 50 MAKING COLLEGE COUNT***3 units • LG-P/NP • Three hours lecture*

This course provides skills and techniques to assist in evaluating personal learning styles, priorities in use of time, successful study strategies, stress management, identification of values and goals, assertiveness, and successful use of campus resources and services.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**General Ed. Credit:** CSU, Area E; MPC, Area E2

**PERS 51 CAREER PLANNING THROUGHOUT THE LIFESPAN***3 units • LG-P/NP • Three hours lecture*

This course provides students with skills needed to develop a career path throughout the lifespan. Students develop a portfolio with the aid of career-oriented self-assessments focusing on interests, values, skills, personality type, and with the knowledge of labor market information, decision-making skills and coping strategies. Also offered online.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**General Ed. Credit:** CSU, Area E; MPC, Area E2**PERS 54 LEADERSHIP COMMUNICATION***3 units • LG-P/NP • Three hours lecture*

This course is designed to assist students interested in developing or improving communication skills relevant to leadership. Theories of leadership are investigated, and students learn how to apply both knowledge and skills to diverse small group and public speaking situations. Students have the opportunity to apply the knowledge gained outside of class. Campus and/or community involvement is a required element of this course. Also offered as Speech 54; credit may be earned only once.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**General Ed. Credit:** CSU, Area A1; MPC, Area A2**PERS 58 COPING WITH DIFFICULT PEOPLE***2 units • LG-P/NP • Two hours lecture*

This Internet course is designed for those interested in learning effective communication skills for dealing with people in pressured situations. Students will learn how to avoid getting caught up in defensiveness, how to select appropriate communication strategies, and how to merge into and manage conflict situations. Offered online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**PERS 71 FOUNDATIONS OF CAREER CHOICE***1 unit • LG-P/NP • One hour lecture*

This course is designed for students interested in learning more about themselves and the world of work before making a career choice. It includes self-assessments, career exploration, career trends and workplace issues, decision-making, and college and career planning. Also offered online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**General Ed. Credit:** MPC, Area E2**PERS 72 TAKING CHARGE OF YOUR JOB SEARCH***1 unit • LG-P/NP • One hour lecture*

This course provides students with skills needed to conduct an effective job search. Job search strategies including, but not limited to, resume writing, interviewing skills, stress management, and internet research prepare students to present themselves to prospective employers with knowledge and confidence.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**General Ed. Credit:** MPC, Area E2**PERS 200 ORIENTATION TO COLLEGE***.5-1 unit • LG-P/NP • Total hours: Eight and one-half hours lecture for each one-half unit of credit*

This short-term course provides students with Information necessary for transition into Monterey Peninsula College. Topics may include assessment, scheduling, student services, basic study skills, time management, and college culture. May be taken two times with different topics.

**PERS 210 BECOMING A SUCCESSFUL STUDENT***.5-3 units • LG-P/NP • Total hours: Eight hours lecture for each one-half unit of credit*

Series of short-term courses which provides students with skills needed to become successful students. Each course focuses on specific skills in an area such as time management, how to write an essay, and how to take objective tests. May be repeated provided there is no duplication of topics.

**PERS 400 SUPERVISED TUTORING***0 units • NC • Hours by arrangement*

This course is designed to provide basic skills and/or study skills support for students enrolled in MPC courses.

**PERS 454 LEADERSHIP TECHNIQUES***0 units • NC • Hours by arrangement*

This course is designed for any student interested in leadership within an organization. It deals with the leadership function and activities of developing a work team. Students will have the opportunity to practice leadership skills.

**PHILOSOPHY****PHIL 2 INTRODUCTION TO PHILOSOPHY***3 units • LG-P/NP • Three hours lecture*

This course examines fundamental questions of philosophy through discussion of selected philosophers and student ideas. It compares philosophy to common sense, science, and religion, and explores the meaning of self-identity, human freedom, ethical values, immortality, and the existence of God.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**PHIL 4 MORAL ISSUES***3 units • LG-P/NP • Three hours lecture*

This course clarifies values in contemporary moral issues such as abortion, sexuality, the right to die, animal rights, and economic justice.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2, E; IGETC, Area 3B; MPC, Area C**PHIL 5 ENVIRONMENTAL ETHICS***3 units • LG-P/NP • Three hours lecture*

This course critically examines views about the moral status of natural objects and non-human animals, and applies these views to issues such as over-population, pollution and global climate change, conservation, and the exploitation of animals. The course includes discussions of anthropocentrism, the land ethic, deep ecology, animal rights, and eco-feminism.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**PHIL 6 INTRODUCTION TO LOGIC***3 units • LG • Three hours lecture*

This course introduces the study of formal and informal logic. It relates language to logic, and explores truth, validity, informal fallacies, deduction and formal fallacies, symbolic logic, and formal proof.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area A3; MPC, Area A2

**PHIL 8 INTRODUCTION TO WORLD RELIGIONS***3 units • LG-P/NP • Three hours lecture*

This course is an introduction to the origins, history, and significant ideas of the world's major religions. It explores the fundamental insights, ideals, and contributions toward the human moral heritage and wisdom of the oral religions, Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam. Also offered online.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**PHIL 10 INTRODUCTION TO CRITICAL THINKING***3 units • LG-P/NP • Three hours lecture*

This course introduces the techniques and skills of critical thinking. It provides practice in using language clearly; identifying, analyzing, constructing and evaluating deductive and inductive arguments; and exposing common fallacies in everyday reasoning.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area A3; MPC, Area A2**PHIL 12 INTRODUCTION TO THE PHILOSOPHY OF RELIGION***3 units • LG-P/NP • Three hours lecture*

This course introduces such topics as the nature and grounds of religious belief, the relation between religion and ethics, the nature and existence of God, the problem of evil, religion and science, religion in public discourse, and religion and cultural criticism.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**PHIL 13 INTRODUCTION TO EASTERN PHILOSOPHY***3 units • LG-P/NP • Three hours lecture*

This course surveys the major philosophies of India, China, and Japan, and examines such concepts as karma and bondage, liberation, selflessness, meditation, and self-knowledge.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**PHIL 40 INTRODUCTION TO FEMINIST THEORY***3 units • LG-P/NP • Three hours lecture*

This course encourages students to reflect on historical and present day images of women and men through readings in philosophy, psychology, and history by both male and female authors. It engages students in critical analysis of the readings and the changes that the feminist theory has undergone, as well as its relationship to other theories. Also offered as Humanities 40 or Women's Studies 40; credit may be earned only once. Also offered online.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**PHIL 54 WOMEN AND RELIGION***3 units • LG-P/NP • Three hours lecture*

An exploration of the influence of religious ritual, symbol and theology on women's lives with consideration given to the development of feminist spirituality. Also offered as Women's Studies 54; credit may be earned only once.

**Advisories:** Eligibility for ENGL 111 or ENSL 110**Credit transferable:** CSU**General Ed. Credit:** CSU, Area C2; MPC, Area C**PHOTOGRAPHY****PHOT 1A PHOTOGRAPHY I: BLACK AND WHITE***3 units • LG-P/NP • Two hours lecture; four hours lab*

This is an introductory course in black and white photography using specific assignments to highlight various aesthetic characteristics of the medium. Students learn the basic technical skills of film processing, printing from negatives, and the mounting of photographs.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C1; MPC, Area C**PHOT 1B INTERMEDIATE PHOTOGRAPHY***3 units • LG-P/NP • Two hours lecture; four hours lab*

Topics in this course include techniques such as toning, exposure/development manipulations, camera filtration, and the use of specialized films and papers.

**Advisories:** PHOT 1A; eligibility for ENGL 1A**Credit transferable:** CSU**PHOT 3 ADVANCED PHOTOGRAPHY***3 units • LG-P/NP • Two hours lecture; four hours lab*

This course is an introduction to medium- and large-format cameras plus the exposure/development procedure known as the zone system. Topics include camera operation, sheet film development, and large-format printing.

**Advisories:** PHOT 1A; eligibility for ENGL 1A**Credit transferable:** CSU**PHOT 10 BEGINNING PHOTOGRAPHY***3 units • LG-P/NP • Three hours lecture*

Introductory non-laboratory course in camera operation, exposure, color film, color composition and lighting with application to general photography, magazine and newspaper reproduction and slide presentations.

**Credit transferable:** CSU**General Ed. Credit:** CSU, Area C1; MPC, Area C**PHOT 22 HISTORY OF PHOTOGRAPHY***3 units • LG-P/NP • Three hours lecture*

Starting with the invention of photography in 1839 and continuing with the impact of the digital revolution in the 21st century, this course examines the history of photography. Concentration is on development in the United States, but non-American influences and personalities will also be considered and discussed.

**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C1; IGETC, Area 3A; MPC, Area C**PHOT 50 PORTRAITURE PHOTOGRAPHY***3 units • LG-P/NP • Two hours lecture; four hours lab*

This course explores the various styles and techniques used in contemporary portraiture. Topics include the history and ethics of portraiture, lighting, posing, and composition.

**Advisories:** PHOT 1A; eligibility for ENGL 1A**Credit transferable:** CSU

**PHOT 53 PHOTOJOURNALISM***3 units • LG-P/NP • Three hours lecture*

Instruction is provided in skills needed for effective newspaper and magazine photography with an emphasis on developing appropriate behavior and craft needed for meeting deadlines for photojournalistic publication. Special emphasis is placed on print quality, picture editing, layout design, and image content. This course also introduces students to electronic capture and transmittal of photographs.

**Credit transferable: CSU****PHOT 54 DOCUMENTARY PHOTOGRAPHY***3 units • LG-P/NP • Two hours lecture; four hours lab*

Students study the history of documentary photography and then use the ideas and strategies learned from that research to photographically document specific subjects including areas such as agriculture and tourism.

**Advisories: PHOT 1A; eligibility for ENGL 1A****Credit transferable: CSU****PHOT 56 PHOTOGRAPHIC LIGHTING***3 units • LG-P/NP • Two hours lecture; four hours lab*

Students learn the study and practice of location and studio lighting of portraiture, still life, table top, architecture, artwork in both flat and 3-D. Assignments are done in color.

**Advisories: PHOT 1A; eligibility for ENGL 1A****Credit transferable: CSU****PHOT 60 COLOR PRINTING***3 units • LG-P/NP • Two hours lecture; three hours lab*

This course provides the theory and practice necessary to produce quality color prints. Students should have adequate proficiency in the use of the camera and darkroom prior to enrollment.

**Credit transferable: CSU****PHOT 70 DIGITAL PHOTOGRAPHY***3 units • LG-P/NP • Two hours lecture; four hours lab*

This course provides students the theory and practice necessary to produce quality fine art digital prints. Using Adobe Photoshop software to create and manipulate images, topics include image capture, scanning, retouching, and printing.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****PHOT 85 ALTERNATIVE PROCESSES***3 units • LG-P/NP • Two hours lecture; four hours lab*

This course explores the unique characteristics of non-conventional and historic photographic processes, cyanotypes and brown prints, plus the use of liquid emulsion. Topics include multi-media techniques using text, printing on fabric, and collage.

**Advisories: PHOT 1A; eligibility for ENGL 1A****Credit transferable: CSU****PHOT 86 EXPERIMENTAL PHOTOGRAPHY***3 units • LG-P/NP • Two hours lecture; four hours lab*

This course explores the various ways the photograph can be altered and/or presented using photographic techniques, equipment, and materials peculiar to the medium such as photograms, plastic cameras, high contrast film, electronic flash, and multiple printing.

**Advisories: PHOT 1A; eligibility for ENGL 1A****Credit transferable: CSU****PHOT 87 LENSLESS PHOTOGRAPHY***3 units • LG-P/NP • Two hours lecture; four hours lab*

Students explore making photographs using light-sensitive materials without conventional cameras while studying the technical history of photography. Photograms and pinhole cameras will be used to record the images.

**Advisories: PHOT 1A; eligibility for ENGL 1A****Credit transferable: CSU****PHOT 88 CRITIQUE/PORTFOLIO***3 units • LG-P/NP • Two hours lecture; four hours lab*

This is a seminar class with a lab component that emphasizes student discussion and interaction. Students learn how to analyze, critique, and compare and contrast photographs while building a coherent portfolio of personal photographs.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****PHOT 93 PRACTICUM: PHOTOGRAPHY***.5-2 units • LG-P/NP • Three hours lab per week for each unit of credit*

Supervised lab practice in photography for individualized development. May be taken four times for credit.

**Prerequisites: PHOT 1A****Credit transferable: CSU****PHYSICAL EDUCATION****PHED 1A FENCING I***.5 unit • LG-P/NP • Two hours activity*

Students are introduced in the basic offensive and defensive techniques of foil fencing. Also emphasized are rules, etiquette and strategy. Combinations of PHED 1A and 1B may be taken four times for credit.

**Credit transferable: CSU, UC****General Ed. Credit: MPC, Area E1****PHED 1B FENCING II***.5 unit • LG-P/NP • Two hours activity*

Students increase skills learned in PHED1A. More complicated and refined skills and techniques including officiating for tournaments are presented. It is recommended that students take PHED 1A or have intermediate fencing skills before enrolling. Combinations of PHED 1A and 1B may be taken four times for credit.

**Credit transferable: CSU, UC****General Ed. Credit: MPC, Area E1****PHED 2A GOLF I***.5 unit • LG-P/NP • Two hours activity*

Students develop skill and knowledge of the basic swing, equipment, and rules and etiquette of golf. Combinations of PHED 2A, 2B and 2C may be taken four times for credit.

**Credit transferable: CSU, UC****General Ed. Credit: MPC, Area E1****PHED 2B GOLF II***1 unit • LG-P/NP • Three hours activity*

Students refine basic skills and learn course play. It is recommended that students take PHED 2A or have basic golf skills before enrolling. Combinations of PHED 2A, 2B and 2C may be taken four times for credit.

**Credit transferable: CSU, UC****General Ed. Credit: MPC, Area E1**

**PHED 2C GOLF III***1 unit • LG-P/NP • Three hours activity*

This course is for the experienced golfer and provides an opportunity to play local courses. It is recommended that students take PHED 2B or have intermediate golf skills before enrolling. Combinations of PHED 2A, 2B and 2C may be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**PHED 5A TENNIS I***.5 unit • LG-P/NP • Two hours activity*

Students are introduced to the development of basic skills and knowledge in the techniques of tennis singles, doubles and mixed doubles. Combinations of PHED 5A, 5B, and 5C may be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**PHED 5B TENNIS II***.5 unit • LG-P/NP • Two hours activity*

Students develop additional competency in basic strokes and skill in the lob, the smash, the volley, and singles and doubles strategy. It is recommended that students take PHED 5A or have basic tennis skills before enrolling. Combinations of PHED 5A, 5B and 5C may be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**PHED 6 SOCCER***.5 unit • LG-P/NP • One and one-half hours activity*

Students are led to develop skills in the various offensive and defensive techniques of soccer. Included in this course are rules and team strategy, team play. May be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**PHED 7A SWIMMING I***.5 unit • LG-P/NP • Two hours activity*

This course is designed for non-swimmers to develop Red Cross beginning swimming skills: physical and mental adjustment to the water, buoyancy and water position, and front and back stroke. Combinations of PHED 7A and 7B may be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**PHED 7B SWIMMING II***.5 unit • LG-P/NP • Two hours activity*

Students develop Red Cross intermediate swimming skills. It is recommended that students take PHED 7A or have basic beginning swimming skills before enrolling. Combinations of PHED 7A and 7B may be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**PHED 12B COMPETITIVE SWIMMING I***1 unit • LG-P/NP • Four hours activity*

Students learn physical conditioning, skill development and knowledge of racing and training strategies of competitive swimming. Combinations of PHED 12A, 12B, and 12C may be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**PHED 12C COMPETITIVE SWIMMING II***.5 unit • LG-P/NP • Two hours activity*

Students will develop skills and physical conditioning at the intermediate level. Combinations of PHED 12A, 12B and 12C may be taken four times for credit.

**Advisories:** PHED 12B**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**PHED 14 ULTIMATE FRISBEE***1 unit • LG-P/NP • Three hours activity*

This course provides an introduction to basic throwing, catching and passing skills of ultimate frisbee. The course includes rules, team strategies and team play. May be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**PHED 15A VOLLEYBALL I***.5 unit • LG-P/NP • Two hours activity*

Students will develop skills in the various offensive and defensive techniques of volleyball. This course also includes rules and team strategy. Combinations of PHED 15A, 15B, and 15C may be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**PHED 15B VOLLEYBALL II***1 unit • LG-P/NP • Four hours activity*

Students will develop intermediate skills and strategies of volleyball, including coed and two-person competition. It is recommended that students take PHED 15A or have basic volleyball skills before enrolling. Combinations of PHED 15A, 15B and 15C may be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**PHED 16 FUNDAMENTALS OF BASKETBALL***.5 unit • LG-P/NP • Two hours activity*

Students will develop individual and team skills. A special emphasis will be placed on fundamentals of offense and defense. May be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**PHED 17 FUNDAMENTALS OF SOFTBALL***.5-1 unit • LG-P/NP • Three hours activity per week for each unit of credit*

This course will provide basic awareness and understanding of individual and team play for softball. Progressive drills will be incorporated into class time to increase softball skill level and improve student ability to play fastpitch softball. May be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**PHED 18 FUNDAMENTALS OF FOOTBALL***1.5 unit • LG-P/NP • One hours lecture; two hours activity*

This course is designed to improve the physical conditioning and athletic skills of individuals interested in intercollegiate football competition. Students will develop individual and team skills and current football strategies. Combinations of PHED 18 and 20.4 may be taken four times for credit.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1



**PHED 19 FUNDAMENTALS OF BASEBALL***.5 unit • LG-P/NP • Two hours activity*

This course is designed to improve the physical conditioning and athletic skills of individuals interested in intercollegiate baseball competition. Students will develop individual and team skills. Combinations of PHED 19 and 20.1 may be taken four times for credit.

**Credit transferable: CSU, UC****General Ed. Credit: MPC, Area E1****PHED 20.1 SKILL DEVELOPMENT FOR BASEBALL***1.5 units • LG-P/NP • Four and one-half hours activity*

Students will learn physical conditioning and basic skills appropriate for intercollegiate baseball. Combinations of PHED 20.1 and 19 may be taken four times for credit.

**Credit transferable: CSU, UC****General Ed. Credit: MPC, Area E1****PHED 20.2 SKILL DEVELOPMENT FOR BASKETBALL: MEN***1 unit • LG-P/NP • Four hours activity*

Students learn physical conditioning and basic skills appropriate for intercollegiate basketball. May be taken four times for credit.

**Credit transferable: CSU, UC****PHED 20.3 SKILL DEVELOPMENT FOR BASKETBALL: WOMEN***1 unit • LG-P/NP • Four hours activity*

Students learn physical conditioning and basic skills appropriate for intercollegiate basketball. May be taken four times for credit.

**Credit transferable: CSU, UC****PHED 20.4 SKILL DEVELOPMENT FOR FOOTBALL***1 unit • LG-P/NP • Three hours activity*

Students will learn physical conditioning and basic skills appropriate for intercollegiate football. Combinations of PHED 20.4 and 18 may be taken four times for credit.

**Credit transferable: CSU, UC****PHED 20.5 SKILL DEVELOPMENT FOR GOLF***1 unit • LG-P/NP • Four hours activity*

Students will develop advanced skills appropriate for intercollegiate golf competition. Combinations of PHED 20.5 and 21 may be taken four times for credit.

**Credit transferable: CSU, UC****PHED 20.6 SKILL DEVELOPMENT FOR SOFTBALL***1.5 units • LG-P/NP • Four and one-half hours activity*

Students will learn physical conditioning and basic skills appropriate for men and women interested in fast-pitch softball. May be taken four times for credit.

**Credit transferable: CSU, UC****PHED 20.7 SKILL DEVELOPMENT FOR SWIMMING***.5 unit • LG-P/NP • Two hours activity*

Students will learn physical conditioning and skill development appropriate for intermediate and advanced competitive swimming. It is recommended that students take PHED 12B or have intermediate competitive swimming skills before enrollment. May be taken four times for credit.

**Credit transferable: CSU, UC****PHED 20.8 SKILL DEVELOPMENT FOR TENNIS***.5 unit • LG-P/NP • Two hours activity*

Students will learn tournament play, advanced techniques, singles and doubles tactics and strategies appropriate for intercollegiate tennis. May be taken four times for credit.

**Credit transferable: CSU, UC****PHED 20.9 SKILL DEVELOPMENT FOR TRACK AND FIELD***.5 unit • LG-P/NP • Two hours activity*

Students will learn physical conditioning and development of skills appropriate for intercollegiate track and field. May be taken four times for credit.

**Credit transferable: CSU, UC****PHED 20.10 SKILL DEVELOPMENT FOR VOLLEYBALL***1 unit • LG-P/NP • Four hours activity*

Students will learn individual and team skills appropriate for intercollegiate volleyball. May be taken four times for credit.

**Credit transferable: CSU, UC****PHED 21 FUNDAMENTALS OF GOLF***.5 unit • LG-P/NP • Two hours activity*

This course is designed to improve the physical conditioning and athletic skills of individuals interested in intercollegiate golf competition. Students will develop individual and team skills. Combinations of PHED 20.5 and 21 may be taken four times for credit.

**Credit transferable: CSU****General Ed. Credit: MPC, Area E1****INTERCOLLEGIATE ATHLETICS**

Eligibility: The rules of the California Community College Commission on Athletics provide that a student must be actively enrolled in 12 units at the time of participation. A student who comes directly from high school is immediately eligible for varsity competition. To be eligible for a second season of sport, the student athlete must complete and pass 24 units prior to the next season with a 2.0 GPA.

**PHED 29 VARSITY ATHLETIC CONDITIONING***.5 unit • LG-P/NP • Two hours activity*

This course is designed to improve the cardiovascular endurance, muscular strength, flexibility and athletic skills of individuals interested in intercollegiate competition. May be taken four times for credit.

**Credit transferable: CSU****General Ed. Credit: MPC, Area E1****PHED 30.1 INTERCOLLEGIATE BASKETBALL: WOMEN***1.5 units • LG • Five hours activity*

This course provides practice and competition in intercollegiate basketball. May be taken four times for credit.

**Credit transferable: CSU, UC****PHED 30.2 INTERCOLLEGIATE SOFTBALL: WOMEN***3 units • LG • Nine hours activity*

This course provides practice and competition in intercollegiate softball. May be taken two times for credit.

**Credit transferable: CSU, UC**

**PHED 30.3 INTERCOLLEGIATE VOLLEYBALL: WOMEN***3 units • LG • Nine hours activity*

This course provides practice and competition in intercollegiate volleyball. May be taken two times for credit.

**Credit transferable:** CSU, UC**PHED 30.4 INTERCOLLEGIATE TENNIS: WOMEN***3 units • LG • Nine hours activity*

This course provides practice and competition in intercollegiate tennis. May be taken two times for credit.

**Credit transferable:** CSU, UC**PHED 30.6 INTERCOLLEGIATE SOCCER: WOMEN***3 units • LG • Nine hours activity*

This course provides practice and competition in intercollegiate soccer. May be taken two times for credit.

**Credit transferable:** CSU, UC**PHED 31.1 INTERCOLLEGIATE FOOTBALL: MEN***3 units • LG • Nine hours activity*

This course provides practice and competition in intercollegiate football. May be taken two times for credit.

**Credit transferable:** CSU, UC**PHED 31.2 INTERCOLLEGIATE BASKETBALL: MEN***1.5 units • LG • Five hours activity*

This course provides practice and competition in intercollegiate basketball. May be taken four times for credit.

**Credit transferable:** CSU, UC**PHED 31.3 INTERCOLLEGIATE BASEBALL: MEN***3 units • LG • Nine hours activity*

This course provides practice and competition in intercollegiate baseball. May be taken two times for credit.

**Credit transferable:** CSU, UC**PHED 31.4 INTERCOLLEGIATE GOLF: MEN***3 units • LG • Nine hours activity*

This course provides practice and competition in intercollegiate golf. May be taken two times for credit.

**Credit transferable:** CSU, UC**PHED 31.5 INTERCOLLEGIATE SOCCER: MEN***3 units • LG • Nine hours activity*

This course provides practice and competition in intercollegiate soccer. May be taken two times for credit.

**Credit transferable:** CSU, UC**PHED 32.1 INTERCOLLEGIATE TRACK AND FIELD: WOMEN AND MEN***3 units • LG • Nine hours activity*

This course provides practice and competition in intercollegiate track and field. May be taken two times for credit.

**Credit transferable:** CSU, UC**PHED 32.4 INTERCOLLEGIATE CROSS COUNTRY: WOMEN AND MEN***3 units • LG • Nine hours activity*

This course provides practice and competition in intercollegiate cross country. May be taken two times for credit.

**Credit transferable:** CSU, UC**PHED 33 CHEERLEADING SKILLS***1 unit • LG-P/NP • Three hours activity*

Students will develop fundamental skills in cheerleading including cheers and movement techniques. Students will learn short and long cheer sequences and techniques for crowd control. May be taken four times for credit.

**Credit transferable:** CSU**General Ed. Credit:** MPC, Area E1**PHED 40 CAREERS IN PHYSICAL EDUCATION AND FITNESS***3 units • LG-P/NP • Three hours lecture*

Students explore career options and employment opportunities in education, recreation, sports, fitness and health. The course includes training and educational requirements and matching interest and abilities with career pathways.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E2**PHED 41 PREVENTION AND CARE OF ATHLETIC INJURIES***3 units • LG-P/NP • Three hours lecture*

Students will learn modern athletic training principles. Procedures and techniques for prevention, recognition, treatment and rehabilitation of athletic injuries.

**Credit transferable:** CSU, UC**PHED 42 ATHLETIC TRAINING FIELD EXPERIENCE***2 units • LG-P/NP • Six hours activity*

This course is a practical application of athletic training skills in training room and at athletic events. Research projects and skill practicum will be included. May be taken four times for credit.

**Advisories:** PHED 41**Credit transferable:** CSU**PHED 50 ORIENTATION FOR ATHLETES***2 units • LG-P/NP • Two hours lecture*

This course is designed to assist student athletes to set educational and career goals, develop study skills, learn job acquisition skills, and use college resources. Also offered online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**General Ed. Credit:** MPC, Area E2**PHED 61 ELEMENTS OF FOOTBALL***1.5 units • LG-P/NP • One hour lecture; two hours activity*

Students will learn offensive and defensive strategies used in the game of football. The course offers instruction to prepare students for competition against opponents using a variety of offensive and defensive techniques. May be taken two times for credit.

**Credit transferable:** CSU, UC**PHED 92 TEACHING AIDE – PHYSICAL EDUCATION***1 unit • LG-P/NP • Three hours activity*

This course is designed for those students who have been very successful in an activity and who wish to serve as teaching aides to other students. May be taken four times for credit. Enrollment Limitation: Division approval. Completion of the Teaching Aide Agreement must be filed with the supervising instructor and division chairperson prior to the fourth week of instruction.

**Credit transferable:** CSU

## PHYSICAL FITNESS

### PFIT 8 AEROBIC CONDITIONING

*1-1.5 units • LG-P/NP • Three hours activity per week for each unit of credit*

A course designed to focus specifically on the physiological principles of aerobic conditioning. Instruction is provided in physical adaptations to exercise, program design and application and evaluation through testing and behavior modification. Activities performed will be designed to accommodate individual students and their goals. May be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### PFIT 9 PERSONAL FITNESS

*1 unit • LG-P/NP • Three hours activity*

This course provides activities and information designed to increase individual fitness level of students. It includes running, resistance and flexibility exercises, weight training, nutrition, and individualized fitness programs. Combinations of PFIT 9 and 14 may be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### PFIT 10 WEIGHT TRAINING

*.5-1 units • LG-P/NP • Three hours activity per week for each unit of credit*

Weight training exercises and routines for developing and maintaining muscular tone, strength, and endurance. May be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### PFIT 13 STABILITY BALL TRAINING

*.5 unit • LG-P/NP • Two hours activity*

Students are introduced to stretching and strengthening exercises on a stability ball. The course is designed for varying fitness levels and abilities, with focus on strengthening the center of the body to improve alignment, posture, and efficiency. Students will learn to open joints and release tension while creating long, lean, toned and proportioned muscles. May be taken four times for credit.

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E1

### PFIT 14 EXERCISE FOR HEALTH AND FITNESS

*.5 unit • LG-P/NP • One and one-half hours activity*

Students are introduced to exercise programs designed to increase their fitness levels. The programs may include aerobic conditioning, strength training, and flexibility activities. The activities required are suitable for varying levels of fitness. Combinations of PFIT 9 and 14 may be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### PFIT 15 CORE MATWORK

*.5-1 unit • LG-P/NP • Three hours activity per week for each unit of credit*

Students are introduced to body conditioning based on the method of Joseph Pilates. Designed for varying fitness levels and abilities, this is a unique system of strengthening and stretching exercises which tone muscles, provide flexibility and balance, improve posture, and promote stress reduction and unity of body and mind. May be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### PFIT 16 T'AI CHI

*.5-1 unit • LG-P/NP • Three hours activity per week for each unit of credit*

T'ai chi is a series of slow, gentle movements to promote a deeper relationship to the body which increases health, strength and flexibility if practiced regularly. Class will include exercises for relaxation, deep breathing and centering. May be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### PFIT 17 YOGA

*.5-1 unit • LG-P/NP • Three hours activity per week for each unit of credit*

An introduction to the principles and practice of yoga. Through the practice of poses and breathing techniques, students will relieve stress, promote relaxation and increase flexibility and strength. May be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### PFIT 18A AEROBIC FITNESS I

*.5 unit • LG-P/NP • Two hours activity*

Cardiovascular conditioning, flexibility and endurance training performed to music. Students will strengthen and tone the body. Combinations of PFIT 18A and 18B may be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### PFIT 18B AEROBIC FITNESS II

*1 unit • LG-P/NP • Four hours activity*

A continuation of PFIT 18A at the intermediate level. Combinations of PFIT 18A and 18B may be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### PFIT 19 BODY SCULPTING

*.5 unit • LG-P/NP • Two hours activity*

The course is designed for varying fitness levels and abilities. Students are introduced to muscle resistance exercises and flexibility activities with an emphasis on proper technique and alignment. Students will improve muscle endurance, core strength and functional movement. May be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### PFIT 20 CIRCUIT TRAINING

*1 unit • LG-P/NP • Three hours activity*

This course provides weight training for strength and endurance alternating with cardiovascular/aerobic workouts. May be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### PFIT 21 FLEXIBILITY AND RELAXATION TECHNIQUES

*.5 unit • LG-P/NP • Two hours activity*

Students learn movement principles related to flexibility and stretching exercises. The course includes discussion of psychological and physiological causes of tension and stress as well as stress-reduction and relaxation exercises. May be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

**PFIT 22A FITNESS THROUGH SWIMMING I***1 unit • LG-P/NP • Four hours activity*

This course is designed to improve the level of physical fitness of students by guiding them individually through a progressive conditioning program in swimming. Combinations of PFIT 22A and 22B may be taken four times for credit.

**Credit transferable:** CSU, UC  
**General Ed. Credit:** MPC, Area E1

**PFIT 22B FITNESS THROUGH SWIMMING II***.5 unit • LG-P/NP • Two hours activity*

A continuation of PFIT 22A. It is designed for students to maintain a high level of fitness through swimming. It is recommended that students take PFIT 22A or have intermediate swimming skills before enrolling. Combinations of PFIT 22A and 22B may be taken four times for credit.

**Credit transferable:** CSU, UC  
**General Ed. Credit:** MPC, Area E1

**PFIT 30 INTRODUCTION TO TRIATHLON TRAINING***2 units • LG-P/NP • One hour lecture; three hours activity*

Students will learn to design and implement personal training programs for triathlon events, developing skills in open water swimming, cycling, and running. Emphasis on combining these skills for effective triathlon competition. Basic swimming skills are strongly recommended. May be taken four times for credit.

**Credit transferable:** CSU, UC  
**General Ed. Credit:** MPC, Area E1

**PFIT 50 INDEPENDENT FITNESS AND TESTING PROGRAM***1 unit • LG-P/NP • Three hours activity*

An independent personal fitness program planned and implemented in conjunction with student goals and a physical fitness assessment profile. Based on testing results, an individualized exercise program is developed through personal counseling. This course is appropriate for individuals with special fitness needs. May be taken four times for credit.

**Credit transferable:** CSU, UC  
**General Ed. Credit:** MPC, Area E1

**PFIT 51 FITNESS AND WELLNESS STRATEGIES***2 units • LG-P/NP • Two hours lecture*

The class addresses lifetime wellness, considering psychological, social and physiological factors. Students will assess current lifestyle patterns in the areas of physical fitness, health risks, nutrition and stress management. They will develop reasonable, specific and measurable goals for behavioral change as part of a wellness/lifestyle plan. To satisfy CSU Area E, must complete one unit from following: PFIT 10, 18A, 21, 22A, 50, or ADPE 9, 13. Also offered online.

**Credit transferable:** CSU, UC  
**General Ed. Credit:** CSU, Area E; MPC, Area E1

**PFIT 60 FITNESS EXERCISE PHYSIOLOGY***1 unit • LG-P/NP • One hour lecture*

This is a basic introduction to exercise physiology including how carbohydrates and fats are used during exercise. The neuromuscular system, cardiorespiratory system and their responses and adaptations to exercise are covered. Also covered are the components of physical fitness and environmental considerations.

**Credit transferable:** CSU

**PFIT 63 FITNESS ANATOMY AND KINESIOLOGY***2 units • LG-P/NP • Two hours lecture*

The course includes an introduction to skeletal and muscular anatomy as well as a brief overview of the cardiovascular, nervous and respiratory systems. The basics of analysis of movement are a focus of this course.

**Credit transferable:** CSU

**PFIT 82 THERAPEUTIC MASSAGE I***4 units • LG-P/NP • Two hours lecture; six hours activity*

This course provides instruction in the theory and practice of therapeutic massage. The course covers various styles of massage, body mechanics, ethics, benefits, contraindications, evaluation skills, anatomy and physiology. Massage Practitioner certificate granted upon successful completion of PFIT 63, 82, 83, and fifty intern hours.

**Credit transferable:** CSU

**PFIT 83 THERAPEUTIC MASSAGE II***4 units • LG-P/NP • Two hours lecture; six hours activity*

This course will continue the exploration of supplementary massage techniques that began in PFIT 82. Greater depth in anatomy and physiology will be explored. Students will learn appropriate massage techniques for special populations. Wellness models and career development skills will be introduced. It is recommended that students take PFIT 63 and PFIT 82 or have basic massage skills and anatomical knowledge before enrolling.

**Credit transferable:** CSU

**PFIT 84 SPORTS MASSAGE***2 units • LG-P/NP • One hour lecture; three hours lab*

Students will learn to evaluate and manage athletic problems and injuries through practical application of sports massage techniques.

**Prerequisites:** PFIT 82  
**Credit transferable:** CSU

**PFIT 85 CLINICAL MASSAGE***2 units • LG-P/NP • One hour lecture; three hours lab*

Students will learn to evaluate and manage myofascial pain and dysfunction and other soft tissue injuries.

**Prerequisites:** PFIT 82  
**Credit transferable:** CSU

**PFIT 92 TEACHING AIDE: PHYSICAL FITNESS***1 unit • LG-P/NP • Three hours activity*

This course is designed for those students who have been very successful in an activity and who wish to serve as teaching aides for other students. May be taken four times for credit.

**Enrollment Limitation:** Division Approval. Completion of the Teaching Aide Agreement must be filed with the supervising instructor and division chairperson prior to the fourth week of instruction.

**Credit transferable:** CSU

**PFIT 180 MASSAGE THERAPY SKILLS LAB***.5-4 units • P/NP • Three hours activity per week for each unit of credit*

This course allows Massage Therapy students to practice the skills learned in their other classes. Supervised massage hours are required for national massage certification. May be taken for a maximum of four units.

**Prerequisites or corequisites:** PFIT 82

**PFIT 400 FITNESS ASSESSMENT LAB**

0 units • NC • Total hours: One to four hours activity

Assessment of current physical condition including aerobic capacity, muscular strength, muscular endurance, flexibility and body composition. Mid-semester and end-of-semester follow-up.

**PFIT 421 PERSONAL FITNESS**

0 units • NC • Four hours activity

This fitness incentive course is designed to improve health and wellness. Students are provided a total fitness program which includes a complete physical fitness profile, an individually prescribed exercise program, and personal counseling based on assessment. Instruction is provided in the weight and cardiovascular rooms and in the aquatics area.

**PHYSICS****PHYS 2A GENERAL PHYSICS I**

4 units • LG • Three hours lecture; three hours lab; one hour problem session

This course covers basic mechanics, including kinematics, Newton's Laws, gravitation, work, energy, momentum, rotation, static equilibrium, oscillations and wave motion, fluids, and thermodynamics.

**Advisories:** Completion of MATH 13; eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

**PHYS 2B GENERAL PHYSICS II**

4 units • LG • Three hours lecture; three hours lab; one hour problem session

This course covers electricity and magnetism, optics, relativity, and atomic and nuclear physics.

**Prerequisites:** PHYS 2A

**Credit transferable:** CSU, UC

**PHYS 3A SCIENCE AND ENGINEERING PHYSICS I**

4 units • LG • Three hours lecture; three hours lab; one hour problem session

Topics in mechanics, including kinematics, Newton's laws, gravitation, work, energy, momentum, rotation, static equilibrium, fluids, and oscillations are covered.

**Prerequisites:** MATH 20A

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

**PHYS 3B SCIENCE AND ENGINEERING PHYSICS II**

4 units • LG • Three hours lecture; three hours lab; one hour problem session

Topics in electricity and magnetism and an introduction to relativity are covered.

**Prerequisites:** PHYS 3A

**Corequisites:** MATH 20C

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B1, B3; IGETC, Area 5A

**PHYS 3C SCIENCE AND ENGINEERING PHYSICS III**

4 units • LG • Three hours lecture; three hours lab; one hour problem session

Topics in heat, light, waves and introductory quantum theory will be covered.

**Prerequisites:** PHYS 3A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B1, B3; IGETC, Area 5A

**PHYS 10 INTRODUCTION TO PHYSICS**

4 units • LG-P/NP • Three hours lecture; three hours lab

A non-mathematical conceptual course for the non-science major. Evolution of physical concepts and their importance and application in the modern world.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

**PHYSIOLOGY****PHSO 1 GENERAL HUMAN PHYSIOLOGY**

3 units • LG • Three hours lecture

This course covers fundamental processes of life and their integration for the living human organism. Topics include cellular metabolism, homeostatic mechanisms, and coordinating factors. Appropriate for majors in nursing, physical therapy, dental hygiene, physical education, occupational therapy and related fields.

**Prerequisites:** ANAT 1 and 2; and CHEM 30A

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B2; IGETC, Area 5B; MPC, Area B

**PHSO 2 GENERAL PHYSIOLOGY LABORATORY**

2 units • LG • Six hours lab

This course involves the measurement and analysis of physiological phenomena. Appropriate for majors in nursing, physical therapy, dental hygiene, physical education, occupational therapy and related fields.

**Prerequisites or corequisites:** PHSO 1

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B2, B3; IGETC, Area 5B; MPC, Area B

**POLITICAL SCIENCE****POLS 1 AMERICAN GOVERNMENT & POLITICS**

3 units • LG-P/NP • Three hours lecture

Concepts, issues, and problems associated with politics and governing at the national, state, and local levels. Satisfies CSU American Institutions requirement. Also offered online.

**Advisories:** Eligibility for ENGL 111 or ENSL 110

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D8; IGETC, Area 4H; MPC, Area D

**POLS 2 COMPARATIVE GOVERNMENT**

3 units • LG-P/NP • Three hours lecture

Comparative analysis of selected Western and non-Western political systems. Power structures, public policies, and citizen participation in Europe, South America, Africa, and Asia emphasized.

**Advisories:** Eligibility for ENGL 111 or ENSL 110

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D8; IGETC, Area 4H; MPC, Area D

**POLS 3 POLITICAL THEORY AND ANALYSIS**

3 units • LG-P/NP • Three hours lecture

Concepts and theories of selected political thinkers used to explicate main issues and problems of political life. Scope of political inquiry, and related analytic and research methods.

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D8; IGETC, Area 4H; MPC, Area D

**POLS 4 INTERNATIONAL RELATIONS***3 units • LG-P/NP • Three hours lecture*

Issues, strategies, and theories pertinent to nation-states and other key factors in world politics. U.S. national security interests in the formulation and conduct of American foreign policy.

**Advisories:** *Eligibility for ENGL 111 or ENSL 110***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D8; IGETC, Area 4H; MPC, Area D***POLS 5 POLITICS OF DEVELOPING COUNTRIES***3 units • LG-P/NP • Three hours lecture*

This course surveys the government and politics of developing nations. Problems and issues facing developing countries in their search for appropriate strategies and models of development are also examined. Also offered online.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D8; IGETC, Area 4H; MPC, Area D***POLS 8 POLITICS OF TRANSITION IN THE POST-COMMUNIST ERA***3 units • LG-P/NP • Three hours lecture*

This course covers the theory and practice of transition and integration as they apply to the politics and economics of former Communist nations in the post-Cold War, post-Communist era. Fundamental changes in the 21st century will be studied on both the national and international levels. Also offered in the Living Room Series.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D8; IGETC, Area 4H; MPC, Area D***POLS 10 WOMEN IN AMERICAN GOVERNMENT***3 units • LG-P/NP • Three hours lecture*

Roles and influence of women in contemporary American politics, including current campaigns and future strategies. Legal and civil rights of women in areas of employment, credit, criminal law, and public participation. Satisfies CSU American Institutions requirement. Also offered as Women's Studies 10; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 or ENSL 110***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D4, D8; IGETC, Area 4D, 4H; MPC, Area D***POLS 16 AFRICAN-AMERICANS IN AMERICAN GOVERNMENT***3 units • LG-P/NP • Three hours lecture*

This course analyzes the relationship between African-Americans and the American political system at the national, state, and local levels. Emphasis is placed on the American political systems, its political institutions, the principles and processes that give rise to them and their impact on African-Americans as a racial and ethnic minority in the context of American political democracy. Satisfies the CSU American Institution requirement. Also offered as Ethnic Studies 16; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D3, D8; IGETC, Area 4C, 4H; MPC, Area D***POLS 18 LATINOS IN AMERICAN GOVERNMENT***3 units • LG-P/NP • Three hours lecture*

This course analyzes the relationship between Latinos and the American political system at the national, state, and local levels. Emphasis is placed on the American political systems, its political institutions, the principles and processes that give rise to them and their impact on Latinos as an ethnic minority in the context of American political democracy. Emphasis is also placed on the Mexican-American political experience. Satisfies the CSU American Institution requirement. Also offered as Ethnic Studies 18; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D3, D8; IGETC, Area 4C, 4H; MPC, Area D***PSYCHOLOGY****PSYC 1 GENERAL PSYCHOLOGY***3 units • LG-P/NP • Three hours lecture*

This course provides a scientific understanding of the principles of general psychology. Special attention is given to the topics of scientific methodology, growth and development, social influences on behavior, intelligence, motivation, emotion, learning, perception, conflicts and mental health.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D9, E; IGETC, Area 4I; MPC, Area D***PSYC 3 INTRODUCTION TO SOCIAL PSYCHOLOGY***3 units • LG-P/NP • Three hours lecture*

This course examines contemporary research and theory on the social influences of personality, attitudes, beliefs and social interaction. Topical issues range from alienation, aggression, prejudice, and obedience to attitude change, cooperation, conformity and attraction. Also offered as Sociology 3; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D0, D9; IGETC, Area 4I; MPC, Area D***PSYC 6 PSYCHOLOGY OF WOMEN***3 units • LG-P/NP • Three hours lecture*

The developmental process of women; societal and biological factors that influence behavior and self-image. Explores ways to promote development of women's full potential and optimum mental health. Also offered as Women's Studies 6; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 or ENSL 110***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D4, D9, E; IGETC, Area 4D, 4I; MPC, Area D***PSYC 25 CHILD AND ADULT DEVELOPMENT***3 units • LG-P/NP • Three hours lecture*

Introduction to theories and principles of developmental psychology correlating physical and emotional development from birth through adulthood. Effects of developmental patterns on physical, social and psychological growth. Offered in the Living Room Series and/or online.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D9, E; IGETC, Area 4I; MPC, Area D, E1*

**PSYC 33 PSYCHOLOGY OF ADJUSTMENT***3 units • LG-P/NP • Three hours lecture*

This course studies adjustment behavior in response to health, social, and emotional problems and explores strategies and principles for the prevention of these problems.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU***General Ed. Credit:** *MPC, Area D***PSYC 35 INTRODUCTION TO ABNORMAL PSYCHOLOGY***3 units • LG-P/NP • Three hours lecture*

This course is an introduction to the symptoms, diagnosis, etiology, and treatment of abnormal behavior. Emphasis is on the major diagnostic categories described in the DSM-IV.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *IGETC, Area 4I; MPC, Area D***PSYC 38 BIOLOGICAL PSYCHOLOGY***3 units • LG-P/NP • Three hours lecture*

This class covers interactions between biological mechanisms and psychological phenomena. It also addresses human brain anatomy and physiology, its development and evolution; response to drugs, stress, biology of learning and memory, mood disorders, and self-awareness and regulation. Also offered as Biology 38; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area B2, D9, E; IGETC, Area 4I, 5B; MPC, Area D***PSYC 40 HUMAN SEXUALITY***3 units • LG-P/NP • Three hours lecture*

This course examines the physiological, psychological, social, and emotional aspects of sex, including aesthetic and ethical issues, and review of major statistical studies. Provider approved by the California Board of Registered Nursing, Provider Number 00184 for 45 contact hours.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D9, E; IGETC, Area 4I; MPC, Area D***PSYC 50 HEALTH PSYCHOLOGY***3 units • LG-P/NP • Three hours lecture*

This course examines the psychological aspects of health, illness and healing. Topics include stress and coping, personality and health, importance of intimate and loving relationships in creating a healthy mind and body.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU***General Ed. Credit:** *CSU, Area D9, E; MPC, Area D, E1***PSYC 57 ADULT DEVELOPMENT AND AGING***3 units • LG-P/NP • Three hours lecture*

Students are introduced to concepts and theories of adulthood and aging, including health, memory, information processing, relationships, work, and death. The course covers concepts of successful aging and provides various activities designed to expose students to the processes of aging from an experiential perspective. Also offered online.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU***General Ed. Credit:** *CSU, Area E; MPC, Area D, E1***REAL ESTATE****REAL 50 PRINCIPLES OF REAL ESTATE***3 units • LG-P/NP • Three hours lecture*

Students are provided an overview of principles, definitions and problem solving in the field of real estate in California. Provides consumer information. Meets qualification requirement for California State Real Estate License Examinations. Also offered in the Living Room Series.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***General Ed. Credit:** *MPC, Area E2***REAL 51 REAL ESTATE PRACTICE***3 units • LG-P/NP • Three hours lecture*

This course covers day-to-day operations in real estate brokerage. Topics include listing procedures, effective advertising, sales techniques, financing, appraising, property management, leasing. Course meets qualification requirement for California State Real Estate License Examinations. Also offered online.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***REAL 52 LEGAL ASPECTS OF REAL ESTATE***3 units • LG-P/NP • Three hours lecture*

California real estate law: ownership, use and transferability of real estate. Meets qualification requirement for California State Real Estate License Examinations.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***REAL 53 REAL ESTATE FINANCE***3 units • LG-P/NP • Three hours lecture*

Principles and practices basic to understanding importance of financing to real estate industry. Explores financing process. Includes finance calculations, appraisal, instruments, lenders, construction and residential lending, and investment financing. Meets qualifications for California State Real Estate License Examinations. Also offered in the Living Room Series.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***REAL 54 REAL ESTATE ECONOMICS***3 units • LG-P/NP • Three hours lecture*

Economics of land use. Background to operating procedures and techniques in the real estate industry. Meets qualification requirements for California Real Estate License Examination. Also offered in the Living Room Series.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***REAL 56 REAL ESTATE PROPERTY MANAGEMENT***3 units • LG-P/NP • Three hours lecture*

This course is designed to acquaint the students with the principles of effective management of real property, including commercial, residential, apartments, land, special facilities and other investments. Emphasis is placed on methods, techniques and procedures to ensure cost effectiveness and financial security. Also offered online.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU*

**REAL 57A REAL ESTATE APPRAISAL I**

3 units • LG-P/NP • Three hours lecture

Appraisal of residential property. Introduction to investment valuation. Partially meets qualification requirement for California State Real Estate and Appraisal License Examinations.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

**RUSSIAN****RUSS 1A ELEMENTARY RUSSIAN I**

5 units • LG-P/NP • Five hours lecture

This course offers a systematic introduction to understanding, speaking, reading and writing the Russian language. Emphasis is placed on communication skills, first in the classroom, then extending to wider cultural contexts.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

**RUSS 1B ELEMENTARY RUSSIAN II**

5 units • LG-P/NP • Five hours lecture

This course offers further study of elementary Russian.

**Prerequisites:** RUSS 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

**SAILING AND NAVIGATION****NSCI 5 BASIC SAILING**

1.5 unit • LG-P/NP • Total hours: Twenty-four hours lecture

Students learn about sailing under ocean conditions, departing and returning to dock, operating an outboard motor and maneuvering the boat under sail and power.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

**NSCI 6 BASIC SAILING II**

1.5 units • LG-P/NP • Three hours lecture

Students apply skills learned in Basic Sailing (NSCI 5). Emphasis in Basic Sailing II is placed on tactics when operating larger boats.

**Prerequisites:** NSCI 5

**Credit transferable:** CSU, UC

**NSCI 7 RACING**

1.5 units • LG-P/NP • Total hours: Twenty-four hours lecture

A continuation of sailing program with emphasis on racing.

**Prerequisites:** NSCI 5

**Credit transferable:** CSU, UC

**NSCI 50 INTRODUCTION TO COASTAL NAVIGATION**

3 units • LG-P/NP • Three hours lecture

Students will learn boating safety, legal requirements, rules of the road, nautical charts, aids to navigation, dead reckoning, bearing lines and fixes, plotting lines of position and course lines.

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E2

**NSCI 51 DINGHY SAILBOATS**

1 unit • LG-P/NP • Three hours lab

This course is a basic sailing course taught in the dinghy centerboard type of sailboats. Students will learn, through lecture, discussion and on-the-water practical experience the full and proper operation of small boat dinghy sailing. Enrollment is limited to those with the ability to swim.

**Advisories:** PHED 7A

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E1

**NSCI 55 KEELBOAT SAILING**

1 unit • LG-P/NP • Three hours lab

This course is a basic sailing course taught in the keelboat type of sailboat. The course will teach, through lecture, discussion and on-the-water practical experience, the full and proper operation of a keelboat of approximately 20-25 feet in length and with an outboard motor. Enrollment is limited to those with the ability to swim. Upon completion, students will be eligible for the American Sailing Association's Basic Coastal Cruising Certificate.

**Advisories:** PHED 7A

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E1

**SIGN LANGUAGE**

See American Sign Language.

**SOCIAL SCIENCE****SSCI 10 CRITICAL THINKING ABOUT SOCIAL AND CULTURAL ISSUES**

3 units • LG-P/NP • Three hours lecture

Critical examination of the process of evaluating arguments about current political, economic, and social issues from the perspective of logic, the structure of language, scientific method and prevailing theoretical models in the social sciences. Writing requirement: 8,000 words.

**Prerequisites:** ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area A3; MPC, Area A2

**SSCI 50 INTRODUCTION TO SOCIAL SCIENCE**

3 units • LG-P/NP • Three hours lecture

An introduction to the key concepts, principles, and ways of looking at the world found in the social sciences. Focus on student life experience as it relates to issues of culture, class and gender.

**Advisories:** Eligibility for ENGL 111 or ENSL 110

**Credit transferable:** CSU

**General Ed. Credit:** CSU, Area D7; MPC, Area D

**SOCIOLOGY****SOCI 1 HUMANITY AND SOCIETY**

3 units • LG-P/NP • Three hours lecture

This course provides an orientation to the nature and scope of sociology: basic concepts, theoretical orientations, and the basic fields of sociology. Also offered online.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D0, E; IGETC, Area 4J; MPC, Area D



**SOCI 2 CONTEMPORARY SOCIAL PROBLEMS**

3 units • LG-P/NP • Three hours lecture

This course covers application of sociological principles to identification and analysis of selected social problems in contemporary American society. Also offered online.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D0; IGETC, Area 4J; MPC, Area D

**SOCI 3 INTRODUCTION TO SOCIAL PSYCHOLOGY**

3 units • LG-P/NP • Three hours lecture

This course examines contemporary research and theory on the social influences of personality, attitudes, beliefs and social interaction. Topical issues range from alienation, aggression, prejudice, and obedience to attitude change, cooperation, conformity and attraction. Also offered as Psychology 3; credit may be earned only once.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D9, D0; IGETC, Area 4J; MPC, Area D

**SOCI 40 MARRIAGE AND FAMILY LIFE**

3 units • LG-P/NP • Three hours lecture

This course is a sociological examination of family and marriage processes, to include intimacy development and maintenance in the areas of dating, courtship, cohabitation, reproduction, domestic work, economic roles, and parenting. The causes of relationship demise, marital dissolution, and remarriage are also examined as aspects of contemporary family life. Sociological and cross-cultural research is applied to the goals of investigating and understanding the structure and processes of modern family life. Offered in the Living Room Series and online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D0, E; IGETC, Area 4J; MPC, Area D

**SPANISH****SPAN 1A ELEMENTARY SPANISH I**

5 units • LG-P/NP • Five hours lecture

This course offers a systematic introduction to understanding, speaking, reading and writing the Spanish language. Emphasis is placed on communication skills, first in the classroom, then extending to wider cultural contexts.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

**SPAN 1B ELEMENTARY SPANISH II**

5 units • LG-P/NP • Five hours lecture

This course offers further study of elementary Spanish.

**Prerequisites:** SPAN 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

**SPAN 2A INTERMEDIATE SPANISH**

5 units • LG-P/NP • Five hours lecture

This course provides a review and completion of all basic grammatical structures with oral and written drills. Emphasis is placed on conversational practice with everyday vocabulary. Readings relate to Spanish-speaking cultures.

**Prerequisites:** SPAN 1B

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C

**SPAN 2B ADVANCED SPANISH**

5 units • LG-P/NP • Five hours lecture

This course provides a review of grammar and active vocabulary growth through oral and written composition. Emphasis is placed on conversational practice using readings relevant to Spanish-speaking cultures.

**Prerequisites:** SPAN 2A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C

**SPAN 5 LITERATURE OF THE SPANISH-SPEAKING WORLD**

3 units • LG-P/NP • Three hours lecture; one hour lab

This course will introduce students to the form and structure of various genres of literature in Spanish and to the language of literary analysis through selections of prose, poetry, drama and film from Spain and the Americas. This course will reinforce reading, writing and speaking in Spanish. The class is conducted in Spanish; therefore, it is recommended that students demonstrate SPAN 2B level proficiency before enrolling in this course.

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; MPC, Area C

**SPAN 35A SPANISH FOR SPANISH SPEAKERS I**

4 units • LG-P/NP • Four hours lecture

This course provides instruction in standard Spanish usage, for heritage/native speakers with limited formal training in Spanish in oral, reading, and writing skills. Awareness of Mexican and other Hispanic cultures through appropriate readings and class discussions.

**Advisories:** Native Spanish-speaking ability

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

**SPAN 35B SPANISH FOR SPANISH SPEAKERS II**

4 units • LG-P/NP • Four hours lecture

This course is a continuation of SPAN 35A. It further develops all language skills in Spanish and increases awareness of the Hispanic cultures.

**Prerequisites:** SPAN 35A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

**SPAN 50 INTERMEDIATE SPANISH CONVERSATION**

1.5 units • LG-P/NP • One and one-half hours lecture

This course is designed to promote competency in the oral use of the Spanish language, and to increase fluency by reinforcing previously learned materials and by expanding vocabulary and patterns of speech. The course emphasizes the practical application of the language in everyday life situations and current events at the intermediate level.

**Prerequisites:** SPAN 2A

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area C

**SPAN 225A BASIC CONVERSATIONAL SPANISH I**

2.5 units • P/NP • Two and one-half hours lecture

This course introduces students to basic patterns of Spanish conversation in realistic situations. It provides a foundation for SPAN 1A.

**General Ed. Credit:** MPC, Area C

**SPAN 225B BASIC CONVERSATIONAL SPANISH II***2.5 units • P/NP • Two and one-half hours lecture*

This course is a continuation of SPAN 225A. It includes patterns of conversation in realistic situations. This course provides a foundation for SPAN 1A or 1B.

**Prerequisites:** SPAN 225A**General Ed. Credit:** MPC, Area C**SPECIAL EDUCATION**

See LEARNING SKILLS.

**SPEECH COMMUNICATION****SPCH 1 PUBLIC SPEAKING***3 units • LG-P/NP • Three hours lecture*

This course focuses on the theory and techniques of public speaking in a democratic society. Emphasis is placed on 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.

**Prerequisites:** ENGL 111 or ENSL 110**Advisories:** ENGL 112 or ENSL 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area A1; IGETC, Area 1C; MPC, Area A2**SPCH 2 SMALL GROUP COMMUNICATION***3 units • LG-P/NP • Three hours lecture*

This course focuses on principles of communication in a variety of group contexts. It emphasizes theory, application, and evaluation of group communication processes, including problem solving, conflict management, decision making, and leadership.

**Prerequisites:** ENGL 111 or ENSL 110**Advisories:** ENGL 112 or ENSL 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area A1; IGETC, Area 1C; MPC, Area A2**SPCH 3 INTERPERSONAL COMMUNICATION***3 units • LG-P/NP • Three hours lecture*

Students learn principles of verbal and nonverbal transactions that occur in relationships. The course includes the study of theory and research findings and their application to communication in interpersonal relationships in personal and professional contexts.

**Prerequisites:** ENGL 111 or ENSL 110**Advisories:** ENGL 112 or ENSL 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area A1; MPC, Area A2**SPCH 4 INTERCULTURAL COMMUNICATION***3 units • LG-P/NP • Three hours lecture*

This course is an introduction to intercultural communication in domestic and/or global contexts. It emphasizes the influence of cultures, languages, and social patterns on how members communicate with themselves and with members of different ethnic and cultural groups. Theory and knowledge of effective communication within and between cultures is addressed.

**Prerequisites:** ENGL 111 or ENSL 110**Advisories:** ENGL 112 or ENSL 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D7; IGETC, Area 4G; MPC, Area C, D, F**SPCH 52 COMMUNICATION IN THE WORKPLACE***3 units • LG-P/NP • Three hours lecture*

This course focuses on communication concepts and theory as they relate to the workplace. Emphasis is placed on interpersonal, small group, and public speaking skills. Topics include self-concept, listening, climate, cultural and gender Influences, ethics, organizational networks, interviewing, team building, and business speaking.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**SPCH 54 LEADERSHIP COMMUNICATION***3 units • LG-P/NP • Three hours lecture*

This course is designed to assist students interested in developing or improving communication skills relevant to leadership. Theories of leadership are investigated, and students learn how to apply both knowledge and skills to diverse small group and public speaking situations. Students have the opportunity to apply the knowledge gained outside of class. Campus and/or community involvement is a required element of this course. Also offered as Personal Development 54; credit may be earned only once.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**General Ed. Credit:** CSU, Area A1; MPC, Area A2**STUDY SKILLS DEVELOPMENT****SSKD 200 ORIENTATION TO COLLEGE AND CAREER PLANNING***1-2 units • P/NP • One hour lecture per week for each unit of credit*

This course introduces college policies, procedures, services, and curriculum. It also aids students in the selection of appropriate majors and career goals. May be taken for a maximum of two units.

**SSKD 305 APPLIED ENGLISH STUDY SKILLS***1-3 units • P/NP • One hour lecture per week for each unit of credit*

This course teaches study techniques and academic strategies for English-related college coursework. May be taken two times for credit.

**SSKD 310 COMMUNICATION IN COLLEGE***1-4 units • P/NP • Combination of one hour lecture per week for each unit of credit; three hours lab per week for each unit of credit*

Reading, writing, listening, speaking (techniques of expression) as they relate to successful participation in college. Designed for EOPS and/or TRiO student.

**SSKD 320 APPLIED MATH STUDY SKILLS***1-3 units • P/NP • One hour of lecture per week for each unit of credit*

This course teaches study techniques and academic strategies for math-related college coursework. May be taken two times for credit.

**SSKD 330 BASIC SKILLS FOR SCIENCE***1-4 units • P/NP • Combination of one hour lecture per week for each unit of credit; three hours lab per week for each unit of credit*

Preparation for all sciences; scientific method, terminology, and survey of course contents. Designed for EOPS and/or TRiO student. May be taken two times for credit.

**SSKD 340 MATHEMATICS STUDY SKILLS I**

1-3 units • P/NP • Combination of one hour lecture per week for each unit of credit; three hours lab per week for each unit of credit

Pre-algebra math topics for orderly and confidence-building transition from basic arithmetic to elementary algebra. Designed for EOPS and/ or TRiO student. May be taken two times for credit.

**SSKD 400 STUDY SKILLS DEVELOPMENT/ SUPERVISED TUTORING**

0 units • NC • Hours by arrangement

This course provides orientation to college life, programs and college academic skill requirements. Course includes assessment and skill development in English, math and science study skills.

**THEATRE ARTS****THEA 1 THEATRE APPRECIATION**

3 units • LG-P/NP • Three hours lecture

This course orients students to universal theatre as a forum of oral and written communication. Topics include dramatic history from Greeks to the present, including Asian and Chicano Theatre; interviews with drama personnel; and oral and written evaluation of scripts and performances for stage, film and TV.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C1; IGETC, Area 3A; MPC, Area C

**THEA 4 INTERCULTURAL DRAMA**

3 units • LG-P/NP • Three hours lecture

Stage scripts, videos and films of stage productions that portray intercultural relations are read and/or viewed. Students analyze cultural differences and similarities through the dramatic arts. American intercultural relations are emphasized.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C1; IGETC, Area 3B; MPC, Area C, F

**THEA 5 FILM APPRECIATION**

3 units • LG-P/NP • Three hours lecture

This course is an examination of the nature of motion pictures as a unique and composite art. Students observe screening and analysis of films selected on the basis of direction, theme or style. The survey is international in scope, but with more thorough treatment given to one director. The focus of the course may be on the western culture movie, the movie musical, the horror film, or the so-called "underground" or "expanded" cinema.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C1; IGETC, Area 3A; MPC, Area C

**THEA 7A WRITING FOR THE THEATRE I**

3 units • LG-P/NP • Three hours lecture

With an emphasis on playwriting, this practical course features writing exercises, lectures, class original play readings and discussions as well as staged readings of student work. It explores the collaborative aspects and nature of playwriting.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area C

**THEA 7B WRITING FOR THE THEATRE II**

3 units • LG-P/NP • Three hours lecture

Students work collaboratively to produce an original script. Rehearsal and workshop approach to creating a script with input from actors and directors. A refining team approach is utilized.

**Prerequisites:** THEA 7A

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**THEA 8A BEGINNING SCREENWRITING**

3 units • LG-P/NP • Three hours lecture

This practical and experiential course provides an overview of the history and process of writing for the film and television media. The focus of the course is on the basic elements, principles and practices of screenwriting with an emphasis on visualization, visual writing, the creation of scenes and story structure.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**THEA 8B INTERMEDIATE SCREENWRITING**

3 units • LG-P/NP • Three hours lecture

This experiential course reveals the storytelling process of scenes and sequencing in screenwriting through script and film breakdown and analysis.

**Prerequisites:** THEA 8A

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**THEA 8C ADVANCED SCREENWRITING**

2 units • LG-P/NP • One hour lecture; three hours lab

Designed for the experienced student, this course further develops and hones screenwriting skills through analysis, application and practice.

**Prerequisites:** THEA 8B

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**THEA 11 VOICE AND ORAL INTERPRETATION**

3 units • LG-P/NP • Three hours lecture

The exploration and practice of voice physiology, articulation, and projection are provided. The course includes individual instruction in the reading and interpretation of prose, poetry, and other literature.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C1; MPC, Area C

**THEA 12 STAGE MOVEMENT**

2 units • LG-P/NP • One hour lecture; three hours lab

This is a practical course designed to increase physical awareness in one's communication in order to enhance the performance of the actor. Focus is on creativity and expression, nonverbal communication, spatial dimensions, characterizations, and script interpretation.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**THEA 13 AUDITION TECHNIQUES FOR THE STAGE**

2 units • LG-P/NP • One hour lecture; three hours lab

This practical and experiential course offers a guide to the selection, rehearsal and performance of material appropriate to the purpose of auditioning for theatrical stage production in drama, comedy, and music.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**THEA 15A BEGINNING ACTING**

3 units • LG-P/NP • Two hours lecture; three hours laboratory

Students are introduced to acting styles and methodology involving character analysis, study and interpretation, improvisation, voice and movement exercises, group interaction and ensemble rehearsal and performance techniques. Adult-level materials and instruction are provided; course is not appropriate for children and young teens.

**Condition of enrollment:** Must be age 17 or older.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area C

**THEA 15B ADVANCED ACTING**

2 units • LG-P/NP • Six hours lab

This course is a continuation of THEA 15A with an emphasis on characterization and playing a role before an audience. Combinations of THEA 15A and 15B may be taken four times for credit.

**Prerequisites:** THEA 15A

**THEA 15C METHOD ACTING**

2 units • LG-P/NP • One hour lecture; three hours lab

This course examines, in detail and practice, issues of sense memory, emotional memory, and affective memory as they are applied to techniques in acting involved in the creation of modern, realistic characters.

**Prerequisites:** THEA 15B

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**THEA 16A ACTING FOR THE CAMERA I**

3 units • LG-P/NP • Two hours lecture; three hours lab

This course addresses the practice and study of the fundamental techniques required in acting before the camera in contrast to stage work. Students will address areas of voice and movement for the camera, blocking, memorization, audition and interview techniques covering scripts from TV, film and commercials.

**Prerequisites:** THEA 15A

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**THEA 16B ACTING FOR THE CAMERA II**

2 units • LG • One hour lecture; three hours lab

This course further refines and augments the techniques required in acting before the camera. Students address areas of multiple scene blocking, advanced audition and interview techniques and multi-camera set-ups covering scripts from TV, film and commercials.

**Prerequisites:** THEA 16A

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

**THEA 18A ELEMENTARY DIRECTING**

3 units • LG-P/NP • Two hours lecture; three hours lab

A practical, hands-on course in the elementary techniques of directing and production covering picturization, composition and stage movement.

**Prerequisites:** THEA 15A

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**THEA 18B ADVANCED DIRECTING**

2 units • LG-P/NP • Six hours lab

This course is a continuation of THEA 18A with an emphasis on direction of scenes. Combinations of THEA 18A and 18B may be taken four times for credit.

**Prerequisites:** THEA 18A

**THEA 21A THEATRE WORKSHOP I**

3 units • LG-P/NP • One hour lecture; four hours lab

This course offers instruction in basic techniques of construction and organization of scenery and properties for theatre production. Work on crews for college production is required.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155; eligibility for MATH 351

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E2

**THEA 21B THEATRE WORKSHOP II**

2 units • LG-P/NP • Six hours lab

This course is a continuation of THEA 21A wherein students learn more advanced theatrical construction techniques and how to use specialized equipment. Those new skills are applied to advanced projects for use on the Morgan Stock Stage and/or Studio Theatre productions. Combinations of THEA 21A and 21B may be taken four times for credit.

**Prerequisites:** THEA 21A

**THEA 23 STAGE LIGHTING**

3 units • LG-P/NP • Two hours lecture; two hours lab

This course provides an introduction to the theory and practice of lighting procedures in the theatre. Emphasis is placed upon a basic understanding of electricity and color as they relate to the theatre medium as well as upon a thorough and practical study of stage lighting instrumentation and design.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155; eligibility for MATH 351

**Credit transferable:** CSU, UC

**THEA 24 BEGINNING COSTUMING**

3 units • LG-P/NP • Three hours lecture; two hours activity

Theories and techniques of costuming for the stage including costume history. Each student constructs a costume for the main stage and designs costumes for a stage play.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**THEA 25 MAKE-UP**

3 units • LG-P/NP • Three hours lecture

Lecture, demonstration, and practice in the application of various types of theatrical make-up.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

The following Theatre Arts production courses (THEA 30-78) have an enrollment limitation based on membership in cast or crew of productions. Auditions are by arrangement; please contact theatre at (831) 646-4085.

**THEA 30 CHAMBER/READERS THEATRE**

3 units • LG-P/NP • Nine hours activity

This course covers fundamentals of vocal and gestural communication developed through humorous and dramatic readings of literature from memory and texts. Performance in a formal production may be involved. May be taken four times for credit.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**THEA 31 ACTING IMPROVISATION**

3 units • LG-P/NP • Two hours lecture; two hours activity

By developing verbal skills, physicality and spontaneity, the student will experiment with facial expressions, physical gestures, and other forms of performance techniques as required by actors in improvised performance situations.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU, UC

**THEA 35 MUSICAL COMEDY WORKSHOP**

3 units • LG-P/NP • Nine hours lab

This course approaches the application of staging techniques for singing and acting for a musical comedy production. May be taken four times for credit.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU, UC

**THEA 40 PLAY PRODUCTION – COMEDY**

3 units • LG-P/NP • Nine hours lab

Students participate in a full-scale comedy theatrical production in an acting, production, business, or directing capacity. May be taken four times for credit.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU, UC

**THEA 41 PLAY PRODUCTION – DRAMATIC**

3 units • LG-P/NP • Nine hours lab

Students participate in a full-scale dramatic theatrical production in an acting, production, business, or directing capacity. May be taken four times for credit.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU, UC

**THEA 42 PLAY PRODUCTION – MUSICAL**

3 units • LG-P/NP • Nine hours lab

Students participate in a full-scale musical theatrical production in an acting, production, business, or directing capacity. May be taken four times for credit.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU, UC

**THEA 43 PLAY PRODUCTION – CLASSICAL**

3 units • LG-P/NP • Nine hours lab

Students participate in a full-scale classical theatrical production in an acting, production, business, or directing capacity. May be taken four times for credit.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU, UC

**THEA 49 SUMMER MUSICAL COMPANY**

3 units • LG-P/NP • Nine hours activity

This comprehensive accelerated production course includes instrumental, dance, acting, and singing ensemble work. It culminates in a performance with emphasis on ensemble artists in a conservatory approach. May be taken four times for credit.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU, UC

**THEA 53 THEATRE ENJOYMENT**

3 units • LG-P/NP • Three hours lecture

This experiential course offers the exploration of contemporary theatre as an audience member. The course explores the audience/performer relationship; fee required.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU, UC  
**General Ed. Credit:** CSU, Area C1; IGETC, Area 3A; MPC, Area C

**THEA 56 THEATRE MANAGEMENT**

3 units • LG-P/NP • One hour lecture; four hours lab

This course offers an introduction to theatre management including basic box office techniques, public relations, and promotional campaigns. Practical experience in MPC Theatre is included.

**Advisories:** Eligibility for MATH 351; eligibility for ENGL 301 and 302 or ENSL 342  
**Credit transferable:** CSU

**THEA 57 TOURING THEATRE**

3 units • LG-P/NP • Nine hours activity

This course offers outreach performances of productions meeting community needs. Performances occur on stages in a variety of settings which require modification of portable technical elements and adjustments to audiences of various ages, cultural experience and social/economic standing. May be taken four times for credit.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**THEA 58 THEATRE FOR YOUNG AUDIENCES**

3 units • LG-P/NP • Nine hours activity

This production course involves play selection, acting, movement, dancing, singing, instrumental and rehearsal designed for culmination in a public performance before a predominantly young audience. Topics include acting, technical and crew work that apply theories and skills for dramatic literature. May be taken four times for credit.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**THEA 59 REPERTORY THEATRE**

3 units • LG-P/NP • Nine hours activity

Students participate in a cycle of play productions. Students learn flexibility while performing a number of roles in a short period of time. Assignments may include acting, singing, dancing, crew work, stage craft, house and stage management work in one-act and experimental plays. May be taken four times for credit.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**THEA 60 EXPERIMENTAL THEATRE – ORIGINAL**

3 units • LG-P/NP • Nine hours activity

This course offers a rehearsal/performance approach to solving acting and directing problems in a studio theatre (black box) environment for an original play. May be taken four times for credit.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU, UC

**THEA 61 EXPERIMENTAL THEATRE – COMEDY**

3 units • LG-P/NP • Nine hours activity

This course offers a rehearsal/performance approach to solving acting and directing problems in a studio theatre (black box) environment for a comedy. May be taken four times for credit.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU, UC

**THEA 62 EXPERIMENTAL THEATRE – DRAMATIC**

3 units • LG-P/NP • Nine hours activity

A rehearsal/performance approach to solving acting and directing problems in a studio theatre (black box) environment for a drama. May be taken four times for credit.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155*  
*Credit transferable: CSU, UC*

**THEA 63 EXPERIMENTAL THEATRE – CLASSICAL**

3 units • LG-P/NP • Nine hours activity

A rehearsal/performance approach to solving acting and directing problems in a studio theatre (black box) environment for a classical play. May be taken four times for credit.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155*  
*Credit transferable: CSU, UC*

**THEA 64 REHEARSAL AND PERFORMANCE WORKSHOP – MUSICAL**

2 units • LG-P/NP • Six hours lab

This course is a practical workshop that addresses standard techniques and practices in rehearsal and performance situations as they relate to the production of a musical play. May be taken four times for credit.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155*  
*Credit transferable: CSU*

**THEA 65 REHEARSAL AND PERFORMANCE WORKSHOP – COMEDY**

2 units • LG-P/NP • Six hours lab

Students experience a practical and experiential workshop that addresses standard techniques and practices in rehearsal and performance situations as they relate to the production and performance of a comedy play. May be taken four times for credit.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155*  
*Credit transferable: CSU*

**THEA 67 REHEARSAL AND PERFORMANCE WORKSHOP – ORIGINAL**

2 units • LG-P/NP • Six hours lab

This course is a practical and experiential workshop that addresses standard techniques and practices in rehearsal and performance situations as they relate to the production and performance of an original play. May be taken four times for credit.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155*  
*Credit transferable: CSU*

**THEA 68 REHEARSAL AND PERFORMANCE WORKSHOP – DRAMA**

2 units • LG-P/NP • Six hours lab

Students take part in a practical and experiential workshop that addresses standard techniques and practices in rehearsal and performance situations as they relate to the production and performance of a dramatic play. May be taken four times for credit.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155*  
*Credit transferable: CSU*

**THEA 75 ACTING WORKSHOP – ADVANCED COMEDY**

1-3 units • LG-P/NP • Three hours activity per week for each unit of credit

This is an intensive course in providing solutions to acting problems through consultation and research in a comedic production. May be taken four times for credit.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155*  
*Credit transferable: CSU, UC*

**THEA 76 ACTING WORKSHOP – ADVANCED DRAMATIC**

1-3 units • LG-P/NP • Three hours activity per week for each unit of credit

This course explores solutions to acting problems through consultation and research in a dramatic production. May be taken four times for credit.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155*  
*Credit transferable: CSU, UC*

**THEA 77 ACTING WORKSHOP – ADVANCED MUSICAL**

1-3 units • LG-P/NP • Three hours activity per week for each unit of credit

This intensive course provides solutions to acting, singing, dancing or movement problems in a musical production through consultation and research. May be taken four times for credit.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155*  
*Credit transferable: CSU, UC*

**THEA 78 ACTING WORKSHOP – ADVANCED CLASSICAL**

1-3 units • LG-P/NP • Three hours activity per week for each unit of credit

This intensive course provides solutions to acting problems through consultation and research in a classical play. May be taken four times for credit.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155*  
*Credit transferable: CSU, UC*

**THEA 79 TECHNICAL WORKSHOP**

3 units • LG-P/NP • Nine hours activity

Supervised technical work on one of the Theatre Arts Department's scheduled productions. May be taken four times for credit.

*Advisories: Eligibility for MATH 351; eligibility for ENGL 111 and 112 or ENSL 110 and 155*  
*Credit transferable: CSU, UC*

**THEA 103 FILM DIRECTORS TO WATCH**

3 units • LG-P/NP • Three hours lecture

This course provides a study of cinematic "auteurs," directors whose visual stylistics and unconventional narratives make their work unique and a recognizable departure from the traditional Hollywood film. Four directors are profiled, featuring three films from each.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

**THEA 104 EUROPEAN FILMS**

3 units • LG-P/NP • Three hours lecture

This course provides a study of European films, featuring outstanding works of cinematic art from different countries. The films' visual stylistics and narrative patterns will be analyzed, as well as the historical, social and cultural realities that make each film a unique product of a particular European country.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

**THEA 106 FILM AND AMERICAN CULTURE**

3 units • LG-P/NP • Three hours lecture

This course provides a study of American culture through film. The focus is on the historical, social and cultural realities of this unique and complex country. It also shows American culture in terms of values, attitudes, customs, institutions and lifestyles, as presented in films.

*Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

**THEA 109 INTRODUCTION TO DOCUMENTARY FILM***3 units • LG-P/NP • Three hours lecture*

This course provides a study of documentary films. It explores the different styles on a variety of subjects, looking at the actuality of life and finding the extraordinary in the sometimes ordinary.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

**THEA 110 FILM STUDY – THE WESTERN***3 units • LG-P/NP • Three hours lecture*

This course examines the film Western within a cultural and historical context. The class will focus on the characteristics of film storytelling and visual style in the Western, which not only entertains audiences but also mirrors American attitudes and values. Through a survey and discussion of outstanding films and artists, students will have a deeper understanding of how the tradition of the Western both shapes and reflects American culture.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

**THEA 111 FILM STUDY – THE AMERICAN MUSICAL***3 units • LG-P/NP • Three hours lecture*

This course examines the filmed American Musical within a cultural and historical context. The class will focus on the characteristics of film storytelling and visual style in the American Musical, which not only entertains audiences but also mirrors American attitudes and values. Through a survey and discussion of outstanding films and artists, students will have a deeper understanding of how the tradition of musicals both shapes and reflects American culture.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

**THEA 112 FILM STUDY – HORROR, FANTASY AND SCIENCE FICTION***3 units • LG-P/NP • Three hours lecture*

This course examines the film genres of horror, fantasy and science fiction. The works of Todd Browning, Curt Siodmak, and Val Lewton are among the artists covered.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

**THEA 113 FILM STUDY – 20TH CENTURY COMEDY***3 units • LG-P/NP • Three hours lecture*

Beginning with the "Golden Age of Hollywood," this course explores comedic film styles from slapstick silent movies through the birth and development of modern comedy.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

**THEA 114 FILM STUDY – FILMS OF THE 1970s***3 units • LG-P/NP • Three hours lecture*

The 1970s was the decade that waved goodbye to "Old Hollywood" and ushered in a new era of filmmaking. This course explores the maverick films and directors of the 1970s. The films of such directors as Coppola, Allen, Scorsese and Altman are studied, with emphasis on the 1970s as a bridge from classic to contemporary filmmaking.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

**THEA 440 REHEARSAL AND PERFORMANCE***0 units • NC • Three hours activity*

Older adults receive instruction in how to rehearse and perform in a full-length play or series of scenes. Body and vocal techniques, and memorization and consistency are emphasized. The course culminates in a complete production with emphasis on ensemble organization and technical aspects of production.

**TRAVEL STUDY****GENT 99.68 TRAVEL STUDY: AMERICA'S GREAT CITIES: CHICAGO***1 unit • LG-P/NP • Total hours: Six hours lecture; forty-three hours lab*

This travel-study field experience to Chicago examines the architecture, art, history, and literature of this historic and culturally dynamic city.

**Credit Transferable:** *CSU*

**GENT 99.69 TRAVEL STUDY: THE CALIFORNIA GOLD RUSH COUNTRY***1 unit • LG-P/NP • Total hours: Eight hours lecture; thirty-one hours lab*

This course is a travel-study tour to San Francisco, Sacramento, and the California Mother Lode.

**Credit transferable:** *CSU*

**GENT 99.70 TRAVEL STUDY: MOROCCO AND THE SAHARA***2 units • LG-P/NP • Total hours: Seventeen hours lecture; sixty-nine hours lab*

This class is a travel study tour to Morocco to study Roman, Berber, Moorish and Islamic monuments, art and architecture. Included are Rabat, Fes, Meknes, Erfoud, and Marrakech.

**Credit transferable:** *CSU*

**GENT 99.71 TRAVEL STUDY: THE ESSENCE OF INDIA***2 units • P/NP • Total hours: Seventeen hours lecture; seventy hours lab*

This course is a travel-study tour to India to view characteristic sites of the Hindu, Buddhist and Islamic periods, with an emphasis on Mughal, India. Sites include modern Delhi, the Hindu Ajanta Caves, Udaipur, and the Mughal Taj Mahal.

**Credit transferable:** *CSU*

**GENT 99.72 TRAVEL STUDY: PASADENA CRAFTSMAN WEEKEND***.5 unit • LG-P/NP • Total hours: Five hours lecture; twenty hours lab*

This travel-study field experience examines the history, art, and architecture of Pasadena.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

**Credit transferable:** *CSU*

**GENT 99.73 TRAVEL STUDY: NEW YORK THEATRE TOUR***1 unit • LG-P/NP • Total hours: Eight hours lecture; thirty-three hours lab*

This travel-study field experience examines the cultural heritage of New York City with an emphasis on the performing arts.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

**Credit transferable:** *CSU*

**GENT 99.74 TRAVEL STUDY: LIVE DRAMA IN OREGON***1 unit • LG-P/NP • Total hours: Twenty-two hours lecture; twenty-one hours lab*

This is a travel-study tour to Ashland, Oregon, to see productions of three Shakespeare plays and four plays by other playwrights.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

**Credit Transferable:** *CSU*

**GENT 99.75 TRAVEL STUDY: ARCHAEOLOGICAL TREASURES OF EGYPT AND NUBIA**

2.5 unit • LG-P/NP • Total hours: Seven hours lecture; one hundred two hours lab

This course is a travel-study tour to Egypt and Nubia to study Egyptian and Nubian culture and art.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**GENT 99.76 TRAVEL STUDY: ARCHITECTURAL TREASURES OF GREATER LOS ANGELES**

.5 unit • LG-P/NP • Total hours: Two hours lecture; twenty-one hours lab

This travel-study field experience examines the cultural history of Los Angeles with an emphasis on the region's architecture.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**GENT 99.77 TRAVEL STUDY: HISTORIC CHARLESTON AND SAVANNAH**

1 unit • LG-P/NP • Total hours: Four hours lecture; forty-two hours lab

This travel-study field experience focuses on the culture of the American South's Lowcountry region with an emphasis on its history, distinctive culture, architecture, and gardens.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**MUSI 99.11 TRAVEL STUDY: THE CHORAL MUSIC AND CULTURE OF IRELAND AND WALES**

3 units • LG-P/NP • Total hours: Twenty-four hours lecture; eighty-six hours lab

This course is an I Cantori travel-study tour offering a study of the music, culture and art of Ireland and Wales. It includes lectures and tours of cities, their museums and their cathedrals. A series of concerts by I Cantori will feature choral music of America, England, Germany, Italy, Ireland and Wales.

**Enrollment Limitation:** Audition only  
**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**WRLD 99.1 TRAVEL STUDY: DRAMA AT THE ASHLAND FESTIVAL**

1.5 units • LG-P/NP • Total hours: Nineteen hours lecture; twenty-one hours lab

This is a travel-study tour to Ashland, Oregon, to see productions of three Shakespeare plays and four plays by other playwrights. It includes pre-trip lectures as an introduction to the plays.

**Advisories:** Eligibility for ENGL 1A  
**Credit transferable:** CSU

**WRLD 99.2 TRAVEL STUDY: LONDON THEATRE TOUR**

1.5 units • LG-P/NP • Total hours: Eleven hours lecture; sixty-nine hours lab

This travel-study field experience examines the cultural heritage of London with an emphasis on the performing arts.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**WRLD 99.3 TRAVEL STUDY: INDIA**

3 units • LG-P/NP • Total hours: Twenty-four hours lecture; seventy-two hours lab

This travel-study field experience examines the history and cultures of India.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**WRLD 99.4 TRAVEL STUDY: HISTORIC PENNSYLVANIA AND DELAWARE**

1 unit • LG-P/NP • Total hours: Four hours lecture; fifty-two hours lab

This travel-study field experience focuses on the history and culture of Pennsylvania and Delaware's Brandywine Valley, with an emphasis on its history, art, and architecture.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**WRLD 99.5 TRAVEL STUDY: ASHLAND THEATRE FESTIVAL 2010**

1.5 units • LG-P/NP • Total hours: Nineteen hours lecture; twenty-one hours lab

This is a travel study tour to Ashland, Oregon, to see productions of two Shakespeare plays and five plays by other playwrights. It includes pre-trip lectures as an introduction to the plays.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**WRLD 99.6 TRAVEL STUDY: NEW YORK TO NEWPORT: AMERICA IN THE GILDED AGE**

1.5 units • LG-P/NP • Total hours: Eight hours lecture; sixty-one hours lab

This travel study field experience examines American culture during the period of growth known as the Gilded Age.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**WRLD 99.7 TRAVEL STUDY: LONDON**

2 units • LG-P/NP • Total hours: Ten hours lecture; seventy hours lab

This travel study field experience course examines English culture in and around London with an emphasis on history, literature, art, and live theatre.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**WRLD 99.8 TRAVEL STUDY: 2011 ASHLAND SHAKESPEARE FESTIVAL**

1.5 units • LG-P/NP • Total hours: Nineteen hours lecture; twenty-one hours lab

This is a travel-study tour to Ashland, Oregon, to see productions of three Shakespeare plays and four plays by other playwrights. It includes pre-trip lectures as an introduction to the plays.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

**VIDEO/FILM**

See ART.

**WOMEN'S STUDIES****WOMN 1 INTRODUCTION TO WOMEN'S STUDIES**

3 units • LG-P/NP • Three hours lecture

A multidisciplinary introduction to the purpose and subject matter of Women's Studies. Perspectives on many social issues affecting women. Also offered as Humanities 1; credit may be earned only once.

**Advisories:** Eligibility for ENGL 111 or ENSL 110  
**Credit transferable:** CSU, UC  
**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C



**WOMN 2 REDEFINING LEADERSHIP: WOMEN AND SOCIAL JUSTICE***3 units • LG-P/NP • Three hours lecture*

This course introduces students to definitions of leadership with an emphasis on feminist and social justice models. Topics include socialization and women in leadership, styles of communication, values and ethics, barriers, the development of community participation, and ideas of socially responsible leadership through the lenses of gender, race, and class.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU***General Ed. Credit:** *CSU Area D4; MPC, Area D***WOMN 4 IMAGES OF WOMEN IN THE ARTS***3 units • LG-P/NP • Three hours lecture*

This course examines women in the visual arts, emphasizing American culture over the past four hundred years. Students study the visual arts made by women and what their relationship to society was when they made it. Also offered as Art 4 and Humanities 4; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 or ENSL 110***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C1, C2; IGETC, Area 3A, 3B; MPC, Area C***WOMN 6 PSYCHOLOGY OF WOMEN***3 units • LG-P/NP • Three hours lecture*

The developmental process of women; societal and biological factors that influence behavior and self-image. Explores ways to promote development of women's full potential and optimum mental health. Also offered as Psychology 6; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 or ENSL 110***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D4, D9, E; IGETC, Area 4D, 4I; MPC, Area D***WOMN 7 WOMEN'S HEALTH ISSUES***3 units • LG-P/NP • Three hours lecture*

This course focuses on specific women's health concerns, including reproductive health, birth control and birthing, female anatomy and physiology, preventive medicine, and making alternative medicine choices. Also offered as Health 7; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area E; MPC, Area E1***WOMN 10 WOMEN IN AMERICAN GOVERNMENT***3 units • LG-P/NP • Three hours lecture*

Roles and influence of women in contemporary American politics, including current campaigns and future strategies. Legal and civil rights of women in areas of employment, credit, criminal law, and public participation. Satisfies CSU American Institutions requirement. Also offered as Political Science 10; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 or ENSL 110***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D4, D8; IGETC, Area 4D, 4H; MPC, Area D***WOMN 11 LITERATURE BY AND ABOUT WOMEN***3 units • LG-P/NP • Three hours lecture*

This course covers American, British and international literary works by and about women, including poetry, fiction, autobiography, drama and non-fiction prose, introducing students to literary analysis, interpretation and understanding. The course focuses on literary trends, style, and issues of race, class, ethnicity, and cultural identity and provides students with opportunities to explore individual writers in depth. Also offered as English 11; credit may be earned only once. Also offered online.

**Prerequisites:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C2; IGETC, Area 3B; MPC, Area C***WOMN 12 WOMEN IN UNITED STATES HISTORY***3 units • LG-P/NP • Three hours lecture*

This course covers Native American, African-American, Asian-American, Latina, European-American and immigrant women heroines and "ordinary" women who have shaped U.S. history and culture. Satisfies the CSU American History requirement. Also offered as History 12; credit may be earned only once. Also offered online.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D4, D6; IGETC, Area 3B, 4D, 4F; MPC, Area D, F***WOMN 13 WOMEN IN HISTORY***3 units • LG-P/NP • Three hours lecture*

Women's public and private contributions to history, beginning with the proto-literate worship of the Mother Goddess, moving through the ancient Near East, Greece, Rome, Medieval and Renaissance Europe, and the industrial era in the U.S. Also offered as History 13; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 or ENSL 110***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Areas C2, D4, D6; IGETC, Areas 3B, 4D, 4F; MPC, Area D***WOMN 25 INTRODUCTION TO LANGUAGE AND GENDER***3 units • LG-P/NP • Three hours lecture*

This course examines the linguistic differences associated with gender and how these differences affect the speaker's identity and cultural roles. Opportunities for analyzing and discussing language in terms of gender are provided. Also offered as Linguistics 25; credit may be earned only once. Also offered online.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C2, D4; IGETC, Area 3B, 4D; MPC, Area C, D, E1***WOMN 30 WOMEN IN CROSS CULTURAL PERSPECTIVE***3 units • LG-P/NP • Three hours lecture*

This course explores the female experience in Africa, Asia, the Mid-East, and Latin America, focusing on the ways in which women work for freedom and justice. Class interest determines the geographical areas to be emphasized. Also offered as Anthropology 30 and Ethnic Studies 30; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D1, D3, D4, D6; IGETC, Area 4A, 4C, 4D, 4F; MPC, Area D*

**WOMN 31 NATIVE AMERICAN WOMEN***3 units • LG-P/NP • Three hours lecture*

This course explores the history, culture, and current issues of native women of North and Central America. Also offered as Anthropology 31 and Ethnic Studies 31; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 or ENSL 110***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D1, D3, D4; IGETC, Area 4A, 4C, 4D; MPC, Area D***WOMN 32 AFRICAN AMERICAN WOMEN***3 units • LG-P/NP • Three hours lecture*

This course will cover African American women's experience, focusing on history, biography, social issues and cultural contributions to society in the United States. Also offered as Ethnic Studies 32; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 or ENSL 110***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D3, D4; IGETC, Area 4C, 4D; MPC, Area D***WOMN 33 MEXICAN-AMERICAN WOMEN***3 units • LG-P/NP • Three hours lecture*

This course will cover Mexican-American women's experience, focusing on history, biography, social issues and cultural contributions to society in the United States. Also offered as Ethnic Studies 33; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D3, D4; IGETC, Area 4C, 4D; MPC, Area D***WOMN 34 ASIAN-AMERICAN WOMEN***3 units • LG-P/NP • Three hours lecture*

This course will cover the experience of Asian-American women, including Chinese, Japanese, Korean, Filipina, Indonesian, Southeast and South Asian women, focusing on history, biography, social issues and cultural contributions to society in the United States. Also offered as Ethnic Studies 34; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D3, D4; IGETC, Area 4C, 4D; MPC, Area D***WOMN 40 INTRODUCTION TO FEMINIST THEORY***3 units • LG-P/NP • Three hours lecture*

This course encourages students to reflect on historical and present-day images of women and men through readings in philosophy, psychology, and history by both male and female authors. It engages students in critical analysis of the readings and the changes that feminist theory has undergone, as well as its relationship to other theories. Also offered as Humanities 40 and Philosophy 40; credit may be earned only once. Also offered online.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C2; IGETC, Area 3B; MPC, Area C***WOMN 54 WOMEN AND RELIGION***3 units • LG-P/NP • Three hours lecture*

An exploration of the influence of religious ritual, symbol and theology on women's lives with consideration given to the development of a feminist spirituality. Also offered as Philosophy 54; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 or ENSL 110***Credit transferable:** *CSU***General Ed. Credit:** *CSU, Area C2; MPC, Area C***WOMN 282 WOMEN AND WRENCHES***1-2 units • LG-P/NP • One hour lecture and/or three hours lab per week for each unit of credit*

This course introduces the basics of automobile ownership and maintenance. Hands-on instruction includes basic automotive systems theory, preventative maintenance, buying inspection tips, and repair cost and analysis. Students are encouraged to bring their own vehicles into the shop. May be taken for a maximum of two units. Also offered as AUTO 282; credit may be earned only once.

**WORLD CIVILIZATION****WRLD 4A THE ROMAN REPUBLIC AND RISE OF EMPIRE (500 BCE – 14 CE)***1 unit • LG-P/NP • One hour lecture*

The course examines law, engineering, military tactics, political institutions, literature, religion and philosophy, art and architecture from the origins of the Roman Republic through the transition to Empire under Augustus. Not open to students with credit in WRLD 20.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C1, C2, D6; MPC, Area C, D***WRLD 4B THE ROMAN EMPIRE (14 – 600 CE)***1 unit • LG-P/NP • One hour lecture*

This course examines the Roman Empire from the time of Emperor Tiberius and traces Rome's evolution as an empire, its decline in the West, and its legacy in the East as the Byzantine Empire. Its art, philosophy and literature are also considered in light of its history, including Roman law, engineering, warfare and political administration. Not open to students with credit in WRLD 20.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU***General Ed. Credit:** *MPC, Area C***WRLD 20 THE CLASSICAL WORLD (1200 BCE – 14 CE)***3 units • LG-P/NP • Three hours lecture*

This course explores the rise of civilizations in the Near East and Mediterranean from the late Bronze Age to the rise of the Roman Empire, including the Babylonians, Assyrians, Persians, Mycenaeans, Minoans, Hebrews, Greeks and Romans. Topics include art, architecture, philosophy, religion, literature, and history of these civilizations. Not open to students with credit in GENT 2 and 3 or WRLD 4A and 4B.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C2, D6; IGETC, Area 3B; MPC, Area C***WRLD 401 PREHISTORY AND EARLIEST CIVILIZATIONS (TO 1200 BCE)***0 unit • NC • One hour lecture*

This course is designed for older adults to examine human origins and the transition to early civilization in Mesopotamia and Egypt. Art, literature, history, philosophy and religion are studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 402 FOUNDATIONS OF THE CLASSICAL WORLD (1200-500 BCE)***0 unit • NC • One hour lecture*

This course is designed for older adults to examine the foundations of classical civilization in the Mycenaean, Minoan, and Hebrew civilizations. Art, literature, history, philosophy and religion are studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 403 THE GOLDEN AGE OF GREECE (500-300 BCE)***0 unit • NC • One hour lecture*

This course is designed for older adults to examine the civilizations of classical Greece from the rise of democracy in Athens to the spread of Hellenism under Alexander the Great. Art, literature, history, philosophy and religion are studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 404B THE ROMAN EMPIRE (14 TO 600 CE)***0 unit • NC • One hour lecture*

This course is designed for older adults to examine the rise and fall of Roman Empire and the influence of early Christianity on its development. Art, literature, history, philosophy and religion are studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 405 THE CHRISTIAN AND ISLAMIC MEDIEVAL WORLD I (500-1100 CE)***0 unit • NC • One hour lecture*

This course is designed for older adults to examine the Celtic, Germanic, Carolingian, and Islamic civilizations of the early Middle Ages. Art, literature, history, philosophy and religion are studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 406 THE MEDIEVAL RENAISSANCE (1100-1350 CE)***0 unit • NC • One hour lecture*

This course is designed for older adults to examine social development in the Medieval Renaissance. Art, literature, history, philosophy and religion are studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 407 THE RENAISSANCE (1350-1520 CE)***0 unit • NC • One hour lecture*

This course is designed for older adults to examine human development in the Renaissance. Art, literature, history, philosophy and religion are studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 416 AN INTRODUCTION TO THE CIVILIZATION OF INDIA***0 unit • NC • One hour lecture*

This course is designed for older adults to examine the art, literature, history, philosophy and religions of India. This civilization is studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 417 AN INTRODUCTION TO THE CIVILIZATION OF CHINA***0 unit • NC • One hour lecture*

This course is designed for older adults to examine the art, literature, history, philosophy and religions of China. This civilization is studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 418 AN INTRODUCTION TO THE CIVILIZATION OF JAPAN***0 unit • NC • One hour lecture*

This course is designed for older adults to examine the art, literature, history, philosophy and religions of Japan. This civilization is studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 419 AN INTRODUCTION TO THE CIVILIZATIONS OF AFRICA***0 unit • NC • One hour lecture*

This course is designed for older adults to examine the art, literature, history, philosophy and religions of Africa. These civilizations are studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 420 AN INTRODUCTION TO THE CIVILIZATION OF RUSSIA***0 unit • NC • One hour lecture*

This course is designed for older adults to examine the art, literature, history, philosophy and religion of Russia. This civilization is studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 421 AN INTRODUCTION TO THE CIVILIZATIONS OF THE MIDDLE EAST***0 unit • NC • One hour lecture*

This course is designed for older adults to examine the art, literature, history, philosophies and religions of the Middle East. These civilizations are studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 422 AN INTRODUCTION TO THE CIVILIZATIONS OF LATIN AMERICA***0 unit • NC • One hour lecture*

This course is designed for older adults to examine the art, literature, history, philosophy and religion of the civilizations of Latin America. These civilizations are studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 423 AN INTRODUCTION TO THE CIVILIZATIONS OF SCANDINAVIA***0 unit • NC • One hour lecture*

This course is designed for older adults to examine the art, literature, history, philosophy and religion of the civilizations of Scandinavia. These civilizations are studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 424 COLONIAL AMERICA (1500-1770)***0 unit • NC • One hour lecture*

This course is designed for older adults to examine the art, literature, history, philosophy and religion of Colonial America. This period is studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 425 REVOLUTIONARY AMERICA (1770-1800)***0 unit • NC • One hour lecture*

This course is designed for older adults to examine the art, literature, history, philosophy and religion of Revolutionary America. This period is studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 426 THE EARLY AMERICAN REPUBLIC (1800-1850)***0 unit • NC • One hour lecture*

This course is designed for older adults to examine the art, literature, history, philosophy and religion of the early American Republic. This period is studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 427 AMERICA DIVIDED (1850-1880)***0 unit • NC • One hour lecture*

This course is designed for older adults to examine the art, literature, history, philosophy and religion of the Civil War and Reconstruction periods. These periods are studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 428 AMERICAN COMING OF AGE (1880-1920)***0 unit • NC • One hour lecture*

This course is designed for older adults to examine the art, literature, history, philosophy and religion of the turn-of-the-century America. This period is studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 429 AMERICA IN A GLOBAL CRISIS (1920-1945)***0 unit • NC • One hour lecture*

This course is designed for older adults to examine the art, literature, history, philosophy and religion of the Great Depression and the rise of Fascism. This period is studied to draw universal observations that enable older adults to understand and consider constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 430 AMERICA IN REVOLT (1945-1970)***0 unit • NC • One hour lecture*

This course is designed for older adults to examine the art, literature, history, philosophy and religion of post-modern America. This period is studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WRLD 431 CONTEMPORARY AMERICA (1970-PRESENT)***0 unit • NC • One hour lecture*

This course is designed for older adults to examine the art, literature, history, philosophy and religion of contemporary America. This period is studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**WORLD LANGUAGES**

The following world languages are offered at MPC. For course descriptions, see the languages by alphabetical order throughout this catalog.

**AMERICAN SIGN LANGUAGE****ARABIC****CHINESE****FRENCH****GERMAN****ITALIAN****JAPANESE****RUSSIAN****SPANISH**

## DISTANCE LEARNING

Some Distance Education courses have been offered for several years through the Living Room Series. More recently, other distance learning courses have been approved for offering through MPC Online.

## LIVING ROOM SERIES

These transferable courses are convenient for those who are unable to attend classes on campus. Students are provided the information they need about the courses through on-campus orientation. Assessment is conducted on campus as well for most of the Living Room Series courses.

## ADMINISTRATION OF JUSTICE

### ADMJ 2 INTRODUCTION TO ADMINISTRATION OF JUSTICE

3 units • LG • Three hours lecture

This course presents the history and philosophy of justice as it evolved throughout the world; in-depth study of the American system and the various sub-systems; roles and role expectations of criminal justice agents in their interrelationships in society; concepts of crime causations, punishments and rehabilitation; and ethics, education and training for professionalism in the social system.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E2

### ADMJ 3 COMMUNITY AND HUMAN RELATIONS

3 units • LG • Three hours lecture

This course addresses the relationship of criminal justice agents and the community; causal and symptomatic aspects of community understanding; lack of cooperation and mistrust; study of behavioral causes; and ways to develop and maintain amicable relationships.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

### ADMJ 4 CRIMINAL LAW

3 units • LG • Three hours lecture

This course addresses historical development, philosophy of law and constitutional provisions; definitions, classifications of crimes and their applications to the system of administration of justice; legal search, review of case law, methodology and concepts of law as a social force. Students explore crimes against persons, property, and the state as a social, religious, and historical ideology.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

### ADMJ 6 INTRODUCTION TO EVIDENCE

3 units • LG • Three hours lecture

Students explore the origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kind and degrees of evidence and rules governing admissibility; and judicial decisions interpreting individual rights and case studies viewed from a conceptual level.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

### ADMJ 51 CRIMINAL PROCEDURES

3 units • LG • Three hours lecture

This course addresses legal processes from pre-arrest through trial, sentencing and correctional procedures; a review of the history of case and common law; conceptual interpretations of law as reflected in court decisions; a study of case law methodology and case research as the decisions impact upon the procedures of the justice system.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

### ADMJ 55 WRITING FOR CRIMINAL JUSTICE

3 units • LG • Three hours lecture

This course addresses techniques of communicating facts, information, and ideas effectively in a simple, clear, and logical manner in the various types of criminal justice system reports; letters, memoranda, directives, and administrative reports; emphasis on criminal justice terminology, use of English and organization of information; practice experience in note taking and report writing; presentation of testimony in court.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

### ADMJ 57 INTRODUCTION TO CORRECTIONS

3 units • LG • Three hours lecture

This course surveys the field of correctional science. It includes historical development, current concepts and practice; explanations of criminal behavior; functions and objectives of the criminal justice system concerned with institutional, probation, and parole processes as they modify the offender's behavior; survey of professional career opportunities in public and private agencies.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

### ADMJ 66 INTRODUCTION TO INVESTIGATION

3 units • LG • Three hours lecture

This course addresses fundamentals of investigation; techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi; processes; sources of information; interview and interrogation; follow-up investigation.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

### ADMJ 70 JUVENILE LAW AND PROCEDURE

3 units • LG • Three hours lecture

This course addresses techniques of handling juvenile offenders and victims; prevention and intervention of juvenile criminality; counseling and referral; organization of community resources; juvenile law and juvenile court procedures and codes.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU

## ANTHROPOLOGY

### ANTH 11 DEALING WITH DIVERSITY

3 units • LG-P/NP • Three hours lecture

This course addresses race, social class, age, gender and sexual orientation in American society. An analysis of the different constraints and motivations of people from different cultural backgrounds is included.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D1, D3; IGETC, Area 4A; MPC, Area D, F

**ART****ART 1 INTRODUCTION TO THE ARTS***3 units • LG-P/NP • Three hours lecture*

This course is a survey of the arts for the non-major, with emphasis on contemporary art forms. Illustrated lectures and films on painting, sculpture and architecture are included. Also offered online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C1; IGETC, Area 3A; MPC, Area C**CHEMISTRY****CHEM 10 EVERYDAY CHEMISTRY***3 units • LG-P/NP • Three hours lecture*

CHEM 10 is a non-mathematical course for non-science majors and anyone else interested in how chemistry is involved in the workings of everyday objects and events in their lives. Topics of current and global importance will be discussed, including the greenhouse effect and the ozone layer.

**Corequisites:** CHEM 10L**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** (CHEM 10 & 10L) CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B**HISTORY****HIST 36 HISTORY OF RUSSIA 1917-PRESENT***3 units • LG-P/NP • Three hours lecture*

This course is designed to reveal and illuminate cultural patterns, plus the many political, economic and social facets of contemporary civilization in Russia, while providing historical perspective. One of the central themes of the course is the rise and fall of the Soviet Union, and the challenges of the post-Communist era in Russia.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D6; IGETC, Area 3B, 4F; MPC, Area D**MUSIC****MUSI 2 INTRODUCTION TO BROADWAY MUSICALS***3 units • LG-P/NP • Three hours lecture*

This course offers guided listening in understanding the history and development of the American musical stage. Emphasis is on music by American composers.

**Advisories:** Eligibility for ENGL 111 or ENSL 110**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C1; IGETC, Area 3A; MPC, Area C**MUSI 4 THE CONTEMPORARY MUSICAL THEATRE***3 units • LG-P/NP • Three hours lecture*

This course assists the student through guided listening/viewing to facilitate understanding the contemporary Broadway musical with emphasis on the non-American composers.

**Advisories:** Eligibility for ENGL 111 or ENSL 110**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area C**POLITICAL SCIENCE****POLS 8 POLITICS OF TRANSITION IN THE POST-COMMUNIST ERA***3 units • LG-P/NP • Three hours lecture*

This course covers the theory and practice of transition and integration as they apply to the politics and economics of former Communist nations in the post-Cold War, post-Communist era. Fundamental changes in the 21st century will be studied on both the national and international levels.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D8; IGETC, Area 4H; MPC, Area D**PSYCHOLOGY****PSYC 25 CHILD AND ADULT DEVELOPMENT***3 units • LG-P/NP • Three hours lecture*

Introduction to theories and principles of developmental psychology correlating physical and emotional development from birth through adulthood. Effects of developmental patterns on physical, social and psychological growth. Also offered online.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D9, E; IGETC, Area 4I; MPC, Area D, E1**REAL ESTATE****REAL 50 PRINCIPLES OF REAL ESTATE***3 units • LG-P/NP • Three hours lecture*

Students are provided an overview of principles, definitions and problem solving in the field of real estate in California. Provides consumer information. Meets qualification requirement for California State Real Estate License Examinations.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**General Ed. Credit:** MPC, Area E2**REAL 53 REAL ESTATE FINANCE***3 units • LG-P/NP • Three hours lecture*

Principles and practices basic to understanding importance of financing to real estate industry. Explores financing process. Includes finance calculations, appraisal, instruments, lenders, construction and residential lending, and investment financing. Meets qualifications for California State Real Estate License Examinations.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**REAL 54 REAL ESTATE ECONOMICS***3 units • LG-P/NP • Three hours lecture*

Economics of land use. Background to operating procedures and techniques in the real estate industry. Meets qualification requirements for California Real Estate License Examination.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU

## SOCIOLOGY

### **SOCI 40 MARRIAGE AND FAMILY LIFE**

*3 units • LG-P/NP • Three hours lecture*

This course is a sociological examination of family and marriage processes, to include intimacy development and maintenance in the areas of dating, courtship, cohabitation, reproduction, domestic work economic roles, and parenting. The causes of relationship demise, marital dissolution, and remarriage are also examined as aspects of contemporary family life. Sociological and cross-cultural research is applied to the goals of investigating and understanding the structure and processes of modern family life. Also offered online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D0, E; IGETC, Area 4J; MPC, Area D

## MPC ONLINE

Internet-delivered courses are available also to students whose work, class and/or commute schedules demand flexibility. For most Internet courses, students are provided the course information needed through scheduled on-campus orientations. Following the orientations, instructors communicate with their students routinely, and students interact with one another using the Internet.

## ANTHROPOLOGY

### **ANTH 4 INTRODUCTION TO CULTURAL ANTHROPOLOGY**

*3 units • LG-P/NP • Three hours lecture*

This course examines the field of cultural anthropology, emphasizing methods and practices, theoretical perspectives, and the significance of ethnographic fieldwork. This course equips the student with a better understanding of cross-cultural ways of life, both past and present, in this time of globalization.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D1; IGETC, Area 4A; MPC, Area D

## ART

### **ART 1 INTRODUCTION TO THE ARTS**

*3 units • LG-P/NP • Three hours lecture*

This course is a survey of the arts for the non-major, with emphasis on contemporary art forms. Illustrated lectures and films on painting, sculpture and architecture are included. Also offered in the Living Room Series.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C1; IGETC, Area 3A; MPC, Area C

## ASTRONOMY

### **ASTR 10 INTRODUCTION TO ASTRONOMY**

*3 units • LG-P/NP • Three hours lecture*

This course presents the phenomena and principles of astronomy, stressing the evolution of current conceptions of the universe and their influence upon culture and technology.

**Corequisites:** ASTR 10L

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** (ASTR 10 & 10L) CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

## BIOLOGY

### **BIOL 31 ENVIRONMENTAL SCIENCE**

*3 units • LG-P/NP • Three hours lecture*

This course is a survey of the fundamental political, economic, and ecological principles that define the important environmental issues of our time. Topics include ecology, climate change, biodiversity, energy and sustainability.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B2, E; IGETC, Area 5B; MPC, Area B (BIOL 31 & 32), E1

**BUSINESS****BUSI 1A FINANCIAL ACCOUNTING***4 units • LG-P/NP • Four hours lecture*

Accounting concepts, theory and application of accumulating and summarizing financial data, and analysis and interpretation of financial statements are included in this course. Recommended for transfer majors.

**Advisories:** Eligibility for ENGL 1A; eligibility for MATH 263; BUSI 120A; BUSI 110**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E2**BUSI 18 BUSINESS LAW***3 units • LG-P/NP • Three hours lecture*

This course acquaints students with court procedures, contracts, legal and social environment of business, personal property and bailment, sales, commercial paper, agency and employment.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**BUSI 24 BUSINESS ISSUES AND ETHICS***3 units • LG-P/NP • Three hours lecture*

This course studies ethical issues facing American businesses today including environmental pollution, insider trading, and sexual harassment. Focus is on the responsibility of businesses to all parties affected by their decisions.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**BUSI 36 INTRODUCTION TO INTERNATIONAL MARKETING***3 units • LG-P/NP • Three hours by arrangement*

This course explores the concepts and principles of international marketing including market entry strategies, foreign market analysis, culture and marketing, product design, pricing, distribution, promotion, and sales.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**BUSI 40 PRINCIPLES OF MANAGEMENT***3 units • LG-P/NP • Three hours lecture*

This course reviews the operational analysis of manager's role in all types of organizations. Topics include management issues in planning, organizing, staffing, directing, and controlling.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**BUSI 42 HUMAN RESOURCES MANAGEMENT***3 units • LG-P/NP • Three hours lecture*

Personnel/human management is concerned with the effective management of people at work, including the following topics: creating a productive work environment, appraising and improving performance, implementing compensation and security, strengthening employee management relations, and international management of human resources.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**General Ed. Credit:** MPC, Area A2**BUSI 50 INTRODUCTION TO MARKETING***3 units • LG-P/NP • Three hours lecture*

This course reviews the factors affecting flow of goods from producer to consumer. Topics include consumer in the marketplace, trends in retailing and wholesaling, importance of marketplace, importance of marketing research, sales management techniques, and effect of government controls on marketing.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU**BUSI 70 BUSINESS COMMUNICATIONS***3 units • LG-P/NP • Three hours lecture*

This course covers correspondence in selected business areas: selling, employment, adjustments and complaints, announcements, credit and collections, report preparation, oral communication, and communication reception: reading and listening. Non-verbal communication is also covered.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**CHILD DEVELOPMENT****CHDV 1 CHILD GROWTH AND DEVELOPMENT***3 units • LG-P/NP • Three hours lecture*

This course examines the major physical, psychosocial, and cognitive/language theories and development milestones for children, both typical and atypical, from conception through adolescence. Interactions between maturational processes and environmental factors are emphasized. Students observe children, evaluate individual differences, and analyze characteristics of development at various stages using Investigative research methodologies.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D7, E; IGETC, Area 4G; MPC, Area D**CHDV 51 PRINCIPLES AND PRACTICES OF TEACHING YOUNG CHILDREN***3 units • LG-P/NP • Three hours lecture*

This course provides an examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative, and intellectual development for all children. It includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. Students must interact directly with children in a child care setting.

**Prerequisites or corequisites:** CHDV 1**Credit transferable:** CSU**CHDV 55 CHILD, FAMILY, AND COMMUNITY***3 units • LG-P/NP • Three hours lecture*

This course examines 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 are highlighted, showing the importance of respectful, reciprocal relationships that support and empower families.

**Advisories:** ENGL 1A**Credit transferable:** CSU



**CHDV 80 CURRICULUM PLANNING AND ENVIRONMENTAL DESIGN***3 units • LG • Three hours lecture*

Students examine theoretical and practical considerations of curriculum development for young children including integrated, emergent curriculum, curriculum webbing, and environmental preparation of early childhood settings including the arrangement of learning centers and outdoor settings. This class serves as a framework for the series of six specific curriculum classes.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***COMPUTER SCIENCE AND INFORMATION SYSTEMS****CSIS 180 ADVANCED ROUTING AND SWITCHING IMPLEMENTATIONS***4 units • LG • Four hours lecture; one hour lab*

This course explores advanced topics in routing and switching at the Cisco Certified Network Professional (CCNP) level. The student will learn to configure the multi-cast routing, multi-area OSPF, EIGRP and BGP routing protocols as well as how to optimize routing updates through redistribution, route filtering and route maps. The course introduces advanced switching concepts such as Ether channel and Multi-layer Switching. May be taken four times for recertification.

**Advisories:** *CSIS 179; eligibility for ENGL 111 and 112 or ENSL 110 and 155***CSIS 198 NETWORK SECURITY FUNDAMENTALS***4 units • LG-P/NP • Four hours lecture*

This course covers the fundamentals of security, using simulators to give hands-on experience with servers, routers and other security devices. Students learn about different types of attacks, security policy, encryption, access control, PKI, authentication, and cryptography. This course covers material necessary to prepare for the CompTIA Security+ certification. May be taken four times for recertification.

**Advisories:** *CSIS 76 and 177; eligibility for ENGL 111 and 112 or ENSL 110 and 155***ECONOMICS****ECON 2 PRINCIPLES OF ECONOMICS: MACRO***3 units • LG-P/NP • Three hours lecture*

This course is an analysis of fundamental economic concepts, basic economic institutions, national income analysis and determinants of income and employment, monetary and banking systems; government monetary and fiscal policies, international trade and current economic problems.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D2; IGETC, Area 4B; MPC, Area D***ECON 4 PRINCIPLES OF ECONOMICS: MICRO***3 units • LG-P/NP • Three hours lecture*

This course is an analysis of pricing and composition of output; elasticities, marginal analysis, and allocation of resources. It examines characteristics and behavior of markets and government regulation.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D2; IGETC, Area 4B; MPC, Area D***ENGLISH****ENGL 1A COMPOSITION***3 units • LG-P/NP • Three hours lecture*

Students receive instruction in how to write essays that logically develop a thesis, are written in an engaging style, and are free from syntactical/mechanical errors. WRITING REQUIREMENT: Minimum of 8,000 words.

**Prerequisites:** *Qualifying reading and writing assessment results or satisfactory completion of ENGL 111 or ENSL 110***Advisories:** *ENGL 112; LIBR 50 (may be taken concurrently)***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area A2; IGETC, Area 1A; MPC, Area A***ENGL 5 INTRODUCTION TO GREAT BOOKS***3 units • LG-P/NP • Three hours lecture*

This course offers an introduction to the theory, precepts, and history of great books and the Monterey Peninsula College Great Books Program, including the nature of and criteria for greatness, the relationship between great books and democracy, the "Great Conversation," instruction in how to read challenging texts, and the unique characteristics of typographic texts.

**Prerequisites:** *ENGL 1A***Advisories:** *ENGL 1B***Credit transferable:** *CSU***General Ed. Credit:** *CSU, Area C2; IGETC, Area 3B; MPC, Area C***ENGL 10 LITERATURE BY AND ABOUT MEN***3 units • LG-P/NP • Three hours lecture*

This literature survey explores multiple sources, enactments, and depictions of maleness, manhood, virility, and masculinity in essays, films, short stories, music, and poetry either by men or about men.

**Prerequisites:** *Eligibility for ENGL 1A***Credit transferable:** *CSU***General Ed. Credit:** *CSU, Area C2; IGETC, Area 3B; MPC, Area C***ENGL 11 LITERATURE BY AND ABOUT WOMEN***3 units • LG-P/NP • Three hours lecture*

This course covers American, British and international literary works by and about women, including poetry, fiction, autobiography, drama and non-fiction prose. It will introduce students to literary analysis, interpretation and understanding. The course focuses on literary trends, style, and issues of race, class, ethnicity, and cultural identity and provides students with opportunities to explore individual writers in depth. Also offered as Women's Studies 11; credit may be earned only once.

**Prerequisites:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C2; IGETC, Area 3B; MPC, Area C***ENGL 16 SHAKESPEARE VISIONS: FILMS AND TEXT COMPARISON***3 units • LG-P/NP • Three hours lecture*

This course offers comparative analysis of the tragedies, comedies and histories of William Shakespeare through examination of various film versions and texts of the works.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C2; MPC, Area C*

**ENGL 18 THE BIBLE AS LITERATURE***3 units • LG-P/NP • Three hours lecture*

This course offers a literary exploration of the Bible, examining the different types of literature such as myth, history, poetry, drama, story and letters found in the biblical text. Key figures, events and themes are examined along with the influence of the biblical literature on history, culture and art.

**Prerequisites:** ENGL 1A**Advisories:** ENGL 1B**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**ENGL 38 LITERARY FORMS – THE CINEMA: MORE OR LESS THAN HUMAN?***3 units • LG-P/NP • Three hours lecture*

From Metropolis to The Matrix, this class investigates classic, historical, popular and contemporary films, TV and associated literary works which ask, "What is a human being and what isn't?" Considerations include representations of utopias and dystopias, computer technologies and networks, artificial intelligence, reproductive technologies, advertising, virtual reality, and genetic engineering. The emphasis will be on how formal qualities affect/effect meaning and interpretation.

**Prerequisites:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**ENGL 40 AMERICAN LITERATURE***3 units • LG-P/NP • Three hours lecture*

This course offers a comprehensive survey of American prose and poetry from the seventeenth century to the present, emphasizing Euro-American, Native American, African-American, Latino/Latina, and Asian-American literary traditions and contributions. Satisfies intercultural studies requirement for the associate degree at MPC.

**Prerequisites:** ENGL 1A**Advisories:** ENGL 1B**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C, F**ENGL 44 MASTERPIECES OF LITERATURE I***3 units • LG-P/NP • Three hours lecture*

This course surveys a selection of representative masterworks from key periods of western culture, from the Greeks to the Renaissance. All major genres are covered, including poetry, narrative, and drama. Includes discussion, writing, and the application of critical techniques as a means of developing critical analysis.

**Prerequisites:** ENGL 1A**Advisories:** ENGL 1B**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**ENGL 45 MASTERPIECES OF LITERATURE II***3 units • LG-P/NP • Three hours lecture*

This course surveys a selection of representative masterworks from key periods of western culture, including the Enlightenment, Romantic period, Victorian, and Modern. All the major genres are covered, including poetry, narrative, and drama. Includes discussion, writing, and the application of critical techniques as a means of developing critical analysis.

**Prerequisites:** ENGL 1A**Advisories:** ENGL 1B**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**ENGLISH AS A SECOND LANGUAGE****ENSL 155 ADVANCED READING***3 units • LG-P/NP • Three hours lecture*

This is an advanced course for the non-native speaker, emphasizing vocabulary development, comprehension improvement, and reading strategies. This course satisfies the Reading Proficiency Requirement for the associate degree and prepares students to read at the college level.

**Prerequisites:** ENSL 342 (or 442); or ENSL 343 (or 443) and 344 (or 444)**ETHNIC STUDIES****ETNC 45 INTRODUCTION TO AMERICAN DIALECTS***3 units • LG-P/NP • Three hours lecture*

This course focuses on African-American and Latino English dialects found in the U.S. today. It examines their origin, syntax, phonology and lexicon. The relationship of dialect to education and the language user's role in society are also discussed. Also offered as Linguistics 45; credit may be earned only once.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**General Ed. Credit:** MPC, Area C, D**HISTORY****HIST 12 WOMEN IN UNITED STATES HISTORY***3 units • LG-P/NP • Three hours lecture*

This course covers Native American, African-American, Asian-American, Latina, European-American and immigrant women heroines and "ordinary" women who have shaped U.S. history and culture. Satisfies the CSU American History requirement. Also offered as Women's Studies 12; credit may be earned only once.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D4, D6; IGETC, Area 3B, 4D, 4F; MPC, Area D, F**HIST 18 HISTORY OF THE UNITED STATES II***3 units • LG-P/NP • Three hours lecture*

In this course students examine the political, social and economic factors influencing U.S. development from 1877 to the present. Emphasis is placed on the impact of ethnic diversity, the quests for social reform and justice, World Wars I and II, the Cold War, and the modern presidency. Satisfies the CSU American History requirement.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D6; IGETC, Area 3B, 4F; MPC, Area D**HUMANITIES****HUMA 40 INTRODUCTION TO FEMINIST THEORY***3 units • LG-P/NP • Three hours lecture*

This course encourages students to reflect on historical and present-day images of women and men through readings in philosophy, psychology, and history by both male and female authors. It engages students in critical analysis of the readings and the changes that the feminist theory has undergone, as well as its relationship to other theories. Also offered as Women's Studies 40 and Philosophy 40; credit may be earned only once.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C

## LIBRARY SERVICES

### LIBR 50 INTRODUCTION TO INFORMATION COMPETENCY AND LITERACY

1 unit • LG-P/NP • Three hours by arrangement

Satisfies the MPC Information Competency Graduation Requirement. This self-paced course is designed to teach and strengthen the information competency and research skills of college students. The course provides students with the life-long learning skills needed to access, evaluate and utilize information resources, including full-text periodical databases, Internet resources, online catalogs, as well as materials traditionally located in the library.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

### LIBR 60 FAMILY RESEARCH STUDIES: GENEALOGY I

3 units • LG-P/NP • Three hours lecture

Students are introduced to family history research methods and sources (1850-present), including basic Internet and library sources as well as research methodologies for locating ancestors. Students are taught fundamental organization skills for preserving family materials by assembling a family history archival notebook using a genealogy computer program. Basic knowledge of computers and the Internet is recommended.

**Credit transferable:** CSU  
**General Ed. Credit:** MPC, Area E2

### LIBR 61 FAMILY RESEARCH STUDIES: GENEALOGY II

3 units • LG-P/NP • Three hours lecture

Students find their families by applying new methodologies for searching and analyzing genealogy's primary record groups for the 18th and 19th centuries: census, tax, probate, land, property, newspaper, biography, and military records, as well as learning how to read the handwriting of the period, focusing on the years 1750-1850 while using Internet, traditional, archival and specialty library resources.

**Advisories:** Completion of LIBR 60; eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

### LIBR 62 FAMILY RESEARCH STUDIES: GENEALOGY III

3 units • LG-P/NP • Three hours lecture

This course covers advanced genealogy research methods, as well as Internet, traditional and specialty library sources, federal records, and unique ethnic sources in order to research foreign records and resources. Included are methodologies focused on extending family lines beyond the U.S. to the countries of origin for the students' ancestors.

**Advisories:** Completion of LIBR 61; eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

### LIBR 63 FAMILY RESEARCH STUDIES: GENEALOGY IV

3 units • LG-P/NP • Three hours lecture

Students develop experience and skills in genealogy writing and publishing by preparing genealogical client reports, publishing a family history in electronic format using online publishing tools, Word or WordPerfect on a CD-ROM, DVD, video, audio, or a family-based website based on previous research performed in LIBR 60, 61, 62, or in another setting.

**Advisories:** Completion of LIBR 62; eligibility for ENGL 111 and 112 or ENSL 110 and 155  
**Credit transferable:** CSU

### LIBR 80 INTERNET LITERACY

3 units • LG-P/NP • Three hours lecture

Satisfies the MPC Information Competency Graduation Requirement. This course covers Internet history, access, management, organization, components (including e-mail, file types, downloads, attachments, newsgroups, listservs and chat), ethical issues, basic web authoring, effective searching, evaluating information, and correct citation of Internet resources. The course includes online discussions. It is recommended that students possess basic computer skills (Mac or PC) before enrolling.

**Credit transferable:** CSU

## LINGUISTICS

### LING 10 FOUNDATIONS OF LANGUAGE

3 units • LG-P/NP • Three hours lecture

This course facilitates language teaching, learning, interpreting, and the understanding of the structure and nature of language. Students analyze English, with opportunities to compare it to a language of their choice. Language acquisition, processing, production, the language instinct, and the similarity and universality among the world's languages are discussed.

**Advisories:** Eligibility for ENGL 1A  
**Credit transferable:** CSU, UC  
**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C

### LING 15 INTRODUCTION TO LINGUISTICS

3 units • LG-P/NP • Three hours lecture

This course focuses on the role of language in social interaction, identity, and world view. It examines bilingualism, literacy, and society's role in language change, as well as women's, men's and minority use of language. Analytical techniques of socio-cultural linguistics are examined.

**Advisories:** Eligibility for ENGL 1A  
**Credit transferable:** CSU, UC  
**General Ed. Credit:** CSU, Area C2, D7; IGETC, Area 3B, 4G; MPC, Area C, D

### LING 25 INTRODUCTION TO LANGUAGE AND GENDER

3 units • LG-P/NP • Three hours lecture

This course examines the relationship between gender and language and its basis; it also explores the differences between men's and women's language in the U.S. and other cultures.

This course examines the linguistic differences associated with gender and how these differences affect the speaker's identity and cultural roles. Opportunities for analyzing and discussing language in terms of gender are provided. Also offered as Women's Studies 25; credit may be earned only once.

**Advisories:** Eligibility for ENGL 1A  
**Credit transferable:** CSU, UC  
**General Ed. Credit:** CSU, Area C2, D4; IGETC, Area 3B, 4D; MPC, Area C, D, E1

### LING 30 INTRODUCTION TO THE HISTORY OF THE ENGLISH LANGUAGE

3 units • LG-P/NP • Three hours lecture

This course traces the linguistic history of English from its current status as a global language. Students are introduced to the historical events, the languages, and the structural changes that have shaped English into its present form.

**Advisories:** Eligibility for ENGL 1A  
**Credit transferable:** CSU, UC  
**General Ed. Credit:** CSU, Area C2, D1; IGETC, Area 3B, 4A; MPC, Area C, D

**LING 45 INTRODUCTION TO AMERICAN DIALECTS***3 units • LG-P/NP • Three hours lecture*

This course focuses on African-American and Latino English dialects found in the U.S. today. It examines their origin, syntax, phonology and lexicon. The relationship of dialect to education and the language user's role in society are also discussed. Also offered as Ethnic Studies 45; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU***General Ed. Credit:** *MPC, Area C, D***MARINE SCIENCE AND TECHNOLOGY****MAST 31 EXPLORING OCEAN CAREERS***2 units • LG-P/NP • Two hours lecture*

Students are introduced to the ocean economy and career opportunities in these fields. Emphasis is placed on general and technical skills, and on the knowledge and abilities employers find most valuable.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***General Ed. Credit:** *MPC, Area E2***MATHEMATICS****MATH 16 ELEMENTARY STATISTICS***3 units • LG-P/NP • Four hours lecture*

This course covers elementary probability, descriptive measures, measures of central tendency, dispersion and correlation, statistical inference, tests of hypotheses using z, t, Chi-square and F distributions. Examples are drawn from applications in the social sciences, biological sciences and business. This course includes a computer component. Calculations will be done with the aid of a desktop computer or with a handheld computer/calculator having built-in functions.

**Prerequisites:** *Qualifying math assessment score; or MATH 263; or an equivalent course from an accredited college***Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area B4; IGETC, Area 2; MPC, Area A2***MATH 113 PREPARATION FOR CALCULUS I***1 unit • P/NP • One hour lecture*

This course is designed for students who have taken a precalculus-level course and want to improve their understanding of the topics covered in that course. This course prepares students for calculus by providing a personalized online review of the prerequisite topics.

**MATH 261 BEGINNING ALGEBRA***4 units • LG • Five hours lecture*

This lecture course satisfies a first-year high school algebra requirement. It includes an introduction to basic algebraic principles, simple linear equations, positive and negative numbers, and the four basic arithmetic operations using monomials and polynomials, literal equations, reading and constructing graphs, systems of linear equations, and applications of principles to verbal problems, factoring, fractions and equations containing fractions, square roots and radicals, quadratic equations, and ratios and proportion.

**Prerequisite:** *Qualifying math assessment score; or MATH 351; or an equivalent course from an accredited college***Eligibility for ENGL 111 and 112 or ENSL 110 and 155****MATH 263 INTERMEDIATE ALGEBRA AND COORDINATE GEOMETRY***4 units • LG • Five hours lecture*

This course covers properties of real numbers, complex numbers, polynomials, exponential and logarithmic functions, first- and second-degree equations and inequalities, systems of equations, progressions, graphs of conics, determinants, and an introduction to coordinate geometry.

**Prerequisites:** *Qualifying math assessment score; or MATH 261; or an equivalent course from an accredited college***Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***General Ed. Credit:** *MPC, Area A2***MATH 271 PREPARATION FOR INTERMEDIATE ALGEBRA***1 unit • P/NP • One hour lecture*

This course is designed for students who have taken an elementary algebra-level course and want to improve their understanding of the topics covered in that course. This course prepares students for intermediate algebra by providing a personalized online review of the prerequisite topics.

**MATH 273 PREPARATION FOR PRECALCULUS***1 unit • P/NP • One hour lecture*

This course is designed for students who have taken an intermediate algebra-level course and want to improve their understanding of the topics covered in that course. This course prepares students for precalculus by providing a personalized online review of the prerequisite topics.

**MATH 381 PREPARATION FOR BEGINNING ALGEBRA***1 unit • P/NP • One hour lecture*

This course is designed for students who have taken a prealgebra-level course and want to improve their understanding of the topics covered in that course. This course prepares students for beginning algebra by providing a personalized review of the prerequisite topics.

**MUSIC****MUSI 3 INTRODUCTION TO JAZZ AND POP***3 units • LG-P/NP • Three hours by arrangement*

This course covers the development of American jazz, with emphasis on musical elements, major innovators, stylistic changes, and the criteria to rate a good performance.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C1; IGETC, Area 3A; MPC, Area C***PERSONAL DEVELOPMENT****PERS 51 CAREER PLANNING THROUGHOUT THE LIFESPAN***3 units • LG-P/NP • Three hours lecture*

This course provides students with skills needed to develop a career path throughout the lifespan. Students develop a portfolio with the aid of career-oriented self-assessments focusing on interests, values, skills, personality type, and with the knowledge of labor market information, decision-making skills and coping strategies.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU***General Ed. Credit:** *CSU, Area E; MPC, Area E2*

**PERS 58 COPING WITH DIFFICULT PEOPLE***2 units • LG-P/NP • Two hours lecture*

This Internet course is designed for those interested in learning effective communication skills for dealing with people in pressured situations. Students will learn how to avoid getting caught up in defensiveness, how to select appropriate communication strategies, and how to merge into and manage conflict situations.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***PERS 71 FOUNDATIONS OF CAREER CHOICE***1 unit • LG-P/NP • One hour lecture*

This course is designed for students interested in learning more about themselves and the world of work before making a career choice. It includes self-assessments, career exploration, career trends and workplace issues, decision-making, and college and career planning.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***General Ed. Credit:** *MPC, Area E2***PHILOSOPHY****PHIL 8 INTRODUCTION TO WORLD RELIGIONS***3 units • LG-P/NP • Three hours lecture*

This course is an introduction to the origins, history, and significant ideas of the world's major religions. It explores the fundamental insights, ideals, and contributions toward the human moral heritage and wisdom of the oral religions, Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C2; IGETC, Area 3B; MPC, Area C***PHIL 40 INTRODUCTION TO FEMINIST THEORY***3 units • LG-P/NP • Three hours lecture*

This course encourages students to reflect on historical and present day images of women and men through readings in philosophy, psychology, and history by both male and female authors. It engages students in critical analysis of the readings and the changes that the feminist theory has undergone, as well as its relationship to other theories. Also offered as Humanities 40 or Women's Studies 40; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C2; IGETC, Area 3B; MPC, Area C***PHYSICAL EDUCATION****PHED 50 ORIENTATION FOR ATHLETES***2 units • LG-P/NP • Two hours lecture*

This course is designed to assist student-athletes to set educational and career goals, develop study skills, learn job acquisition skills, and use college resources.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***General Ed. Credit:** *MPC, Area E2***PHYSICAL FITNESS****PFIT 51 FITNESS AND WELLNESS STRATEGIES***2 units • LG-P/NP • Two hours lecture*

The class addresses lifetime wellness, considering psychological, social and physiological factors. Students will assess current lifestyle patterns in the areas of physical fitness, health risks, nutrition and stress management. They will develop reasonable, specific and measurable goals for behavioral change as part of a wellness/lifestyle plan. To satisfy CSU Area E, must complete one unit from following: PFIT 10, 18A, 21, 22A, 50, or ADPE 9, 13.

**Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area E; MPC, Area E1***POLITICAL SCIENCE****POLS 1 AMERICAN GOVERNMENT & POLITICS***3 units • LG-P/NP • Three hours lecture*

Concepts, issues, and problems associated with politics and governing at the national, state, and local levels. Satisfies CSU American Institutions requirement.

**Advisories:** *Eligibility for ENGL 111 or ENSL 110***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D8; IGETC, Area 4H; MPC, Area D***POLS 5 POLITICS OF DEVELOPING COUNTRIES***3 units • LG-P/NP • Three hours lecture*

This course surveys the government and politics of developing nations. Problems and issues facing developing countries in their search for appropriate strategies and models of development are also examined.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D8; IGETC, Area 4H; MPC, Area D***PSYCHOLOGY****PSYC 25 CHILD AND ADULT DEVELOPMENT***3 units • LG-P/NP • Three hours lecture*

Introduction to theories and principles of developmental psychology correlating physical and emotional development from birth through adulthood. Effects of developmental patterns on physical, social and psychological growth. Also offered in the Living Room Series.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D9, E; IGETC, Area 4I; MPC, Area D, E1***PSYC 57 ADULT DEVELOPMENT AND AGING***3 units • LG-P/NP • Three hours lecture*

Students are introduced to concepts and theories of adulthood and aging, including health, memory, information processing, relationships, work, and death. The course covers concepts of successful aging and provides various activities designed to expose students to the processes of aging from an experiential perspective.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU***General Ed. Credit:** *CSU, Area E*

**REAL ESTATE****REAL 51 REAL ESTATE PRACTICE***3 units • LG-P/NP • Three hours lecture*

This course covers day-to-day operations in real estate brokerage. Topics include listing procedures, effective advertising, sales techniques, financing, appraising, property management, leasing. Course meets qualification requirement for California State Real Estate License Examinations.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***REAL 56 REAL ESTATE PROPERTY MANAGEMENT***3 units • LG-P/NP • Three hours lecture*

This course is designed to acquaint the students with the principles of effective management of real property, including commercial, residential, apartments, land, special facilities and other investments. Emphasis is placed on methods, techniques and procedures to ensure cost effectiveness and financial security.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***SOCIOLOGY****SOCI 1 HUMANITY AND SOCIETY***3 units • LG-P/NP • Three hours lecture*

This course provides an orientation to the nature and scope of sociology: basic concepts, theoretical orientations, and the basic fields of sociology

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D0, E; IGETC, Area 4J; MPC, Area D***SOCI 2 CONTEMPORARY SOCIAL PROBLEMS***3 units • LG-P/NP • Three hours lecture*

This course covers application of sociological principles to identification and analysis of selected social problems in contemporary American society.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D0; IGETC, Area 4J; MPC, Area D***SOCI 40 MARRIAGE AND FAMILY LIFE***3 units • LG-P/NP • Three hours lecture*

This course is a sociological examination of family and marriage processes, to include intimacy development and maintenance in the areas of dating, courtship, cohabitation, reproduction, domestic work economic roles, and parenting. The causes of relationship demise, marital dissolution, and remarriage are also examined as aspects of contemporary family life. Sociological and cross-cultural research is applied to the goals of investigating and understanding the structure and processes of modern family life. Also offered in the Living Room Series.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D0, E; IGETC, Area 4J; MPC, Area D***WOMEN'S STUDIES****WOMN 11 LITERATURE BY AND ABOUT WOMEN***3 units • LG-P/NP • Three hours lecture*

This course covers American, British and international literary works by and about women, including poetry, fiction, autobiography, drama and non-fiction prose, introducing students to literary analysis, interpretation and understanding. The course focuses on literary trends, style, and issues of race, class, ethnicity, and cultural identity and provides students with opportunities to explore individual writers in depth. Also offered as English 11; credit may be earned only once.

**Prerequisites:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C2; IGETC, Area 3B; MPC, Area C***WOMN 12 WOMEN IN UNITED STATES HISTORY***3 units • LG-P/NP • Three hours lecture*

This course covers Native American, African-American, Asian-American, Latina, European-American and immigrant women heroines and "ordinary" women who have shaped U.S. history and culture. Satisfies the CSU American History requirement. Also offered as History 12; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D4, D6; IGETC, Area 3B, 4D, 4F; MPC, Area D, F***WOMN 25 INTRODUCTION TO GENDER AND LANGUAGE***3 units • LG-P/NP • Three hours lecture*

This course examines the linguistic differences associated with gender and how these differences affect the speaker's identity and cultural roles. Opportunities for analyzing and discussing language in terms of gender are provided. Also offered as Linguistics 25; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C2, D4; IGETC, Area 3B, 4D; MPC, Area C, D, E1***WOMN 40 INTRODUCTION TO FEMINIST THEORY***3 units • LG-P/NP • Three hours lecture*

This course encourages students to reflect on historical and present-day images of women and men through readings in philosophy, psychology, and history by both male and female authors. It engages students in critical analysis of the readings and the changes that feminist theory has undergone, as well as its relationship to other theories. Also offered as Humanities 40 and Philosophy 40; credit may be earned only once.

**Advisories:** *Eligibility for ENGL 1A***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C2; IGETC, Area 3B; MPC, Area C*

**OLDER ADULT PROGRAM:****Learning is Living**

The Learning is Living program offers special interest classes without charge to older adults at a variety of locations throughout the Monterey Peninsula. These non-credit courses meet at convenient senior citizen centers and other easily accessible places. A wide range of courses has been specifically created to meet current growth patterns of senior citizens' educational requirements. Scheduled hours vary. Refer to appropriate Schedule of Classes.

**ART****ART 425 SCULPTOR'S WORKSHOP**

*0 units • NC • Three and one-half hours activity*

Explores the possibilities for sculpture in various materials. Both beginners and established artists are welcome to explore techniques of wax, bronze, clay, wood and papier-maché.

**ART 431 DRAWING AND COMPOSITION**

*0 units • NC • Three hours activity*

Techniques of drawing and principles of composition. Work in a variety of media.

**ART 445 INTRODUCTION TO CERAMICS**

*0 units • NC • Three hours activity*

Introduction to basic ceramics processes, including handbuilding, decorating, glazing and introduction to the potter's wheel.

**ART 450 SCULPTURE FROM THE LIVE MODEL**

*0 units • NC • Three hours activity*

Clay and wax used for studies from the human figure. Human anatomy and armature methods will be presented. For beginning students and advanced artists.

**ART 460 CLAY HANDBUILDING**

*0 units • NC • Three hours activity*

An opportunity for the student to gain an understanding and working knowledge of clay handbuilding, glazing and firing methods.

**ENGLISH****ENGL 406 CREATIVE WRITING**

*0 units • NC • Two hours activity*

An intensive course in creative expression through prose and poetry.

**ENGL 425 FROM THE BOOK SHELF**

*0 units • NC • Two hours activity*

Students are guided in the reading of selected literary works designed to promote discussion, socialization, and literary judgment of older adults. Content varies from semester to semester and may include fiction, drama, poetry, essay, biography, and autobiography.

**INTERDISCIPLINARY STUDIES****INDS 425 MUSIC, MOVEMENT, HEALTH**

*0 units • NC • One to three hours activity*

Course to help people improve their health through movement, music, and relaxation techniques. Discussion of problems of aging related to health.

**MUSIC****MUSI 410 MUSIC APPRECIATION**

*0 units • NC • One to four hours activity*

An introductory course designed for the general student. Covers representative works of standard music literature.

**MUSI 455 ORGAN AND PIANO (BEGINNING)**

*0 units • NC • Three hours activity*

Study and performance of classical, popular and religious music for home organ and piano.

**MUSI 495 SPECIAL TOPICS IN MUSIC**

*0 units • NC • Two hours activity*

Designed to study, in a structured group situation, topics in music.

**NUTRITION AND FOOD****NUTF 401 FAMILY AND CONSUMER NUTRITION**

*0 units • NC • Three hours activity*

Discussion and application of nutritional principles relevant to good health and selective food buying.

**NUTF 460 CONSUMER AWARENESS**

*0 units • NC • Two hours activity*

Various problems faced by consumers, including quality and cost of goods and services.

**ORNAMENTAL HORTICULTURE****ORNH 425 SUCCESSFUL GARDENING TECHNIQUES**

*0 units • NC • Two hours activity*

Fundamental horticultural techniques for home gardeners including tool maintenance, pruning, soil management, planting, fertilizing, irrigation, pest and disease control.

### *PERSONAL DEVELOPMENT*

#### **PERS 460 HOLISTIC EDUCATION**

*0 units • NC • One to six hours activity*

For students wishing to expand their total selves. Explores the physical, creative, thinking and feeling aspects of themselves.

#### **PERS 461 TOPICS FOR SENIOR LEARNING**

*0 units • NC • One to six hours activity*

An introductory course designed to explore various areas of interest to older adults in the community. In a group setting, students will examine their own inner resources, the knowledge and abilities of others and the various resources available to them as tools for their own self-enhancement and problem solving.

### *PHYSICAL FITNESS*

#### **PFIT 421 PERSONAL FITNESS FOR OLDER ADULTS**

*0 units • NC • One to six hours activity*

Activities and information designed to increase the individual fitness level of each student.

#### **PFIT 425 FLEXIBILITY AND RELAXATION TECHNIQUES**

*0 units • NC • One to five hours activity*

Stretching exercises, movement principles related to flexibility. Techniques for relaxing more easily and completely.

#### **PFIT 485 EXERCISE TO MUSIC**

*0 units • NC • One to six hours activity*

This class teaches rhythmical movements to enhance the health and well-being of older persons. The class is designed to stimulate both the body and the mind. Each session begins with stretches prior to a variety of rhythmical movements designed to develop muscular response, and then ends with a cool-down period.

#### **PFIT 496 YOGA WITH MUSIC**

*0 units • NC • One to five hours activity*

Traditional yoga stretching exercises to relieve stress and tension, balance the body for graceful posture and movement, increase energy for optimal health.

### *PSYCHOLOGY*

#### **PSYC 451 DREAMS AND THE SECOND HALF OF LIFE**

*0 units • NC • Three hours activity*

Explores the dream themes, psychological conflicts and resolutions, and the meaning and purpose of dreams as disclosed in dreams of those in their second half of life.

### *THEATRE ARTS*

#### **THEA 478 READER'S THEATRE**

*0 units • NC • Three hours activity*

Older adults have the opportunity to express themselves through play productions and performances.



# CONTACTS

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## FACULTY

**ABEND, RICHARD** **English as a Second Language**

BA, Loyola; MA, MEd, Columbia University; Monterey Peninsula College, 1985

**ALBERT, STEVEN** **Economics**

BA, University of California; MA, University of Washington; PhD, The London School of Economics and Political Science; Monterey Peninsula College, 2007

**ANDERSON, CARSBIA** **Vice President, Student Services**

BA, MEd, Washington State University; Monterey Peninsula College, 1977

**ANDERSON, JOHN** **Chair, Creative Arts Division**

BA, MA, University of California, Los Angeles; DA, University of Northern Colorado; Monterey Peninsula College, 1989

**ANONGCHANYA, GRACE** **Coordinator/Counselor,  
Student Support Services/TRiO**

BA, Sonoma State University; MS, San Diego State University; Monterey Peninsula College, 2004

**ANTHONY, DEBELIAH S.** **Counseling**

BA, University of California, Berkeley; MA, University of Michigan, Ann Arbor; Monterey Peninsula College, 1975

**BARTOW, GAIL** **Mathematics**

BA, University of California, Los Angeles; MA, University of California, Santa Cruz; Monterey Peninsula College, 1984

**BATES, WENDY** **Physical Education/  
Women's Basketball Coach**

BA, MA, California State University, Chico; Monterey Peninsula College, 2004

**BELL, MONICA** **Coordinator, Medical Assisting**

AA, Lake Washington Technical College; Monterey Peninsula College, 2010

**BINGAMAN, NANCY** **Nursing**

BSN, California State University, Long Beach; MS, San Jose State University; Monterey Peninsula College, 1989

**BISHOP, ELIZABETH** **Chair, Physical Science Division**

BA, MS, Humboldt State University; Monterey Peninsula College, 1989

**BOLEN, GARY** **Theatre Arts**

BA, MA, California State University, Fullerton; MFA, University of California, Los Angeles; Monterey Peninsula College, 1999

**BOSSERMAN, HOMER** **Physics/Astronomy**

BS, Massachusetts Institute of Technology; MA, University of California, Berkeley; Monterey Peninsula College, 1965

**BOYNTON, DIANE** **Chair, Humanities Division**

BA, California State University, Chico; MA, University of Washington; Monterey Peninsula College, 1990

**BRANSFIELD, KEVIN** **Photography**

BA, University of California, Santa Cruz; MFA San Jose State University; Monterey Peninsula College, 2006

**BRYAN, JULIE** **Nursing**

BSN, University of Pennsylvania; MSN, University of California, San Francisco; Monterey Peninsula College, 1994

**CABRERA, KENDRA** **Ethnic Studies**

BA, MA, University of California, Berkeley; MIA, Columbia University; Monterey Peninsula College, 2000

**CALIMA, CHRISTOPHER** **Counselor, Upward Bound**

BA, MA, San Diego State University; Monterey Peninsula College, 2006

**CARDINALE, SALVATORE** **Counselor**

AA, Monterey Peninsula College; BS, MA/MS, California Polytechnic State University, San Luis Obispo; Monterey Peninsula College, 1976

**CASTILLO, LEANDRO** **Chair, Business and  
Technology Division**

BA, California State University, Fullerton; MBA, National University; Monterey Peninsula College, 2000

**CATANIA, TRACIE** **Chair, Physical Science Division**

BA, Lewis and Clark College; MA, University of California, Los Angeles; Monterey Peninsula College, 1994

**CHOVICK, ELISABETH** **Mathematics**

BA, University of California, Santa Cruz; MAT, University of California, Davis; Monterey Peninsula College, 1992

**CHRISTOFF MANSFIELD, KIMBERLY** **Counseling**

BA, MA, San Jose State University; Teaching Credential, Bethany College; Monterey Peninsula College, 2010

**CLARK, KATHLEEN** **Coordinator, Cooperative  
Work Experience**

BS, University of California, Davis; MA, Lewis and Clark College; MS, University of San Francisco; Monterey Peninsula College, 2008

**CLEMENS, DAVID** **English**

BA, MA, Sonoma State University; Monterey Peninsula College, 1972

**CLEMENTS, MARK** **Coordinator/Instructor, Adapted PE**

BA, MA, California State University, Long Beach; Monterey Peninsula College, 1994

**COLTON, SHARON** **Dean of Technology**

BS, Oregon State University; MEd, EdD, University of Louisville; Monterey Peninsula College, 2001

**COPELAND, ALEXIS** **Specialist, Adapted  
Computer Technology**

BA, University of California, Santa Barbara; MA, Chapman University; Monterey Peninsula College, 1997

**DAGDIGIAN, JAMIE** **Graphic Arts**

BA, University of California, Los Angeles; Monterey Peninsula College, 1998

**DE SOTO, ALETHEA** **Counselor/Matriculation  
Coordinator**

BA, University of California, Los Angeles; MA, San Jose State University; Monterey Peninsula College, 2008

<b>DENNEHY, MERRY</b> BFA, California Institute of the Arts; MA, California State University, East Bay; Monterey Peninsula College, 2008	<b>English</b>	<b>GERARD, JAMIE</b> BS, University of California, Davis; BA, MA, Humboldt State University; Monterey Peninsula College, 2008	<b>English</b>
<b>DONOVAN, ROBERT</b> BS, MS, University of Illinois; Monterey Peninsula College, 1983	<b>Mathematics</b>	<b>GIESLER, SUNSHINE</b> BS, Southern Utah University; MA, Washington State University; Monterey Peninsula College, 2008	<b>Interior Design/Family &amp; Consumer Science</b>
<b>DURSTENFELD, ANDRES</b> BS, PhD, University of California, Los Angeles; Monterey Peninsula College, 1997	<b>Biology</b>	<b>GILBERT, PAOLA</b> BA, MA, California State University, Sacramento; Monterey Peninsula College, 2003	<b>Reading</b>
<b>EASTON, WILLIAM</b> AA, Saddleback College; BA, Humboldt State University; MA, University of Arizona; Monterey Peninsula College, 2005	<b>Librarian, Instruction/Reference</b>	<b>GILMARTIN, MICHAEL</b> BS, MS, San Diego State University; Monterey Peninsula College, 1999	<b>Dean of Instructional Planning</b>
<b>EISENBACH, DIANE</b> BFA, Edinboro University of Pennsylvania; MFA, San Diego State University; Monterey Peninsula College, 1998	<b>Art</b>	<b>GONZALES, LISA DANIELLE</b> BS, California State University, Pomona; MA, California State University, Fullerton; Monterey Peninsula College, 2003	<b>French</b>
<b>ENGE, BRETT</b> MS, Virginia Polytechnic Institute and State University; BA, James Madison University; Monterey Peninsula College, 2010	<b>Mathematics Learning Lab</b>	<b>GRASMUCK, KAROLINE</b> AS, San Joaquin Valley College; Monterey Peninsula College, 2008	<b>Coordinator, Dental Assisting</b>
<b>FAUST, HEATHER</b> BS, University of Guelph, Canada; MS, Portland State University; Monterey Peninsula College, 2005	<b>Chair, Life Science Division</b>	<b>HAFFA, ALAN</b> BA, St. John's College; MA, PhD, University of Wisconsin-Madison; Monterey Peninsula College, 2003	<b>English; Coordinator/Instructor, Gentrain &amp; Travel Study</b>
<b>FERRANTELLI, SAL</b> BA, MA, San Diego State College; DM, Indiana University; Monterey Peninsula College, 1981	<b>Music</b>	<b>HAGE, SAMAR</b> BSN, San Jose State University; MSN, San Jose State University; Monterey Peninsula College, 1986	<b>Nursing</b>
<b>FLETES, KELLY</b> BS, University of California, Santa Cruz; MS, San Jose State University; Monterey Peninsula College, 2007	<b>Counselor, EOPS</b>	<b>HANDLY, LAUREN</b> BA, University of California, Santa Cruz; MA, University of Massachusetts, Amherst; Monterey Peninsula College, 2010	<b>Political Science</b>
<b>FOX, DANIEL</b> BA, San Diego State University; MS, PhD, Southern Illinois University at Carbondale; Monterey Peninsula College, 2002	<b>Speech</b>	<b>HANNA, SUE</b> ADN, Santa Fe Community College; BA, Concordia University, Montreal, Quebec; BSW, McGill University, Montreal, Quebec; MA, Santa Barbara Graduate Institute; Monterey Peninsula College, 2005	<b>Nursing</b>
<b>FRANKLIN, LAURA</b> BS, University of Arizona; MA, University of California, Los Angeles; Monterey Peninsula College, 2008	<b>Dean of Instruction</b>	<b>HANSEN, CAROLYN</b> BA, University of California, Riverside; MA, San Jose State University; Monterey Peninsula College, 1980	<b>Sign Language</b>
<b>FUJII, KIM</b> BA, San Jose State University; MA, University of San Francisco; Monterey Peninsula College, 2004	<b>Physical Education</b>	<b>HOCHSTAEDTER, ALFRED</b> BS, Humboldt State University; PhD, California State University, Santa Cruz; Monterey Peninsula College, 1998	<b>Geology/Oceanography</b>
<b>FULLER, GARY</b> BA, MA, California State University, Chico; Monterey Peninsula College, 1978	<b>Anatomy/Physiology</b>	<b>IWAMOTO, LYNN</b> BA, University of California, Los Angeles; MS, Washington State University; Monterey Peninsula College, 1999	<b>Mathematics</b>
<b>GAMIERE, CONSTANCE</b> BS, MS, Miami University; Monterey Peninsula College, 1986	<b>Creative Arts/Counseling</b>	<b>JACOBSON, CHERYL</b> BS, St. Joseph's College; MS, University of Massachusetts; Monterey Peninsula College, 1990	<b>Director, Nursing</b>
<b>GARRISON, DOUGLAS</b> BA, University of California, Santa Barbara; MA, San Francisco State College; EdD, Argosy University; Monterey Peninsula College, 2006	<b>Superintendent/President</b>	<b>JEREZ-MOYA, LOLA</b> Licenciatura, Universidad Literaria, Valencia, Spain; MA, University of Hawaii; Monterey Peninsula College, 1991	<b>Spanish</b>
<b>GERARD, ADRIA</b> BA, MA, Humboldt State University; Monterey Peninsula College, 2010	<b>Director, English and Study Skills/Reading Centers</b>		

<b>JOHNSON, ANITA AUKEE</b> BA, St. Olaf College; MA, Sonoma State University; PhD, University of Washington; Monterey Peninsula College, 2004	<b>English</b>	<b>MIKKELSEN, JON</b> BA, MBA, University of California, Davis; Monterey Peninsula College, 2004	<b>Business</b>
<b>JOHNSON, LARON</b> BA, University of California, Berkeley; MA, Notre Dame de Namur University; MS, California State University, East Bay; Monterey Peninsula College, 2000	<b>Chair, Counseling</b>	<b>NELSON, JOHN</b> BS, University of California, Irvine; MA, San Francisco State University; Monterey Peninsula College, 1992	<b>English as a Second Language</b>
<b>JOPLIN, DAVID</b> BA, Ambassador College; MA, Fort Hays State University; PhD, University of Denver; Monterey Peninsula College, 2004	<b>English</b>	<b>NERVINO, PATRICIA J.</b> BSN, State University College at Brockport, New York; MS, Johns Hopkins University Baltimore, MD; MSN, San Jose State University; Monterey Peninsula College, 1986	<b>Nursing</b>
<b>JOPLIN, SUSAN</b> BA, MA, University of Colorado; MA, The Colorado College; PhD, University of Denver; Monterey Peninsula College, 2006	<b>Reading</b>	<b>NGUYEN, TUYEN</b> BA, MA, University of California, Santa Cruz; Monterey Peninsula College, 1999	<b>Mathematics</b>
<b>KARY, ELIAS</b> BA, MA, California State University, Fullerton; Monterey Peninsula College, 2008	<b>Anthropology</b>	<b>ODOM-WOLFER, TERRIA</b> BA, MA, San Jose State University; Monterey Peninsula College, 1988	<b>Learning Specialist</b>
<b>LA MOTHE, EILEEN</b> BSN, MSN, Wayne State University; Monterey Peninsula College, 1988	<b>Nursing</b>	<b>OGATA, ERIC</b> BA, MS, California State University, Fresno; Monterey Peninsula College, 1998	<b>EOPS Coordinator/Counselor</b>
<b>LAWRENCE, JAMES</b> AS, Southern Alberta Institute of Technology; BS, Montana State University, Northern; Monterey Peninsula College, 2005	<b>Auto Technology</b>	<b>OKA, RODNEY</b> BA, University of California, Santa Barbara; MS, University of California, Santa Cruz; Monterey Peninsula College, 1986	<b>Chemistry</b>
<b>LEE, BARBARA</b> BA, University of Wyoming; MA, California State University, Dominguez Hills; Monterey Peninsula College, 2002	<b>Associate Dean, Human Resources</b>	<b>OSBURG, JONATHAN</b> BA, University of California, Santa Barbara; MA, California State University, Dominguez Hills; Monterey Peninsula College, 2004	<b>English</b>
<b>LIZANO, SONIA M.</b> BA, Universidad de Costa Rica; MA, MA, Ohio University; Monterey Peninsula College, 2000	<b>Spanish</b>	<b>PARTCH, PENNY</b> BA, Chico State University; MA, Monterey Institute of International Studies; Monterey Peninsula College, 1995	<b>English as a Second Language</b>
<b>LOGAN, THOMAS J.</b> BA, University of California, Berkeley; MA, University of Chicago; Monterey Peninsula College, 2000	<b>Chair, Social Science Division</b>	<b>PENNEY, BETH</b> BA, MA, California State University, Fresno; Monterey Peninsula College, 1999	<b>Chair, English Department</b>
<b>LOOP, LAURA</b> BSN, Madonna University; MSN, California State University, Dominguez Hills; Monterey Peninsula College, 1994	<b>Nursing</b>	<b>PHILLEY, PEYTON DONALD</b> BA, MS, San Jose State University; Monterey Peninsula College, 1984	<b>Mathematics</b>
<b>LOVERING-BROWN, THERESA</b> AA, Contra Costa College; BA, San Diego State University; MFA, Southern Illinois University; Monterey Peninsula College, 1997	<b>Art</b>	<b>PHILLIPS, DANIEL</b> BS, San Diego State University; MA, University of New Mexico Highlands; Monterey Peninsula College, 2008	<b>Physical Education/ Men's Baseball Coach</b>
<b>MARCHAND, HENRY</b> BFA, Bowling Green State University; MFA, Pennsylvania State University; Monterey Peninsula College, 2009	<b>English</b>	<b>PRADO, GILLES JEAN-CLAUDE</b> BS, Brigham Young University; PhD, University of Oregon; Monterey Peninsula College, 2000	<b>Computer Science &amp; Information Systems</b>
<b>MAY, MOLLY</b> BA, California Polytechnic State University, San Luis Obispo; MA, University of Idaho; Monterey Peninsula College, 1998	<b>English as a Second Language</b>	<b>QUINONEZ, GARY</b> BFA, MFA, San Jose State University; Monterey Peninsula College, 1990	<b>Art</b>
<b>MICHAELS, DAVID</b> BA, University of California, Santa Barbara; BS, University of Arizona; MS, University of California, Davis; Monterey Peninsula College, 2007	<b>Physics/Astronomy</b>	<b>RASKOFF, KEVIN</b> BS, California Polytechnic State University, San Luis Obispo; PhD, University of California, Los Angeles; Monterey Peninsula College, 2006	<b>Biology</b>
<b>MIGLIORE, EDWARD</b> AB, Rutgers University; MA, PhD, University of California, Santa Cruz; Monterey Peninsula College, 1980	<b>Mathematics</b>	<b>RASMUSSEN, MICHAEL</b> AA, Fresno City College; BS, Michigan State University; Monterey Peninsula College, 2001	<b>Physical Education</b>

- REBOLD, THOMAS A.** **Computer Science & Information Systems/Engineering**  
BS, MS, Massachusetts Institute of Technology; Monterey Peninsula College, 2000
- RITSEMA, TODD** **Chemistry**  
BS, Sonoma State University; PhD, University of California, Santa Cruz; Monterey Peninsula College, 2000
- RONDEZ, CHRISTINA VALERO** **Nursing**  
BS, University of San Francisco; MSN, University of Phoenix; Monterey Peninsula College, 1994
- ROSS, HAZEL** **Mathematics**  
BSc (Honours), Edinburgh University, Scotland; PhD, Case Western Reserve University; Monterey Peninsula College, 1990
- ROZMAN, KATHLEEN** **Learning Specialist**  
BA, State University of New York; MA, Chapman University; Monterey Peninsula College, 1994
- RUIZ, DEBORAH** **Librarian, Public Services**  
BA, San Francisco State University; MLS, University of California, Berkeley; Monterey Peninsula College, 1990
- SCHUTZLER, LYNDON** **Chair, Physical Education Division/  
Athletic Director**  
AA, Monterey Peninsula College; BA, University of California, Santa Barbara; MA, University of Arizona; Monterey Peninsula College, 1989
- SINGH, DAMANJIT** **Computer Science & Information Systems**  
BS, Birla Institute of Technology and Science, India; Monterey Peninsula College, 2008
- SMITH, RANDY** **Computer Science & Information Systems/Office Technology**  
BS, University of Missouri at Rolla; MBA, Pepperdine University; Monterey Peninsula College, 1997
- SMITH, ROBYNN** **Art**  
BFA, Rhode Island School of Design; MA, MFA, San Jose State University; Monterey Peninsula College, 1989
- SPIERING, CHARLES BLAKE** **Physical Education**  
BS, College of Notre Dame de Namur; MA, St. Mary's College; Monterey Peninsula College, 2002
- TETTER, STEPHANIE** **Chair, Library Services**  
BA, University of California, Davis; MLIS, University of California, Berkeley; Monterey Peninsula College, 2000
- TIMM, JUDEE** **Business**  
BS, PhD, Southern Illinois University; MA, Michigan State University; MBA, Golden Gate University; Monterey Peninsula College, 1990
- TORRES, MICHAEL** **Counseling**  
BA, MS, California State University, Sacramento; Monterey Peninsula College, 2002
- VINCENT, CHRISTINE** **Coordinator, CARE/Counselor, EOPS**  
BA, University of California, Santa Barbara; MS, Sacramento State University; Monterey Peninsula College, 1994
- WALKER, LAURENCE** **Dean, Student Services**  
BA, MA, San Jose State University; Monterey Peninsula College, 1992
- WASHINGTON, SANDRA** **Counselor, Upward Bound**  
BA, University of California, Los Angeles; MA, California State University, San Jose; Monterey Peninsula College, 2004
- WEBB, CATHERINE** **Librarian, Technical Services**  
BA, Illinois Wesleyan University; MA, University of Chicago; MS, Dominican University; Monterey Peninsula College, 2010
- WEBER, TODD B.** **Philosophy**  
BA, California State University, Fullerton; MA, PhD, University of California, Riverside; Monterey Peninsula College, 2000
- WEI, LIJUAN** **Physics/Astronomy**  
MAT, Bridgewater State College; MS, PhD, University of Massachusetts, Amherst; Monterey Peninsula College, 2002
- WEIGLE, RICHARD** **Counselor, Supportive Services and Instruction**  
BS, Oregon State University; MS, Western Oregon State College; Monterey Peninsula College, 1989
- WHITE, WALTER** **Dance**  
BA, University of California, Santa Cruz; MFA, University of Utah; Monterey Peninsula College, 1982
- WILSON, JANINE** **Coordinator, Math/Science Upward Bound**  
BA, West Chester University; MS, University of La Verne; Monterey Peninsula College, 2008

## EMERITUS FACULTY

ABBOTT, BERNADINE	Library	1987-2010	GOEHRING, NANCY	Office Technology	1986-2011
ALLSUP, ELDON E.	Drafting	1968-1997	GONZALES, ALEX	Art	1964-1989
AVERY, KIRK	Superintendent/President	1992-2005	GONZALEZ, JOHN	Vice President for Academic Affairs	2006-2011
BANATHY, BELA	Business	1969-2003	HAAS, CATHY	Ornamental Horticulture	1990-2011
BARON, JOHN	Business Manager/Business	1961-1978	HACKER, THORNE	Dean of Instruction, Liberal Arts	1974-2002
BARROWS, FRANK	Auto Technology	1984-2004	HANSEN, DAVID	Mathematics	1965-1999
BAINES, WHITNEY	Anatomy/Physiology	1975-2005	HAUSMANN, GRETCHEN	Physical Education	1978-2004
BATCHEV, JULIA	Librarian	1970-2004	HOBBS, WILLIAM	Psychology	1985-2011
BIBLER, RICHARD	Art	1957-1985	HOBSON-ROBINSON, ALLYE	English/French	1969-2003
BISHOP, MARK A.	Chemistry	1975-2011	HOLMGREN, RODERICK	Journalism	1959-1979
BISSEL, JOSEPH	Vice President for Administrative Services	2001-2010	HOPKINS, DAVID	Superintendent/President	1963-1995
BLAKEMORE, JOHN	Psychology	1965-1985	JACKSON, CASS	Physical Education	1986-2011
BOGUE-FEINOUR, CAROLE	Vice President for Academic Affairs	1996-2005	JAMES, JOSEPH ALLSTON	English	1980-2011
BOONE, HOWARD	Business	1971-1991	JANICK, RICHARD	Art	1972-2009
BOWER, DIANE	Interior Design	1974-2002	JENKINS, MARK	English as a Second Language/French	1981-2010
BRADLEY, VINCE	Dean of Instruction, Academic Affairs	1974-1998	JENSEN, LINLEY	English	1965-1989
BRISTOW, MILTON	Earth Science	1961-1997	JEPSON, GUNNEL	Psychology/Sociology	1982-2007
BRUNO, LINDA	Medical Assisting	1980-2009	JOHNSON, DENNIS	Sociology	1972-2011
BRYANT, JOSEPH	Mathematics	1966-1992	JOHNSON, JOHNNY	International Student Program	1994-2006
BURKE, DAVID	Director, Fort Ord	1980-1991	JOHNSON, SHIRLEY	Spanish	1965-1991
BYNUM, LYNNE	Physical Education/Health	1954-1985	JONES, WILLIAM	Counseling	1983-2010
CARLSON, KEN	Mathematics	1961-1983	KAROH, ERIKA	German	1965-1987
CARNEY, CAROLINE	Child Development	1995-2011	KEZIRIAN, RICHARD P.	History	1971-2011
CHUBB, JAMES	Older Adult Program	1985-1994	KOENIG, MARGARET	English	1986-2007
COMPTON, DONALD	Chemistry	1963-1986	LEONARD, RONALD	Counseling	1968-2002
CONIGLIO, SHARON	Dean of Counseling, Admissions & Records	1964-2002	LEWIS, PATRICIA	Dental Assisting	1977-2008
COSTELLO, JEANNE	Women's Studies	1995-2010	LILLEY, PATRICIA	EOPS Counseling	1986-2003
COX, DOROTHY	Dental Assisting	1974-1993	LINDSAY, WILLIAM	Biology	1967-1997
CUNNINGHAM, ALAN	Chemistry	1964-1988	LOCKWOOD, WANDA	English & Study Skills Center	1989-2003
CURTIS, LINCOLN	COOP/German/Drama	1987-2008	MAINS, MARY	English	1966-1971
CYR, RAYMOND	Physics	1988-2002	MARTIN, MARLENE	English	1972-2007
DAVIS, JACQI	Counseling	1973-2005	MEKARSKI, GARY	Physics	1971-2006
DeBONO, PETER	Theatre Arts	1971-2011	MERRILL, KEITH	Dean, Community Education	1965-1985
DEVLIN, EDWARD	Director, International Students	1967-1995	MILLER, JANE	Art	1985-2001
ELDRIDGE, GARY	Electronics	1960-1985	MILLER, LAWRENCE	Electronics	1964-1986
EPSTEIN, LEONARD	Humanities	1969-1988	MINOR, WILLIAM G.	English	1971-1996
ERICKSON, CAROLE	College Nurse	1986-2005	MOORE, JEANNE	Children's Center	1993-2000
ERICKSON, JOHN	Music	1957-1988	MOORE, MARGUERITE	English	1969-1997
ESQUIBEL, EMILIO	Spanish	1968-1999	MOORTY, J.S.R.L. NARAYANA	Philosophy	1974-1999
FAIL, GAIL	Biology	1991-2011	NEAL, VERN	English as a Second Language	1978-1997
FARRAR, A.J.	Administration of Justice	2001-2011	NELSON, MARY	Family & Consumer Science/ Fashion	1985-2009
FLETCHER, LEON	Speech	1965-1979	NORRIS, ED	Humanities	1964-1989
FRY, VIRGINIA	Biology	1972-1986	NORTON, EVA	Mathematics	1990-1993
GAMPER, JOSEF	Anthropology	1977-2008	NYGREN, ELAINE	Sociology	1964-1978
GIBBS, NORMAN	Automotive Technology	1974-1983	PAPPAS, CHRIS	Physical Education	1963-1994
GIORDANO, AL	Business	1958-1986	PEASE, JOAN	Coordinator, Co-op/Business	1998-2001
GIRARD, MAUREEN R.	English	1988-2005	PEET, PHYLLIS	Women's Studies	1990-2007
GITIN, DAVID	English/Humanities	1999-2007	PENTONY, JACQUELINE	Child Development	1971-1995
			PHILLIPS, LUKE	Physical Education	1957-1999

PILAT, PETER	Art	1971-1994
POHLHAMMER, CARL	History/Political Science	1965-1995
PREDHAM, NANCY	International Student Programs	1998-2011
RAGAN, LAVERNE	Business	1969-1993
REEVE-WILSON, NANCY	English	1968-2003
REICH, CARL	Data Processing	1961-1978
REVOIR, BERNARD	Business	1957-1986
RILE, MARY	Home Economics	1953-1982
ROBERTS, ELLIOT	English	1965-1997
ROBINSON, RICHARD	Biology	1955-1996
ROYAL, HENRY	Ethnic Studies	1961-1998
RUTH, STEPHEN	College Readiness	1985-2008
SARE, DAWN	Physical Education/Dance	1976-2004
SAWYER, DAVID	Counseling	1967-1986
SCHWYZER, ALISON	Philosophy	1985-1999
SIEGEL, BEA	Older Adult Program	1975-1983
SMITH, DIANE	Physical Education	1961-1998
SMITH, ROSETTA	Business	1964-1983
SNIBBE, RICHARD	Administration of Justice	1963-1989
SOUZA, NANCY	College Readiness	1974-2006
SPENCE, DAVID	Business	1962-1997
STOCK, MORGAN	Drama	1954-1982
SZASZY, ELEANOR	English	1973-2009
TADLOCK, MAX	Superintendent/President	1980-1985
TEED, MARY ANNE	Library	1973-2006
THOELE, JANET	English as a Second Language	1982-1997
THOMAS, MARILYN	Office Occupations	1983-1996
TRENDT, TED	Physical Education	1964-1996
TOWNSEND, MARILYN	Academic Support Center	1989-2011
VICTOR, VITO	Computer Science & Information Systems	1985-1999
VOTH, GRANT	English/Gentrain	1978-2003
WALTER, SUSAN	Counseling	1995-2011
WELLS, DAVID	Business/Computer Science & Information Systems	1981-2004
WILLIAMS, GORDON	Chemistry	1956-1989
WOOD, JOHN	Business	1986-2003
YAMADA, DAVID	Political Science	1971-1998

## ADMINISTRATIVE TEAM, DIRECTORS, COORDINATORS, AND CHAIRS

### Administrative Team

Superintendent/President	<b>Douglas Garrison</b>	(831) 645-1394	dgarrison@mpc.edu
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Vice President, Administrative Services	<b>Stephen Ma</b>	(831) 646-4040	sma@mpc.edu
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### Directors, Coordinators and Academic Division Chairpersons

Chair, Business and Technology Division	<b>Leandro Castillo</b>	(831) 646-4076	lcastillo@mpc.edu
Chair, Counseling Division	<b>LaRon Johnson</b>	(831) 646-4028	ljohnson@mpc.edu
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Chair, Humanities Division	<b>Diane Boynton</b>	(831) 646-4097	dboynton@mpc.edu
Chair, Library Services	<b>Stephanie Tetter</b>	(831) 646-4082	stetter@mpc.edu
Chair, Life Sciences Division	<b>Heather Faust</b>	(831) 646-4130	hfaust@mpc.edu
Chair, Physical Education Division	<b>Lyndon Schutzler</b>	(831) 646-4221	lschutzler@mpc.edu
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Controller	<b>Rosemary Barrios</b>	(831) 646-4043	rbarrios@mpc.edu
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Director, Athletics	<b>Lyndon Schutzler</b>	(831) 646-4221	lschutzler@mpc.edu
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Director, English and Study Skills/Reading Centers	<b>Adria Gerard</b>	(831) 646-4177	agerard@mpc.edu
Director, Facilities Planning and Management	<b>Steve Morgan</b>	(831) 645-1361	smorgan@mpc.edu
Director, Fire Academy Program	<b>Natalie Rodda</b>	(831) 646-4240	nrodda@mpc.edu
Director, Institutional Research	<b>Rosaleen Ryan</b>	(831) 646-4035	rryan@mpc.edu
Director, International Student Programs	<b>To be appointed</b>	(831) 645-1380	
Director, Maurine Church Coburn School of Nursing	<b>Cheryl Jacobson</b>	(831) 646-4258	cjacobson@mpc.edu
Director, Student Financial Services	<b>Claudia Martin</b>	(831) 646-3043	cmartin@mpc.edu
Evening Campus Supervisor	<b>Art St. Laurent</b>	(831) 646-4099	alautent@mpc.edu
Manager, Systems and Programming	<b>Lynn Noell</b>	(831) 645-1395	lnoell@mpc.edu
Public Information Officer	<b>To be appointed</b>	(831) 645-1376	
Registrar	<b>Vera Coleman</b>	(831) 646-3007	vcoleman@mpc.edu
Theatre Technical Director	<b>Dan Beck</b>	(831) 646-4211	dbeck@mpc.edu

*Students are advised to refer to a current schedule of classes for the most recent information regarding regulations, services, fees, and course offerings.*



## DIRECTORY OF STUDENT SERVICES

### Academic Council Petitions

(831) 645-1377

### *Sandy Nee*

Student Services Building

### Health Services

(831) 646-4017

### *Lara Shipley*

Student Services Building

### Academic Support Center

(831) 646-4176

Library & Technology Center 124

### Housing Information

(831) 646-4192

### *Julie Osborne*

Student Center

### Admissions

(831) 646-4002/4007

### *Vera Coleman*

Student Services Building

### International Students

(831) 645-1380

International Center

### Articulation

(831) 646-4263

### *Elizabeth Harrington*

Student Services Building

### Math/Science Upward Bound

(831) 645-1306

### *Janine Wilson*

Student Services Building

### Assessment and Testing

(831) 646-4027

### *Stacey Jones*

Student Services Building

### Matriculation

(831) 645-1362

### *Alethea DeSoto*

Student Services Building

### Associated Students of MPC Office

(831) 646-4013

Student Center

### Parking Permits Purchase

(831) 646-4002/4007

### *Admissions and Records*

Student Services Building

### Athletics

(831) 646-4220

### *Lyndon Schutzler*

Physical Education Building

### Policies and Regulations, Student

(831) 646-4190

### *Carsbia Anderson*

Administration Building

### Bookstore

(831) 657-4680

### *Janet Chou*

Student Center

### Probation and Disqualification

(831) 645-1372

### *Larry Walker*

Student Services Building

### CalWorks

(831) 645-1399

### *Larry Walker*

Student Services Building

### Re-Entry/Multicultural Resource Center

(831) 646-4276

### *Yesenia Calderón*

Social Science Building 204

### CARE

(831) 646-4248

### *Christine Vincent*

Humanities Building 209

### Registration

(831) 646-4002/4007

### *Admissions and Records*

Student Services Building

### Career/Transfer Resource Center

(831) 645-1336

### *Kathleen Baker*

Student Services Building

### Residency

(831) 646-3007

### *Vera Coleman*

Student Services Building

### Certificate Requirements

(831) 646-4020

### *Counselors*

Student Services Building

### Scholarships

(831) 646-4030

### *Student Financial Services*

Student Services Building

### Child Development Center

(831) 646-4066

### *Cathy Nyznyk*

Child Development Center

### Security

(831) 646-4099/(831) 646-4292

### *Steve Brownlie*

Student Center

### Clubs, Student

(831) 646-4192

### *Julie Osborne*

Student Center

### Student Accounts

(831) 646-4046

### *Fiscal Services*

Administration Building

### Counseling Office

(831) 646-4020

### *LaRon Johnson*

Student Services Building

### Student Activities

(831) 646-4192

### *Julie Osborne*

Student Center

### Dean, Student Services

(831) 645-1377

### *Larry Walker*

Student Services Building

### Student Center

(831) 646-4190

### *Julie Osborne*

Student Center

### EOPS Office

(831) 646-4247

### *Eric Ogata*

Humanities Building 209

### Student Discipline

(831) 646-4190

### *Carsbia Anderson*

Administration Building

### Financial Services

(831) 646-4031

### *Claudia Martin*

Student Services Building

### Student Employment

(831) 646-4195

### *Lien Nguyen*

Student Services Building

### Graduation Requirements

(831) 646-4020

### *Counselors*

Student Services Building

### Student Support Services (TRiO/SSS)

(831) 646-4246

### *Grace Anongchanya*

Student Services Building

**Supportive Services & Instruction**      ***Terria Odom-Wolfer***  
(831) 646-4070      Supportive Services & Instruction

**Transcripts**      ***Admissions and Records***  
(831) 646-4002/4007      Student Services Building

**Upward Bound**      ***Sandra Washington***  
(831) 646-4089      Student Services Building

**Veterans Assistance**      ***Gaozong Thao***  
(831) 646-4025/(831) 646-4020      Student Services Building

**Volunteer Bureau**      ***Lien Nguyen***  
(831) 646-4190      Student Services Building

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