



**MADERA**  
COMMUNITY  
COLLEGE

**2024-2025**  
**CATALOG**

## Frequently Called Phone Numbers

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(Area code 559)

### **Madera Community College**

Main Switchboard .....	675-4800
Admissions and Records .....	675-4848
Bookstore .....	675-4837
Cafeteria .....	675-4850
CalWORKs .....	675-4840
Career & Transfer Center .....	675-4882
Disabled Students Programs & Services (DSP&S) .....	675-4864
DSP&S Lab .....	675-4897
Financial Aid .....	675-4849
Instruction (Office of) .....	675-4881
Learning Center .....	675-4846
Library .....	675-4835
Library/Learning Resource Center .....	675-4835
STEM Center .....	675-4838

### **Madera Community College at Oakhurst**

Main Switchboard .....	683-3940
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**MADERA**  
COMMUNITY  
COLLEGE

# MADERA COMMUNITY COLLEGE

Madera Community College at Oakhurst

## 2024 - 2025 Catalog



30277 Avenue 12, Madera, CA 93638

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

A public two-year college of the State Center Community College District

# Catalog Statement

This publication is intended to serve students and prospective students as a guide to program planning, institutional services and regulations for attendance at this institution. This catalog becomes effective with the Fall 2024 semester and ends with the Summer 2025 semester, unless otherwise amended. The college reserves the right to adjust conditions of enrollment, class offerings and services rendered as dictated by the limits of institutional resources and enrollment conditions.

Students are held individually responsible for the information contained in the catalog. Failure to read and comply with college regulations will not exempt students from whatever penalties may incur.

Reference copies of the catalog are available in the Library, Counseling Center, Admissions and Records Office, on-line, and in the offices of the Vice President of Learning and Student Success and educational advisors. Students are encouraged to purchase and use their own copy of the catalog. Personal copies are for sale in the Madera Community College Center Bookstore.

Madera Community College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: [www.accjc.org](http://www.accjc.org).

PROGRAM	ACCREDITOR/LICENSURES	STATUS
Child Development Centers	<a href="https://www.naeyc.org">National Association for the Education of Young Children https://www.naeyc.org</a>	Current
Nursing Assistant	<a href="https://www.cdph.ca.gov">California Department of Public Health https://www.cdph.ca.gov</a>	Current
Licensed Vocational Nursing (LVN)	<a href="http://www.bvnpt.ca.gov">Board of Vocational Nursing and Psychiatric Technicians http://www.bvnpt.ca.gov</a>	Current
Licensed Vocational Nursing (LVN) to Registered Nurse (RN)	<a href="http://www.rn.ca.gov">California Board of Registered Nursing http://www.rn.ca.gov</a>	Current
Speech-Language Pathology Assistant	<a href="https://www.speechandhearing.ca.gov/">Department of Consumers Affairs, Speech-Language Pathology &amp; Audiology &amp; Hearing Aid Dispensers Board https://www.speechandhearing.ca.gov/</a>	Current



# President's Message

On behalf of our dedicated faculty and staff, welcome to Madera Community College! We are excited about the 2024-25 school year and looking forward to great things ahead for our entire community.

Our wonderful team here at Madera Community College is committed to your academic and personal success. Whether you are attending Madera Community College to earn an associate degree, complete a workforce certificate, upgrade your professional skills, or transfer to a four-year institution, we are here to assist you in creating an educational roadmap tailored to your aspirations.

Madera Community College offers over 100 degrees and certificates in a variety of transfer and career areas. We provide a range of online and in-person student support services, opportunities to explore career options, and a variety of fun student activities. I encourage you to use as many of these resources as possible to maximize your college experience.

Madera Community College fosters a vibrant community spirit through a wide range of student clubs and activities that you can participate in. I encourage you to make the most of the social opportunities that exist at our college by joining a club or participating in student activities, where you will be able to make new friends and create lifelong relationships. Additionally, we offer three



athletic programs on our campus – women's soccer, women's cross country, and men's cross country.

Whether you are attending classes at our Madera or Oakhurst campuses or joining us in the virtual realm of online learning, our top priority is helping you succeed and accomplish your goals. Guided by our mission "Empowering our students to succeed in an ever-changing world." We are steadfast in cultivating an inclusive and equitable learning environment for all. To this end, we are committed to being an antiracist institution that exists to serve everyone here in our community.

If you have any questions, do not hesitate to contact our Welcome Center at (559) 675-4839 or [outreach@maderacollege.edu](mailto:outreach@maderacollege.edu). Our faculty and staff are committed to walking alongside you every step of the way and helping you accomplish your academic goals. Best wishes for a successful academic year!

Go Mountain Lions!

Ángel Reyna, Ed.D.  
*President*



@maderacc  
@oakhurstccc



@maderacc  
@oakhurstccc



@MaderaCommunityCollege  
@OakhurstCommunityCollegeCenter

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# Introduction

## Mission Statement

Empowering our students to succeed in an ever-changing world:

- We proudly provide quality instruction and strong community partnerships that support student's academic and workforce goals.
- We offer innovative and life-changing opportunities in a diverse, inclusive and equitable environment.
- We value our students' personal and social growth through responsive and interactive college experiences.
- We inspire hope and promote a passion for learning.
- We transform students' lives through high quality college programs and services resulting in degrees, certificates, transfer programs, and career skills.

## STUDENT SUCCESS

- Connection and Collaboration
- Equity and Inclusivity
- Trust and Accountability

## VISION

Madera Community College builds effective partnerships, strengthens communities, and transforms lives.

## GENERAL EDUCATION LEARNING OUTCOMES

- Communication Skills
- Critical Thinking and Information Literacy
- Global and Community Literacy
- Personal Development

## History of Madera Community College

Madera Community College has been in existence for over 20 years, initially operating at Madera High School. In August 1996 a dedicated site for the Madera Community College Center situated on 114 acres was opened. The original development comprises approximately 25 of the 114 acres. The Madera campus is located on Avenue 12 just east of Highway 99 at the edge of the City of Madera. The initial campus consisted of 24 relocatable classrooms and a permanent student services building, along with a relocatable classroom to house the Child Development Learning Center and child care-related programs.

A permanent 26,000-square-foot education and administrative building and utility/maintenance facility were completed for the 2000-01 school year. Funding from the 2001-02 State Budget Act funded the Academic Village Complex completed in January 2004. The 50,000 square feet of classroom, laboratory, and office space includes academic classrooms and offices, as well as components and laboratory space for biology, physical science, chemistry, computer studies, business, art, and a Licensed Vocational Nursing Program. The project also provided funding to retrofit the educational/administrative building to house the library, student services and administrative offices.

As a result of funding from the local bond and business donations, a full-service physical education program and facilities have been completed, including a fitness center, aerobic center, and softball field complex. The Center for Advanced Manufacturing facility opened in 2009 and offers educational programs that include maintenance mechanic and welding.

Madera Community College serves 7,892 students, generating a full-time equivalency of approximately 2,702 students per year. The college offers a wide variety of academic and occupational programs and opportunities for students. Utilizing services and course catalogs from its sister institution, the Madera Community College offers over 360 courses each year in 97 areas of study and gives students a choice of transfer, Associate Degree, Associate Degrees for Transfer, Certificates of Achievement, and Certificates. The first cohort of the Licensed Vocational Nursing Program completed the 18-month Certificate program in May 2004. A 12 month LVN-RN program is also approved at the Madera Community College.

It is anticipated that the Madera area will continue to be one of the fastest growing population centers in the Central Valley and will, therefore, continue with its facilities expansion and student growth.

Madera Community College presidents, in order of tenure are:

- Angel Reyna (2019-present)

## History of Madera Community College at Oakhurst

Madera Community College at Oakhurst serves 500 students and generating a full-time equivalency of approximately 250 students per year, was established as a result of Legislative Mandate (Senate Bill 1607). In Fall 1996, the campus relocated from Yosemite High School to its current location in the Central Business District of Oakhurst. In April 1999 the District acquired the 2.7 acres housing the Oakhurst campus. The 120 academic and occupational education courses are taught annually in nine relocatable classrooms, including a science lab and a computer lab, arranged into a small campus setting. One of the classrooms is part of a collaborative project serving both Madera Community College classes and Madera County governmental events and was funded through a San Joaquin Valley Unified Air Pollution Control District grant to Madera County.

Included within the Center are two Distance Learning classrooms which allow connectivity to sister campuses at Clovis, Madera, Reedley, and Fresno. Students can complete their general education, Associate Degrees and transfer courses at the Oakhurst Center. Two additional classrooms were completed in 2008.

Eastern Madera County is a rapidly expanding area with a current population of approximately 30,000. It is anticipated the Center will continue to grow to meet the needs of this ever-expanding community.

## The District

Madera Community College is one of four colleges in the State Center Community College District.

The State Center Community College District office is located at 1171 Fulton Street, Fresno, CA 93721. The district is comprised of Fresno City College, Reedley College, Clovis Community College, Career and Technology Center, Madera Community College, Madera Community College at Oakhurst, and The Training Institute. Each campus offers certain programs/courses which are unique and are not offered at the other campuses.



# Student Right to Know

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2019, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three year tracking period.

*Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2019 to Spring 2022. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer prepared' during a five semester period, from Spring 2020 to Spring 2022, are transfer students.*

*Madera Community College was accredited Fall 2020, therefore our SRTK is as part of Reedley College.*



# Academic Calendar

## Fall Semester 2024

DATE	EVENT
August 12	Instruction begins
September 2	Labor Day Holiday (Campus Closed)
October 1	Last day for degree and certificate of achievement candidates to file application for December 2023 completion date
October 6	Last day to withdraw from college or to be dropped from 18-week classes
November 11	Veterans Day Holiday (observed) (Campus Closed)
November 28-29	Thanksgiving Day Holidays (Campus Closed)
December 9-13	Final examinations
December 13	End of Fall Semester 2024
December 16-31 - January 1-20, 2025	Winter recess

## Spring Semester 2025

DATE	EVENT
January 13	Instruction begins
January 20	Martin Luther King, Jr. Day Holiday (Campus Closed)
February 14	Lincoln's Day Holiday (Campus Closed)
February 17	Washington's Day Holiday (Campus Closed)
March 1	Last day for degree and certificate of achievement candidates to file application for May 2025 completion date
March 8	Last day to withdraw from college or to be dropped from 18-week classes
April 14-18	Spring recess (Classes reconvene April 21)

May 19-23	Final examinations
May 23	End of Spring Semester 2025
May 23	Graduation exercises

## Summer Semester 2025

Madera Community College will conduct four sessions: (subject to change)

- 4-week summer session
- 6-week summer session
- 8-week summer session
- 10-week summer session

DATE	EVENT
May 26	Instruction begins for 4- and 10-week classes
May 27	Memorial Day Holiday (Campus Closed)
June 9	Instruction begins for 8-week classes
June 19	Juneteenth Holiday (observed) (Campus Closed)
June 20	Final examinations; end of 4-week classes
June 23	Instruction begins for 6-week classes
July 1	Last day for degree and certificate of achievement candidates to file application
July 4	Independence Day Holiday (observed) (Campus Closed)
July 26	Last day for degree and certificate of achievement candidates to file application for August 2025 completion date
August 1	Final examinations; end of 6-, 8-, and 10-week classes

*Note: Evening classes observe the same holiday and examination schedule as day classes.*

# Admissions and Registration

## Admission of Students

Madera Community College is one of multiple colleges and centers within the State Center Community College District (SCCCD). Students need only submit one application for admission

to any of the SCCC's colleges/centers. Apply online at [www.maderacollege.edu](http://www.maderacollege.edu) for greatest convenience.

### WHO NEEDS TO APPLY?

If you have never attended (first-time college or transfer student) a college or center within the State Center Community College District (SCCCD); if you previously attended (returning student) a college or center within SCCC and have been away for two or more consecutive primary semesters (fall to spring or spring to fall); if you are a high school graduate and previously attended as a high school student (enrichment or dual enrollment); you must complete the SCCC online admissions application.

High school students who wish to enroll in college courses before graduating high school, must complete a SCCC online Enrichment/Dual Enrollment admissions application as well as the required Enrichment or Dual Enrollment program packet for the campus or center the student would like to attend.

### GENERAL ADMISSION

Any person who is at least 18 years of age, or with a high school diploma or equivalent (such as California High School Proficiency Examination (CHSPE) or the General Education Development test (GED) with a score of at least 45 overall and with no subtest lower than 35) may be admitted. An official transcript or test result must be submitted to the Admissions and Records Office, 30277 Avenue 12, Madera, CA, 93638.

### HIGH SCHOOL ENRICHMENT/DUAL ENROLLMENT ADMISSION

High school students who wish to enroll in college courses before graduating high school, must complete a SCCC online Enrichment/Dual Enrollment admissions application as well as the required Enrichment or Dual Enrollment program packet for the campus or center the student would like to attend. Information regarding the Dual Enrollment/Enrichment program can be obtained from your high school counselor or contact the Admissions & Records office at (559) 675-4160 for details.

### RETURNING STUDENT ADMISSION

A person who previously attended any college or center within SCCC and has been absent for two or more primary consecutive (fall and spring) semesters must complete an admission application for the semester they are planning to return. An official transcript of work taken at other institutions (including summer session and extension or online courses) since the date of last enrollment at Madera Community College must be sent to the Admissions and Records Office, 30277 Avenue 12, Madera, CA, 93638.

### TRANSFER ADMISSION

For a person who has previously attended another college, not within SCCC, a complete transcript of work attempted from each college of attendance, whether or not credit was earned, is to be sent directly to the College Admissions and Records office. It is important to note that transcripts received with "work in progress" are not considered complete.

#### *Policy on Transfer of Credit*

Students with academic credit for courses taken at other regionally accredited colleges and universities must submit official transcripts of that work to the Admissions & Records office. It is the student's responsibility to initiate a request to each institution asking that an official transcript of their work be sent directly to:

Madera Community College  
ATTN: Admissions and Records  
30277 Avenue 12 Madera, CA 93638

To be credited by Madera Community College, the coursework must meet the following criteria:

- The course(s) must have been taken at a regionally accredited college or university
- The course(s) must be at the undergraduate level.
- The course(s) must have been completed with a grade (courses marked as *In-Progress* or *Incomplete* will be excluded from evaluation).

For determination of course applicability/equivalency, student must meet with a counselor.

The following statewide articulation agreements are used when evaluating courses taken from California Community Colleges or California State Universities:

- The Course Identification Numbering System (C-ID)
- The California State University General Education Breadth Pattern (CSU GE)
- The Intersegmental General Education Transfer Curriculum (IGETC)



For a detailed evaluation of external transcripts (CCC, CSU, UC, private institutions or out-of-state public institutions), students should meet with a counselor.

For information on how local courses transfer to the CSU or UC systems, review the Transfer Information and Requirements on page [#].

Students who have completed college- or university-level courses outside of the United States and who are requesting credit must have those transcripts evaluated by a Foreign Credit Evaluation Service. Contact the Admissions and Records office at Madera Community College for a list of acceptable foreign transcript evaluation services.

Credit for coursework/degrees will be granted if it is determined to be equivalent to that of a regionally accredited college or university in the US and is at the baccalaureate level. Once received by [Name] College, the evaluation becomes property of the college and is treated in the same manner as an official transcript.

Madera Community College's policy on evaluating credit for prior learning experience including, but not limited to, service in the armed forces, paid or unpaid employment, or other demonstrated competency or learning can be found in the Academic Regulations section on page [#].

### SUMMARY OF ADMISSION REQUIREMENTS

Any person who intends to obtain a degree or certificate of achievement at Madera Community College or plans to transfer to a four-year college or university shall be required to:

- Complete a SCCC Admission Application prior to the deadline as specified in the catalog, if applicable.
- If no other college work has been completed, provide official High School transcripts, GED scores or copy of the CHSPE Certificate to the Admissions & Records office.
- Request each college of attendance to send a complete official transcript of work attempted whether or not credit was earned.
- Transcripts should be sent directly to:  
Madera Community College  
30288 Avenue 12  
Madera, CA 93638

## Residency

By law, every student must file a statement declaring their residence status. The form for such a statement is included in the admission process.

A maintenance allowance is available for students attending Madera Community College whose permanent residence is in a California nondistrict territory (district without a community college) and who live more than 60 miles from the "nearest community college attendance center." For further information, contact the Admissions & Records office in AM-161I. (Title 5, Section 54200).

It is recommended that all students whose legal residence is outside of the State Center Community College District have a health and accident insurance policy while attending Madera Community College. If the student does not have health and accident insurance, they may sign up and pay for such a policy in the office of the Vice President of Students.

### IN-STATE

Students who have established residency in California for at least one year and one day prior to the beginning of the term in which they enroll.

### OUT-OF-STATE

Students who have not established residency in California for at least one year and one day prior to the beginning of the term in which they enroll.

### EXEMPTION FROM NONRESIDENT TUITION (AB-540)

Any student, other than one with United States Citizenship and Immigration Services (USCIS) nonimmigrant visa status (see exception below for students who have been granted T or U visa status), who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the University of California, and the California State University (all public colleges and universities in California). A student is exempt from paying nonresident tuition if the student meets all of the following four requirements:

1. The student must have:
  - attended a combination of California high school, adult school, and California Community College for the equivalent of three or more years; or
  - attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years, **and**

2. The student must have:
  - graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam), or
  - completed an associate degree from a California Community College, or
  - completed the minimum requirements at a California Community College for transfer to the California State University or the University of California, **and**
3. The student must register as an entering student at, or current enrollment at, an accredited institution of higher education in California, **and**
4. The student must file an affidavit with the college or university stating that if the student is a non-citizen without current or valid immigration status, the student has filed an application to legalize immigration status, or will file an application as soon as the student is eligible to do so.
  - Students who are nonimmigrants who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status, under Title 8 of the United States Code, sections 1101(a)(15)(T) or (U) are eligible for this exemption.
  - Students who are nonimmigrants, other than those with T or U visa status as noted above, [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.
  - The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
  - Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.
  - Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be “nonresidents.”

## Reclassification

A student previously classified as a nonresident may request reclassification by completing a Residency Questionnaire available at the Admissions and Records Office. The request for reclassification **must be submitted prior to the semester for which reclassification is to be effective**. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a nonresident tuition refund after two primary terms.

Written documentation, evidence of both physical presence and intent, is required of the student in support of the residence reclassification.

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his or her parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six weeks in the home of his or her parent during the calendar year the reclassification application is made.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022 and 54024.

Determination of financial independence is not required for students who were classified as nonresidents by the University of California, the California State University, or another community college district. (Education Code Section 68044).

The Admissions and Records Office will make a determination based on the evidence and notify the student no later than 14 days after receipt of the request for reclassification. Students have the right to appeal according to the procedures below.

### APPEAL PROCEDURE

The appeal is to be submitted to the Madera Community College Admissions and Records Office which must forward the appeal to the Vice President of Learning & Student Success within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

The Vice President of Learning & Student Success shall review all the records and have the right to request additional information from either the student or the Admissions and Records Office. Within 30 calendar days of receipt, the Vice President of Learning & Student Success shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

## Matriculation

Matriculation is the process that brings Madera Community College and each student together for the purpose of helping students succeed in achieving their educational goals. To accomplish this, the college and the student form a partnership in which each have responsibility for student success.

As a partner in the success of students, and in alignment with the campus matriculation services, the college will provide the following:

- An admission process
- Orientation to college programs, services and procedures
- Counseling to develop a Student Educational Plan
- Counseling related to student progress with referral to support services as necessary

As a partner in their success, students agree to:

- Complete the placement/assessment process
- Declare a specific educational objective
- Participate in an orientation session
- Participate in counseling-related activities to develop and refine a Student Educational Plan

### STEPS TO SUCCESS

1. APPLICATION/ADMISSION  
Apply online at [www.scccd.edu/apply](http://www.scccd.edu/apply)
2. FINANCIAL AID (optional)  
Apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). To apply for scholarships, view important deadlines, and find more information, go to <https://www.maderacollege.edu/admissions-aid/financial-aid/index.html>
3. ORIENTATION  
Complete the online orientation at [www.scccd.edu/orientation](http://www.scccd.edu/orientation)
4. COUNSELING/ASSESSMENT  
Meet with a MCC counselor and complete your first semester Student Education Plan (SEP).
5. REGISTRATION  
Register for classes at [www.scccd.edu/register](http://www.scccd.edu/register)

### MATRICULATION EXEMPTIONS

Madera Community College encourages all students to fully participate in the college's matriculation services. However, certain students may be exempt from the assessment, orientation and/or counseling components.

### ORIENTATION

New students are required to participate in orientation. Students may be exempt from orientation for any of the following reasons; however, this exemption will not be used to meet the matriculation requirements for enrollment priority:

- Attended another college/university
- Completed an associate degree or higher
- Pursuing certain educational goals (contact the Counseling Department for details)

### ADVISING

It is recommended that students meet with an academic advisor each semester. Students may obtain counseling assistance by contacting the College Relations Office at (559) 675-4839 (new students) or the Counseling Center at (559) 675-4141 (current or returning students), or online counseling is also available via the Madera Community College website at <https://www.maderacollege.edu/student-services/counseling/index.html>.

### ASSESSMENT & AB705

In alignment with AB705/AB1805, Madera Community College ensure our students' right to access transfer level coursework in English and Math. MCC utilizes a process that includes multiple measure criteria for initial course placement.

It is highly recommended that students planning to take an English class, a math class or a class that has an English or math prerequisite, meet with a counselor prior to registration to ensure they enroll in classes of the appropriate level.

### MULTIPLE MEASURES PLACEMENT CRITERIA

Criteria that may be used to place students into courses may include:

- High school coursework
- High school grades
- High school grade point average
- AP/IB Exam Scores
- College coursework completed at another college/university
- Guided Self Placement

Based on a review of these multiple measures, students may be eligible to enroll in transfer level English or math courses, with or without co-requisite support.

### CHALLENGE PROCESS

Any student whose multiple measure placement places them into a corequisite support course for English and/or math may challenge that placement by seeing a counselor and completing the appropriate challenge form.

## Registration

Upon completion of the applicable admission requirements, specific registration instructions are emailed to the student's SCCCD (my.scccd.edu) email account. Registration instructions are sent beginning in March for the summer/fall semester and in October for the spring semester.

Effective for Summer/Fall 2014 registration, SCCCD established Registration and Enrollment procedures in accordance with Title 5, Section 58108. Assignment of registration dates is determined based upon the following Tier requirements.

TIER	PRIORITY GROUP	REQUIREMENTS
1	Active Military/Veterans, CalWORKs, Disabled Student Programs and Services (DSPS), Foster Youth, Extended Opportunity Programs and Services (EOPS), verified homeless, Tribal TANF, Based upon Quality Points	<ul style="list-style-type: none"> <li>Do not Exceed 90 SCCCD degree applicable units</li> <li>Fully Matriculated</li> <li>Good Academic Standing (not req. for Foster Youth or homeless)</li> </ul>
2	Students entering last semester for completion of degree, certificate, or transfer. Based upon a onetime appeal	<ul style="list-style-type: none"> <li>Appeal reviewed and approved by a counselor</li> </ul>
2	District approved groups based upon AR 5055: ASG, Athletics, DSPS Note takers, Future Nurses, Honors, Middle College High Schools, ROTC, TRIO, Student Ambassadors	<ul style="list-style-type: none"> <li>Good Academic Standing</li> <li>Continuing students must have an SEP* by published deadline</li> <li>Do not exceed 90 SCCCD degree applicable units</li> <li>First-time college students MUST be fully matriculated</li> </ul>
3	Continuing students who have completed a Student Education Plan (SEP)*. Based upon Quality Points	<ul style="list-style-type: none"> <li>Good Academic Standing</li> <li>Continuing students must have an SEP* by published deadline</li> <li>Do not exceed 90 SCCCD degree applicable units</li> <li>First-time college students MUST be fully matriculated</li> </ul>

TIER	PRIORITY GROUP	REQUIREMENTS
ALL	SUMMER OPEN ENROLLMENT. Students not in GOOD standing, over 90 SCCCD degree applicable units as well as High School Enrichment students.	N/A
4a	First-time college students – from SCCCD feeder High Schools	<ul style="list-style-type: none"> <li>Fully Matriculated by published deadline</li> </ul>
4b	First-time college students- from non-feeder high schools	<ul style="list-style-type: none"> <li>Fully Matriculated by published deadline</li> </ul>
4c	First-time college students – Home Schooled within the SCCCD service area	<ul style="list-style-type: none"> <li>Fully Matriculated by published deadline</li> </ul>
5	Continuing students without a Student Education Plan (SEP)*. Based upon Quality Points	<ul style="list-style-type: none"> <li>Good Academic Standing</li> <li>Do not exceed 90 SCCCD degree applicable units</li> </ul>
6a	First-time college students who are not fully matriculated, College Advancement Program	N/A
6b	Returning students with a Student Education Plan (SEP)*	<ul style="list-style-type: none"> <li>SEP* on file by published deadline</li> <li>Good Academic Standing</li> <li>Do not exceed 90 SCCCD degree applicable units</li> </ul>
6c	Returning students without a Student Education Plan (SEP)* and transfer students	<ul style="list-style-type: none"> <li>Good Academic Standing</li> <li>Do not exceed 90 SCCCD degree applicable units</li> </ul>
7	FALL OPEN ENROLLMENT. Students not in GOOD standing, over 90 SCCCD degree applicable units as well as High School Enrichment students	N/A

Definitions:

**First-time students:** Students who are attending college for the first time, excluding high school enrichment students.

**Continuing students:** Students who are continuously enrolled from one primary (fall or spring) term to the next.

**Returning students:** Students who previously attended that stopped out for at least one primary (fall or spring) term.

**Good Academic Standing:** A student who is not on academic or progress probation, or whose most recent term was successful, is in Good standing for enrollment priority only.

**Academic Probation:** after attempting 12 units, student's cumulative GPA falls below 2.0.

**Progress Probation:** after attempting 12 units, student does not complete more than 50% of units attempted.

**SEP:** Student Educational Plan. The plan outlines suggested courses for students based on degree, certificate, or transfer plans.

**\*SEPC:** Comprehensive Student Education Plan. Students who complete an SEPC may have their registration date advanced by 1 day within the student's current tier.

**Fully Matriculated:** Students who complete the college orientation, assessment/placement test, and student educational plan.

**90 Degree Applicable Units:** Based on units earned at SCCC. Excludes units earned from basic skills and special courses.

### CLASS SCHEDULE CHANGE

Errors in registration should be rectified prior to the start of each semester or session. Students are encouraged to discuss with their counselors program changes that affect the educational plans.

### CONCURRENT COLLEGE ENROLLMENT

Madera Community College students planning to attend another college (other than Clovis Community College, Reedley College, Madera Community College, or Madera Community College at Oakhurst) at the same time are required to obtain a concurrent enrollment authorization form from the college where the major number of units will be taken. Forms are available at the Admissions and Records Office, in AM-161, for students who will be taking the majority of units at Madera Community College. Students may attend multiple sites concurrently within SCCC without following the procedure described above.

### DROPPING (WITHDRAWAL FROM) A CLASS OR WITHDRAWING FROM COLLEGE

A student assumes the responsibility of meeting class standards of attendance and progress. This obligation remains until such time as the course is officially dropped. It is the student's responsibility to drop a class in which he/she no longer wishes to be enrolled. A student may drop (withdraw) from a full-term class through the last day of the ninth week of instruction (or 50 percent of a short-term class, whichever is less).

There will be no entry on a student's record for dropping during the first three weeks of a full-term class or prior to the 20 percent point of a short-term class.

An entry of "W" will be recorded on the student's record beginning at the 20 percent point of a class through the 50 percent point of a class.

A student may drop (withdraw) from all of their classes through the last day of the ninth week for full-term classes or the 50 percent point of short-term classes.

A student may drop using WebAdvisor or in person at any college or center Admissions and Records office, or can request to be dropped (withdrawn) by emailing [admissions@maderacollege.edu](mailto:admissions@maderacollege.edu) from their SCCC email account, or mailing a letter requesting to be dropped to the college's Admissions & Records Office.

Excessive "Ws" will be used as factor in progress probation and dismissal procedures.

### HOLDS ON RECORDS AND REGISTRATION

Students whose records are held for monetary reasons shall not be allowed to register for classes.

A monetary hold is placed on a student's record when the student fails to pay debts (e.g., failure to pay fees, insufficient fund check, financial aid repayment, loans) or return property owned by any college or center (e.g., library books, gym equipment, calculators) in the district. Additionally, holds may be placed for academic or disciplinary reason which will result in the student's inability to register for subsequent classes.

When students have cleared their financial obligations, the "monetary hold" will be removed.

### INTRA-DISTRICT TRANSFER

Students who plan on attending or transferring to a college or center within SCCC for the ensuing semester will receive the same registration service and priority as currently enrolled students. It is advised that any cross enrolled or transfer student see a counselor.

### REGISTRATION SUBSTITUTES (PROXY REGISTRATION)

The Family Education Rights and Privacy Act (FERPA) makes it illegal for the college to release a student's confidential educational records to anyone without express written permission of the student. If the student is unable to register at their appointed date and time, a substitute may be appointed provided the proper procedure is observed; contact the Admissions and Records office for the specific procedure to follow.



## Wait List Rules and Information

When unable to find an open section of a course, students may have the option of being placed on a "WAIT LIST" for a specific section of the course. Please note that the following rules apply:

1. Students may add their name to any available "WAIT LIST" up to the last day of registration prior to the beginning of the class. Not all classes have wait lists.
2. Students will be added to a "WAIT LIST" on a firstcome, first-serve basis.
3. Students cannot be placed on a "WAIT LIST" prior to their registration appointment date.
4. Students on a "WAIT LIST" will have first priority for any seats in a "full" class that may subsequently become available during the first 20% of the course PROVIDED that they attend each and every class meeting (for 18-week semester courses, this is the first 3 weeks of class).
5. A "WAIT LIST" will be available only for current class sections that are "full" (that is, the class has reached its "maximum class size"). No "WAIT LISTS" will be available for "canceled" class sections or class sections that are not yet "full". Not all classes have wait lists.
6. Students cannot be placed on a "WAIT LIST" for a section of a course when already enrolled in another section of that same course.
7. Students should not be on more than one "WAIT LIST" for the same course.
8. The Admissions and Records Office will regularly monitor all classes with existing "WAIT LISTS" up to the start of the semester. When an open seat becomes available, the top eligible student on the wait list will receive "Permission" to register and be sent a notification to their student (my.scccd.edu) email. The student must act upon this notification before the expiration date of the permission to register. Failure to act before the expiration date will result in the student being removed from the waitlist.
9. On the first day of class, instructors will determine the number of openings available in the class, and then offer spaces to students who are on the "WAIT LIST" (providing they are present in the class) in the order in which their names appear on the list. Student is responsible for officially adding the class within published registration dates.
10. After the "WAIT LIST" for the class is exhausted, additional openings, if any, will be filled by the instructor in accordance with existing college and district policy.
11. Any and all other registration rules (conflicts, overload, administrative or student holds) may prevent the student from enrolling in a class. See Schedule of Classes for details or visit [www.scccd.edu/waitlist](http://www.scccd.edu/waitlist).

## Student Fees

NOTE: Enrollment fees for California residents are subject to change without notice per California State Legislature and Governor. If enrollment fees are raised after you enroll, you will be notified of the additional amount that you need to pay.

### ENROLLMENT FEE\*

The state of California mandates an enrollment fee of \$46 per unit (with no cap) be charged to all students (E.C. 76300; 5, CCR 58500-58509). Classes may be dropped if fees are not paid by due dates. Please see the Class Schedule for fee deadlines and payment options.

*\*Fees are subject to change without notice.*

### NONRESIDENT TUITION

Nonresident and international students are charged a tuition fee as follows (education Codes 76140; 76140.5):

Regular and Summer Sessions:

EACH FULL UNIT TAKEN	SUMMER 2022	FALL 2022
Non resident Student Tuition	\$300	\$315
Plus Enrollment Fee per unit	\$46	\$46

*Note: Nonresident fees are computed each year in accordance with a state mandated formula and are therefore subject to change. Contact the Business Services Office for current information. Fees are subject to change without notice.*

A "nonresident" student is a student who has not resided in the state for more than one year immediately preceding the first day of the regular semester/summer session (Title 5, Section 54002), and has not demonstrated evidence of intent to be a California resident.

Community college nonresident fees are due and payable to the Business Services Office. Nonresident fees are payable via money order, certified check, cash or credit card.

Authorized apprenticeship students are exempt from Nonresident tuition fees for apprenticeship courses only.

**INSTRUCTIONAL MATERIALS FEES\***

In accordance with Education Codes (E.C. 73365, 81457, 81458, 5CC 59400-59408), Madera Community College may require students to provide materials that are course-related, including, but not limited to, textbooks, tools, equipment and clothing. Such materials will be required if:

1. The instructional or other materials are used in the production of a course-related project or "end product" that has continuing value to the student outside of the classroom setting; or
2. The instructional and other materials required for the class have a continuing value to the student outside of the classroom setting.

**HEALTH FEE\***

The health fee provides students with a variety of health care services. In accordance with Board policy, students are required to pay a health fee, regardless of the units taken.

For on-campus students, a \$21 health fee is required for each semester (fall and spring terms) and a \$18 health fee for the summer session. Off-campus students are required to pay a \$13 health fee for each term (fall, spring and summer). For students enrolled in both on-campus and off-campus sites the health fee is charged at the on-campus rate. Effective Fall 2006, on-campus sites will include Fresno City College, Reedley College, Clovis Community College, and Madera Community College. (E.C. 76355)

This fee is not waived by the California College Promise Fee Waiver. The use of on-campus labs or the on-campus tutorial center will result in an on-campus health fee. In accordance with California Education Code Section 76355, an exemption/waiver from the health fee is available to the following students:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- Students who are attending a community college under an approved apprenticeship training program.

The Health Fee Waiver form is available at the Madera Community College Admissions & Records office and online. The form must be turned in prior to the start of each semester.

**PARKING FEE\***

Student vehicles must display a State Center Community College District parking permit to park in campus parking lots. Parking permits may be purchased at the MCC Bookstore. The fee for parking on approved parking facilities is \$30 per semester; summer semester is \$20. One-day permits may be purchased at walk- and drive-up dispensers and metered parking is also Available. Copies of campus parking regulations are available at the campus Police Department or on their website at [scccdpolice.com](http://scccdpolice.com). Students requiring handicap parking should contact the Disabled Students Programs and Services Office.

**TRANSCRIPT FEE\***

Requests for transcripts of courses taken within the State Center Community College District must, by provision of State and Federal law, be accompanied by student authorization. Students are entitled to obtain two copies of their transcript free of charge; each additional copy is \$5. Payment must be received before the request will be processed.

Normally, transcripts are available within five working days except during periods which involve holidays or at the end of each semester. Transcript may be ordered at <https://www.maderacollege.edu/admissions-aid/transcripts.html>. Transcripts from other institutions become a part of the student's permanent file and are not duplicated or forwarded.

**ASSOCIATED STUDENT GOVERNMENT FEE\***

Students are encouraged to purchase an Associated Student Body (ASB) membership. The membership is \$10 per year. The ASB card entitles the student to participate in or attend all activities sponsored by the ASB.

**ASSOCIATED STUDENT GOVERNMENT REPRESENTATION FEE\***

A student representative fee of \$2.00 is charged each semester, excluding summer sessions, to all students taking classes at Reedley College, Fresno City College, Clovis Community College, and Madera Community College, including the community campus locations. The fee is charged at each location a student attends, so students attending all four locations would be charged a total of \$8.00. The California College Promise Grant will not waive this fee. This fee is used for student advocacy at the local, state, and national levels. The fee is mandatory; however, students may opt out of the fee when registering for classes.

**CREDIT BY EXAMINATION FEE\***

Application for Credit by Examination (CBE) is available in the Admissions Office located in the Student Services Building. If the application for the credit by exam is approved, the student must pay the credit by exam fees to the Business Services Office, no later than the end of the ninth week of the semester. Fees are the State per unit fee required by State Law (E.C.76300.5, CCR 58753), which is currently \$46 per unit (i.e., credit by exam for a 4.0 unit class would be \$46 per unit enrollment fee\* for a total of \$184. If California residency has not been established, non-resident tuition fees will also be added). Students awarded the California Promise Fee Waiver are entitled to have the fees waived and paid by the waiver. Loss of the California Promise Fee Waiver after fees are waived would result in the student becoming responsible for the CBE fees. The receipt for payment must be presented to the instructor before the exam will be administered.

**Refund to Students****REFUND OR REVERSAL OF ENROLLMENT FEES AND TUITION**

Refund or reversal of enrollment fees and tuition shall be made following cancellation or withdrawal from class(es) in accordance with the following schedule.

Refunds shall be initiated upon receipt of a written request to the Business Services Office. Requests may also be made online at <https://www.maderacollege.edu/admissions-aid/business-services/fee-reversals-and-refunds.html>.

Refund requests are subject to an audit of the student's record to verify balance. Credit balances may be carried forward to the new term in lieu of a refund. Balances greater than or equal to \$15 will remain on the account for three years and amounts less than \$15 will remain on the account for one year.

**PRIMARY TERM-LENGTH (FULL SEMESTER)****CLASSES, 18 WEEKS\***

- Withdrawal during the first two weeks of the semester: 100% refund
- Withdrawal after the second week of the semester: no refund

**SUMMER/SHORT-TERM CLASSES**

State code defines the drop deadlines to qualify for fee refund/reversals of enrollment fees for short-term classes as on or before 10 percent of the duration of the class.

- A 100% refund is given upon withdrawal by the 10 percent point.
- No refund is given after withdrawal beyond the 10 percent point.

*NUMBER OF ACTUAL CLASS MEETINGS:	10% POINT (ROUNDED DOWN)	100% REFUND IF WITHDRAWAL IS ON OR BEFORE:
8	0.8 = 0	1st day of class
16	1.6 = 1	1st day of class
24	2.4 = 2	2nd day of class
38	3.8 = 3	3rd day of class
*Do not count holidays, weekends, or any other day the class is not scheduled to meet.		
Lecture and Lab on same day for a course is considered 1 class meeting when calculating refunds.		

**REFUND OF HEALTH FEE**

Students receive a refund upon complete withdrawal from all classes in accordance with the enrollment and tuition fee refund schedule.

**REFUND OF PARKING FEE**

Full refunds for parking permits will be made during the first two weeks of the fall/spring semesters and the first week of the summer sessions upon proof of complete withdrawal from school. The parking permits must be attached to a Request for Refund form and returned to the Business Services Office in order to obtain the refund. There is no refund for limited-term parking permits.

**REFUND OF ASSOCIATED STUDENT BODY MEMBERSHIP**

A refund policy for Associated Student Body membership has been adopted by the students. This policy provides for full refund during the first week of classes and one-half refund during the second week. No refunds will be made after the second week.

# Academic Regulations

## Units of Academic Credit

The standard quantity for measurement of college work is a unit. One unit generally equals one hour of classroom lecture per week plus two hours of study. Using this formula, a class that meets in lecture three times a week for one hour will be worth three units. This college operates on the semester system and all references to units of academic credit in this catalog are to semester units. Quarter units from other colleges may be converted to semester units by decreasing the number of quarter units by one-third.

## Full-Time Enrollment

The normal semester load is 15 units. Students enrolled in 12 or more units are considered full-time students. Students with regular admission status who are not on academic probation may take as many as 18 units. Students on academic probation are normally limited to 12 units.

Permission to enroll in excess of 18 units is granted only when unusually high scholarship and urgent need prevail. Counselors can approve a student request to take 19 to 21 units. Students who wish to take 22 or more units may obtain a petition for this purpose in the Counseling Center.

The student who desires to be a candidate for graduation in two years must carry an average of 15 units per semester.

The following classifications have been established:

- Freshman.....fewer than 30 units completed
- Sophomore.....30 or more units completed

Students who work are urged to be realistic in balancing the number of academic units undertaken in view of outside hours of work. Normally, each unit undertaken requires two hours of outside study for each hour of class lecture.

## Summer Units Allowed

All students are limited to 18 units in all summer sessions, with no more than 8 units allowed in a four-week session. Disqualified students and students on probation are required to have a counselor's approval before registering for any summer session(s). Disqualified students and students on probation who have obtained a counselor's approval to register for any summer session(s) must also have a counselor's approval before adding any class(es) in any summer session(s).

## Non-Credit Classes

Non-credit classes are classes in which the student receives neither units nor a grade; however, at the completion of the course the registrar will record on the transcript that such a course was completed.

Students will be governed by the same attendance policies and responsibilities as those students taking credit classes. (A student may not attend a class without enrolling.)

*Note: Credit status is required for pursuit of Associate Degrees and Certificates of Achievement.*

## Distance Education

Online courses and programs provide opportunities for students to pursue their educational goals in a flexible format. Online courses are offered both asynchronous and in real-time, while partially online/hybrid courses require one or more scheduled class meetings in person. All credit courses meet the requirements and standards established by the college. Online courses are rigorous. Students can find strategies and guidance in the Student Support Hub in Canvas, MCC's learning management system. Consistent access to a computing device and the internet are necessary for success. Several applications do not operate on a mobile device or Chromebook. Students need to check each course section they are considering for enrollment. Virtual student services are available to all students. Students must be physically present in California to be eligible for online classes.

## Attendance

Students may be dropped from class if they fail to attend the first class session of the semester. There are no institutionally approved excused absences for any reason. Only your instructor may excuse an absence. Absences caused by personal engagements, transportation delays and business affairs will not be excused, nor will absences from class to complete registration or add/drop activities.

Students are expected to be in the classroom at the time the class begins. Instructors are required to take attendance at each class session and unless there are extenuating circumstances, the student who is absent for two successive weeks of instruction may be dropped from class if absences are within the 50 percent drop deadline (50 percent of the class term). Lack of regular attendance after the 50 percent drop deadline may result in an unsatisfactory grade.

Once dropped, should a student believe there is just cause for reinstatement, the student may petition through the office of Admissions and Records. Reinstatement is at the discretion of the faculty member.

### ILLNESS

Students who have a communicable disease or any illness or injury which will cause an absence of one week or more may notify the Health Services office. In these circumstances, the Health Services office will transmit messages to instructors. Students may call the Health Services office at (559) 675-4759.

The Health Services office may exclude any student from campus who is infected with any contagious or infectious disease (Title 5, California Code §48211 and 48212).

The student will be permitted to return when school authorities are satisfied that any contagious disease does not exist (Education Code §49451).

### MAKEUP WORK

Makeup work, if allowed by instructor, must be completed to the satisfaction of the instructor of the course. Being excused from class does not relieve the student from the responsibility for completing all assignments.

## Short Term Leave for Military Service

Short Term Leave for Military Service Students currently serving in the US Armed Forces (particularly those in the Reserve or National Guard) may be called to active duty or be required to fulfill reserve military obligations for periods shorter than 30 days. In recognition of the fact that such service is mandated by state or federal government authorities, absences for these duties shall be considered "excused absences" and shall be accommodated by the campus. This means that the student shall not be penalized for the absence.

The instructor will provide the service member with reasonable alternative arrangements and due dates to complete coursework missed due to mandatory military service. Examples of alternative arrangements may include:

- Rescheduling exams and quizzes
- Creating alternative assignments
- Offering online opportunities to participate in class
- Establishing alternative dates, times, or modalities for presentations
- Offering independent study options to complete course requirements

Coursework submitted by the revised deadline shall not incur a reduced grade penalty. A student whose service meets the requirements for short term military leave may also choose from the following options for absence for periods of less than 30 days of service:

- Withdraw from the institution, retroactively to the beginning of the academic term, with a full refund of tuition and fees. (California Education Code § 99130 and Section 824 of the Military and Veterans Code)
- If at least 75 percent of the academic term has been completed, the student may request that the faculty member assign a grade for the course based on the work the student has completed.

The faculty member shall make the final decision as to whether to grant the student's request. (California Education Code § 99130).

If the faculty member assigns a grade of Incomplete for the student's coursework, the student shall have a minimum of four weeks after returning to the institution to complete the course requirements. Additional time may be granted if alternative arrangements are made with the faculty member, and provided that the alternative arrangements are consistent with the requirements of and Section 824 of the Military and Veterans Code. (California Education Code § 99130).

## Final Examinations

Class examinations on a semester's work are given at the close of each semester. Failure to attend the examination may result in a grade of "F" for the examination. Arrangements for emergencies may be made with approval of the individual instructor and the dean of the appropriate division.

## Grading System

Grades are earned in each course and are recorded on students' permanent records. Grades represent the evaluation of student achievement of course objectives and learning outcomes. The college uses a five-letter grading system. A, B, C, and P are passing grades, satisfactory or better. D is a passing but less than satisfactory grade. F is a failing grade. NP is a less than satisfactory or failing grade; it is not a passing grade. Units of credit are earned for all passing grades (A, B, C, and D). Grade symbols are defined and grade points are earned for units of credit as follows:



EVALUATIVE GRADE SYMBOLS	MEANING	GRADE POINTS PER UNIT
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
*D	Passing, less than satisfactory	1.0
F	Failing	0.0
P	Pass	0.0 (A passing grade, satisfactory or better)
NP	No Pass	0.0 (Not a passing grade, less than satisfactory or failing)
Y	Completion of non-credit course	0.0
N	Non Completion of non-credit course	0.0

*\*The "D" grade is passing but is not considered satisfactory for meeting the graduation requirements in Math, Reading, Writing, Communication, and Computer Literacy. In addition, the "D" grade is passing but is not considered satisfactory for meeting many of the college degree, major, or course prerequisite requirements. Also, the "D" grade may not satisfy transfer requirements to four-year institutions.*

In addition to the evaluative symbols listed above, non-evaluative symbols may be assigned to students' permanent records in specified conditions. No units of credit are earned for courses to which these non-evaluative symbols are assigned. The non-evaluative symbols are defined as follows:

NON- EVALUATIVE SYMBOLS	MEANING	GRADE POINTS PER UNIT
I	Incomplete	0.0
W	Withdrawal	0.0
EW	Withdrawal for Extenuating Circumstances	0.0
MW	Military Withdrawal	0.0
IP	In Progress	0.0
RD	Report Delayed	0.0

### **I, INCOMPLETE**

The I, Incomplete, symbol may be assigned in a course only by approval of the course instructor if all of the following conditions are met:

- The student has completed all but the final examination or other minimal amount of course work required for a final semester grade.
- The student has a serious and verifiable reason for not completing the required course work.
- The student has a passing grade in the course at the time the incomplete, I, grade is assigned.
- The student requires no additional class time for completion of the course.

In assigning an incomplete, I, grade, an instructor will specify, on the appropriate grade report form, a list of conditions necessary for the removal of the incomplete grade, the time period allotted to the student to satisfy these conditions, and the evaluative grade symbol to be assigned if the listed conditions are not satisfied within the allotted time period.

An incomplete, I, grade will not affect the academic status of a student, but it will affect the progress status. An incomplete, I, grade must be replaced by the appropriate evaluative grade symbol no later than one full semester after it has been assigned (excluding summer), though an earlier limit may be specified by the course instructor. Students may not re-enroll in a course for which they have received an incomplete, I, grade during the time that the incomplete, I, grade is in effect.

### **W, WITHDRAWAL**

Withdrawal from a course or courses shall be authorized through the last day of the ninth week of instruction (or 50 percent of the course, whichever is less). The W will not be used in calculating a student's grade point average, but it will be used as a factor in progress probation and dismissal procedures. A student who remains in a course beyond the withdrawal deadline must be assigned an evaluative or non-evaluative symbol other than W.

### **EW, EXCUSED WITHDRAWAL**

An "EW" symbol is recorded upon approval of a Petition to Withdraw Under Extenuating Circumstances.

### **MW, MILITARY WITHDRAWAL**

The military withdrawal symbol is authorized any time a student, who is a member of an active or reserve United States military service, receives orders compelling a withdrawal from courses. The MW symbol is assigned by the registrar upon verification of such orders. Military withdrawals shall not be counted in progress probation and dismissal procedures.

**IP, IN PROGRESS**

IP is assigned only in a course which extends beyond the normal end of an academic term. It indicates that course work is in progress and an evaluative grade symbol will be assigned when that work is completed. The IP is assigned to a student's permanent record to satisfy enrollment documentation, and the appropriate evaluative grade symbol will be assigned and appear on the student's permanent record for the term in which the course is completed.

**RD, REPORT DELAYED**

The RD symbol may be assigned only by the registrar and is used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. RD shall not be used in calculating grade point averages.

**P/NP, PASS/NO PASS**

Most college courses allow students the option of a final course grade of P, Pass, or NP, No Pass, instead of traditional letter grades (A, B, C, D, or F). Some courses are graded only on a Pass/No Pass basis. In courses graded only on the Pass/No Pass basis or when a student elects this grading option, the grade of P, Pass, will be assigned if the student has passed the course with a grade equivalent of A, B, or C, and credit will be awarded for the unit value of the course.

The grade of NP, No Pass, will be assigned if the student earns the grade equivalent of D or F, and no units of credit will be awarded for the course. Neither the P, Pass, grade nor the NP, No Pass grade is included in the calculation of the grade point average at this institution.

A maximum of 15 units of credit may be earned on a Pass/No Pass grading basis in degree-applicable or transferable courses. The Pass/No Pass option is not recommended for any course in a student's major. Not all courses graded on a Pass/No Pass basis are accepted for transfer by other institutions. Students planning to transfer to another college or university should be aware of the policy of that institution regarding Pass/No Pass grades.

Students may elect the Pass/No Pass grading option in courses in which it is available by notifying the college Office of Admissions and Records, using the appropriate online form, available at <http://onlineforms.scccd.edu/passnopath.aspx>. Submit by the deadline listed on the form. Students who have elected the Pass/No Pass grading option may reverse this decision only within these same deadlines. \*Pass/No Pass deadlines are subject to change. Contact Admissions & Records for more information. (559) 675-4848.

**Student Grade Review**

If a student is of the opinion that a grade received for a particular course is improper, the student may take action as follows:

1. Discuss the grade received with the instructor involved, or
2. Obtain a Student Grade Review Petition from the Admissions and Records Office. Complete the form for processing no later than the last day of the semester (excluding summer sessions) following the semester for which the grade was received. The student will be notified of action taken.
3. If a student wishes to appeal the decision, the student may submit a written grievance. See Student Grievance Procedure.

**Grade Point Average (GPA)**

A student's grade point average (GPA) is computed by dividing the total number of grade points earned by the total number of grade point units. Units for which a grade or other symbol of CR, NC, P, NP, W, I, IP, MW, EW, RD, N, Y, or X is assigned are not counted as grade point units in the calculation of a grade point average.

**Satisfactory Scholarship**

Students must achieve at least a "C" average each semester and maintain a 2.0 cumulative grade point average. This means that a student must have at least twice as many grade points as grade point units. See *Placement on Academic Probation*.

**Earning Course and Unit Credit**

In addition to earning credits in residence by attending classes, a student may also earn credits in the following ways:

Madera Community College shall award general education credit to any student who passes a College Board AP examination with a minimum score of three in the subjects listed on the following chart. The college will award elective credit for AP examinations in subjects that are not included in the general education patterns designated on the following chart.

The college will also award associate degree general education credit for passing grades on IB and CLEP external exams. Students should consult with a counselor for information on IB and CLEP general education credit if they plan to transfer to a CSU or UC.

This policy does not apply to course-to-course credit for AP/CLEP/IB exams. Course-to-course equivalency is determined by the faculties at Madera Community College. Please meet with a counselor at Madera Community College to discuss the course-to-course equivalency process.

### ADVANCED PLACEMENT PROGRAM CREDIT (AP)

Courses offered through the College Entrance Examination Board are recognized and individual colleges of this district are authorized to award appropriate placement and/or credit for these courses in accordance with established college standards. Petitions to apply for credit may be obtained from the Admissions and Records Office. Please meet with a counselor at Madera Community College to discuss the course-to-course equivalency process.

A residency of 12 units of satisfactory work ("C" average) must be completed at Madera Community College prior to allowance of credit under this program.

*\*Other Advanced Placement (AP) exams not listed on this chart may be applied toward CSUGE and IGETC certification. Some AP exams allow for additional elective credit that may be applied toward transfer. Satisfaction of specific major requirements is granted by the CSU and UC campus. Consult with a counselor for complete information on AP credit.*

*Note: To initiate a Course Substitution for Political Science 2 at Madera Community College through Admissions and Records, the student must successfully submit the following documents for the division to review: 1) Official records of the AP United States Government & Politics exam indicating a score of 3 or higher 2) Official transcripts from an accredited college where a student earned a final grade of "C" or higher in a 1 unit (minimum) course covering California State and Local Government/Politics.*

*Note: AP credit in American Government does meet the U.S. Constitution requirement for teaching credential candidates (Ed. Code Sec. 13132). However, it does NOT satisfy the requirements of Political Science 2 because it does not address state and local requirements (Ed. Code Sec. 40404). Candidates seeking a BA/BS at a California State University must satisfy national, state and local government requirements. The requirements at the University of California vary by campus.*

### COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) AND INTERNATIONAL BACCALAUREATE (IB) EXAMS

The college will award associate degree general education credit for passing scores on College-Level Examination Program (CLEP) and International Baccalaureate (IB) Exams. A residency of 12 units of satisfactory work ("C" average) must be completed at Madera Community College prior to allowance of credit under these programs. The CLEP and IB Equivalency charts in this section of the catalog detail the minimum scores, units and General Education Area credit for Madera Community College, California State University (CSU) and University of California (UC). Note that UC does not award credit for CLEP.

These charts do not include course-to-course credit for CLEP or IB exams. Course-to-course equivalency is determined by the faculties at Madera Community College. Please meet with a Madera Community College counselor to discuss the course-to-course equivalency process. The CLEP or IB credit will count according to how the SCCC campus you are graduating from articulates the CLEP or IB exam.



## Advanced Placement Exams (AP)

AP Examination/Subject Area	MCC Minimum Score	MCC Equivalent Course	MCC GE Area	CSU GE Area (GE units)	CSU total semester units awarded	IGETC Area (GE units/ Total semester units)
ART: ART HISTORY	3	ART 5 or ART 6	C: Humanities (3)	C1 or C2 (3)	6	3A or 3B (3/5.3)
BIOLOGY	3	BIOL 10 & 10L	A: Natural Sciences (4)	B2 & B3 (4)	6	5B & 5C (4/5.3)
*CALCULUS AB	3	MATH 5A	Math Competency (5)	B4 (3)	3	2A (3/2.7)
*CALCULUS BC	3	MATH 5A, 5B	Math Competency (5, 4)	B4 (3)	6	2A (3/5.3) 5.3 max credit for both Math AB and Math BC exams
*CALCULUS BC/AB Subscore	3	MATH 5A	Math Competency (5)	B4 (3)	3	2A (3/2.7) 2.7 max credit for both Math AB and Math AB Subscore
CHEMISTRY	3	CHEM 3A	A: Natural Sciences (4)	B1 & B3 (4)	6	5A & 5C (4/5.3)
CHINESE LANGUAGE AND CULTURE	3	N/A	C: Humanities	C2 (3)	6	3B & 6 (3/5.3)
COMPARATIVE GOVERNMENT and POLITICS	3	N/A	B2: Other Social/ Behavioral Sciences (3)	D (3)	3	4 (3/2.7)
*COMPUTER SCIENCE A	3	N/A	Elective (3)	N/A (0)	3	N/A (0/5.3) 1.3 max credit for exam taken prior to Fall 2018
*COMPUTER SCIENCE PRINCIPLES	3	N/A	Elective (3)	B4 (3) Only one calculus or computer science exam may be applied to the baccalaureate	6	N/A (0/5.3)
ECONOMICS: MACROECONOMICS	3	ECON 1A	B2: Other Social/ Behavioral Sciences (3)	D(3)	3	4 (3/2.7)
ECONOMICS: MICROECONOMICS	3	ECON 1B	B2: Other Social/ Behavioral Sciences (3)	D(3)	3	4 (3/2.7)
ENGLISH LANGUAGE/ COMPOSITION	3	ENGL 1A	D1: Language and Rationality, English Composition (4)	A2 (3)	6	1A (3/5.3) 5.3 unit max for both English exams
ENGLISH LITERATURE/ COMPOSITION	3	ENGL 1A or 1B	D1: Language and Rationality, English Composition or C: Humanities (3)	A2 & C2 (6)	6	1A or 3B (3/5.3) 5.3 unit max for both English exams
ENVIRONMENTAL SCIENCE	3	N/A	A: Natural Sciences (4)	B1 & B3 (4)	4	5A & 5C (3/2.7)
FRENCH LANGUAGE and CULTURE	3, 4, 5		C: Humanities (5, 5, 10)	C2 (3)	6	3B & 6 (3/5.3)
GERMAN LANGUAGE and CULTURE	3, 4, 5		C: Humanities (4, 4, 8)	C2 (3)	6	3B & 6 (3/5.3)
HISTORY, EUROPEAN	3	HIST 1, HIST 2	B2: Other Social/ Behavioral Sciences or C: Humanities (3,3)	C2 or D(3)	6	3B or 4 (3/5.3)
HISTORY, U.S.	3	HIST 11, HIST 12	B2: Other Social/ Behavioral Sciences or C: Humanities (3, 3)	C2 or D & U.S.-1 (3)	6	3B or 4 & US-1 (3/5.3)

AP Examination/Subject Area	MCC Minimum Score	MCC Equivalent Course	MCC GE Area	CSU GE Area (GE units)	CSU total semester units awarded	IGETC Area (GE units/ Total semester units)
HISTORY, WORLD	3	HIST 20	B2: Other Social/ Behavioral Sciences (3) or C: Humanities (3)	C2 or D (3)	3	3B or 4 (3/5.3)
HUMAN GEOGRAPHY	3	N/A	B2: Other Social/ Behavioral Sciences (3)	D (3)	3	4 (3/2.7)
ITALIAN LANGUAGE and CULTURE	3	N/A	C: Humanities (3)	C2 (3)	6	3B & 6 (3/5.3)
JAPANESE LANGUAGE and CULTURE	3	N/A	C: Humanities (3)	C2 (3)	6	3B & 6 (3/5.3)
LATIN	3	N/A	C: Humanities (3)	C2 (3)	6	3B & 6 (3/5.3)
MUSIC THEORY	3		C: Humanities (3, 3)		6	N/A (0/5.3)
*PHYSICS 1	3	PHYS 2A	A: Natural Sciences (4)	B1 & B3 (4)	4	5A & 5C (4/5.3) Physics B replaced by Physics 1 & 2- 2015)
*PHYSICS 2	3	PHYSICS 2B (score of 4 needed )	A: Natural Sciences (4)	B1 & B3 (4)	4	5A & 5C (4/5.3)
*PHYSICS C MECHANICS	3	N/A	A: Natural Sciences (4)	B1 & B3 (4)	4	5A & 5C (3/2.7)
*PHYSICS C, ELECTRICITY/ MAGNETISM	3	N/A	A: Natural Sciences (4)	B1 & B3 (4)	4	5A & 5C (3/2.7)
PSYCHOLOGY	3	PSY 2	B2: Other Social/ Behavioral Sciences (3) & Physical & Mental Wellness	D (3)	3	4 (3/2.7)
SPANISH LANGUAGE and CULTURE	3, 4, 5	SPAN 2; SPAN 3; SPAN 3, 4	C: Humanities (5, 5, 10)	C2 (3)	6	3B & 6 (3/5.3)
SPANISH LITERATURE and CULTURE	3	N/A	C: Humanities (3)	C2 (3)	6	3B & 6 (3/5.3)
STATISTICS	3	MATH 11 or STAT 7	Math Competency (4)	B4 (3)	3	2A (3/2.7)
STUDIO ART – 2D DESIGN	3	N/A	Elective (3)	N/A (0)	3	N/A (0/5.3) 5.3 unit max for all three studio art exams
STUDIO ART – 3D DESIGN	3	N/A	Elective (3)	N/A (0)	3	N/A (0/5.3)
STUDIO ART – DRAWING	3	ART 7	C: Humanities (3)	N/A (0)	3	N/A (0/5.3)
U.S. GOVERNMENT & POLITICS	3	N/A	B2: Other Social/ Behavioral Sciences (3)	D & US-2 (3)	3	4 & US-2 (3/2.7)
*If a student passes more than one AP exam in Physics, only four units of credit may be applied to CSUGE Breadth certification and only six units may be applied to the baccalaureate, 3-4 units may be applied to IGETC certification, and a maximum of 5.3 of credit may be applied toward UC transfer.	* If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the CSU baccalaureate.	Satisfaction of specific major requirements is granted by the CSU and UC campus. Consult with a counselor for complete information on AP credit.				

## College Level Examination Program (CLEP) Test Equivalency List

CLEP EXAMINATION		Madera CC GE Areas and Unites	CSU GE Areas and Units (GE Units/ Min. CSU Transfer Semester Units)
American Government	50	Area B: Social and Behavioral Sciences (3)	Area D8 (3/3)
American Literature	50	Area C: Humanities (3)	Area C2 (3/3)
Analyzing and Interpreting Literature	50	Area C: Humanities (3)	Area C2 (3/3)
Biology	50	Area A: Natural Sciences (3)	Area B2 (3/3)
Calculus	50	Area Dii: Communication/ Analytical Thinking (3) & Mathematics Competency	Area B4 (3/3)
Chemistry	50	Area A: Natural Sciences (3)	Area B1 (3/3)
College Algebra	50	Area Dii: Communication/ Analytical Thinking (3) & Mathematics Competency	Area B4 (3/3)
College Algebra – Trigonometry	50	Area Dii: Communication/ Analytical Thinking (3) & Mathematics Competency	Area B4 (3/3)
College Composition	50	Not Applicable	Not Applicable
College Composition – Modular	50	Not Applicable	Not Applicable
College Mathematics	50	Not Applicable	Not Applicable
English Composition (no essay)	50	Not Applicable	Not Applicable

CLEP EXAMINATION		Madera CC GE Areas and Unites	CSU GE Areas and Units (GE Units/ Min. CSU Transfer Semester Units)
English Composition (with essay)	50	Not Applicable	Not Applicable
English Literature	50	Area C: Humanities (3)	No Current GE Area (0/3) Exams passed prior to Fall 2011 earn Area C2
Financial Accounting	50	No GE Area (3)	No GE Area (0/3)
French Level II	59	Area C: Humanities (3)	Area C2 (3/9) (3/12 units for tests passed prior to Fall 2015)
Freshman College Composition	50	Not Applicable	Not Applicable
German Level II	60	Area C: Humanities (3)	Area C2 (3/9) (3/12 units for tests passed prior to Fall 2015)
History, United States I	50	Area B: Social and Behavioral Sciences (3)	Area D6 + US-1 (3/3)
History, United States II	50	Area B: Social and Behavioral Sciences (3)	Area D6 + US-1 (3/3)
Human Growth and Development	50	Area B: Social and Behavioral Sciences (3)	Area E (3/3)
Humanities	50	Area C: Humanities (3)	Area C2 (3/3)
Information Systems and Computer Apps		No GE Area (3)	No GE Area. (0/3)

CLEP EXAMINATION		Madera CC GE Areas and Unites	CSU GE Areas and Units (GE Units/ Min. CSU Transfer Semester Units)
Introduction to Educational Psychology	50	No GE Area (3)	No GE Area. (0/3)
Introductory Business Law	59	No GE Area (3)	No GE Area. (0/3)
Introductory Psychology	50	Area B: Social and Behavioral Sciences (3)	Area D9 (3/3)
Introductory Sociology	50	Area B: Social and Behavioral Sciences (3)	Area D0 (3/3)
Natural Sciences	50	Area A: Natural Sciences (3)	Area B1 or B2 (3/3)
Pre-Calculus	50	Area Dii: Communication/ Analytical Thinking (3) & Mathematics Competency	Area B4 (3/3)
Principles of Accounting	50	No GE Area (3)	No GE Area. (0/3)
Principles of Management	50	No GE Area (3)	No GE Area (0/3)
Principles of Marketing	50	No GE Area (3)	No GE Area. (0/3)
Principles of Macroeconomics	50	Area B: Social and Behavioral Sciences (3)	Area D2 (3/3)
Principles of Microeconomics	50	Area B: Social and Behavioral Sciences (3)	Area D2 (3/3)
Spanish Level II	63	Area C: Humanities (3)	Area C2 (3/9) (3/12 units for tests passed prior to Fall 2015)

CLEP EXAMINATION		Madera CC GE Areas and Unites	CSU GE Areas and Units (GE Units/ Min. CSU Transfer Semester Units)
Western Civilization I	50	Area C: Humanities or Area B: Social and Behavioral Sciences (3)	Area C2 or D6 (3/3)
Western Civilization II	50	Area B: Social and Behavioral Sciences (3)	Area D6 (3/3)

*CLEP exams CANNOT be used to meet the IGETC requirements. UC does not accept CLEP exams.*

*Students who have earned credit for a CLEP exam should not take a comparable college course because credit will not be granted for both.*

## International Baccalaureate (IB) Test Equivalency List

IB Examination /Subject Area	Passing Scores	Madera CC GE Areas and Units	CSU GE Areas and Units (GE Units/ Total CSU Semester Units)	IGETC GE Areas (GE Units/ Total UC Semester Units)
Biology HL	5	Area A: Natural Science (3)	Area B2 (3/6 units)	Area 5B (3/5.3 units)
Chemistry HL	5	Area A: Natural Science (3)	Area B1 (3/6 units)	Area 5A (3/5.3 units)
Economics HL	5	Area B: Social and Behavioral Sciences (3)	Area D2 (3/6 units)	Area 4 (3/5.3 units)
Geography HL	5	Area B: Social and Behavioral Sciences (3)	Area D5 (3/6 units)	Area 4 (3/5.3 units)

IB Examination /Subject Area	Passing Scores	Madera CC GE Areas and Units	CSU GE Areas and Units (GE Units/ Total CSU Semester Units)	IGETC GE Areas (GE Units/ Total UC Semester Units)
History (any region) HL	5	Area B: Social and Behavioral Sciences (3)	Area C2 or D6 (3/6 units)	Area 3B or 4 (3/5.3 units)
Language A Literature HL (any language except English)	4	Area C: Humanities (3)	Area C2 (3/6 units)	Area 3B and 6A (3/5.3 units); Requires passing score of 5 or higher
Language A Literature HL (any language)	4	Area C: Humanities (3)	Area C2 (3/6 units)	Area 3B (3/5.3 units);
Language A Language and Literature HL (any language except English)	4	Area C: Humanities (3)	Area C2 (3/6 units)	Area 3B and 6A (3/5.3 units);
Language A Language and Literature HL (any language)	4	Area C: Humanities (3)	Area C2 (3/6 units)	Area 3B (3/5.3 units);

IB Examination /Subject Area	Passing Scores	Madera CC GE Areas and Units	CSU GE Areas and Units (GE Units/ Total CSU Semester Units)	IGETC GE Areas (GE Units/ Total UC Semester Units)
Language A2 (any language) HL -- Exam taken prior to Fall 2013	4	Area C: Humanities (3)	Area C2 (3/6 units) - If completed prior to Fall 2013	Area 3B (3/5.3 units);
Language B (any language) HL	4	Area C: Humanities (3)	No GE Area (0/6 units)	Area 6A (3/5.3 units)
Mathematics HL	4	Area Dii: Communication/ Analytical Thinking (3) & Math Competency	Area B4 (3/6 units)	Area 2A (3/5.3 units)
Physics HL	5	Area A: Natural Science (3)	Area B1 (3/6 units)	Area 5A (3/5.3 units)
Psychology HL	5	Area B: Social and Behavioral Sciences (3)	Area D9 (3/3 units)	Area 4 (3/5.3 units)
Theatre HL	4	Area C: Humanities (3)	Area C1 (3/6 units)	Area 3A (3/5.3 units)

*Students who have earned credit for an IB exam should not take a comparable college course because credit will not be granted for both.*



## DUAL ENROLLMENT

Madera Community College is working with its feeder high schools on an early college experience for high school students. The classes Madera Community College is developing with their partners and the faculty are called Dual Enrollment courses. Generally, selected high school students who are typically juniors and seniors are given the opportunity to earn college credit while still in high school. Under certain conditions the credits are transferable to CSU's and UC's. Students could obtain an Associate Degree in the 13th year of their education, in other words, they gain one year and they earn college credit. As the Madera Community College, we work with Madera Unified School District (Madera High School, Madera South High School, and Matilda Torres High School) and Golden Valley Unified School District (Liberty High School). Madera Community College at Oakhurst works with Yosemite Unified School District (Yosemite High School). We also work with Chawanakee Unified School District (Minarets High School) for Dual Enrollment but it is actually in Clovis Community College's feeder area.

## INTERNATIONAL BACCALAUREATE (IB) EXAMS (HIGHER LEVEL ONLY)

Credit for lower division major preparation is granted for International Baccalaureate Higher Level examinations for Fresno City College equivalent courses as listed below. Petitions to apply for credit may be obtained from the Admissions and Records Office. Please meet with a counselor at Madera Community College to discuss the course-to-course equivalency process.

## CREDIT BY EXAMINATION

To be eligible for course credit by examination, a student must be enrolled at the college and be in good standing during the semester in which they apply for credit by examination. Credit by examination will not be allowed if the student has received previous college credit for the course, or if the student previously enrolled and received a grade or W, or is currently enrolled in a course for which the course to be taken by exam is a prerequisite. The college reserves the right to deny credit by examination to any student.

The faculty of each department determine which department courses may or may not be challenged for credit by examination. See the appropriate department chair or dean of instruction to learn which courses may be taken for credit by examination and to ascertain the proper procedure for credit by examination.

A student planning to transfer to another college or university should be aware of the policy of that institution regarding transferability of courses. Application for credit by examination approved by the discipline faculty, the department chair, and the appropriate dean of instruction must be filed with the Admissions and Records Office no later than the end of the sixth week of the semester.

Units earned from credit by examination courses are not counted for financial aid or veterans' benefits eligibility. No financial aid of any kind is available for credit by exam.

An appropriate fee for expense of this special service is charged for each course challenged and is payable by the end of the ninth week of the semester. Student must make arrangements with the instructor to take the examination prior to the fifteenth week of the semester.

The letter grade (A-F) earned on the examination will be awarded at the time grades are submitted to the Admissions and Records by the instructor giving the examination and will be entered on the student's transcript in a manner which clearly indicated that the course grade and credit were earned by examination. A student who fails the credit by examination may not attempt the course again by credit by examination.

## CREDIT FOR MILITARY SERVICE

To A veteran/service person who has completed at least one year of active duty may submit military documents and transcripts for possible Madera Community College course credit. The documentation must delineate completion of basic military training or credit earned in a service person's opportunity college.

A Veteran, who completes basic training, will automatically receive the following semester credit hours for the respective branch of Military service:

### Army

- 1 credit hour – Physical Conditioning/Fitness
- 1 credit hour – Marksmanship
- 1 credit hour – Outdoor Skills
- 1 credit hour – First Aid

### Navy

- 1 credit hour – Physical Conditioning/Fitness
- 1 credit hour – Personal/Community Health
- 1 credit hour – First Aid and Safety
- 1 credit hour – Swimming

### Marines

- 1 credit hour – Physical Conditioning/Fitness
- 1 credit hour – Marksmanship
- 1 credit hour – Outdoor Skills
- 1 credit hour – First Aid/Health

### Air Force

- 1 credit hour – Physical Conditioning/Fitness
- 1 credit hour – Marksmanship
- 1 credit hour – Outdoor Skills
- 1 credit hour – First Aid/Safety

### Coast Guard

- 1 credit hour – Physical Conditioning/Fitness
- 1 credit hour – Swimming
- 1 credit hour – Boating/Seamanship
- 1 credit hour – First Aid

Veterans may also receive transfer and/or non-transferable elective credit for in-service education, training, and/or their military occupational specialty (MOS). A maximum of 30 units, including the basic training credit listed above, will be allowed.

Active duty reservists who have completed basic training, but served less than one year of active duty, are allowed a total of four (4) semester credit hours of elective credit which includes (2) semester credit hours of physical conditioning which can be used to fulfill the PE graduation requirement.

To receive military credit hours, the student must present a copy of their DD 214 or other appropriate documents citing pertinent data to the Madera Community College Veterans Office.

### **CREDIT FOR PRIOR LEARNING (CPL)**

Credit for prior learning is college credit awarded for validated college-level skills and knowledge gained outside of a college classroom.

This CPL definition does not include knowledge and skills already assessed and awarded credit through formal education at regionally accredited in-state and out-of-state institutions.

#### *Credit for Prior Learning Categories*

Students may demonstrate proficiency in a course eligible for CPL and receive college credit through the approved alternative methods for awarding credit listed below. All options may not apply for every course. The faculty determine which method, if any, is appropriate for a specific course.

- Advanced Placement (AP) Examination
- International Baccalaureate (IB)
- College Level Examination Program (CLEP)
- Military Transcripts (may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.)
- Examination administered by other agencies
- Industry-recognized credential documentation
- Student-created portfolios
- Credit by examination

#### *CPL Assessment Methods*

Qualified discipline faculty shall determine the CPL assessment that is appropriate for the student based on their experiences, and credit will be determined by qualified faculty who conduct the CPL assessment.

Examination: Credit by examination is a process whereby discipline faculty administer a locally-developed exam to determine whether a student can demonstrate sufficient mastery of the learning outcomes of that course. The college may charge a fee.

Assessment: This type of assessment can include a student developing a portfolio or completing a skills demonstration that is evaluated by faculty. This can also include faculty evaluating a Joint Services Transcript, or developing a “cross-walk” in which they assess the competencies a student achieved in a prior learning experience and determine whether they match the student learning outcomes of a designated course. College faculty can consult credit recommendations made by the American Council on Education (ACE) in assessing prior learning experiences. Once a faculty member has assessed a standard/common training, the credit recommendation can be made available for other faculty to consider for other students with identical credentials to prevent duplication of assessment and encourage consistency in credit for identical experiences. Students cannot be charged a fee for these types of assessments (this includes standardized tests, such as Advanced Placement (AP), International Baccalaureate (IB), CLEP, Defense Language Proficiency Test, and others).

#### *Credit for Prior Learning Process*

Step 1 - In consultation with a counselor, the student determines that they are eligible for CPL through an intake process.

Step 2 - Student is referred to discipline faculty.

Step 3 - Discipline faculty conduct the appropriate assessment.

#### *Eligibility for CPL*

- Current students must have an education plan on file.
- The course for which the student is seeking credit is listed in the current college catalog.
- The student is not currently enrolled in the course to be challenged past census date.
- Credit by Examination:
  - o The student is registered in the District and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department).
  - o The student must be in good academic standing the District.
  - o The course can only be challenged once, unless the College Vice President of Instruction determine that there are extenuating circumstances that justify a subsequent retake. Credits acquired by prior learning are not applicable to meeting such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits. Credit acquired by prior learning shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

#### *Transcript*

The student's academic record shall be clearly annotated to reflect that credit was earned by an assessment for prior learning in lieu of a specific course.

## INDIVIDUAL STUDY

Individual Study 49 is a course that allows students to work individually with an instructor on a creative research project culminating with a topic paper, construction project, composition, etc. It allows exploration in greater depth than can be experienced in a regular course or may delve into subject matter not normally covered in a regular course.

A contract between the student and instructor must be developed, signed by the instructor, and approved by the dean.

Student must register for Individual Study 49 no later than the end of the third week of a regular semester or the fifth day of the six-week summer session.

## TRAVEL-STUDY CREDIT

Credit granted by accredited colleges and universities for travel-study programs sponsored by these institutions will be accepted by Madera Community College. For college-level travel-study programs credit up to 12 semester units (at the maximum rate of one unit per week) may be granted upon the evaluation of official transcripts sent to Madera Community College by the institution through which the units are earned.

## Withdrawal/Dropping

### WITHDRAWAL FROM COLLEGE

A student may withdraw from all of his/her classes, thereby withdrawing from the college through the last day of the ninth week of instruction (or 50 percent of a term\*, whichever is less) online or in person with the Admissions and Records office. The student may also mail or fax a signed letter of request postmarked by the 50 percent point to completely withdraw from his/her classes to the Admissions and Records Office (please include student identification and date of birth). Students are encouraged to discuss complete class withdrawals with an academic counselor. Upon submission of a withdrawal form, the student will be withdrawn from all of his/her classes and an entry of "W" will be recorded for each class in which the student was enrolled. The "Ws" will not be used in calculating grade point averages, but excessive "Ws" will be used as factors in progress probation and dismissal procedures.

### DROPPING/WITHDRAWAL DUE TO EXTENUATING CIRCUMSTANCES

Exceptions to the 50 percent drop deadline may apply due to extenuating circumstances.

Extenuating circumstances are verified cases of accidents, illnesses, death in the immediate family, jury duty, declaration of war, natural calamity, military conscription, family or job displacement, instructor error, or other circumstances beyond the control of the student which are justifiable in the judgment of the college president or their designee. (CCR, Title 5, Section 55024.)

Petitions for withdrawal due to extenuating circumstances are available from the Admissions and Records Office.

1. The extenuating circumstances must be fully documented and verified when appropriate.
2. The petition for withdrawal must be submitted no later than the end of the semester immediately following the semester in which the extenuating circumstance occurred.
3. The student must petition to withdraw from all classes she/he is enrolled in (consult with Admissions & Records for certain exceptions that may apply).
4. The student's instructor(s) may be consulted concerning the request for withdrawal.
5. Approved class withdrawals due to extenuating circumstances shall be recorded as an "EW." The "EW" shall not be used in the following: calculating grade point average, towards progress probation or dismissal calculations, towards the permitted number of withdrawals, or counted as an enrollment attempt.
6. Exceptions may be considered on a case-by-case basis upon appeal to the college's Academic Standards Committee.

*\* Term in this context means the duration of a class, which may differ from the length of the normal semester.*

## Reports to Students

### EARLY ALERT REPORT

For semester length courses an early alert report may be issued from the 1st to the 18th week of the semester, but preferably during the 3rd and 4th week for students who are not making satisfactory progress (D or F grades and poor attendance). Students who are not making satisfactory progress may be notified by the counseling department for early intervention counseling and support services such as tutorial services, academic success workshops and courses, psychological services, and learning strategies. Students are encouraged to participate in there special program designed to assist students to overcome programs that interfere with their academic success.

### PROGRESS REPORT

For semester length courses a Progress Report will be issued during the 7th and 8th week for students who are not making satisfactory progress (D or F grades and poor attendance). The counseling department may notify students who are not making satisfactory progress.

### FINAL GRADE REPORTS

Grades are available on WebAdvisor ([www.maderacollege.edu](http://www.maderacollege.edu)). Final grade reports are mailed only by request to the student's address. Grades of students who fail to return school equipment or who have an unpaid accounts will be withheld until the record is cleared.

### CERTIFICATIONS OF ENROLLMENT

Certifications of enrollment shall be requested in writing at the Admission and Records Office. A minimum of three working days for the preparation of certifications is required. Certifications will not be provided if the student has a "hold" on the permanent file.

The following definitions are used by Madera Community College when certifying the enrollment of our students to outside agencies such as the Veterans Administration, lending institutions, the Social Security Administration, insurance companies, and the California Student Aid Commission:

ENROLLMENT STATUS	UNITS
Full-time	12 units or more
Three quarter-time	9 to 11.5 units
Half-time	6 to 8.5 units
Limited	fewer than 6 units

### Academic Renewal

An open-door college should provide ample opportunity for students to succeed. Since the community college admits students with a diverse range of abilities, aspirations and interests, the college must provide sufficient flexibility in its policies to enable a student to overcome a poor academic record. While the college must have a balance between policy flexibility and the maintenance of academic regulations so as to ensure grade standards throughout the curricula, this flexibility cannot be allowed to abrogate the individual student's educational responsibility.

### Course Repetition

For the purpose of course repetition and all other grade-related issues:

- Substandard grades or marks shall be defined as meaning course work for which the student has earned a "D" "F" "NP" "NC" or "W".
- Satisfactory grades shall be defined as meaning course work for which the student has earned a "C" or better, "P" or "CR" grade.
- A mark of "W" is recorded for a withdrawal from a course on or after the census point or 30% of the semester (whichever is less) and before the end of the ninth week or 50% of the class meeting dates.

Per AR 4225, "extenuating circumstances" are taken to mean verified cases of accidents, illness, or other circumstances beyond the control of the student.

### REPETITION OF COURSES DESIGNATED AS NON-REPEATABLE

For the benefit of a better grade, students may repeat a course for which they have received substandard grades or marks for a total of three attempts.

- Students may repeat a course one time without petitioning (2nd attempt).
- Students must meet with an academic counselor to repeat a course for which two substandard grades or marks (3rd attempt) have been earned.
- Students must petition to the Academic Standards Committee to repeat a course for which three or more substandard grades or marks (4th attempt or greater) have been recorded.

The first two substandard grades will be excluded in computing the GPA if the student repeats the course two or more times. The student's academic record will be marked so that all grades remain legible, ensuring a true and complete academic history.

A student who has earned a substandard grade in a course at Madera Community College and repeats the equivalent course successfully ("C" or better) at another accredited college or university, can petition through the Admissions and Records office for an Alleviation of Substandard grade.

A student who has completed a course with a substandard grade at another accredited college or university may repeat the equivalent course in the State Center Community College District (SCCCD). Upon completion of the Madera Community College course, the student must request an official transcript be sent to the college or university where the substandard grade was earned. *Petition to Repeat Courses for Alleviation of Substandard Grades* Students who wish to petition to repeat a course for which two or more substandard grades or marks have been recorded, may do so through the Admissions and Records office.

- To petition to repeat a course for a third attempt, Madera Community College students are required to meet with a counselor for review.
- To petition to repeat a course for a fourth or more attempt, Madera Community College students are required to meet with a counselor and complete or update their comprehensive student education plan (C-SEP) and provide statements as to:
  1. Why the student has been unable to complete the course work successfully; supporting documentation may be provided as well.
  2. Why the student will be able to be successful in college in the future. What will be different now and in the future?

If the petition is approved by the Academic Standards Committee, students will only be able to register for the course starting with the first day of class and the grade earned in the fourth or more attempts will be averaged with the third grade earned in computing the cumulative grade point average.

#### *Repetition of Courses with a Satisfactory Grade*

A course in which a satisfactory grade was earned may be repeated when circumstances exist which justify such a repetition. Students must petition the Academic Standards Committee for approval through the Admissions and Records office.

Reasons for such repetition include but are not limited to:

- significant lapse in time (no less than 36 months since the grade was obtained)
- significant change in industry or licensure standards
- the course is legally mandated for employment or licensure
- the previous grade was due, at least in part, to the result of verified extenuating circumstances beyond the student's control
- course repetition is required as a special academic accommodation for a qualified Disabled Students Programs and Services student

If the petition is approved and a student completes the course, the course and grade will be listed on the academic record, and will be coded with a symbol indicating the course is excluded in the computation of the grade point average, with the exception for repetitions for legally mandated training.

#### *Legally Mandated Training*

Course repetition is allowed when it is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Madera Community College students must petition and present documentation that the course is necessary to the Academic Standards Committee for approval.

Such courses may be repeated for credit any number of times, regardless of whether or not substandard grades were previously recorded, and the grade and units received each time shall be included for purposes of calculating the student's grade point average.

#### *Disabled Students*

Course repetition for disabled students is subject to the course repetition limitation; however, additional repetitions may be authorized under the following circumstances:

When continuing success of the student in other general and/or special classes,

When specific special classes are essential in completing a student's preparation for enrollment into other regular or special classes, or

When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

Students must petition the Academic Standards Committee for approval. The course and grade will be listed on the academic record, and will be coded with a symbol indicating the course is excluded in the computation of the grade point average.

### **REPETITION OF COURSES DESIGNATED AS REPEATABLE**

Repeatable courses are progressive in nature and provide an expanded education experience when repeated. These courses are identified in the college catalog indicating the maximum allowable repetitions.

If a student repeats a course designated as repeatable in which a substandard grade has been recorded, the District will exclude no more than two previous substandard grades.

### **COURSES RELATED IN CONTENT**

Pursuant with the Title 5, section 55041(c), SCCC has created Courses Related in Content (Course Families) for those active participatory courses in Art, Dance, Music, Physical Education, and Theatre Arts that are related in content. The courses related in content include courses of related content offered at each college and center.

Students will be limited to a total of four enrollments, per courses related in content. An enrollment is defined as:

- Actively enrolled; or
- Previously earned grade or mark (W).

Students can view all course families lists at the Admissions and Records website.

The course families are:

COURSE FAMILY	RELATED CONTENT GROUPS
ART	Ceramics, Crafts, Drawing, Painting, Printmaking, Sculpture, Visual Art Fundamentals
DANCE	Ballet, Competition/Conference, Flexibility, Performance, Folk, Jazz, Modern, Social, Tap
MUSIC	Brass, Chamber Concert Ensemble, Guitar, Jazz Chamber Ensemble, Jazz Large Ensemble, Large Concert Ensemble, Percussion, Piano, Specialty Ensemble, Strings, Voice, Woodwinds
PHYSICAL EDUCATION	Aerobics, Archery, Badminton, Basketball, Cardio Interval Training, Circuit Training, Conditioning, Fitness & Health, Golf, Self Defense, Swimming, Tennis, Volleyball, Weight Training, Yoga
THEATRE ARTS	Acting, Competition/Conference, Performance Practicum, Technical Practicum

## Academic Renewal - Alleviation of Substandard Grades without Repetition

Students Substandard work, not reflective of the student's present scholastic level of performance, may be alleviated and disregarded in the computation of grade point averages. Course work that is still appropriate for the student's present educational objectives may be alleviated only by repetition (see Course Repetition, page 30). Course work thought to be no longer appropriate for repetition may be alleviated by the student making formal application to the Admissions and Records Office.

## Probation and Dismissal

### SATISFACTORY PROGRESS

State law requires students to maintain satisfactory progress while enrolled at a community college. Students who do not make satisfactory progress by completing courses and/or achieving satisfactory grades will be affected in the following ways:

### PLACEMENT ON PROGRESS PROBATION

A student who has attempted and accumulated a total of 12 or more semester units shall be placed on progress probation when the number of units of which entries of "W," "I," "NP," and "NC" are recorded reaches or exceeds fifty percent (50%).

### REMOVAL FROM PROGRESS PROBATION

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

### PLACEMENT ON ACADEMIC PROBATION

A student shall be placed on academic probation when:

1. The cumulative grade point average for a student who has attempted an accumulated total of 12 or more semester units falls below 2.0 in all units which were graded on the basis of letter grades, or
2. The student's cumulative grade point average falls below 2.0 in two consecutive semesters. The student will be subject to being placed on "subject to being disqualified" status.

### REMOVAL FROM ACADEMIC PROBATION

A student shall be removed from academic probation when the student's cumulative grade point average becomes 2.0 ("C") or better.

## Counseling for Probationary Students

Each student on probation will be provided counseling and guidance service, including regulation of the student's program according to individual aptitude and achievements as determined by the counseling office. Students subject to dismissal shall have all selected courses approved by a counselor prior to registration. In addition, students who have completed 40 units or more and are on probation must have all selected courses approved by a counselor. A student on probation, whether academic or progress, may not carry more than 12 units without special approval of a counselor.

## Academic/Progress Dismissal

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

A student who has attempted in at least 12 semester units shall be dismissed for one semester, exclusive of summer session, if during each of three consecutive semesters the student's performance falls under either one or any combination of the following two conditions:

1. The student's cumulative grade point average was 2.0 or less.
2. The percentage of units in which the student was enrolled for which entries of "W," "I," "NP," and "NC" were recorded reached or exceeded fifty percent (50%).

### CIRCUMSTANCES FOR APPEAL OR EXCEPTION OF ACADEMIC PROGRESS DISMISSAL

Students who are on academic or progress dismissal for personal reasons beyond the control of the student shall, upon successful appeal, be exempted from the conditions of time imposed above.

Students on probation, either academic or progress, may not be dismissed after their third semester of below satisfactory work if during that third semester and every subsequent semester they maintain a 2.0 GPA and complete more than 50% of their units until their cumulative GPA and completed units are above the probational level.

### READMISSION FOLLOWING ACADEMIC/PROGRESS DISMISSAL

A student who has been dismissed because of the district's academic/progress dismissal must petition to be readmitted.

Following the student's first dismissal, they will not be admitted to a district college until one semester has elapsed. If the student fails to maintain a grade point average of at least 2.0, or fails to complete more than fifty percent (50%) of the units in which the student enrolled during the first semester of attendance following their initial dismissal, the student shall be dismissed for a period of one year (second dismissal). If the student fails to meet these academic and progress standards during the next semester in which they enroll, the student will be dismissed again. This third dismissal shall be considered permanent. However, a student may petition for admission after two years. Students are encouraged to improve their record by attending summer session. Petitions for readmission are available in the Counseling Center. Unit limitations and course selection will be set for readmitted students by the counseling staff.

## Honors and Awards

### DEAN'S LIST

Placement on the Dean's List required a 3.5 semester GPA in 12 or more units. Students are individually notified by the Vice President of Student Services. The Dean's List is posted in the Student Services Building and local newspapers are notified.

### HONORS AT GRADUATION

#### *Summa Cum Laude*

This academic achievement is awarded to students who have earned a 4.0 cumulative grade point average.

#### *Magna Cum Laude*

This academic achievement is awarded to students who have earned a 3.50 through 3.99 cumulative grade point average.

#### *Cum Laude*

This academic achievement is awarded to students who have earned a 3.00 to 3.49 cumulative grade point average.

The designation of honors in the commencement program is based on the grades earned during all semesters preceding a student's graduation.

### ALPHA GAMMA SIGMA, AN HONOR SOCIETY

Outstanding scholars are eligible for membership in the Alpha Omega Chapter of Alpha Gamma Sigma, the honor society for California Community Colleges.

Students enrolled at Madera Community College and Madera Community College at Oakhurst have an opportunity for membership in California Community Colleges' honor society. Students meeting eligibility criteria can join the chapter of Alpha Gamma Sigma known as Sigma Gamma.

Students who earn at least a B average (3.0) for 12 units of college work (with no D or F grade) are eligible to join Alpha Gamma Sigma. Active membership in the Alpha Omega Chapter requires an application for membership, payment of dues, possession of a student body card, and earning of service points through participation in chapter activities and service to the college or community. Life members of the California Scholarship Federation may apply for associate membership during their first semester at the college.

AGS members meet to hear speakers, plan activities, make friends, raise funds for scholarships and conference attendance, take part in college activities, enjoy excursions, and serve the college. Permanent membership and recognition is granted at graduation to members active for at least two semesters who have earned a 3.25 cumulative grade point average or to members active for one semester who have earned a 3.5 or higher cumulative grade point average.

# Certificate & Degree Requirements

## Catalog Rights

For the purpose of this section, continuous enrollment is defined as enrollment in at least one primary term (fall or spring) in an academic year. Students will retain catalog rights as long as they maintain continuous enrollment by not missing two consecutive primary terms. Any of the following academic records are evidence of enrollment during a semester: A, B, C, D, F, P, NP, CR, NC, Y, N, X, I, IP, RD, W, EW, and MW.

A student may elect to meet the requirements for an academic program through one of the following:

1. The catalog in effect at the time the student began continuous enrollment;
2. In the event of a major/program change, any student may assume new catalog rights under the following conditions:
  - The change of major/program must be approved by a counselor, and
  - The major selected must be within a catalog during the student's continuous enrollment;
3. The catalog in effect at the time of the student's program completion.
4. A service member who has received a military leave of absence will be readmitted with the same academic status as when the student last attended the college. The student would maintain catalog rights to specific degree and General Education requirements and remain eligible for continuing student priority registration upon returning to enroll in courses. • A student's readmission rights terminate in the case of a dishonorable or bad conduct discharge, general court-martial, federal or state prison sentence, or other reasons as described in 34 CFR 668.18 (c)(h).
5. Students who enter in summer will be assigned catalog rights for the immediately following fall catalog or can elect to assume the catalog rights in effect at the time of their enrollment.

Special Note:

Students pursuing an Associate Degree for Transfer (ADT) or planning to transfer to a four-year institution are advised to review that institution's catalog for "rights" accorded to community college transfers.

## Course Classification

Pursuant to revisions to the California Administrative Code, Title 5, Section 55002 and 55062, all courses listed within the college catalog fall into one of the following classifications:

- Credit, Degree Applicable
- Credit, Nondegree Applicable
- Noncredit

## Certificates

Certificates for a course or a series of courses fewer than 16 units may be offered by disciplines/departments/divisions. A certificate may be awarded with a minimum of "C" average for finishing a course or courses leading to specific competencies.

## Certificate of Achievement

A certificate of achievement shall be awarded to students who successfully complete a specified curriculum with a minimum "C" grade in each required course. The specific courses required for the certificate of achievement are identified in each degree program where such certificates are awarded.

In order to receive the certificate of achievement, the student shall apply for the certificate with Admissions and Records upon completion of the requirements.

## Graduation Requirements

### ASSOCIATE DEGREES

The awarding of an Associate Degree represents more than an accumulation of units. It symbolizes a pattern of learning experiences designed to develop specific capabilities and insights. Among these are an understanding of the major disciplines, required proficiencies in math, reading, and English, and sufficient depth in some field of knowledge.

It is the responsibility of the student to consult a counselor regarding the proper sequence in which courses should be taken to satisfy graduation requirements.

Students earning an Associate Degree usually have one of two purposes. Either the program of study prepares the student for transfer to a four-year college or university, or the program of study is intended to prepare the student for immediate employment.



Most majors lead to an Associate in Arts degree. Minimum requirements for the Associate in Science degree are the same as for the Associate in Arts degree with the exception of the major requirements. The Associate in Science degree will be awarded for the completion of a required pattern of courses in any occupational curriculum or in the biological sciences, the physical sciences, or engineering.

The Board of Trustees of this District shall award the Associate in Arts Degree, the Associate in Science Degree, Associate in Arts or Science Degree for Transfer, and the Certificate of Achievement to applicants upon the satisfactory completion of the requirements as listed in this catalog section. It is the student's responsibility to be aware of degree and certificate requirements and of the student's standing in regard to those requirements. Students are urged to consult a counselor regarding any questions about degree or certificate requirements for the catalog year the student selects. All references to credit units which appear in this section are to semester units.

Exceptions to any of the regulations will be determined on the merit of the individual case.

The college reserves the right to determine what courses may be considered as equivalents for the stated degree, certificate, and general education requirements listed in this catalog. Please see the appropriate dean or Vice President of Instruction for pertinent information.

## General Education for the AA/AS Degree

General Education course work is intended to complement a concentrated study in a single discipline or "major." It should provide a broad base of educational experience about aspects of the world which a major area of study may not include. The student who completes the general education requirements at Madera Community College will have made noteworthy progress towards becoming truly educated and prepared for a lifetime of learning.

Following are the major areas of General Education, per Title 5, Section 55063(b).

### NATURAL SCIENCES

Courses in the natural sciences are those which examine the physical universe, its life forms and its natural phenomena. To satisfy the general education requirement in natural sciences, a course should help the student develop an appreciation and understanding of the scientific method through direct experience and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physics and other scientific disciplines.

### SOCIAL AND BEHAVIORAL SCIENCES

Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course should help the student develop an awareness of the method of inquiry used by the social and behavioral sciences. It should stimulate critical thinking about the ways people act and have acted in response to their societies and how their actions in turn change their society. It should also promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in anthropology, economics, history, political science, psychology, sociology and related disciplines.

### HUMANITIES

Courses in the humanities examine the philosophical, literary, aesthetic, and cultural expressions of humans. These courses develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them through artistic and cultural creation. They develop aesthetic understanding and, through study of traditional and changing cultural perspectives, foster better informed value judgments. These courses also offer students the opportunity to explore their creativity and imagination and to move consciously towards an awareness of their capability for artistic self-expression. This category will include art history, literature and film, philosophy and morality, comparative religion, the fine and performing arts and language. When we ask who we are, and what our lives ought to mean, we are using the humanities.

### LANGUAGE AND RATIONALITY

Courses in language and rationality are those which develop for the student principles and applications of language that lead to logical thought, clear and precise expression, and critical evaluation of communication in any endeavor.

1. English Composition: Courses fulfilling this requirement include both expository and argumentative writing.
2. Communication and Analytical Thinking: Courses fulfilling these requirements include oral communication, mathematics, logic, statistics, computer language and programming, and related disciplines.

### MULTIPLE DEGREES

A student may earn more than one AA and/or AS degree from Madera Community College. The same AA and/or AS degree cannot be awarded from more than one college in the district. Please see a counselor for more information.

**REQUIREMENTS FOR AA AND AS DEGREES**

1. Sixty (60) units with at least 2.0 ("C") grade point average in all courses applicable to the associate degree.
2. Residence requirement:  
A minimum of twelve (12) degree-applicable units satisfactorily completed in residence at Madera Community College.
3. At least eighteen (18) units in a single discipline or related disciplines (major) or in an approved area of emphasis. Each course applied to this major requirement must be completed with a grade of "C" or better or a "P."
4. Competence in reading and writing, demonstrated by completion of English 1A or English 1AH with a grade of 2.0 ("C") or better.
5. Only one reading or writing course at one level below English 1A may be applied to degree requirements.
6. Competence in mathematics, demonstrated by completion with a grade of 2.0 ("C") or better in one of the following courses: Mathematics 3A, 4A, 5A, 5B, 6, 10A, 10B, 11, 11C, 17, 21, 45, 103; Business Administration 39, Plant Science 9, Psychology 42, or Statistics 7.  
Satisfactory completion of a mathematics course at the level of Intermediate Algebra shall satisfy both this competency requirement and the coursework requirement set forth in subdivision (b)(1)(D)(ii) of this section.
7. Students must complete at least 18 units of general education coursework from one of the three following general education patterns:

Option 1 – Madera Community College General Education - for students not intending to transfer to a four-year institution. Cannot be used for an Associate Degree for Transfer.

Option 2 – CSU GE – California State University General Education - for students intending to transfer to the CSU or other four-year institution, with the exception of University of California.

Option 3 – IGETC – Intersegmental General Education Transfer Curriculum – for students intending to transfer to a UC, CSU or other four-year institution.

See a counselor for advisement on appropriate GE pattern.

**GENERAL EDUCATION FOR THE ASSOCIATE DEGREE:**

A minimum of 18 semester units in general education is required for graduation from Madera Community College.

Select at least one (1) course and not fewer than three (3) semester units in each of the areas (A), (B), and (C), three (3) semester units (D.1), three (3) semester units in area (D.2), four to five (4-5) semester units in Lifetime Wellness with two (2) courses

in area (E.1) one course in area (E.2); three (3) semester units in area (F); and three (3) semester units in area (G). Coursework used to fulfill General Education may also be used to fulfill specific course and unit requirements of individual majors.

**AREA A - NATURAL SCIENCES (3 UNITS)**

Animal Science 1, 5  
Astronomy 10  
Biology 1, 2, 5, 10, 10H, 10L, 11A, 11B, 20, 22, 31  
Chemistry 1A, 1B, 3A, 3B, 8, 9, 10  
Foods and Nutrition 40  
Geography 5, 9  
Geology 1, 2, 9, 10  
Natural Resources 4, 7  
Physics 2A, 2B, 4A, 4B, 4C  
Plant Science 1, 2, 4A, 5, 7, 18  
Science 1A

**AREA B - SOCIAL AND BEHAVIORAL SCIENCES (3 UNITS)**

Agriculture Business 2  
Anthropology 1, 2, 3  
Business Administration 33  
Child Development 30, 38, 39  
Communication 2, 10  
Criminology 5  
Economics 1A, 1B  
Ethnic Studies 2, 3, 5, 15, 17, 32  
Geography 6  
History 1, 2, 5, 11, 12, 12H, 20, 22, 32  
Human Services 20  
Journalism 1  
Political Science 3, 5, 24  
Psychology 2, 2H, 5, 16, 17, 25, 38, 45  
Sociology 1A, 1B, 2, 11, 32

**AREA C - HUMANITIES (3 UNITS)**

American Sign Language 1, 2, 3, 4, 5, 6  
Art 2, 3, 5, 6, 6H, 7, 9, 13, 17, 26, 33  
Communication 12  
English 1B, 1BH, 15A, 15B, 15E, 17, 36, 41, 43A, 43B, 44A, 44B, 46A, 46B, 47, 49  
English as a Second Language 14, 15  
Film 1, 2A, 2B  
Linguistics 10, 11  
Music 1A, 12, 12H, 16  
Philosophy 1, 1C, 1CH, 1D, 3A, 3B  
Photography 1  
Punjabi 1  
Spanish 1, 2, 3, 3NS, 4, 4NS, 5

**AREA D - LANGUAGE AND RATIONALITY (6 UNITS)**

D.1 = 3 units; D.2 = 3 units

1. English Composition  
English 1A, 1AH  
ESL 1A
2. Communication/Analytical Thinking  
Communication 1, 1H, 4, 8, 25  
Computer Science 40, 41  
English 2, 2H, 3, 3H  
Mathematics 3A, 4A, 5A, 5B, 6, 10A, 10B, 11, 11C, 17, 21, 45, 103  
Philosophy 6  
Plant Science 9  
Psychology 42  
Statistics 7

**AREA E - LIFETIME WELLNESS (4-5 UNITS)**

1. Physical Education and/or Dance (2 courses)  
Two physical education and/or dance classes. Exceptions will be considered for those students who are veterans with at least one year of active military service, P.O.S.T. program candidates, Basic Fire Academy graduates, or who submit a physician's statement certifying that they are not physically able to participate in physical education classes. Physical education courses that will meet this requirement are:  
Physical Education 2, 6, 7, 14, 15, 16, 19, 27, 29, 36B, 45, 71
2. Lifetime Skills (1 course)  
Awareness of lifetime skills, demonstrated by completion of one of the following:  
Child Development 5, 38, 39  
Communication 2  
Counseling 53  
Ethnic Studies 17  
Foods and Nutrition 35  
Health 1  
Psychology 2, 2H, 16, 25, 38  
Sociology 1A, 32  
*Exceptions for Lifetime Skills will be considered for those students who are veterans with at least one year of active military service.*  
*(Some of the courses listed in Area E.2 may satisfy AREA B.)*

**AREA F – GOVERNMENT AND AMERICAN INSTITUTIONS (3 UNITS)**

Completion of one of the following courses on the principles of national, state, and local government, including the study of American institutions and ideals:  
Political Science 2, 2H, or 110

**AREA G - COMMUNICATION (3 UNITS)**

Communication 1, 1H, 4, 8, or 25

(The course used to fulfill this requirement may also be used to satisfy area D, Part 2, of the general education requirement in language and rationality: communication/analytical thinking.)

Courses used to fulfill General Education requirements may also be used to fulfill specific course and unit requirements of individual majors.

**APPLICATION FOR CERTIFICATE OR GRADUATION**

A candidate for an associate in arts degree, associate in science degree, associate in arts or science degree for transfer, or a certificate of achievement must file a graduation application for the degree or certificate. An application for a degree or certificate of achievement will be accepted when a student is within a year of potential graduation and/or completion. A student who needs a formal evaluation prior to the year of graduation/completion may appeal this policy by providing evidence of special program requirements. Application deadlines are listed in the academic calendar of this catalog. No student is a candidate for graduation until the application is completed. Graduation ceremonies for degree candidates are held at the end of the spring semester each year. Diplomas will be dated at the end of the semester or summer session in which requirements are met. Diplomas and certificates are mailed to successful candidates approximately two months after fulfilling graduation requirements.

**CERTIFICATES OF ACHIEVEMENT, CERTIFICATES OF COMPLETION, CERTIFICATES OF COMPETENCY, AND CERTIFICATES (in name chosen by discipline) shall be issued to students who successfully complete:**

1. The curriculum required for the certificate as specified by the individual college and set forth in the catalog of the institution concerned and in accordance with the provisions of Title 5.
2. Residency Requirement
  - a. A minimum of twelve (12) semester units must be completed in residence at the District college granting the certificate
  - OR
  - b. At least 51% of the units required to earn the certificate must be completed at the District college granting the certificate.

# Transfer Information & Requirements

## Preparation to Enter Baccalaureate-Level Colleges or Universities

Madera Community College offers many of the lower division (freshman and sophomore level) classes that are part of the requirements to earn a baccalaureate degree at a college or university. Madera Community College students may complete all or most of their lower division general education and major preparation before transferring.

The requirements for transfer and the requirements for a certificate and/or associate degree program can be very different. With careful planning a student may be able to earn a certificate and/or associate degree as well as meet transfer requirements. Therefore, the importance of reaching a decision regarding one's objectives at the time of enrollment cannot be overemphasized. Also, there are differences in the transfer requirements of colleges and universities. Therefore, it is advisable for entering students to plan a program which meets the requirements of the particular college or university to which they wish to transfer. Students should consult the catalog of the specific college or university which they plan to attend. Counselors will assist in interpreting catalog statements and requirements and with developing a Student Educational Plan (SEP) upon request. Catalogs of many universities and colleges are available in the Transfer Center. It is, however, wise for students to order their own personal copies directly from the college or university of their choice.

## Articulation

Articulation is a process of developing formal written agreements that identify courses at one college that are accepted in lieu of specific courses at another college or that fulfill a specific statewide pattern of general education.

Madera Community College has developed numerous articulation agreements with California State University and University of California campuses. These agreements may be viewed in the Madera Community College Transfer Center, or at [www.assist.org](http://www.assist.org). Articulation agreements have also been developed with some California private and out-of-state colleges and universities. See a counselor for assistance.

## Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST)

ASSIST is a single computerized database located at [www.assist.org](http://www.assist.org) that provides access to articulation agreements developed between California Community Colleges, the California State Universities (CSU), and the Universities of California (UC). As articulation agreements are updated, so is the information maintained in ASSIST. See a counselor for assistance in how to use ASSIST.

- **CSU Transferable Courses**  
These are courses from a community college that transfer to any CSU campus for baccalaureate/transfer credit.
- **CSU GE-Breadth Certification Courses**  
These are courses from a community college that apply to the CSU GE-Breadth certification requirements.
- **CSU US History, Constitution, and American Ideals Courses**  
These are courses from a community college that satisfy the CSU graduation requirement in U.S. History, Constitution, and American Ideals.
- **IGETC for UC and CSU**  
These are courses from a community college that apply to the Intersegmental General Education Transfer Curriculum (IGETC) requirements.
- **UC Transferable Courses**  
These are courses from a community college that transfer to any UC campus for baccalaureate/transfer credit.
- **UC Transfer Admission Eligibility Courses**  
These are courses from a community college that satisfy the minimum eligibility course requirements for admission to the UC.
- **By Major**  
These agreements specify courses at one college or university that fulfill lower-division major requirements/preparation at another college or university.
- **By Department**  
These agreements identify courses at one college or university that are acceptable in lieu of courses at another college or university.

## Transfer to California State University (CSU)

### TRANSFER REQUIREMENTS OF CALIFORNIA STATE UNIVERSITY (CSU)

Students who have enrolled in college beyond the summer following their high school graduation are considered transfer students and must meet transfer admission requirements.

Students who have completed fewer than 60 CSU transferable semester college units at the time of transfer are considered lower division transfer students.

Students who have completed 60 or more CSU transferable semester college units at the time of transfer are considered upper division transfer students.

### Lower Division Admission Requirements

Transfer students with fewer than 60 semester or 90 quarter units must have a grade point average of 2.0 ("C") or better in all transferable units attempted, be in good standing at the last college or university attended, and meet any one of the following eligibility standards:

Transfer Based on Current Admission Criteria: Satisfy the freshman admission requirements in effect for the term for which the application is made;

or

Transfer Based on High School Eligibility: Satisfied eligibility as a freshman at the time of high school graduation and has been in continuous attendance in an accredited college since high school graduation;

or

Transfer Based on Making up Missed Subjects: Satisfied the eligibility index at the time of high school graduation (combination of grade point average and test scores, if needed), has made up any missing college preparatory subject requirements with a grade of "C" or better, and has been in continuous attendance in an accredited college since high school graduation.

Note: Due to enrollment pressures, many CSU campuses do not admit lower division transfers. Some campuses may require lower division transfer students to complete specific college coursework as part of their admission.

### Upper Division Transfer Students

Students are eligible for admission with 60 or more CSU transferable semester units (90 quarter units) if they:

- Have a grade point average of 2.0 or better (2.4 for California non-residents) in all transferable college units attempted.
- Are in good standing at the last college or university attended, i.e., eligible to re-enroll.

- Have completed or will complete prior to transfer at least 30 semester units (45 quarter units) of general education requirements with a grade of "C" or better in each course. 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 Mathematics/Quantitative Reasoning.

Notes: Campuses and/or programs that are designated as impacted have additional admission criteria. Impacted campuses/programs result when the number of CSU eligible applicants received in the initial application filing period is greater than the number of students that can be accommodated by the campus or major.

There are limitations on the number of CSU transferable work experience credits accepted. These vary by CSU campus.

## California State University Transfer Course List (CSU)

Madera Community College courses numbered 1 through 99 are CSU transferable.

### GENERAL EDUCATION REQUIREMENTS FOR CSU CERTIFICATION

The CSU General Education-Breadth program allows California community college transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. This curriculum provides an alternative to the IGETC requirements and to the campus-specific GE-Breadth requirements. It is important to note that CSU GE-Breadth certification is not a minimum admission requirement, nor does completion guarantee admission to the campus or program of choice.

Up to 39 of the 48 GE-Breadth units required can be transferred from and certified by a California community college. Students who are certified with 39 semester units of lower division GE-Breadth units cannot be held to additional lower division GE courses at the CSU campus. Upon enrollment at CSU, all transfer students will be required to complete a minimum of 9 semester units of upper division general education. Students without certification may be held to the general education pattern developed for CSU students, which may vary from the community college CSU GE-Breadth pattern.

## Madera Community College CSU General Education—Breadth 2024-2025

*Note: Check ASSIST.org or speak with a counselor for the most current listing of courses and requirements.*

### AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING

*Nine semester units minimum with one course each from A1, A2, and A3 ("C" or better grade required in A1, A2, and A3).*

- **Area A1: Oral Communication**  
Communication 1, 1H, 4, 8, 25
- **Area A2: Written Communication**  
English 1A, 1AH  
English as a Second Language 1A
- **Area A3: Critical Thinking**  
Communication 25  
English 2, 2H, 3, 3H  
Philosophy 2, 4, 6  
Sociology 1B

### AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

*Nine semester units minimum with at least one course each in B1, B2, and B4 ("C" or better grade required in B4). One course in B1 or B2 must contain a lab component indicated by (L) or be accompanied by a course in B3.*

- **Area B1: Physical Science**  
Astronomy 10(L)  
Chemistry 1A(L), 1B(L), 3A(L), 3B(L), 8, 10(L), 28A, 28B  
Geography 5, 9  
Geology 1(L), 2, 9(L), 10  
Physics 2A(L), 2B(L), 4A(L), 4B(L), 4C(L)  
Plant Science 2  
Science 1A(L)
- **Area B2: Life Science**  
Animal Science 1  
Biology 1(L), 2(L), 5(L), 10, 11A(L), 11B(L), 20(L), 22(L), 31(L)  
Natural Resources 7  
Plant Science 1

- **Area B3: Laboratory Activity**  
One course from B1 or B2 marked with (L) or one of the following:  
Biology 10L  
Chemistry 9, 29A, 29B  
Plant Science 1L, 2L
- **Area B4: Mathematics/Quantitative Reasoning**  
Business Administration 39  
Computer Science 26  
Mathematics 3A, 4A, 5A, 5B, 6, 10A, 10B, 11, 11C, 17, 21, 45  
Plant Science 9  
Psychology 42  
Statistics 7

### AREA C: ARTS AND HUMANITIES

*Nine semester units minimum with at least one course each from C1 and C2.*

- **Area C1: Arts**  
Art 2, 5, 6, 6H, 26  
Communication 12  
Film 1, 2A, 2B  
Music 12, 12H, 16  
Photography 1
- **Area C2: Humanities**  
American Sign Language 1, 2, 3, 4, 5  
English 1B, 1BH, 17, 36, 43A, 43B, 44A, 44B, 46A, 46B, 47, 49  
English as a Second Language 14, 15  
Film 2A, 2B  
History 1, 2, 11, 12, 12H, 20, 22  
Linguistics 10  
Philosophy 1, 1C, 1CH, 1D, 3A, 3B  
Punjabi 1  
Spanish 1, 2, 3, 3NS, 4, 4NS, 5, 15, 16

**AREA D: SOCIAL SCIENCES**

*Six semester units minimum. (Required for new students starting Fall 2021. Continuing students with catalog rights prior to Fall 2021 must complete 9 semester units from at least two disciplines.)*

- Area D0-D9: Social and Behavioral Sciences**

Agriculture Business 2  
 American Sign Language 5  
 Anthropology 1, 2, 3  
 Child Development 30, 38, 39  
 Communication 10  
 Criminology 5, 13, 14  
 Economics 1A, 1B  
 Ethnic Studies 2, 3, 5, 15, 17, 32  
 Geography 6  
 History 1, 2, 5, 11, 12, 12H, 20, 22, 32  
 Human Services 20  
 Journalism 1  
 Political Science 2, 2H, 3, 5, 24  
 Psychology 2, 2H, 5, 16, 17, 38, 45  
 Sociology 1A, 1B, 2, 11, 32

**AREA E: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT**

*Three semester units minimum.*

Child Development 38, 39  
 Communication Studies 2  
 Counseling 53  
 Foods and Nutrition 35  
 Health 1  
 Psychology 2, 2H, 25, 38  
 Sociology 1A, 32

**AREA F: ETHNIC STUDIES**

*Three semester units minimum. Students entering in Fall 2021 and beyond and returning students who lost previous catalog rights will need to complete the new Area F Ethnic Studies.*

Ethnic Studies 2  
 Sociology 2

Total Minimum Units Required for Certification...39

Notes: Courses listed in more than one area may only be used one time.

Cross-listed courses may only be used one time.

Some CSU campuses have restrictions on when courses in Areas A and B4 must be completed prior to transfer.

Additional courses may be added to the Madera Community College CSU GE-Breadth. An updated CSU GE-Breadth Requirement Sheet may be obtained from the Counseling Office, the Transfer Center, [www.maderacollege.edu](http://www.maderacollege.edu), or [www.assist.org](http://www.assist.org).

Students majoring in Engineering may be waived/exempted from specific areas of CSU GE-Breadth for some CSU campuses.

Students majoring in Liberal Studies may be required to complete specific courses in each area of CSU GE-Breadth.

A maximum of 70 semester units earned at community college may be transferred to CSU. Course work completed above the 70 units may be used to satisfy GE and major preparation even though the units will not count toward the bachelor's degree.

**U.S. HISTORY, CONSTITUTION, AND AMERICAN IDEALS**

To graduate from the California State University, a student must complete, with a "D" or better grade, a combination of courses which are identified as meeting the U.S. History, Constitution, and American Ideals requirements. Courses at Madera Community College which meet this requirement include:

One course from History 11, 12, or 12H, 22 combined with one course from Political Science 2 or 2H. These courses may also be used simultaneously to satisfy course requirements on the CSU GE-Breadth pattern.

AP United States History (score 3 or higher) will satisfy the US History portion of this requirement. AP American Government (score of 3 or higher) will satisfy the national government requirement portion but NOT the California (state and local) portion requirement of Constitution and American Ideals.

**Transfer to University of California (UC)****TRANSFER REQUIREMENTS OF UNIVERSITY OF CALIFORNIA (UC) FOR CALIFORNIA RESIDENTS**

Students who have enrolled in college beyond the summer following their high school graduation are considered transfer students and must meet transfer admission requirements. The requirements described here represent minimum academic standards students must attain to be eligible for admission to the UC. Meeting the minimum eligibility requirements does not guarantee admission to the campus or program of choice, which often requires students meet more demanding transfer selection.

### Lower Division Transfer Admission Requirements

Students are eligible for admission with fewer than 60 UC transferable units completed if they have met one of the two following options:

1. Students who were eligible for admission to the university upon graduation from high school, meaning that the Subject, Scholarship, and Examination Requirements were satisfied, or students were identified by the UC during their senior year in high school as eligible under the Eligibility in the Local Context (ELC) program and completed the Subject and Examination Requirements in the senior year, are eligible to transfer if they have a "C" (2.0) grade point average in their UC transferable college coursework.
2. Students who met the Scholarship Requirement but did not satisfy the Subject Requirement must take UC transferable college courses in the subjects they are missing, earn a grade of "C" (2.0) or better grade in each of these required courses and earn an overall "C" (2.0) average in all UC transferable college coursework to be eligible to transfer.

### Upper Division Transfer Admission Requirements

Students are eligible for admission with 60 or more UC transferable semester units (90 quarter units) if they fulfill both of the following criteria:

- Complete 60 semester units of UC transferable college credit with a grade point average of at least 2.4 (no more than 14 semester/21 quarter units may be taken Pass/Not Pass), and;
- Complete the following seven course pattern, earning a grade of "C" (2.0) or better in each course:
  - two UC transferable college courses (3 semester units each) in English composition; and
  - one UC transferable college course (3 semester units) in mathematical concepts and quantitative reasoning; and
  - four transferable college courses (3 semester 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.

Notes: Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to UC may satisfy the seven course pattern of the upper division transfer admission requirements.

A maximum of 70 UC transferable semester units earned at community colleges may be transferred to the UC. Coursework completed above the 70 units may be used to satisfy GE and major preparation even though the units will not count toward the bachelor's degree.

### UC TRANSFER ADMISSION GUARANTEE

Madera Community College participates in guaranteed admission programs with UC Davis, UC Irvine, UC Merced, UC Riverside, UC Santa Barbara, and UC Santa Cruz. Specific requirements must be met for students to qualify for a transfer admission guarantee. See a counselor or the Transfer Center for Transfer Admission Guarantee information.

### University of California Transfer Course Agreement 2024-2025

*Note: Check ASSIST.org or speak with a counselor for the most current listing of courses.*

Madera Community College courses that are acceptable for transfer credit at the University of California:

Accounting (ACCTG) 4A, 4B  
 Agriculture Business (AGBS) 1, 2, 4  
 American Sign Language (ASL) 1, 2, 3, 4, 5, 6  
 Animal Science (AS) 1, 2, 3, 4, 6  
 Anthropology (ANTHRO) 1, 2, 3  
 Art (ART) 2, 3, 5, 6, 6H, 7, 9, 13, 17, 19, 23, 26, 30A, 30B, 33, 37A, 37B, 38  
 Astronomy 10  
 Biology (BIOL) 1, 2, 5, 10, 10L, 11A, 11B, 20, 22, 31  
 Business Administration (BA) 10, 18, 39  
 Chemistry (CHEM) 1A, 1B, 3A, 3B, 8, 9, 10, 28A, 28B, 29A, 29B  
 Child Development (CHDEV) 1, 15, 30, 38, 39  
 Communication (COMM) 1, 1H, 2, 4, 8, 10, 12, 25  
 Computer Science (CSCI) 1, 5, 26, 40, 41, 45  
 Counseling (COUN) 53  
 Criminology (CRIM) 1, 5, 6, 13, 14  
 Economics (ECON) 1A, 1B  
 Education (EDUC) 10  
 Engineering (ENGR) 2, 4, 4L, 5, 6, 8, 10, 40  
 English (ENGL) 1A, 1AH, 1B, 1BH, 2, 2H, 3, 3H, 15A, 15B, 15E, 15F, 36, 41, 43A, 43B, 44A, 44B, 46A, 46B, 47, 49  
 English as a Second Language (ESL) 14, 15  
 Environmental Horticulture (EH) 30  
 Ethnic Studies (ETHNST) 2, 5, 32  
 Film (FILM) 1, 2A, 2B  
 Foods and Nutrition (FN) 35, 40  
 Geography (GEOG) 5, 6, 9, 10  
 Geology (GEOL) 1, 2, 9, 10  
 Health Science (HLTH) 1, 2  
 History (HIST) 1, 2, 5, 11, 12, 12H, 20, 22, 32  
 Honors 3A, 3B, 3C, 3D  
 Human Services (HS) 20  
 Information Systems (IS) 15, 31, 33, 47, 50A



Journalism (JOURN) 1  
 Kinesiology (KINES) 22  
 Library Skills (LBSKL) 1  
 Linguistics (LING) 10, 11  
 Math (MATH) 3A, 5A, 5B, 6, 10A, 10B, 11, 11C, 17, 21, 45  
 Music (MUS) 12, 12H, 16  
 Natural Resources (NR) 4, 6, 7  
 Philosophy (PHIL) 1, 1C, 1CH, 1D, 2, 3A, 3B, 4, 6  
 Photography (PHOTO) 1  
 Physical Education (PE) 2, 6, 7, 14, 15, 16, 19, 29, 71  
 Physics (PHYS) 2A, 2B, 4A, 4B, 4C  
 Plant Science (PLS) 1, 1L, 2, 2L, 3, 9, 14, 18  
 Political Science (POLSCI) 2, 2H, 3, 5, 24  
 Psychology (PSY) 2, 2H, 5, 16, 25, 38, 42, 45  
 Science (SCI) 1A  
 Sociology (SOC) 1A, 1B, 2, 11, 32  
 Spanish (SPAN) 1, 2, 3, 3NS, 4, 4NS, 5, 15, 16  
 Statistics (STAT) 7

Notes: A number of courses are cross-referenced (the same course is listed in more than one area, department, or discipline) usually with the same course number. Credit can be earned only once for cross-referenced courses. See the individual course listings in the "Course Descriptions" section of the catalog.

#### Course/unit limitations:

- UC grants limited credit for multiple courses taken in one discipline; credit is also limited when certain courses are taken after other courses in one discipline. See [www.assist.org](http://www.assist.org) for additional information.
- Independent studies, special studies, and variable topics courses may be accepted for UC credit; review of the scope and content of the course usually occurs after transfer.
- Credit for PE activity courses is limited to 4 semester units; credit for PE theory courses is limited to 8 semester units.
- Honors Course Credit Limitation. Duplicate credit will not be awarded for both the honors and regular versions of a course. Credit will only be awarded the first course completed with a grade of "C" or better.

## Intersegmental General Education Transfer Curriculum (IGETC) to CSU and UC

The Intersegmental General Education Transfer Curriculum is a general education program that California community college transfer students may use to fulfill lower-division general education requirements for any California State University (CSU) or University of California (UC) and many California private colleges and universities. This curriculum provides an alternative

to the CSU General Education-Breadth requirements, the UC GE/Breadth requirements, and many private colleges' general education requirements. It is important to note the IGETC is not an admission requirement, nor does completion of the IGETC guarantee admission to the campus or program of choice.

The IGETC is most helpful to students who want to keep their options open—those who know they want to transfer but have not yet decided upon a particular institution, campus, or major. Certain students, however, will not be well served by following the IGETC. Students who intend to transfer into a major that requires extensive lower division preparation, such as engineering or the physical and natural sciences, should concentrate on completing the many prerequisites for the major that the college evaluates to determine eligibility for admission. A counselor or a UC/CSU/private college admissions representative can advise which path is best. If you choose to follow IGETC, we recommend that you complete all IGETC requirements before you transfer. Otherwise, you will need to satisfy the specific freshman/sophomore level general education requirements at your transfer university. Madera Community College may grant partial certification of IGETC for students who are missing no more than two requirements. The student will complete the missing requirements after transferring. See a counselor for information about IGETC.

Additional courses may be added to the Madera Community College IGETC. An updated IGETC may be obtained from the Counseling Office, the Transfer Center, the Madera Community College website, or [www.assist.org](http://www.assist.org).

## Madera Community College Intersegmental General Education Transfer Curricula (IGETC) 2024-2025

*Note: Check with ASSIST.org or speak with a counselor for the most current listing of courses.*

### AREA 1: ENGLISH COMMUNICATION

CSU - three courses required, one each from 1A, 1B, and 1C (nine semester units minimum);

UC - two courses required, one each from 1A and 1B (six semester units minimum).

- **1A: English Composition**  
English 1A, 1AH
- **1B: Critical Thinking-English Composition**  
Communication 25  
English 2, 2H, 3, 3H  
Philosophy 2
- **1C: Oral Communication** (CSU requirement only)  
Communication 1, 1H, 4, 8, 25

**AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING**

*One course required (three semester units minimum).*

- **2A: MATH**  
Business Administration 39  
Computer Science 26  
Math 3A, 5A, 5B, 6, 11, 11C, 17, 21  
Plant Science 9  
Psychology 42  
Statistics 7

**AREA 3: ARTS AND HUMANITIES**

*At least three courses with at least one from Arts and one from Humanities (nine semester units minimum).*

- **3A: Arts**  
Art 2, 5, 6, 6H, 26  
Film 1, 2A, 2B  
Music 12, 12H, 16
- **3B: Humanities**  
American Sign Language 2, 3, 4, 5  
English 1B, 1BH, 36, 43A, 43B, 44A, 44B, 46A, 46B, 47, 49  
Film 2A, 2B  
History 1, 2, 11, 12, 12H, 20, 22  
Linguistics 10  
Philosophy 1, 1C, 1CH, 1D, 3A, 3B  
Spanish 2, 3, 3NS, 4, 4NS, 5

**AREA 4: SOCIAL AND BEHAVIORAL SCIENCES**

*At least two courses from at least two different disciplines (six semester units minimum).*

American Sign Language 5  
Anthropology 1, 2, 3  
Child Development 30, 38, 39  
Communication 10  
Criminology 13, 14  
Economics 1A, 1B  
Ethnic Studies 2, 5, 32  
Geography 6  
History 5, 11, 12, 12H, 22, 32  
Human Services 20  
Journalism 1  
Political Science 2, 2H, 3, 5, 24  
Psychology 2, 2H, 5, 16, 38, 45  
Sociology 1A, 1B, 2, 11, 32

**AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES**

*At least two courses, one Physical Science and one Biological Science. One course must have a lab component (indicated by L), (seven-nine semester units minimum).*

- **5A: Physical Science**  
Astronomy 10(L)  
Chemistry 1A(L), 1B(L), 3A(L), 3B(L), 8, 9(L), 10(L), 28A, 28B  
Geography 5, 9  
Geology 1(L), 2, 9(L), 10  
Physics 2A(L), 2B(L), 4A(L), 4B(L), 4C(L)  
Plant Science 2  
Science 1A(L)
- **5B: Biological Science**  
Animal Science 1  
Biology 1(L), 2(L), 5(L), 10, 11A(L), 11B(L), 20(L), 22(L), 31(L)  
Natural Resources 7  
Plant Science 1
- **5C: Science Laboratory**  
One course from 5A or 5B marked with (L) or one of the following:  
Biology 10L  
Chemistry 9(L), 29A(L), 29B(L)  
Plant Science 1L, 2L

**AREA 6: UC REQUIREMENT IN LANGUAGES OTHER THAN ENGLISH**

*Proficiency equivalent to two years of high school study in the same language with "C" or better grades (at Madera Community College, one course required if not met by high school foreign language).*

American Sign Language 1, 2, 3, 4  
Spanish 1, 2, 3, 3NS, 4, 4NS

**AREA 7: ETHNIC STUDIES**

*One course required (three semester units minimum).*

Ethnic Studies 2  
Sociology 2

### CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION, AND AMERICAN IDEALS

*One course from each group (six semester units minimum). This requirement is NOT part of IGETC, but it may be completed prior to transfer.*

- **Group 1:**  
Political Science 2, 2H
- **Group 2:**  
History 11, 12, 12H, 22

#### IGETC Notes

- The IGETC is a general education program that California Community College students can use to fulfill lower division general education requirements for any CSU or UC campus and many California private colleges/universities.
- The IGETC provides an alternative to the General Education-Breadth requirements for CSU, UC, and many California private colleges/universities.
- The IGETC is NOT an admission requirement for the CSU or UC nor does completion of the IGETC guarantee admission to the campus or program of choice.
- All areas of the IGETC must be completed to be fully certified by the community college and must be completed prior to transfer to a CSU or UC. In some circumstances, a student may make up two missing IGETC course requirements after transferring to a university. See a counselor for information regarding partial certification.
- All courses must be completed with a grade of "C" or better to be certified.
- A grade of "CR" (credit) or "P" (pass) may be used if the grading policy of the community college states that "CR" or "P" is equivalent to a grade of "C" or better. The UC will allow no more than 14 semester units taken CR/P toward UC eligibility or IGETC. The CSU campuses vary on the number of units they allow. Check each college's catalog or see a counselor for more information.
- Courses may be used only once to satisfy one subject area even if they are listed in more than one subject area.
- Advanced Placement (AP) tests completed with a score of 3, 4, or 5 may be applied to the IGETC. One AP exam may be applied to only one course requirement. (Example: AP English Comp and Literature may be used to satisfy ENGL 1A or 1B NOT both.) Courses completed at the other California Community Colleges will be placed on IGETC according to how they were approved at the college they were completed.
- All IGETC coursework does not have to be completed at the same college. Courses taken at more than one California Community College may be used to fulfill the IGETC. Note, however, that courses applicable to IGETC may vary from college to college.
- Additional information regarding the acceptance of IGETC at specific colleges in each UC is available in the "UC Answers for Transfers" booklet in the Transfer Center or online at <http://www.universityofcalifornia.edu/admissions>.
- The IGETC is not a good option for students intending to transfer into high-unit majors, such as engineering or the sciences, which require extensive lower division preparation.
- See a counselor to make sure that the IGETC is appropriate for your use or if you have any other questions regarding the IGETC.
- Additional courses may be added to the Madera Community College IGETC. An updated IGETC sheet may be obtained from the Counseling Office, Transfer Center, Madera Community College web site, or [www.assist.org](http://www.assist.org).

### Transfer to Private/Independent and Out-of-State Colleges and Universities

Transfer requirements of the private/independent and out-of-state colleges and universities differ from one institution to another. Students should acquaint themselves with the current catalog of the college to which they plan to transfer for admission, general education, and major preparation information. It is up to the receiving institution to determine application of credit. The Madera Community College Transfer Center has a library of catalogs for student use as well as computers with internet access for college websites and catalogs online. See a counselor for assistance.

# Administrative Policies

## Student Conduct Standards

Students are expected to conduct themselves in a responsible manner whenever they are on campus or representing the college in any activity. Specific rules and regulations have been established in Board Policy 5500. A copy of this policy is available in the college library, the Admissions Office, the Vice President of Student Services' office, the Student Activities Office, and Office of Instruction.

Conduct standards are designed to perpetuate the college's educational purposes, allowing students to enjoy the right of freedom to learn. Failure to adhere to the accepted standards will result in disciplinary action.

### STATE CENTER COMMUNITY COLLEGE DISTRICT (SCCCD) POLICY STATEMENT

Once a student enrolls in courses on a campus of the State Center Community College District, that individual accepts both the rights and responsibilities associated with that enrollment. The State Center Community College District exists to educate individuals in our community. All other considerations are secondary. The district will not infringe on anyone's constitutional rights and the right to dissent and to protest will be supported. However, the right to dissent and to protest must not be construed as a right to disrupt operation of the institution. No individual or group can be permitted to infringe on the rights of others to secure an education.

These conduct standards, and Administrative Regulation 5520 which defines discipline procedures, apply to all students who are enrolled in courses offered by either college of the State Center Community College District. Any student will be subject to discipline who, in any way:

1. prevents other students from pursuing their authorized curricular or co-curricular interests;
2. interferes with or disrupts faculty and administrators who are fulfilling their professional responsibilities;
3. prevents classified employees from fulfilling their prescribed duties;
4. disrupts presentations by authorized guests; or
5. deliberately endangers the safety of persons, or the security of college property.

## STUDENT ASSEMBLY

In accordance with state law, the district recognizes the right of peaceful assembly and will make facilities available for recognized staff and student groups when such assembly does not obstruct free movement of persons about the campus, the normal use of classroom buildings and facilities, and normal operations of the college or the instructional program, and when it does not jeopardize the safety of persons, lead to the destruction of property, or violate the laws of the district, state or nation. Persons who are not members of the student body or the college and who violate this policy shall be subject to the control of public authorities.

## EXERCISE OF FREE EXPRESSION

In stating its policy on the distribution of materials, the governing board of this district has assumed that each student is responsible for his/her actions individually, even when acting as a member of an organization, and that no student, by following district or college policies, regulations or procedures, escapes individual responsibility for observing laws relating to such matters as libel, copyright violation, and obscenity.

Bulletins, circulars, publications, or articles of any character prepared by a student currently enrolled in an institution of this district, or by a campus organization officially recognized by a college of this district may be distributed on a college campus of this district only when such distribution is in accordance with established regulations.

With the exception of publications and materials sold or circulated by offices or agencies of this district and of district colleges, all publications and materials to be circulated on campuses of the district shall be subject to the foregoing policy provisions.

This policy is not intended to limit the use of sectarian, partisan, or denominational materials for legitimate library and classroom use.

## STUDENT PROTESTS AND DEMONSTRATION

The students, faculty, and administration of the community college district are expected to respect the rights of the minority just as much as they respect those of the majority. Every individual, operating within the law, is guaranteed the basic freedoms. Students may participate in demonstrations or protests as long as they do not interfere with the main job of the college - education. Picketing, demonstrations, or other forms of protest are not to be carried on so as to interfere with instructional activities or the normal flow of student traffic in and out of buildings.

Each college has the right to make and enforce reasonable regulations relating to the time, place, and manner of the exercise of these rights, in order to prevent interference with college programs and services.

## STUDENT PUBLICATIONS

Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and in intellectual exploration. They serve as a means of bringing student concerns to the attention of the college community and the public and of formulating student opinion on various issues.

The editorial freedom of student editors and managers entails corresponding responsibilities to be governed by the canons of responsible 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 shall apply:

1. Editors and managers of student publications shall be protected from arbitrary suspension and be removed only for proper cause through orderly procedures.
2. All college published and financed student publications shall state explicitly on the editorial page that the opinions there expressed are not necessarily those of the college or the student body.

## Computer/Network Equipment Use Policy

Every State Center Community College District (SCCCD) student is permitted to use a District owned computer/network. As a condition of this use, each student agrees to:

- use the computer/network for educational purposes only and not for any commercial purpose or financial gain;
- use the computer and software in an ethical manner; this means he/she will respect the security of the District's computer system and will not illegally gain access to any network, hardware or software;

- not take or copy any copyrighted or patented software or any part of such software; further, he/she agrees not to install/uninstall any program or software, including shareware programs, on the computer;
- not use the electronic mail system for any illegal or illicit purpose, including solicitation; the District reserves the right to monitor all computer activities on its computers; the student agrees to abide by the rules of any other computer system that he/she may contact through the Internet;
- not transmit any communication in which the meaning of the message or its transmission or distribution would violate any applicable law or regulation or be offensive to the recipient or recipients; and
- not search, view or download pornographic material through any means.

It is understood that information, programs or data a student obtains from the Internet are used at his/her own risk. He/she is responsible for any damage caused by malicious programs, commonly known as viruses, received from the Internet.

Each student is expected to abide by the District's Acceptable Use Policy (<http://www.scccd.edu/terms-and-privacy.html>). The District is the sole determiner of the interpretation and application of the Acceptable Use Policy. It is understood that if a student violates any of the above rules, he/she is subject to removal from the computer facility as well as discipline as a student.

## Smoke Free Campus

Effective November 17, 2016, smoking and tobacco use shall not be permitted on any Madera Community College property. For the purposes of this policy, the following definitions shall apply: Tobacco Product means any form of tobacco, including but not limited to: cigarettes, cigars, cigarillos, pipes, water pipes (hookah), chew, inhalants, smokeless tobacco products and unregulated nicotine products (e.g., "e-cigarettes"). Smoking means any form of smoking, including but not limited to: cigarettes, cigars, cigarillos, mini-cigars, and hookah. E-Cigarette use or vaping means any form of electronic smoking or electronic nicotine delivery systems. FDA-approved nicotine patches and gum defined as cessation aids are not included in this category. Use of tobacco, smoking and/or e-cigarettes will not be permitted on any property of Madera Community College; this includes: campus buildings, residential facilities, outdoor structures, athletic facilities, parking structure, parking lots, surface lots, grounds areas, any areas previously identified as designated smoking areas, and in all Madera Community College owned, leased or rented vehicles. Exception: students, staff, faculty and visitors may smoke in their own personal vehicle with the windows rolled up on college property. The sale, advertising, promotion,

or distribution of tobacco products is also prohibited on all college owned or leased property. Each member of the Madera Community College community, including, students, faculty, staff, and volunteers, is responsible for observing and adhering to the smoke and tobacco free environment policy. State Center Community College District will support and assist efforts to stop smoking by providing literature, referrals to community cessation programs, and by sponsoring periodic campus smoking cessation programs. Tobacco products will not be sold on campus either through vending machines or campus establishments. Every student, faculty member, staff person, and visitor on campus is authorized to implement the District's smoke free environments policy and regulation.

## Drug- and Alcohol-Free Campus

Madera Community College is committed to maintaining a drug- and alcohol-free campus. To that end, the college prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances (as defined in Schedules I through V of the Controlled Substances Act (21U.S.C812) and as further defined by Regulations 21 CFR 1308.15 in the workplace). Behavior which violates this policy will be subject to disciplinary action in accordance with campus policies and regulations (BP 5410). Persons who seek information and/or resolution of alleged violations are directed to the Vice President of Student Services in the Student Services Building. (559) 638-0300, ext. 3217, or campus police, ext. 3330.

## Academic Freedom

### GENERAL PRINCIPLES

The State Center Community College District is unequivocally and unalterably committed to the principle of academic freedom in its true sense which includes freedom to study, freedom to learn and freedom to teach and provide educational professional services to students.

Academic freedom encompasses the right of an instructor to discuss pertinent subjects within his or her field of professional competency in the classroom, consistent with course objectives, and for counselors, librarians and other academic employees to provide appropriate student services within their fields of professional competency and consistent with sound educational principles.

Neither District officials nor outside individuals or groups may interfere with or censure an academic employee because of the employee's proper treatment of pertinent subjects, or provision of proper educational professional services to students is precluded by the principle of academic freedom.

Faculty must, however, accept the responsibility that accompanies academic freedom. The right to exercise any liberty implies a duty to use it responsibly. Academic freedom does not give faculty freedom to engage in indoctrination. Nor can faculty invoke the principle of academic freedom to justify non-professional conduct.

An essential point that pertains to academic freedom and that must be considered in relation to subject matter or to professional services to the student is the criterion of suitability. The subject matter, material to be studied, or educational professional services to the student must contribute to the attainment of course objectives or achievement of an educational principle.

The special interests of faculty or the opinion of a person or persons in a class should not supersede the right of other students to be protected against irrelevant or obscene materials or presentations.

### TEXTBOOK SELECTION

Each campus shall develop a procedure for the selection of textbooks that recognizes the basic right and duty of the faculty to be the primary agent in the process. Since students in most instances must purchase books, the procedure should take cognizance of the financial consideration that may be imposed upon the student.

### PUBLIC FORUMS

In keeping with the philosophy of intellectual freedom and the responsibility of the Community College District for services to its community, public forums presenting speakers with varying points of view may be offered to the local community as part of the educational program.

All proposals for special programs and projects, involving requests for financial assistance from outside funding sources such as governmental agencies, foundations or special organizations, shall be presented to the Board of Trustees for approval prior to the submission of a formal application to such outside groups.

## Academic Dishonesty

Students at Madera Community College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

## CHEATING

Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

## PLAGIARISM

Plagiarism is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights. Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

## Authority and Disciplinary Actions

Instructors shall be in charge of their classes and students are under obligation to respect the authority of each instructor.

Madera Community College seeks to develop responsible, democratic citizenship among the students enrolled. Students are responsible for their conduct. Failure to adhere to the college's standards will result in disciplinary action. The college reserves the right to exclude at any time a student who violates student conduct standards and/or is not taking proper advantage of the opportunities offered. (See Student Right to Know on page 10).

Madera Community College reserves the right to exclude at any time a student who, in the judgment of the administration, is not taking proper advantage of the opportunities offered.

## Student Rights

Student rights are protected by federal and state laws, and by policies established by the trustees of the State Center Community College District. It is therefore essential for the protection of students' rights that procedures be established and followed which would identify violations of student conduct standards and the resolutions of such violations. Students have a right to an oral or written notice (reasons for disciplinary action), an opportunity for a review, and a decision given orally or in writing. For more information contact the Vice President of Student Services' office. (Board Policy 5520, Administrative Regulation 5520)

## Removal from Class by Instructor

Madera Community College's Student Code of Conduct Policy (Board Policy 5520 and Educational Code 76032) authorizes an instructor to remove a disruptive student from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Vice President of Student Services. During the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the instructor of the class.

## Grievance Policy for Students

Any complaint concerning an alleged unauthorized or unjustified actor decision by any staff member which adversely affects the grades, status, rights, or privileges of a student is the concern of the Madera Community College administration.

A student should see the following people if the concern is an academic matter:

1. Instructor
2. Dean of Instruction
3. Vice President of Learning and Student Success
4. Petition Academic Standards Committee (obtain petition form from Admissions and Records)

A student should see the following people if the concern is a non-academic matter:

- If it involves an administrator - immediate supervisor
- If it involves certificated/classified staff immediate supervisor
- If it involves another student - Vice President of Learning and Student Success

If the student's concern(s) remain unresolved, the student may submit the grievance in writing.

Grievances regarding non-academic matters are submitted to the Title IX Officer/Section 504/ADA Coordinator at Madera Community College or Madera Community College at Oakhurst.

At Madera Community College, grievance forms may be obtained at the Vice President of Learning and Student Success office in the Administration Building (559) 675-4800.

Individuals seeking information and/or resolution of alleged acts of discrimination are directed to contact the Madera Community College Vice President of Learning and Student Success at (559) 675-4800.

## Rights and Responsibilities

### OPEN ENROLLMENT

It is the policy of this district that, unless specifically exempted by statute or regulation, every course, section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Subchapter 1, Chapter 6, Division 6, Title 5 of the California Code of Regulations, commencing with Section 55000.

### STUDENT ENROLLMENT RESPONSIBILITIES

It is the responsibility of all students to be aware of and observe all college policies regarding class enrollment and attendance, including dropping classes.

## Parking Regulations

Student vehicles must display a SCCCD parking permit to park in campus parking lots.

Students are expected to observe parking regulations with regard to red no-parking zones, private driveways, double parking, handicapped zones, restricted lots, etc., and are reminded that parking in these areas could result in a citation or the vehicle being towed away at the student's expense.

The State Center Community College District Police Department will strictly enforce these regulations. Students are advised to arrive early enough for their first class to allow time for them to obtain a parking space, which may be some distance from the classroom, and to arrive in the classroom on time.

Students may pick up a copy of the complete parking regulations at Campus Police, Monday - Friday between 7:00 a.m. and 4:00 p.m. or their website at [scccdpolice.com/parking-and-traffic-policy](http://scccdpolice.com/parking-and-traffic-policy).

## Equal Employment Opportunity

### BOARD POLICY #3420

The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized and to ensure that all qualified applicants for employment and all employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of a protected class.

The District strives to achieve a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds and agrees that a focus on diversity, and equity-mindedness in the academic and workplace environments fosters cultural awareness, mutual understanding and respect, free expression of ideas, suitable role models for students, and promotes social justice, civility, and non-violence.

To this end, the Board commits itself to support a continuing Equal Employment Opportunity Plan that shall be developed by the Chancellor for review and adoption by the Board.

The Equal Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that comply with federal and state laws, and with the Education Code and Title 5 requirements, as from time to time modified or clarified by judicial interpretation.

## Statement of Nondiscriminatory

### Policy and Obligations

#### NON-DISCRIMINATION STATEMENT

The State Center Community College District does not discriminate nor harass on the basis of race, color, national origin, gender, sexual orientation, disability, or age in any of its policies, procedures, or practices, nor does it tolerate sexual harassment, in compliance with the Americans with Disabilities Act of 1991, Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education.

Inquiries regarding the equal opportunity policies, the filing of complaints, or to request a copy of the complaint procedures covering discrimination complaints at Madera Community College may be directed to: Vice President of Learning and Student Success and Title IX Officer/Section 504/ADA Coordinator, in the Administration Building, (559) 675-4800.



The college recognizes its obligation to provide overall program accessibility throughout Madera Community College for handicapped persons. Contact the Madera Community College Section 504 and ADA Coordinator, at (559) 675-4800 to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

The lack of English language skills will not be a barrier to admission and participation in the college's vocational education programs.

Inquiries regarding Federal laws and regulations about nondiscrimination in education or the District's compliance with those provisions may also be directed to the Office for Civil Rights, U.S. Department of Education, 221 Main Street, Suite 1020, San Francisco, CA 94105.

### **DECLARACIÓN: PÓLIZA CONTRA LA DISCRIMINACIÓN Y LAS OBLIGACIONES**

El Distrito State Center Community College (Madera Community College Center) no discrimina ni acosar por razones de raza, color, nacionalidad, género, orientación sexual, inhabilidad, o edad, en ninguno de sus reglamentos, procedimientos, o acciones, de acuerdo con los siguientes códigos: el Artículo VI del Código de Derechos Civiles (Civil Rights Act) de 1964, el cual prohíbe la discriminación por razones de raza, origen, o nacionalidad y color; el Artículo IX de las Enmiendas al Código Educativo (Education Amendments) del año 1972 (género); la sección 504 del Código de Rehabilitación de 1973 (inhabilidad); y el Código Antidiscriminatorio de 1975 (edad); y tampoco tolera ninguna acción asociada con el acoso sexual (sexual harassment), cumplimiento del Código que cubre a los Americanos Inhabilitados de 1991 (Americans with Disabilities Act of 1991). Dichos reglamentos y leyes abarcan y rigen todos los programas y actividades de Madera Community College, incluyendo el Programa de Educación Vocacional (Vocational Education), e incluyen el derecho de no ser discriminado en ninguno de los programas y actividades del colegio, y ser tratado en una forma igual y equitativa.

Las preguntas al respecto a la oportunidad igual, las quejas, o solicitar una copia de las reglas para hacer una queja de discriminación contra Madera Community College se (559) 675-4800. El vice-presidente se encuentra en la oficina de los servicios del estudiante de Madera Community College localizado.

El Colegio de Madera Community College acepta y reconoce la obligación que tiene con las personas inhabilitadas (handicapped) de proveerles y facilitarles el acceso a todos sus programas y actividades. Para mayor información al respecto, comuníquese con el Coordinador de la Sección 504 quien le informará sobre la ubicación de los diversos servicios y actividades, así como sobre los lugares accesibles y disponibles para los inhabilitados.

La falta de conocimiento del idioma inglés no es un obstáculo para ser admitido a los programas técnicos y vocacionales del Madera Community College.

Puede obtener más información sobre las leyes y reglamentos antidiscriminatorios, dirigiéndose a la Oficina de Derechos Civiles: (Office for Civil Rights), U.S. Department of Education, 221 Main Street, Suite 1020, San Francisco, CA 94105.

### **TSAB CAI TSIS PUB MUAJ KEV NTXUB-NTXAUG THIAB TEJ UAS YUAV TSUM TAU UA**

Reedley College yuav tsis pub muaj kev ntub ntxaug rau tej kev sib txawv ntawm haiv neeg, ntawm nqaij-tawv, tuaj txawv tej chaws tuaj, poj-niam, txiv-neej, neeg xiam oob khab, laus-hluas, los yog qhov kev xaiv ntawm tej kev nkauj nraug li cas nyob rau hauv nws txoj cai, kev khiav dej-num, los yog kev coj, kom raws li txoj cai Title VI ntawm Civil Rights Act ntawm 1964 (uas hais txog ntawm haiv neeg, nqaij-tawv, thiab tuaj txawv teb chaws tuaj), Title IX ntawm qhov Education Amendments ntawm xyoo 1972 (hais txog poj niam-txiv neej), Section 504 ntawm Rehabilitation Act ntawm xyoo 1973 (hais txog neeg xiam oob khab), qhov Americans with Disability Act thiab qhov Age Discrimination Act ntawm xyoo 1975 (hais txog laus-hluas), thiab Xeev California Txoj Cai. Tsab cai tsis pub muaj kev ntub-ntxaug no muaj vaj-huam sib luag thiab ncaj ncees rau kev tuaj nkag kawm ntawv thiab kev ua hauj-lwm nyob hauv college tej programs thiab lwm yam rau txhua tus, nrog rau kev kawm hauj lwm nyob hauv tsev kawm ntawv. Yog xav paub txog txoj cai vaj-huam sib luag no, muaj kev tsis txaus siab los sis xav tau ib daim ntawv qhia txog txoj cai ntawm kev tawm suab txog tej kev tsis txaus siab thaum raug neeg ntub ntxaug ntawd no, mus cuag tau rau: Madera Community College Center Vice President of Learning and Student Success, at (559) 675-4800, located in the Madera Community College Administration Building.

Lub tsev kawm ntawv paub txog nws lub luag dej num hais tias yuav tsum tau muaj program nyob thoob plaws hauv tsev kawm ntawv rau cov neeg xiam oob khab Hurau, Madera Community College Vice President of Learning and Student Success, rau tej kev pab thiab tej chaw pab, uas muaj rau cov neeg xiam oob khab.

Tus ho tsis paub lus As-kiv zoo los yeej tsis muaj teeb meem li cas rau nws tuaj mus kawm ntawv thiab kawm hauj lwm nyob rau hauv tsev kawm ntawv nqib siab no li.

Yog xav paub txog Tsoom Fwv tej cai tswj txog qhov tsis pub muaj kev ntub-ntxaug nyob rau hauv tej tsev kawm ntawv los yog saib lub District ntawd puas ua raws li txoj cai, mus cuag tau rau: Office for Civil Rights, U.S. Department of Education, 221 Main Street, Suite 1020, San Francisco, CA 94105.

## Family Education Rights and Privacy Act (California State and Federal Legislation)

The Family Education Rights and Privacy Act (FERPA) outlines certain rights students have concerning access to and release of their educational records. Copies of District Administration Regulations implementing this act may be obtained from the Admissions and Records Office. Each student is encouraged to obtain a copy.

The act ensures that the students will have access to their educational records and that the college will not release their records to anyone, including any parents, who is not designated by the student to receive them, except as provided by the law itself.

The law authorizes the release of directory information in the absence of student objection. Directory information includes: name, address, date and place of birth, major field of study, current class schedule, participation in activities, dates of attendance, degrees and awards received, and last institution attended. Objection, if any, to the release of this information may be made at the time the student applies for admission or at registration (see Application for Admission p.4, item #31).

## Sexual Harassment Policy

It is the policy of the governing board that the State Center Community College District shall maintain a working and learning environment free from sexual harassment of its students, employees, and those who apply for student or employee status. All students and employees should be aware that Madera Community College and the State Center Community College District are concerned and will take action to eliminate sexual harassment. Sexual harassment is conduct subject to disciplinary action.

Harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Act, which is enforced by the Equal Employment Opportunity Commission. Sexual harassment is included among legal prohibitions against discrimination. Title IX of the Educational Amendments of 1972 also establishes sexual harassment as discriminatory and unlawful.

Sexual harassment includes such behavior as sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student, or applicant when one or more of the following circumstances are present:

1. Submission to or toleration of the conduct is an explicit or implicit term or condition of employment, appointment, admission or academic evaluation.
2. Submission to or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation affecting an individual.
3. The conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive, or otherwise adverse working environment.
4. The conduct has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive, or otherwise adverse learning environment, or adversely affecting any student.

In determining whether conduct constitutes sexual harassment, the circumstances surrounding the conduct will be considered.

Persons who seek information and/or resolution of alleged acts of sexual harassment are directed to contact the Vice President of Learning and Student Success and Madera Community College Title IX Officer and Section 504/ADA Coordinator at 30277 Avenue 12, Madera, CA, 93638, (559) 675-4800.

## Change of Address or Telephone Number

Students who have a change of address or telephone number are required to officially notify the college by clicking "Update Address, Telephone" on WebAdvisor or by submitting an "Address Change" form at [www.maderacollege.edu](http://www.maderacollege.edu).

## Social Security

Students receiving benefits from Social Security must be enrolled as full-time students (12 units for regular semester and 4 units for summer session). Students who drop below the required number of units must notify the Social Security Office; payments will cease as of the month reported.

## Other Policies

Additional policies are included in the State Center Community College District policy manual. Manuals are on file and may be consulted in the Madera Community College Library, and the offices of the President, the Vice President of Learning and Student Success, and the Vice President of Administrative Services.

# Student Support Services

## Academic Success Centers

The Academic Success Centers (ASC) consists of three learning-focused spaces where peer-facilitated academic engagement is available for all students to study, collaborate, and learn in a social and fun environment.

### Operating Hours (all locations)

Monday: 10:00 a.m. - 7:00 p.m.

Tuesday: 10:00 a.m. - 7:00 p.m.

Wednesday: 10:00 a.m. - 7:00 p.m.

Thursday: 10:00 a.m. - 7:00 p.m.

Friday: 10:00 a.m. - 7:00 p.m.

Saturday: 10:00 a.m. - 2:00 p.m. – all subject-tutoring is in the Reading and Writing Center

### Coordinators:

Academic Success Centers Coordinator: Ray Sanchez

Reading & Writing Center Coordinator: Emily Basiletti

ETC Learning Center Coordinator: Rocio Solis

## ETC LEARNING CENTER

Located in room AV2-204

The Learning Center is the home of Madera Community College's Extending the Classroom (ETC) program, where Leaders are embedded in select courses across the curriculum and facilitate drop-in and dedicated sessions outside of class, bridging the classroom experience with facilitated group study. In addition to helping the instructor in the classroom, the ETC Leaders hold group-based tutorial sessions before or after the class and also hold drop-in tutorial sessions for their students throughout the week. Our Leaders also provide online tutorial sessions for our students. The Learning Center has whiteboards, textbooks, special study areas, and computers available for our students to use during a tutorial session or to study independently. A staff of qualified and trained peer tutors is ready to help students strengthen subject matter knowledge and develop skills that lead to resourceful, life-long learning. For more information, stop by or call (559) 675-4846.

## STEM CENTER

Located in room AV2-204

The STEM Center offers specialized drop-in tutoring to Madera Community College students who are enrolled in courses related to science, technology, engineering or math. Students have access to whiteboards, desktops, calculators and select textbooks while using the STEM Center. We also offer free printing in STEM to our students and access to math instructors, whose offices are located in the same building. It also offers workshops on specific math topics throughout the semester to reinforce what students learn in the classroom. The STEM Center is a great place to learn, study, and get the help needed for success for math or science. For more information, stop by or call (559) 675-4846.

## READING & WRITING CENTER

Located in room AV2-204

The Reading and Writing Center offers 50-minute one-on-one appointments to help students through every part of the writing process, welcoming students and their writing assignments from across the curriculum at Madera Community College. It also houses drop-in tutoring for ESL students, has laptops available for student use, offers online feedback for drafts, and hosts periodic workshops throughout the semester to help student writers. We welcome reading and writing assignments from any academic subject and look forward to helping build each MCC student's success. Students are encouraged to call ahead and schedule appointments at (559) 675-4846.

## Bookstore

The Madera Community College Bookstore is operated for the convenience of students. The store carries student textbooks, supplies and other articles of interest to the college community. Business hours for the Madera Community College are Monday through Thursday, 7:45 a.m. to 5:00 p.m., Friday 7:45 a.m. to 1:00 p.m.

## RETURN POLICY

Course Materials Textbooks in saleable condition may be refunded with receipt within 7 calendar days from the start of classes, within 2 days purchase thereafter. Textbooks purchased during the last week of classes or during exam weeks are not eligible for return but may be sold back under the book buyback policy. Text sets must be unopened with all enclosures (codes, disks, etc) included. Any software included with the textbooks must be unopened. Digital textbooks are returnable if the code/password have not been accessed online. Law and Nursing review material and study guides are not returnable. Delivery fee for digital materials are non-refundable. General Merchandise All other general merchandise items in saleable condition may be refunded or exchanged within 30 days of purchase. Gift cards are not returnable Computers, Software, and Electronics Opened software packages, dvds and electronics are not returnable. Unopened software can be returned within 14 days of purchase with original receipt. Defective software is returnable within 5 days of purchase for an exchange of the same product only. NO REFUNDS ON HARDWARE. Defective hardware products will be replaced or repaired in accordance with the manufacturer's warranty.

## Business Services Office

The Business Services Office is responsible for collecting and disbursing money on the Madera Community College campus. This includes collecting fees for parking permits, registration fees, ASB card, and the disbursement of financial aid and payroll checks. The Business Services Office is located in the Administration Building. For more information, call (559) 675-4800.

## Cafeteria

The campus cafeteria provides appetizing food in pleasant surroundings to staff and students. Meals and snacks are available throughout the day. During the fall and spring semesters the cafeteria is open 7 a.m. to 4 p.m. Monday through Thursday, and Fridays 7 a.m. to 1 p.m. Summer hours will vary. For further information, call (559) 675-4800.

## CalWORKs

The California Work Opportunities & Responsibility to Kids (CalWORKs) Program at Madera Community College and Madera Community College at Oakhurst is designed to assist students with children who receive public assistance while they earn a certificate or associate degree and/or prepare to transfer, as they develop necessary vocational skills to become gainfully employed and financially self-sufficient.

We support student succeed in achieving their educational goals by providing the following services:

- Academic & Personal Counseling & Advising
- Assistance with Registration & Financial Aid
- Assistance with Purchasing required Books & Supplies
- Funds for Childcare & Transportation Costs
- Work Study (Earn while you learn!)
- Life Skills classes (COUN 281, 282, & 283)
- Personal and Professional Development Workshops
- Priority Registration
- Referrals to on and off campus services

For more information, contact the CalWORKs Office at (559) 675-4840.

## Career, Transfer and Employment Center

### TRANSFER SERVICES

The Career, Transfer and Employment Center assists students with the transfer process from Madera Community College to a baccalaureate (bachelor) level college or university. The Center provides a variety of informational resources for students about the 9 Universities of California (UC), 23 California State Universities (CSU), and provides information on private and out-of-state colleges and universities. A Transfer Counselor is also available to assist in developing a Student Educational Plan (SEP) for transfer.

### CAREER SERVICES

The Career, Transfer and Employment Center offers information on occupations and provides assistance with career planning. Trained staff are available to provide guidance and direction in the use of career assessments, individualized career counseling and workshops.

### STUDENT EMPLOYMENT SERVICES

The Career, Transfer and Employment Center provides services to all Madera Community College students and alumni. Services include an online job board (<https://www.collegecentral.com/reedleycollege>), job preparation workshops, individual appointments, mock interviews, job search resources, and an annual Internship & Volunteer Info Fair. Posted jobs include on-campus student employment and federal work-study positions as well as off-campus positions that include part-time, full-time, temporary, intern, and volunteer positions. Interested employers can also contact our staff to post and promote job opportunities within the campus.

The Madera Community College Career, Transfer & Employment Center is located in the Administration Building (AM), Room 141. For more information, call (559) 675-4882.

## Child Development Center

### MADERA COMMUNITY COLLEGE

The Child Development Center and Lab School is a teacher training and demonstration center that provides an opportunity for college Child Development students to plan, prepare, and teach in a classroom under the supervision of Early Childhood Education Specialists and Child Development instructors while providing care for preschool aged children of students, staff, faculty and the community. The Madera Community College Child Development Center and Lab School is a nationally accredited program (NAEYC) offering a developmentally appropriate learning environment with a small class size, ideal adult to child ratios, and reasonable tuition.

The Child Development Center Lab School offers care for children 2.5 to 5 years of age who are competent in toileting. Hours of operation are Monday through Thursday 8:00 a.m. to 4:00 p.m. and Friday 8:00 a.m. to 12:00 p.m. There are both full-day and half-day schedule options available. The Lab School follows the campus calendar and observes all campus holidays. Current students have enrollment priority, followed by staff and faculty. Enrollment is ongoing based on availability. A waitlist is established for families wishing to enroll a child when the program is at capacity. Applications for enrollment are available at the Child Development Center and online on the Madera Community College website. For additional information regarding enrollment, tuition, schedule options, or to submit an application you may contact the Program Coordinator at (559) 975-4845 or the Child Development Center at (559) 675-4808.

## College Police

The State Center Community College District maintains a college police department for the protection and safety of all people and property of the college district. All campus officers are certified by the California Peace Officer Standards and Training Commission and have the same powers and restrictions as any other law enforcement officer.

Furthermore, the SCCC District Police Department will investigate any incidents that may hinder or obstruct the educational and administrative process of the college. To report suspicious activities or ask for police assistance, call the Campus Police at (559) 675-4800.

## Counseling and Advising Department

Comprehensive career, academic, and vocational counseling and advising services are available to all Madera Community College students at all counseling sites; these include the Main Counseling Center and the Special Programs Counseling Center on the Madera campus and Oakhurst campus counseling office.

The college is committed to supporting and promoting a positive college experience, by providing programs and services that meet students' individual needs. The intention of the counseling department is to empower every student to explore, select, and remain on track towards meeting their educational goal. All students have access to career exploration, personal interests and abilities evaluation, individualized support for adjusting to college life and resolving personal issues that may affect their success. Counselors assist students to explore and select courses and programs of study that will lead to completion of certificate, associate degree, and university transfer and/or vocational and employment outcomes along with the development of an individualized Student Education Plan.

Counselors are available by appointment or on a walk-in basis. For additional information or to schedule an appointment, call (559) 675-4800 for Madera Community College (559) 683-3940 for Madera Community College at Oakhurst

## Disabled Students Programs and Services (DSP&S)

Disabled Students Programs and Services provide specialized counseling, support services, and resources to students with temporary or permanent disabilities. Regular hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Disabled Students Programs and Services is located in the Administration Building in room AM 176. Handicapped parking is available in the parking lot in front of the Administration Building. For more information about services at Madera Community College or Madera Community College at Oakhurst, contact Disabled Students Programs and Services at (559) 675-4864.

### LEARNING DISABILITY SERVICES

If you have a learning disability or suspect that you might have one, contact Disabled Students Programs and Services for more information about what services are available to help you. Contact Disabled Students Programs and Services at (559) 675-4864.

### HIGH TECH CENTER

Adapted computer equipment is available in the High Tech Center located in the Administration Building, room AM 133. Training, assistance, and resource information in the use of adaptive computer technology and assistive software programs for students with disabilities are available. For more information, contact Disabled Students Programs and Services at (559) 675-4897.

**DEVELOPMENTAL SERVICES CLASSES**

Disabled Students Programs and Services (DSP&S) at Madera Community College offers a wide range of classes developed specifically for the student with a disability. These courses are offered for non-degree applicable credit under Developmental Services. See the Course Descriptions for a listing of courses or a DSP&S counselor for information on current offerings.

**TRANSITION TO COLLEGE PROGRAM**

DSP&S Transition to College Program is composed of counseling services and a unit course (DEVSER 240). DEVSER 240 is a one-unit course designed to assist students with disabilities during their initial semester in a community college and navigation of the State Center Community College District campuses, resource and accommodations available for students with disabilities.

**Extended Opportunity Programs and Services (EOPS)**

The Madera Community College EOPS programs is a program administered within the Student Services division. EOPS is a state funded "categorical" program that provides comprehensive support services to first generation college students who come from low-income and educationally disadvantaged backgrounds. "Over and Above" services are directed at students affected by language, social, and economic inequities; and have historically been underrepresented in institutions of higher learning. The primary objective is to assist, guide, and support eligible full-time students in the pursuit of their educational goals. Specifically, to complete a certificate, associate degree program, and/or transfer to a four-year university.

**STUDENT SUPPORT SERVICES PROGRAM (SSS)**

Student Support Services (SSS) is 100% federally funded TRIO Program. This program is designed to provide enrichment services that will help alleviate barriers that first generation, low-income, and/or students with a disability often face. This program provides academic support and guidance to help Madera Community College students meet their goals of obtaining a Certificate, AA/AS degree, AA-T/AS-T degree and/or transfer to a four-year university. Through comprehensive academic counseling, the SSS program works to increase the retention and transfer rates of participating students. Program services include, but are not limited to: priority registration, comprehensive academic and transfer counseling, career exploration and planning, university campus tours, financial literacy, scholarship assistance and grant aid. For more information, contact Student Support Services at (559) 675-4141.

**DREAM RESOURCE CENTER**

Location: R2-A

Phone: 559-675-4869

The Dream Resource Center is committed to providing undocumented students with a welcoming and supportive environment. We will ensure access through academic counseling, workshops, fieldtrips to CSU's & UC campuses and outreach to campus as well as to community resources.

**NEXTUP PROGRAM**

The NextUp Program is a supplemental component of the EOPS program designed to increase the enrollment, retention, and transfer of foster youth attending college. The NextUp Program assists current and former foster youth transition into a higher education setting. Madera Community College is committed to providing these students with comprehensive support services that will support and contribute to a positive learning experience. The goal is to provide students with a sense of community on campus, along with providing access to college programs and resources that can lead to degree attainment and transfer to four-year universities. The NextUp Program expands on the services provided by EOPS to provide foster youth with an enhanced level of academic support and financial aid.

**COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)**

The CARE program is a supplemental component of EOPS and provides educational support services for students who are the single head of household and are receiving "cash aid" through the county Temporary Assistance for Needy Families (TANF) program. Students must first meet EOPS program eligibility requirements and be enrolled as a full-time student prior to participating in the CARE program. Student participants are eligible to receive EOPS support services with additional services exclusive of typical services provided. This includes intrusive counseling services and allowances for educationally related expenditures to assist them in completing their educational goals.

The Madera Community College EOPS/NextUp/CARE office is located in building R2A. Office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. For more information, please contact (559) 675-4142.

**Financial Aid**

The Financial Aid Office is committed to assisting students who might otherwise be unable to continue their education because of limited financial resources. Madera Community College provides financial assistance through scholarships, grants, job opportunities, and loans.

## FINANCIAL AID AND SCHOLARSHIPS

The following programs are available to qualified students:

- Federal Pell Grants
- Federal Work Study
- Federal Supplemental Educational Opportunity Grants
- Student Success Completion Grants
- Federal Direct Student Loans
- Federal Direct Plus Loans
- California College Promise Grants (CCPG)
- Free College Promise Grants
- Cal Grants
- Extended Opportunity Program and Services (EOPS)
- Bureau of Indian Affairs Scholarships
- Other Institutional and Noninstitutional Scholarships
- Student Support Service Grants

To apply for financial aid applicants must complete the Free Application for Federal Student Aid (FAFSA), or the California Dream Act Application (CADAA). Either of these applications can be used to determine a student's eligibility for the California College Promise Grant (CCPG) or the Free College Promise Program. To complete your FAFSA, go to [www.fafsa.gov](http://www.fafsa.gov). To complete a California Dream Act application, go to <https://dream.csac.ca.gov>. The FAFSA or CADAA must be completed annually and are available October 1st for the following academic year. The priority filing deadline and Cal Grant deadline is March 2. Students who file their application by this date and submit all requested documents by June will be considered first in the award process.

## RETURN OF TITLE IV FINANCIAL AID FUNDS

Students who drop/withdraw from all of their classes prior to the 60% point of the semester or receive all unsatisfactory grades ("F", "NP", "I", "EW", "W") will be reviewed by the Financial Aid Office to determine if all or a portion of their aid must be repaid for that semester.

## SATISFACTORY PROGRESS FOR FINANCIAL AID

To be eligible to receive federal and state financial aid, students must be enrolled in an eligible program for the purpose of completing an AA/AS/AA-T/AS-T degree, or an approved certificate program.

Students must maintain a minimum cumulative grade point average (GPA) of 2.0 and complete at least 67 percent of their units attempted. Students may not continue to participate in financial aid programs after they have attempted 90 units (excluding up to 30 remedial units and ESL units).

Students who received less than the minimum GPA requirement or fail to complete at least 67 percent of the cumulative units attempted, will lose their financial aid eligibility until they reestablish satisfactory progress. Financial Aid Progress standards are separate and apart from the institutional academic satisfactory progress standards.

Students may submit a written appeal to the Financial Aid Office to continue their financial aid eligibility. The Financial Aid Appeals Committee reviews all appeals. Appeals requires a Student Education Plan (SEP) signed by the counselor and an explanation of why the minimum requirements were not met. You can view the SAP policy on our website <http://www.maderacollege.edu/financialaid>.

## SUMMER FINANCIAL AID

Summer financial aid, including Pell Grants, is available to eligible students. As the summer sessions cross over two financial aid years, all students should apply for financial aid for current 2020-21 academic year as well as the upcoming 2021-2022 academic year. The Financial Aid Office will determine from which year your aid will be processed.

## ACADEMIC PROGRESS STANDARDS FOR THE CALIFORNIA COLLEGE PROMISE GRANT (CCPG) PROGRAM

Students qualifying for the California College Promise Grant (CCPG) Program must meet minimum academic and progress standards adopted by the Board of Governors.

- Loss of Fee Waiver will occur if a student has two consecutive primary terms (fall and spring) of not meeting cumulative Academic (2.0 GPA or above) or Progress standards (more than 50% Completion Rate).
- Students will be notified of loss of the Fee Waiver within 30 days of the end of the term.
- Students will have the right to appeal the loss of the Fee Waiver along with Priority Enrollment.
- Students will have their CCPG/Enrollment Priority reinstated if they:
  - Meet minimum Academic/Progress Standards
  - Successfully Appeal
  - Sit out two consecutive primary terms

## AYUDA FINANCIERA

La oficina de ayuda financie a está comprometida a brindar asistencia a estudiantes que sin dicha ayuda serían incapaces de continuar su educación superior a causa de recursos económicos limitados. Madera Communtiy College prove ayuda financier al mayor número de estudiantes posible a través de becas, préstamos y oportunidades de trabajo.

### AYUDA FINANCIERA Y BECAS

Los siguientes programas están disponibles a los estudiantes que califiquen:

- Beca Federal Pell
- Programa Federal de trabajo y estudio
- Beca Suplementaria Federal para la Oportunidad Educacional
- Préstamo Federal para Estudiantes
- Asistencia de Colegiatura
- Beca Cal (Cal Grant) de California o Promesa para colegios de California
- Programas y Servicios de Oportunidad Extendidos (EOPS)
- Departamento de Becas en Asuntos Indios
- Otras becas Institucionales y no- Institucionales
- Servicio Substantivo de apoyo para Estudiantes
- Beca estudiantil de finalización exitosa

Para solicitar ayuda financiera, los aplicantes deben completar la solicitud gratuita para ayuda estudiantil Federal (FAFSA), o la aplicación Dream Act de California (CADAA). Cualquiera de estas solicitudes puede ser utilizada para determinar si un estudiante es elegible para la beca de colegiatura "Promesa para los colegios de California" (CCPG) o para el programa "Promesa de Colegio Gratuito". Para completar su solicitud FAFSA, diríjase a la página [www.FAFSA.gov](http://www.FAFSA.gov). Para completar la solicitud Dream Act de California, diríjase a <https://dream.csac.ca.gov>. La solicitud FAFSA o CADAA debe ser completada anualmente y está disponible a partir del primero de octubre para el año escolar siguiente. La fecha límite para prioridad y la fecha límite para las becas cal (cal grant) es el 2 de Marzo. Los estudiantes que envíen sus solicitudes antes de esta fecha y entreguen todos los documentos que se les pidan antes de Junio serán considerados primero cuando se comiencen a premiar las becas.

### REEMBOLSO DE AYUDA FINANCIERA FEDERAL A CAUSA DE DESERCIÓN TOTAL

Si un estudiante decide retirarse de todas sus clases antes de concluir al menos el 60% del semestre, el estado de su ayuda financier será recalculado por la oficina correspondiente para determinar si la ayuda financier recibida debe ser reembolsada al gobierno federal de manera total o parcial.

### AVANCE SATISFACTORIO DE LA AYUDA FINANCIERA

Para ser elegible para recibir ayuda financiera federal y estatal, estudiantes tienen que estar matriculados en un programa elegible, un AA/AS/AA-T/AS-T certificado.

Estudiantes deben mantener un promedio acumulado mínimo (GPA) de 2.0 y completar al menos el 67 por ciento de unidades. Estudiantes no pueden continuar recibiendo en programas de ayuda financiera después de que han intentado 90 unidades (excluyendo hasta 30 unidades correctivas y ESL). Los estudiantes que recibieron menos que el requisito mínimo de GPA o fallan en completar al menos el 67 por ciento de las unidades intentadas, perderá su elegibilidad de ayuda financiera hasta restablecer el progreso satisfactorio.

Normas de progreso de ayuda financiera están separadas y aparte de las normas de progreso académico institucional debido a las regulaciones federales. Los estudiantes que están a prueba de progreso de ayuda financiera no son elegibles para solicitar un préstamo, incluso si son aún elegibles para recibir asistencia de becas.

Si los estudiantes tuvieron una situación que les impidió cumplir el año con buen rendimiento académico los estudiantes pueden presentar una apelación por escrito a la oficina de ayuda financiera. El comité de apelación revisa todas las apelaciones. Las apelaciones requieren un Plan de Educación para el Estudiante (SEP) firmado por el consejero y una explicación de por qué no se cumplieron los requisitos mínimos. Dependiendo de la información que se haya proporcionado, el comité determinará si se re-integrará para recibir ayuda financiera.

## Health Services

Health Services provides care to enrolled students and is supported by the health fee. Services include treatment of illness and injury, health education and preventative services, as well as referral to a variety of local health care providers. We also provide student accident insurance for injuries occurring during school activities. Students with a chronic medical condition can make an appointment with the campus nurse to develop a Health Action Plan in case of an emergency on campus. The influenza vaccine is offered to all registered student during the flu season. TB Risk Assessments and Tuberculin skin testing is given in the health services office, and appointments are encouraged. Hearing and vision tests are available with an appointment. All services are covered by the health fee. Visit the Health Services office in room AV1-105. Call (559) 675-4814 or email [shelley.renberg@maderacollege.edu](mailto:shelley.renberg@maderacollege.edu) or [healthservices@maderacollege.edu](mailto:healthservices@maderacollege.edu) for more information.



## PSYCHOLOGICAL SERVICES

Free confidential counseling is offered through Psychological Services. The goal of Psychological Services is to assist students who experience interpersonal or personal difficulties during their college stay so they can remain effective in their educational pursuit. Psychological Services through SCCC is staffed by licensed clinical psychologist with the assistance of psychological postdoctoral fellows, pre-doctoral interns, and trainees. Psychological counseling is available for a variety of problems, including issues stemming from:

- Adjustment to college life
- Depression and anxiety
- Relationships and communications skills
- Stress and anger management
- Mental illness
- Substance abuse
- Eating disorders

Psychological Services also provides crisis intervention, faculty consultation, and psychological testing/assessment. Located in the (AV1) Academic Village One, appointments can be made by calling (559) 675-4800 ext 4854.

## Library - Learning Resources Center MADERA COMMUNITY COLLEGE

The Madera Community College Library is located in AM-185 and offers a wide variety of resources and services to students, faculty and staff. Seventy-three computers in the library and its computer lab are available for research activity and have the full suite of Microsoft Office programs installed. Library materials are available in a variety of formats. The library houses over 12,000 print books organized according to the Library of Congress classification system. There is a DVD collection of more than 800 items containing informational, literary and dramatic films as well as an audio book collection of more than 200 fiction and nonfiction works. More than 50 research databases provide access to reference sources, articles from academic journals, magazines and newspapers, literary criticism, images, and more. The databases and E-book collection are accessible on and off campus, as is the library's online catalog which allows students and staff to locate and request print and media items from all our district libraries. Printers and a copy machine offer black and white printing at 10¢ per page, and color printing at 25¢ per page with a library copy card.

## Lost and Found

A lost and found department is maintained by the Switchboard, located in the the Academic Village One building in the Academic Offices.

## Other

### STUDENT INSURANCE

All students are provided with an accident insurance policy that covers them while on campus. HEALTH INSURANCE IS MANDATORY FOR ALL INTERNATIONAL STUDENTS. Students participating in intercollegiate competition are covered by a special college-paid athletic insurance plan for athletic related injuries.

## Office of Marketing and Communications

The Madera Community College (MCC) and Madera Community College at Oakhurst Office of Marketing and Communications provides on- and off-campus public relations, marketing and promotion for the college including all advertising, media relations, and social media posts. Brochures, Board of Trustees reports, class schedules, the college catalog, press releases, videos, and the college website are all produced by the Office of Marketing and Communications. The Office also reviews all publications produced by other Madera and Oakhurst campus offices prior to on- or off-campus printing.

### PHOTO AND VIDEOTAPE POLICY

Madera Community College and Madera Community College at Oakhurst take photos of and videotapes students throughout the year. These images often include students in classrooms, study areas, etc. Madera Community College reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at Madera Community College do so with the understanding that these photographs might include them and might be used in college publications, both printed and electronic, and for publicity.

## Student Employment

The Career, Transfer and Employment Center provides services to all Madera Community College students and alumni. Services include an online job board (<https://www.collegecentral.com/reedleycollege>), job preparation workshops, individual appointments, mock interviews, job search resources, and an annual Job, Internship, and Volunteer Info Fair. Posted jobs include on-campus, student employment, and federal work study positions as well as off-campus positions that include part-time, full-time, temporary, intern, and volunteer positions. Interested employers can also contact our staff to post and promote job opportunities within the campus.

The Madera Community College Career, Transfer and Employment Center is located in the Administration Building (AM), room 141. For more information, call (559) 675-4882.

## MCCAP Program

The Madera Community College Advantage Program (MCCAP) helps high school seniors from MUSD and GVUSD transition from high school to having a successful college experience. The MCCAP program provides an opportunity for students to earn 'dual credit' for both high school and college credit. MCCAP students attend college classes with regular community college students. For more information contact Diana Gonzalez-Mireles at (559) 675-4037.

## Veterans Services

### FINANCIAL AID AND SCHOLARSHIPS

Madera Community College, (Via Reedley College), administers a variety of educational programs for eligible veterans and their dependents. Veterans and/or their dependents are encouraged to contact the Madera Community College Student Services office (559) 675-4141 or the Oakhurst campus office (559) 683-3940, to schedule an appointment with a Veterans Counselor.

(1) Veterans who were separated from active duty with the armed forces may be eligible for educational benefits through the Veterans Administration and the following benefit programs:

- a. Post 9/11 GI Bill® – 90 Days of active duty service after Sept. 10, 2001, and are still on active duty, or if you are honorably discharged Veteran or were discharged with a service-connected disability after 30 days (Chapter 33)
- b. Montgomery GI Bill® - Active Duty Educational Assistance program (Chapter 30)
- c. Montgomery GI Bill® - Selected Reserve Educational Assistance Program (Chapter 1606)
- d. VEAP (Chapter 32) - Contributed to VEAP or Section 903 - Military service beginning on or after January 1, 1977 and ending on or before June 30, 1985
- e. Vocational Rehabilitation (Chapter 31) - Veterans who served in the Armed Forces are eligible for vocational rehabilitation if they suffered a service-connected disability while on active service which entitles them to compensation, or would do so except for the receipt of retirement pay. The Veterans' Administration (VA) determines a veteran's need for vocational rehabilitation to overcome the handicap of his/her disabilities.

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

(2) Spouses and/or children of the following categories of veterans may be eligible for the Dependents' Educational Assistance Program:

- a. Veterans who died or are 100 percent permanently disabled as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces.
- b. Veterans who died from any cause while such service-connected disability was in existence.
- c. Service persons missing in action or captured in the line of duty by a hostile force.
- d. Service persons forcibly detained or interned in the line of duty by a foreign government or power.

Veteran and Veteran dependent students can learn more about each Veteran Education Benefit at <https://www.va.gov/education/about-gi-bill-benefits/>

### APPLICATION PROCESS

To apply for any of these benefits, students must apply with the Veterans Administration at this link <https://www.va.gov/education/how-to-apply/>. Students will also need to complete an application packet which is available through our Veterans Services staff, or at our Veterans Center. In addition, students must meet with an academic counselor and have a Veterans Student Education Plan completed for the major they are declaring.

### APPROVED MAJORS

All AA, AS, AA-T, AS-T and certificate programs at Madera Community College are approved majors for veterans education benefits. Additionally some articulated transfer programs to the CSU and UC systems as well as private institutions have been approved. Students should inquire about their particular major at the time of application.

### EVALUATION OF PREVIOUS EDUCATIONAL/ TRAINING CFR S21.4253 (D) (3)

As required by federal law Madera Community College will conduct an evaluation of previous education and training, grant appropriate credit, and student of transfer credit granted. Students applying for veterans benefits must submit transcripts from all prior college and universities attended as well as military training transcripts PRIOR to having their benefits processed regardless of whether or not the student, counselor or certifying official believe that any transfer credit will be granted.

**STANDARDS OF PROGRESS, CFR S21.4253 (D)  
(1) (II)**

A complete copy of the Veterans Academic Progress Policy is available in the Veterans Education Benefits Office or by written request.

**VETERANS DEPENDENT FEE WAIVER**

Dependents of veterans with disabilities (spouses and/or children) may be eligible to receive tuition free assistance at any California post-secondary educational institution (California Community College, California State University, and/or University of California). Additional information may be obtained from a Veteran Service Office and to look for a County Veterans Service Office in your area go to this link <https://www.calvet.ca.gov/VetServices/Pages/CVSO-Locations.aspx>

**PENDING PAYMENT COMPLIANCE**

In accordance with Title 38 US Code 3679 ( e ) Madera Community College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I.Bill® or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. Madera Community College will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE);
- Submit completed certification request packet;
- Provide additional information needed to properly certify the enrollment as determined by School Certifying Official.



# Student Activities

## Student Activities

The Office of Student Activities at Madera Community College offers students the opportunity to participate in student government, student clubs and organizations, campus activities, and social and cultural events. Participation in campus life has been shown to have a positive impact on student success and leadership development.

### CLUBS AND ORGANIZATIONS

The college's many clubs and organizations provide opportunities for personal development, leadership training, and enrichment of college life. The various organizations include service organizations, religious affiliations, professional interests, athletics, and other special interest clubs. New clubs are formed to meet the needs and special interests of students.

For information on how to start a campus club and/or a current list of campus organizations, stop by the Student Activities Office or call (559) 675-4809.

### ORGANIZATION OF NEW CLUBS

To be officially recognized, a club must have a minimum of six participating members, regular meetings, an approved constitution and a staff advisor. Those considering organizing a new club must consult with the Student Activities Office.

## Athletics

As the newest college in the California Community College system, Madera Community College looks forward to expanding its Athletics Program to offer a variety of intercollegiate sports for both men and women. Madera Community College is the 11th member of the Central Valley Conference, joining our SCCC sister campuses in conference play. We are a member of the California Community College Athletic Association (3C2A) by which all community colleges athletic programs in California are governed. Our Athletics program is committed to the college mission of "empowering our students to succeed in an everchanging world" and is dedicated to helping our students succeed both on and off the playing field. The MCC student-athlete academic success center and works with student-athletes to help meet their academic and transfer goals by offering support, guidance, and an atmosphere for growth and learning. Madera student-athletes are held to high standards and we are dedicated to creating a support system where true success can be accomplished.



# Associate Degree and Certificate Programs Table

AA-T Associate in Arts in (program) for Transfer Degree  
AS-T Associate in Science in (program) for Transfer Degree

AA Associate in Arts Degree  
AS Associate in Science Degree

CA Certificate of Achievement  
CC Certificate of Completion or Competency

CN Certificate In

Program	Academic Program ID	Type	Department	Page
21st Century Job Skills	M.2040.CA	CA	Business	91
Academic and Vocational English as a Second Language	M.3031.CC	CC	Languages	111
Accounting	M.2010.AS	AS	Business	87
Accounting	M.2010.CA	CA	Business	87
Administration of Justice	M.8880.AS-T	AS-T	CTE	75
Administrative Assistant	M.226B.AS	AS	Business	126
Administrative Assistant	M.226B.CA	CA	Business	127
Agricultural Mechanics	M.8280.AS	AS	Agriculture & Manufacturing	123
Agricultural Mechanics	M.8280.CA	CA	Agriculture & Manufacturing	123
Agriculture Business	M.1021.AS-T	AS-T	Agriculture & Manufacturing	71
Agriculture Business, Option A	M.102A.AS	AS	Agriculture & Manufacturing	88
Agriculture Education	M.0112.AS	AS	Agriculture & Manufacturing	88
Agriculture Plant Science	M.1078.AS-T	AS-T	Agriculture & Natural Resources	71
American Sign Language	M.5505.AA	AA	Languages	89
American Sign Language Conversational Proficiency	M.5505.CA	CA	Languages	90
Art History	M.5204.AA-T	AA-T	Fine Arts	72
Art: Two-Dimensional	M.520A.AA	AA	Fine Arts	90
Associate Teacher	M.561Q.CA	CA	Humanities	96
Backcountry Skills	M.1106.CN	CN	Agriculture & Manufacturing	113
Basic English as a Second Language	M.3011.CC	CC	Languages	111
Basics of Computers	M.2085.CA	CA	Business	114
Biological Science	M.6100.AS	AS	Science & Technology	91
Biology	M.6110.AS-T	AS-T	Science & Technology	74
Business Administration 2.0	M.2051.AS-T	AS-T	Business	74
Business Administration, Entrepreneur	M.205B.AS	AS	Business	91
Business Administration: General Business	M.P205C.AS	AS	Business	92
Business Administration: Management	M.P205F.AS	AS	Business	93
Business Administration: Marketing	M.P205G.AS	AS	Business	94
Business Administration-Information Systems Management	M.P205D.AS	AS	Business	93
Business Foundations	M.2031.CA	CA	Business	94
Child Development	M.5610.AS	AS	CTE	97

Program	Academic Program ID	Type	Department	Page
Child Development	M.5610.CA	CA	CTE	97
Communication Studies	M.5343.AA	AA	Humanities	98
Communication Studies	M.5343.CA	CA	Humanities	98
Communication Studies 2.0	M.5345.AA-T	AA-T	Humanities	75
Computer Science	M.6920.AS	AS	Math & Engineering	99
Creative Writing	M.5300.CN	CN	English	110
Crime Scene Investigation	M.8881.CA	CA	CTE	108
Criminology-Corrections	M.P888A.AS	AS	CTE	106
Criminology-Corrections	M.888B.CA	CA	CTE	107
Criminology-Law Enforcement	M.888A.AS	AS	CTE	107
Criminology-Law Enforcement	M.888A.CA	CA	CTE	108
CSU GE Breadth	M.5800.CA	CA	Counseling	99
Dev Services Cert in Life Skills/Community Emphasis	M.999A.CN	CN	Developmental Services	108
Dev Services Cert in Life Skills/Workability Emphasis	M.999B.CN	CN	Developmental Services	109
Early Childhood Education	M.5609.AS-T	AS-T	CTE	75
Early Intervention Assistant	M.561R.CA	CA	CTE	98
Economics	M.7200.AA-T	AA-T	Business	76
Elementary Teacher Education	M.5891.AA-T	AA-T	Humanities	77
Engineering	M.3010.AS	AS	Math & Engineering	109
English	M.5300.AA	AA	English	110
English	M.5301.AA-T	AA-T	English	77
Entry Level Business Skills	M.2041.CA	CA	Business	95
Environmental Horticulture	M.1061.AS	AS	Agriculture & Manufacturing	112
Environmental Horticulture	M.1061.CA	CA	Agriculture & Manufacturing	113
History	M.7380.AA-T	AA-T	Social Science	78
Honors	M.5440.CN	CN	Honors	113
Hospitality, Foundations of	M.3000.CA	CA	Business	95
Hospitality, Fundamental Skills of Management in	M.3001.CA	CA	Business	95
Hospitality Management	M.204B.CN	CN	Business	96
Human Services	M.7420.CA	CA	Business	114
Industrial Maintenance Technician	M.3040.AS	AS	Agriculture & Manufacturing	120
Industrial Maintenance Technician	M.3040.CA	CA	Agriculture & Manufacturing	120
Information Systems	M.6930.CA	CA	Business	114
Information Systems, Information Technology Support Option	M.6950.AS	AS	Business	115
Information Systems, Networking and Security	M.6972.AS	AS	Business	115
Information Systems, Networking and Security	M.6972.CA	CA	Business	116
Information Technology Support Technician	M.6931.CA	CA	Business	116

Program	Academic Program ID	Type	Department	Page
Intermediate Academic and Vocational English as a Second Language	M.3033.CC	CC	Business	111
Intersegmental GE Transfer Curriculum (IGETC for UC)	M.5801.CA	CA	Counseling	103
Intersegmental GE Transfer Curriculum (IGETC for CSU)	M.5900.CA	CA	Counseling	103
Kinesiology	M.1270.AA-T	AA-T	Health Sciences	80
Liberal Arts & Sciences: Arts & Humanities	M.5120.AA	AA	Social Science	117
Liberal Arts & Sciences: Natural Sciences	M.5130.AA	AA	Science & Technology	118
Liberal Studies	M.5890.AA	AA	Social Science	119
Licensed Vocational Nursing	M.4530.AS	AS	Health Science	124
Licensed Vocational Nursing	M.4530.CA	CA	Health Science	124
LVN-RN	M.4520.AS	AS	Health Science	125
LVN-RN	M.4520.CA	CA	Health Science	126
Machine Tool Technology	M.838A.AS	AS	Agriculture & Manufacturing	120
Machinist	M.838A.CA	CA	Agriculture & Manufacturing	121
Maintenance Mechanic	M.8390.CN	CN	Agriculture & Manufacturing	119
Managerial Assistant	M.2180.CA	CA	Business	96
Manufacturing 1	M.835A.CA	CA	Agriculture & Manufacturing	121
Mathematics	M.6200.AS	AS	Math & Engineering	122
Mathematics	M.6201.AS-T	AS-T	Math & Engineering	80
Medical Administrative Assistant	M.2023.AS	AS	Business	127
Medical Administrative Assistant	M.2023.CA	CA	Business	128
Office Assistant	M.2021.CA	CA	Business	128
Pest Control Advisor	M.8281.CA	CA	Agriculture & Manufacturing	128
Philosophy	M.5710.AA-T	AA-T	Humanities	81
Physical Science	M.6300.AS	AS	Science & Technology	129
Physics	M.6334.AS-T	AS-T	Science & Technology	82
Plant and Soil Science	M.1074.AS	AS	Agriculture & Manufacturing	130
Political Science	M.7450.AA-T	AA-T	Social Science	83
Psychology	M.7550.AA-T	AA-T	Social Science	84
Social Science	M.7410.AA	AA	Social Science	131
Social Work and Human Services	M.7701.AA-T	AA-T	Social Science	84
Sociology	M.7611.AA-T	AA-T	Social Science	85
Spanish	M.5550.AA-T	AA-T	Languages	86
Speech Aide	M.1220.CA	CA	Languages	132
Speech-Language Pathology Assistant	M.1220.AS	AS	Languages	132
Studio Arts	M.5203.AA-T	AA-T	Fine Arts	73
Vocational English as a Second Language	M.3034.CC	CC	Languages	112
Welder	M.837A.CA	CA	Agriculture & Manufacturing	122
Welding Technology	M.837A.AS	AS	Agriculture & Manufacturing	122

# Associate Degrees for Transfer

## Associate Degrees for Transfer

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Madera Community College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to [www.icangotocollege.com](http://www.icangotocollege.com). Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

A student may earn more than one AA-T and/or AS-T degree from Madera Community College. The same AA-T and/or AS-T degree cannot be awarded from more than one college in the district. Please see a counselor for more information.

### ASSOCIATE DEGREE FOR TRANSFER DEGREE REQUIREMENTS:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.





## AGRICULTURE

### AGRICULTURE BUSINESS (MAJOR #M.1021.AS-T)

#### ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE

The Associate in Science in Agriculture Business for Transfer Degree prepares students for transfer into a California State University baccalaureate degree program similar to the agriculture business area of emphasis. The degree provides students with a foundation of knowledge in agribusiness theories and principles through transfer preparatory courses in agriculture economics, computer applications, sales, communications, and accounting.

#### Program Learning Outcomes:

- Describe the strength, diversity, economic dynamics and opportunities of the California, U.S. and global agriculture economies.
- Communicate effectively, including use of proper presentation and promotion skills, to individuals and to groups, using oral, print and digital media.
- Utilize and apply digital/electronic technology as found in the agriculture business industry.
- Record, organize, and analyze financial and production data related to agriculture businesses.
- Determine agriculture business inputs, with an understanding of the interaction among those components, leading to accurate business planning and decision making.
- Demonstrate a breadth of knowledge of the agriculture industry that provides a base for decision making and credibility in personal interactions and career decisions.

Required Core Courses ..... 14

AGBS 2            Agricultural Economics ..... 3

ECON 1A        Principles of  
                         Macroeconomics ..... 3

Select 4 units from the following physical science courses:

PLS 2            Soils ..... 3  
                         and

PLS 2L          Soils Laboratory ..... 1  
                         or

CHEM 3A        Introductory General  
                         Chemistry ..... 4

Select one statistics course from the following:

STAT 7          Elementary Statistics ..... 4

MATH 11        Elementary Statistics ..... 4

Select 5 courses from the following: ..... 15-18

AGBS 1          Introduction to Agriculture  
                         Business ..... 3

AGBS 3          Agriculture Accounting ..... 3

AGBS 4          Computer Applications in  
                         Agriculture ..... 3

AGBS 5          Ag Sales and  
                         Communications ..... 3

BA 18            Business Law and  
                         the Legal Environment ..... 4

BA 39            Finite Mathematics for  
                         Business ..... 3  
                         or

MATH 5A        Math Analysis I ..... 5

CSU General Education or IGETC

CSU Electives to reach 60

Total Units            60

Advisor(s): E.Mosqueda

### AGRICULTURE PLANT SCIENCE (MAJOR #M.1078.AS-T)

#### ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE

#### Program Learning Outcomes:

1. Comprehension and identification of the structures and functions of plant cells, organelles, tissues, organs, and integrate important plant processes such as growth, photosynthesis, respiration, and translocation with plant management practices.
2. Experience with the physical, chemical, and biological properties of soils, and the incorporation of analytical testing procedures for nutrients, moisture, and physical characteristics with economical stewardship of soil management.
3. Developed awareness of theoretical and practical applications to orchard, vineyard, and vegetable production systems with emphasis on San Joaquin Valley specifics for irrigation, fertility, cultural, and pest managements.
4. Measurable knowledge and skills of irrigation science with its effects on plant growth and development, yield and profitability, soil properties and reclamation. Additional competence developed includes predictive models and scheduling; system design, operation, and evaluation; and historical, political, and societal interactions with irrigation.
5. Understanding of the principles of integrated pest management, including population dynamics and selection, and the use of biological, chemical, regulatory, genetic, cultural, and physical/mechanical control options in a systems approach that optimizes economics and minimizes environmental side effects.
6. Competency in quantitative and qualitative data analyses related to performance of crop variety, fertilizer treatments, cultural effects, and environmental stresses. Evaluation and establishment of laboratory, test plot, and field conditions to determine effective treatments.
7. Proficiency in machinery management and operation of farm equipment.
8. Demonstrate a breadth of knowledge in the agriculture industry which provides a base for effective decision making and credibility in personal interactions and career decisions.

Participation and completion of the Associate in Science in Agriculture Plant Science for Transfer Degree program prepares and qualifies students for transfer into California State University and University of California institutions. The program also provides training for careers in management within the production agriculture industry.

Purpose: To satisfy CSU transfer requirements and provide practical knowledge and specific skills in plant and soil sciences as required in crop management systems.

Students transferring to Fresno State must complete CHEM 3B and PLS 5. It is recommended students also complete PLS 9.

To obtain the Associate in Science in Agriculture Plant Science for Transfer Degree, students must complete the following:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE Breadth Requirements (CSU GE Breadth).
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0. Students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course.

#### Required Courses

AGBS 2	Agricultural Economics .....	3
CHEM 3A	Introductory General Chemistry .....	4
ECON 1B	Principles of Microeconomics .....	3
MATH 11	Elementary Statistics .....	4
PLS 1	Introduction to Plant Science .....	3
PLS 1L	Introduction to Plant Science Laboratory .....	1
PLS 2	Soils .....	3
PLS 2L	Soils Laboratory .....	1
PLS 9	Biometrics .....	3
STAT 7	Elementary Statistics .....	4
List A .....		3
PLS 11	Machinery Technology .....	3
List B (select one course) .....		3
AGBS 3	Agriculture Accounting .....	3
CHEM 3B	Introductory Organic and Biological Chemistry .....	4
EH 30	Principles of Environmental Horticulture .....	3
PLS 3	General Viticulture .....	3
PLS 5	Principles of Irrigation Management .....	3
PLS 7	Integrated Pest Management ..	3
Total Units		60

Advisor(s): E. Mosqueda

## ART

ART HISTORY (MAJOR #M.5204.AA-T)

### ASSOCIATE IN ARTS FOR TRANSFER DEGREE

Program Learning Outcomes:

Upon completion of the Madera Community College Associate in Arts Degree in Art History for Transfer Degree a student will be able to:

- Apply knowledge of art historical terminology to the description of artwork.
- Communicate effectively both verbally and in writing in order to describe and analyze the artistic contributions of diverse peoples.
- Utilize critical thinking to discuss works of art in a personal, cultural, and global context.
- Evaluate and analyze the strengths and weaknesses of an artworks effectiveness to visually communicate.

The Associate in Arts in Art History for Transfer Degree is designed to give students a foundational understanding of art history. The primary focus is to prepare students for transfer into four-year art history programs at the California State University (CSU) system and the University of California (UC) system. Students will learn fundamental art and art historical terminology; an appreciation of the creative process; and how to analyze works of art in order to articulate the historical, social and aesthetic functions of art across cultures and geographic boundaries.

Required Core .....	9
ART 5	Art History 1 ..... 3
ART 6	Art History 2
	or
ART 6H	Honors Art History 2 ..... 3
ART 7	Beginning Drawing ..... 3
ART 26	Arts of Africa, Oceania, Indigenous North America, and Pre-Columbian Americas ..... 3
List B .....	3
ART 3	Two-Dimensional Design ..... 3
ART 9	Beginning Painting: Oil and Acrylic ..... 3
ART 19	Intermediate Painting: Oil/Acrylic ..... 3
ART 30A	Illustrator: Beginning Computer Drawing and Design ..... 3
ART 37A	Photoshop: Digital Visual Art ..... 3

List C .....	3
Any List A or B course not already used	
AGBS 2	Agricultural Economics ..... 3
ANTHRO 1	Biological Anthropology ..... 3
ANTHRO 2	Cultural Anthropology ..... 3
ANTHRO 3	Introduction to Archaeology and Prehistory ..... 3
ECON 1A	Principles of Macroeconomics ..... 3
ECON 1B	Principles of Microeconomics ..... 3
HIST 1	Western Civilization to 1648 ..... 3
HIST 2	Western Civilization from 1648 ..... 3
HIST 5	African People in the New World ..... 3
HIST 11	History of the United States to 1877 ..... 3
HIST 12	History of the United States since 1865
HIST 12H	or Honors History of the United States since 1865 ..... 3
HIST 20	World History I, to 1600 ..... 3
HIST 22	History of American Women ..... 3
HIST 32	History of the Mexican American People ..... 3
PHIL 1	Introduction to Philosophy ..... 3
PHIL 1C	Ethics ..... 3
PHIL 1CH	Honors Ethics ..... 3
PHIL 1D	World Religions ..... 3
SOC 32	Courtship, Marriage, and Divorce: Family & Interpersonal Relationships ..... 3
SPAN 1	Beginning Spanish ..... 5
SPAN 2	High-Beginning Spanish ..... 5
SPAN 3	Intermediate Spanish ..... 5
SPAN 4	High-Intermediate Spanish ..... 5
SPAN 3NS	Spanish for Spanish Speakers ..... 5
SPAN 4NS	Spanish for Spanish Speakers ..... 5
SPAN 15	Practical Spanish Conversation, Low-Intermediate Level ..... 3
SPAN 16	Practical Spanish Conversation, High-Intermediate Level ..... 3
CSU General Education or IGETC	
CSU Electives to reach 60	
	Total Units
	60

## STUDIO ARTS (MAJOR #M.5203.AA-T)

## ASSOCIATE IN ARTS FOR TRANSFER DEGREE

Students completing the Associate in Art in Studio Arts for Transfer Degree will have the basic skills in 2-d and 3-d composition, an introductory level knowledge of Art History and digital art familiarity. They will be prepared for transfer into a Bachelors of Art or Bachelors of Fine Art programs within the California State University system. Students who successfully complete the Studio Arts Transfer Degree will be prepared to enter into multiple career paths within the visual communication fields including graphic design, architecture, web-based media, animation, fine arts and more.

*Program Learning Outcomes:*

Upon completion of the Madera Community College Associate in Arts Degree in Studio Arts for Transfer (AA-T in Studio Arts), a student will be able to:

- Apply knowledge of the elements and principles of design to the description and/or production of artwork.
- Communicate effectively in one or more of the following ways: verbally, written and visually with emphasis on concepts of content and form.
- Understand the impact of the visual arts in a personal, cultural and global context.
- Apply knowledge of techniques and media through production and description of artwork.
- Evaluate and analyze the strengths and weaknesses of an artworks effectiveness to visually communicate problems.
- Solve visual problems through the artistic process.

Required Core .....	12
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ART 3 Two-Dimensional Design ..... 3

ART 4 Three-Dimensional Design (must be taken at CCC, FCC or RC .. 3

ART 7 Beginning Drawing ..... 3

Select one course from:

ART 6                      Art History 2  
or

ART 6H Honors Art History 2 ..... 3

List A .....

ART 5                      Art History 1 ..... 3

List B .....  
ART 9 Beginning Painting: Oil

ART 13 and Acrylic ..... 3  
Beginning Watercolor

Painting..... 3

ART 30A	Illustrator: Beginning Computer Drawing and Design	
	or	
ART 37A	Photoshop: Digital Visual Art .....	3
PHOTO 1	Basics of Digital Photography .....	3
Completion of CSU General Education or IGETC CSU electives to reach 60 units total		
Total Units		60
Advisor(s): Norton		

## BIOLOGY

BIOLOGY (MAJOR #M.6110.AS-T)

### ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE

The transfer major listed here reflects the core lower division requirements for many CSU and UC campuses. Students planning to transfer should contact a counselor for more information on program and transfer requirements. The Biological Sciences transfer major is designed for students who plan to earn a bachelor's degree in Biology or a related field. This transfer major also serves as a basis for pre-medicine, pre-dentistry and pre-veterinarian students.

#### Program Learning Outcomes:

1. Demonstrate basic knowledge of comparative anatomy and comparative physiology.
2. Demonstrate basic microscopic techniques required for all Biology fields.
3. Critically evaluate scientific research.

BIOL 11A	Biology for Science Majors I .....	5
BIOL 11B	Biology for Science Majors II .....	5
CHEM 1A	General Chemistry .....	5
CHEM 1B	General Chemistry and Qualitative Analysis .....	5
MATH 5A	Math Analysis I .....	5
Select one physics sequence		
PHYS 2A	General Physics I .....	4
PHYS 2B	General Physics II .....	4
	or	
PHYS 4A	Physics for Scientists and Engineers .....	4
PHYS 4B	Physics for Scientists and Engineers .....	4
Completion of CSU GE for STEM or IGETC for STEM CSU electives to reach 60 units total		
Total Units		60

Advisor(s): Abou Naum, Fleuridor, Gray, Husain, Yancey

## BUSINESS

BUSINESS ADMINISTRATION 2.0 (MAJOR M.2051.AS-T)

### ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE

Associate in Science in Business Administration for Transfer prepares students to transfer to a California State University in business. It provides students a broad knowledge of modern business and management theories through a carefully structured core curriculum consisting of courses in accounting, and economics.

#### Program Learning Outcomes:

Upon completion of this program, students will be able to:

1. Describe the strength, diversity, and economic dynamics of business organizations in California, the United States, and globally.
2. Communicate effectively using proper communication, language and presentation skills to individuals and groups using oral, print, and digital media.
3. Utilize and apply digital technology found in the current business environment.

#### Required Core Courses (24 units)

ACCTG-4A	Financial Accounting .....	4
ACCTG-4B	Managerial Accounting .....	4
BA-18	Business Law and the Legal Environment .....	4
ECON-1A	Principles of Macroeconomics .....	3
ECON-1B	Principles of Microeconomics .....	3
BA-39	Finite Mathematics for Business .....	3
BA-10	Introduction to Business .....	3

#### One Statistics Course (3-5 units)

STAT-7	Elementary Statistics .....	4
MATH-11	Elementary Statistics .....	4
MATH-11C	Elementary Statistics .....	4
PLS-9	Biometrics .....	3

Completion of CSU General Education or IGETC CSU electives to reach 60 units total

Total Units 60

## CHILD DEVELOPMENT

### EARLY CHILDHOOD EDUCATION (MAJOR #M.5609.AS-T) ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE

Majoring in Child Development prepares students for jobs in a variety of early care and education settings as well as in related fields working with children and families. The Associate in Science in Early Childhood Education for Transfer degree is designed for students who plan to complete a bachelor's degree in a similar major at the CSU campus.

CHDEV 1	Principles and Practices of Teaching Young Children.....	3
CHDEV 3	Introduction to Curriculum .....	3
CHDEV 6	Health, Safety and Nutrition in Early Childhood Education .....	3
CHDEV 15	Diversity and Culture in Early Care and Education Programs .....	3
CHDEV 20	Observation and Assessment .....	3
CHDEV 30	Child, Family, and Community .....	3
CHDEV 37A	Early Childhood Practicum .....	3
CHDEV 39	Child Growth and Development .....	3
Completion of CSU General Education or IGETC		
CSU electives to reach 60 units total		
Total Units		60

Advisor(s): Luera, Triplitt

## COMMUNICATION

### COMMUNICATION STUDIES 2.0 (MAJOR #M.5346.AA-T) ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The college Associate in Arts Degree in Communication Studies for Transfer is designed to prepare students to continue studies toward a B.A. degree in Communication or for entry level into a variety of career options that require competent and ethical communication skills. Students who pursue advanced communication degrees enjoy diverse employment that can range from college professor in Communication Studies to public relations or a career in mass communications such as radio and television. Communication courses focus on how people use messages to generate meaning within and across various contexts, cultures, and channels.

#### Program Learning Outcomes:

1. Construct and deliver presentations with communicative competence and confidence.
2. Demonstrate the dynamics of effective communication in a variety of settings and contexts.

Core .....		6
COMM 1	Public Speaking .....	3
	or	
COMM 1H	Honors Public Speaking .....	3
COMM 2	Interpersonal Communication.....	3
List A .....		9
COMM 4	Persuasion.....	3
COMM 8	Group Communication.....	3
COMM 10	Intercultural Communication....	3
COMM 12	Fundamentals of Interpretation.....	3
COMM 25	Argumentation .....	3
JOURN 1	Introduction to Mass Communications.....	3
List B.....		3
Any course from List A not used above		
COMM 15	Computer Mediated Communication.....	3
ENGL 1B	Introduction to the Study of Literature.....	3
	or	
ENGL 1BH	Honors Introduction to the Study of Literature.....	3
PSY 2	General Psychology.....	3
	or	
PSY 2H	Honors General Psychology....	3
SOC 1A	Introduction to Sociology .....	3
Total Major Units		18
Completion of CSU GE or IGETC		
Transferable electives to reach 60 units total (if needed)		
Total Units		60

Advisor(s): Millar, Newton

## CRIMINOLOGY

### ADMINISTRATION OF JUSTICE (MAJOR #M.8880.AS-T) ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE

#### Program Learning Outcomes:

- Recognize the functions of the Criminal Justice System
- Be able to calculate how to work within a constitutional framework

The Associate in Science Degree in Criminology prepares students for transfer into a four-year degree at any of the California State Universities campuses. The criminology program is the study of the causes, consequences and control of crime and is focused on either the study of Law Enforcement or Corrections. While the program's curriculum allows for the development of depth in one of the subjects substantive subsystems (i.e. law enforcement, juvenile, courts, investigations, corrections or probation and parole), our goal is to familiarize students with activities which focus on their area of choice (Law Enforcement or Corrections).

Successful completion of the Associates in Science Degree in Criminology Associate in Science Degree for Transfer guarantees the student acceptance to a California State University (but does not guarantee acceptance to a particular campus or major) to pursue a baccalaureate degree, in preparation to pursue a career in the field of Law Enforcement, Corrections, or any related field (i.e. Criminal Research, Law, Forensic Criminology, Public Safety or Private/Industrial Security).

- A minimum of 18 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework
- Completion of 60 semester CSU-transferable units using the CSU GE Breadth or the IGETC pattern Exactly 60 semester units are required for the degree

Required core courses ..... 6

CRIM 1 Introduction to Criminology ..... 3

CRIM 6 Criminal Law ..... 3

List B choose two of the following courses ..... 6

CRIM 3 Legal Aspects of Evidence ..... 3

CRIM 4 Principles & Procedures of the Justice System ..... 3

CRIM 5 Community Relations ..... 3

CRIM 8 Criminal Investigations ..... 3

CRIM 11 Juvenile Delinquency ..... 3

CRIM 20 Introduction to Corrections ..... 3

List C - Choose any two of the following courses ..... 6

PSY 2 General Psychology or

PSY 2H Honors General Psychology ..... 3

PSY 42 Statistics for the Behavioral Sciences ..... 4

SOC 1A Introduction to Sociology ..... 3

STAT 7 Elementary Statistics ..... 4 or

MATH 11 Elementary Statistics ..... 4  
or  
MATH 11C Elementary Statistics with Support ..... 5

Completion of CSU General Education or IGETC  
CSU electives to reach 60 units total

Total Units 60

Advisor(s): Cartwright

## ECONOMICS

ECONOMICS (MAJOR #M.7200.AA-T)

### ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Associate in Arts in Economics for Transfer Degree is designed for students who plan to complete a bachelor's degree in a similar major at a CSU campus. This degree will acquaint students with the fundamentals of economic thinking and the principle concepts and theories of macroeconomics and microeconomics. Additionally, the degree will offer students the math and statistics preparation required for upper division coursework in economics.

Required Core ..... 15

ECON 1A Principles of Macroeconomics ..... 3

ECON 1B Principles of Microeconomics ..... 3

MATH 5A Calculus I ..... 5

Select one statistics course

MATH 11 Elementary Statistics ..... 4

STAT 7 Elementary Statistics ..... 4

List A: Select 1 course ..... 3-4

ACCTG 4A Financial Accounting ..... 4

ACCTG 4B Managerial Accounting ..... 4

BA 39 Finite Mathematics for Business ..... 3

BA 18 Business Law and the Legal Environment ..... 4

CSCI 40 Programming Concepts and Methodology I ..... 4

IS 15 Computer Concepts ..... 3

IS 47 Visual Basic ..... 3

MATH 17 Differential Equations and Linear Algebra ..... 5

MATH 5B Calculus II ..... 4

List B: Select one course ..... 3-4

Any List A course not already used

MATH 6 Calculus III ..... 5

Completion of CSU General Education or IGETC  
CSU electives to reach 60 units total

Total Units 60

## ELEMENTARY TEACHER EDUCATION

### ELEMENTARY TEACHER EDUCATION

(MAJOR #M.5891.AA-T)

#### ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Associate in Arts Degree in Elementary Teacher Education for Transfer prepares students for transfer into a baccalaureate level degree at any of the California State University campuses. The Elementary Teacher Education program prepares students for jobs teaching in the Kindergarten through eighth (K-8) grades in the public and private education system. While the programs curriculum allows for the development of knowledge and skills in the subject matter taught in the K-8 grades, students must ultimately complete a multiple subject credential usually after their Bachelor's degree in addition to passing the CBEST and CSET exams.

Required Core courses ..... 41-47

BIOL 10	Introduction to Life Science Lecture and	
BIOL 10L	Introduction to Life Science Lab	4
CHDEV 39	Child Growth and Development	3
COMM 1	Public Speaking or	
COMM 1H	Honors Public Speaking	3
EDUC 10	Introduction to Teaching	3
ENGL 1A	Reading and Composition or	
ENGL 1AH	Honors Reading and Composition	4
ENGL 1B	Introduction to the Study of Literature or	
ENGL 1BH	Honors Introduction to the Study of Literature	3
GEOG 6	World Regional Geography	3
GEOL 9	Introduction to Earth Science	4
HIST 11	History of the United States to 1877	3
HIST 20	World History I, to 1600	3
MATH 10A	Structure and Concepts in Mathematics I	3
POLSCI 2	American Government or	
POLSCI 2H	Honors American Government	3
SCI 1A	Introductory Chemical and Physical Science	4

List A Select one critical thinking course .....	3
ENGL 2	Critical Reading and Writing through Literature
ENGL 2H	Honors Critical Reading and Writing through Literature
ENGL 3	Critical Reading and Writing
ENGL 3H	Honors Critical Reading and Writing
PHIL 2	Critical Reasoning and Analytic Writing
List B Select one course .....	3
ART 2	Art Appreciation..... 3
MUS 12	Music Appreciation..... 3
List C .....	3
LING 11	Introduction to Language for Teachers
Completion of CSU General Education or IGETC	
CSU electives to reach 60 units total	

(Geography 40A & 40B (C-ID GEOG 125) is accepted in place of Geography 6)

## ENGLISH

ENGLISH (MAJOR #M.5301.AA-T))

#### ASSOCIATE IN ARTS FOR TRANSFER DEGREE

This is a transfer degree for English majors. Completion of this major allows students to transfer to CSU as a junior. According to the Bureau of Labor Statistics, a bachelor's degree in English leads to employment in adult education, remedial education, literacy, and GED teaching. Other fields that employ English majors include counseling, editing, interpreting, translation, and K-12 teaching. A BA in English is also considered a rigorous, complementary education for careers in the legal profession, including lawyers, paralegals, judges, and clerks. (Some professions require further certification, testing, or degrees.)

#### Program Learning Outcomes:

1. Write logical and coherent expository and argumentative papers, essays, summaries, and paraphrases using the standard conventions of written English correctly.
2. Write a passing documented thesis/argument-based research paper, free of intentional or unintentional plagiarism with annotated bibliography.
3. Demonstrate an understanding of and an ability to describe ways in which literature reflects historical, intellectual, and cultural contexts, and well as aesthetic tastes.
4. Evaluate literature and expository and argumentative papers and essays through application of critical thinking techniques.

Select one course .....	3
ENGL 1B Introduction to the Study of Literature .....	3
ENGL 1BH Honors Introduction to the Study of Literature .....	3
Select one course .....	3
ENGL 3 Critical Reading and Writing .....	3
ENGL 3H Honors Critical Reading and Writing .....	3
List A, Select two courses .....	6
ENGL 43A American Literature: Origins through Reconstruction (1877) .....	3
ENGL 43B American Literature: 1877 to present .....	3
ENGL 44A World Literature to the Renaissance .....	3
ENGL 44B World Literature since the Renaissance .....	3
ENGL 46A English Literature to 1800 .....	3
ENGL 46B English Literature from 1800 to the Present .....	3
List B, Select one course .....	3-6
Any course from List A not used above	
ENGL 2 Critical Reading and Writing through Literature .....	3
ENGL 2H Honors Critical Reading and Writing through Literature .....	3
ENGL 15A Creative Writing: Poetry .....	3
ENGL 15B Creative Writing: Fiction .....	3
ENGL 15E Creative Writing: Non-Fiction .....	3
List C, Select one course .....	3-5
Any course from List A or List B not used above	
ASL 1 Beginning American Sign Language .....	4
ASL 2 High-Beginning American Sign Language .....	4
ASL 3 Intermediate American Sign Language .....	4
ASL 4 High-Intermediate American Sign Language .....	4
COMM 12 Fundamentals of Interpretation .....	3
ENGL 15F Creative Writing: Screenwriting .....	3
ENGL 17 African American Literature .....	3
ENGL 36 Women's Literature .....	3
ENGL 41 Themes in Literature .....	4

ENGL 47 Shakespeare .....	3
ENGL 49 Latino & Chicano Literature .....	3
JOURN 1 Introduction to Mass Communications .....	3
JOURN 3 News Writing .....	3
LING 10 Introduction to Language .....	3
LING 11 Introduction to Language for Teachers .....	3
SPAN 1 Beginning Spanish .....	5
SPAN 2 High-Beginning Spanish .....	5
SPAN 3 Intermediate Spanish .....	5
SPAN 3NS Spanish for Spanish Speakers .....	5
SPAN 4 High-Intermediate Spanish .....	5
SPAN 4NS Spanish for Spanish Speakers .....	5
Total Major Units	18-20

Completion of CSU GE or IGETC

Transferable electives to reach 60 units total (if needed)

Total Units 60

Advisor(s): Fitzer, Leech, Palsgaard, Ragan, Ramirez, Ramsey, Young-Manning

## HISTORY

HISTORY (MAJOR #M.7380.AA-T)

### ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Associate in Arts in History for Transfer Degree provides a clear track for students wishing to transfer to a CSU campus, exposes students to the principles and practices of the discipline of History, and builds a foundation for students' personal, academic, and professional endeavors.

The degree enables students to transfer to certain CSU four-year programs, preparing them for advanced university studies and potential careers in areas such as teaching, archival research, public history, government service, journalism, business, and law. History graduates are well suited for fields that require effective reading, writing, and critical thinking skills, as well as historically informed perspectives on contemporary global society.

The Associate in Arts in History for Transfer Degree provides students with a major that fulfills the general requirements of the California State University for transfer. Students with this degree will receive priority admission with junior status to the California State University system.



*Program Learning Outcomes:*

Upon completion of this program, the student will be able to:

- Identify various interpretations used by historians to explain historical events.
- Identify the major time periods and relevant geography of history.
- Analyze and evaluate the major economic, social, political, and cultural developments in history.
- Identify important people, events, and factors influencing the direction of human history.

Required Core ..... 6

HIST 11 History of the United States  
to 1877 ..... 3

HIST 12 History of the United States  
since 1865 ..... 3  
or

HIST 12H Honors History of the United  
States since 1865 ..... 3

List A, two courses required ..... 6

HIST 1\* Western Civilization to  
1648 ..... 3

HIST 2 Western Civilization from  
1648 ..... 3

HIST 20\* World History I, to 1600 ..... 3

List B1, one course required ..... 3-4

ASL 1 Beginning American Sign  
Language ..... 4

ASL 2 High-Beginning American  
Sign Language ..... 4

ASL 3 Intermediate American Sign  
Language ..... 4

ASL 4 High-Intermediate American  
Sign Language ..... 4

COMM 12 Fundamentals of  
Interpretation ..... 3

ENGL 44A World Literature to the  
Renaissance ..... 3

ENGL 44B World Literature since the  
Renaissance ..... 3

ENGL 49 Latino & Chicano  
Literature ..... 3

HIST 1\* Western Civilization to  
1648 ..... 3

HIST 5 African People in the New  
World ..... 3

HIST 20\* World History I, to 1600 ..... 3

HIST 22 History of American  
Women ..... 3

HIST 32 History of the Mexican  
American People ..... 3

PHIL 1D World Religions ..... 3

POLSCI 5 Comparative Government ..... 3

SOC 2 American Minority Groups ..... 3

SPAN 1 Beginning Spanish ..... 5

SPAN 2 High-Beginning Spanish ..... 5

SPAN 3 Intermediate Spanish ..... 5

SPAN 3NS Spanish for Spanish  
Speakers ..... 5

SPAN 4 High-Intermediate  
Spanish ..... 5

SPAN 4NS Spanish for Spanish  
Speakers ..... 5

List B2, one course required ..... 3

ANTHRO 2 Cultural Anthropology ..... 3

ART 2 Introduction to Visual  
Culture ..... 3

ART 6 Art History 2 ..... 3

ART 6H Honors Art History 2 ..... 3

FILM 1 Introduction to Film  
Studies ..... 3

FILM 2A History of Cinema:  
1895-1960 ..... 3

FILM 2B History of Cinema: 1960 to  
present ..... 3

HIST 1\* Western Civilization to  
1648 ..... 3

HIST 20\* World History I, to 1600 ..... 3

MUS 12 Music Appreciation ..... 3

MUS 16 Jazz History And  
Appreciation ..... 3

PSY 2 General Psychology ..... 3

PSY 2H Honors General  
Psychology ..... 3

SOC 1A Introduction to Sociology ..... 3

\*Note: History 1 and/or 20 may be used in only one area

Completion of CSU General Education or IGETC

CSU electives to reach 60 units total

Total Units 60

Advisor(s): Richardson

## KINESIOLOGY

KINESIOLOGY (MAJOR #M.1270.AA-T)

### ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Associate in Arts in Kinesiology for Transfer Degree prepares students for transfer into four-year kinesiology programs. A diverse field of academic study and practical application in kinesiology allows students to pursue studies in fields such as kinesiology/physical education credential programs, exercise science, athletic training/sports medicine, and sports administration.

Required Core .....	12
BIOL 20 Human Anatomy .....	4
BIOL 22 Human Physiology .....	5
KINES 22 Introduction to Physical Education .....	3
Select three different activity classes .....	3
PE 2 Aerobics (Dance, Step or Water) .....	1
PE 6 Fitness and Health .....	1
PE 7 Golf .....	1
PE 14 Volleyball .....	1
PE 15 Weight Training .....	1
PE 16 Fitness Walking .....	1
PE 19 Weight Training and Aerobics .....	1
PE 29 Yoga .....	1
List A: Select two courses from the following (minimum – 6 units) .....	6
BIOL 5 Human Biology .....	4
CHEM 1A General Chemistry .....	5
HLTH 2 First Aid and Safety .....	3
MATH 11 Elementary Statistics .....	4
or	
STAT 7 Elementary Statistics .....	4
PHYS 2A General Physics I.....	4
or	
PHYS 4A Physics for Scientists and Engineers .....	4
Completion of CSU General Education or IGETC CSU electives to reach 60 units total	
Total Units	60

Advisor(s): Mattox

## MATHEMATICS

MATHEMATICS (MAJOR #M.6201.AS-T)

### ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE

The Associate in Science Degree in Mathematics for Transfer prepares students for transfer into four-year mathematics programs. A strong mathematics background allows students to pursue studies in fields such as mathematics education, engineering, information technology, statistical analysis, physical science and advanced mathematics.

To obtain the Associate in Science in Mathematics for Transfer Degree, students must complete the following:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - A. The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE- Breadth Requirements (CSU GE-Breadth).
  - B. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0. Students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

#### Program Learning Outcomes:

Upon completion of the program, students will be able to:

1. Communicate mathematics with understanding (read, write, listen, speak).
2. Use critical thinking and mathematical reasoning to solve a variety of problems.
3. Apply mathematical models to real world situations.
4. Use technology, when appropriate, to enhance their mathematical understanding, critical thinking, and problem-solving skills.
5. Demonstrate the ability to use symbolic, graphical, numerical, and written representations of mathematical ideas.

Math Core.....	23
CSCI 26 Discrete Mathematics for Computer Science .....	4
CSCI 40 Programming Concepts and Methodology I .....	4
ENGR 40 Programming for Scientists and Engineers .....	4
MATH 5A Calculus I .....	5
MATH 5B Calculus II .....	4
MATH 6 Calculus III .....	5

MATH 11	Elementary Statistics .....	4
MATH 17	Differential Equations and Linear Algebra .....	5
PHYS 4A	Physics for Scientists and Engineers .....	4
STAT 7	Elementary Statistics .....	4
Total Major Units		23

Completion of CSU GE or IGETC

Transferable electives to reach 60 units total (if needed)

Total Units 60

Advisor(s): Biehler, Cortes Howden, Esquivel, Kandarian, Mata

## PHILOSOPHY

PHILOSOPHY (MAJOR #M.5710.AA-T)

### ASSOCIATE IN ARTS FOR TRANSFER DEGREE

An Associate in Arts Degree in Philosophy for Transfer Degree is designed for students who plan to complete a bachelor's degree in philosophy or a related major. In addition to providing a strong philosophical foundation, the Associate in Arts in Philosophy for Transfer Degree is designed to develop critical thinking skills, as well as enhance the ability to read, comprehend, and analyze complex arguments on a variety of issues. These skills will be valuable assets to transfer students to four-year institutions, whether they major in philosophy or another field of study.

To obtain the Associate in Arts in Philosophy for Transfer Degree students must also complete the following requirements:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18

#### Program Learning Outcomes:

Upon completion of the program, students will be able to:

- Analyze deductive arguments for validity and soundness.
- Understand the difference between deductive and inductive arguments.
- Write a cogent argumentative essay.
- Respect the values of dialogue, argumentation, and principled criticism in a societal and global context.
- Explain the most important issues in philosophy and accurately characterize various opposing viewpoints on them.
- Thoroughly and accurately describe the arguments for opposing viewpoints on philosophical issues.

- Construct arguments of their own on philosophical issues and express their arguments clearly and cogently.
- Respond to objections to their own views and engage in rational dialogue on philosophical issues without resorting to logical fallacies or rhetoric.
- See philosophical questioning and rational dialogue as valuable and essential elements of a human life well lived.

Required Core ..... 6

Select one course

PHIL 4 Introduction to Logic ..... 3

PHIL 6 Symbolic Logic ..... 3

Select one course

PHIL 1 Introduction to  
Philosophy ..... 3

PHIL 1C Ethics ..... 3  
OR

PHIL 1CH Honors Ethics ..... 3

List A ..... 3

Select one: Any course from above, not already used

PHIL 3A History of Ancient Philosophy.. 3

PHIL 3B History of Modern Philosophy.. 3

List B ..... 6

Any course from List A not already used.

HIST 1 Western Civilization to  
1648 ..... 3

HIST 2 Western Civilization from  
1648 ..... 3

PHIL 1D World Religions ..... 3

List C ..... 3

Any course articulated as lower division preparation in the  
Philosophy major at a CSU

ASL 1 Beginning American  
Sign Language ..... 4

ASL 2 High-Beginning  
American Sign Language ..... 4

ASL 3 Intermediate American  
Sign Language ..... 4

ASL 4 High-Intermediate  
American Sign Language ..... 4

ENGL 1B Introduction to the Study of  
Literature ..... 3

ENGL 1BH Honors Introduction to the  
Study of Literature ..... 3

ENGL 43A American Literature:  
Origins through  
Reconstruction (1877) ..... 3

ENGL 43B American Literature: 1877  
to present ..... 3

ENGL 44A World Literature to the  
Renaissance ..... 3

ENGL 44B	World Literature since the Renaissance .....	3
ENGL 46A	English Literature to 1800 .....	3
ENGL 46B	English Literature from 1800 to the Present .....	3
ENGL 47	Shakespeare .....	3
ENGL 49	Latino & Chicano Literature .....	3
FILM 2A	History of Cinema: 1895-1960 .....	3
FILM 2B	History of Cinema: 1960 to present .....	3
HIST 1*	Western Civilization to 1648 .....	3
HIST 2*	Western Civilization from 1648 .....	3
HIST 11	History of the United States to 1877 .....	3
HIST 12	History of the United States since 1865 .....	3
HIST 12H	Honors History of the United States since 1865 .....	3
HIST 20	World History I, to 1600 .....	3
HIST 22	History of American Women .....	3
LING 10	Introduction to Language .....	3
LING 11	Introduction to Language for Teachers .....	3
PHIL 1*	Introduction to Philosophy .....	3
PHIL 1C*	Ethics .....	3
PHIL 1CH	Honors Ethics .....	3
PHIL 1D	World Religions .....	3
PHIL 2	Critical Reasoning and Analytic Writing .....	3
SPAN 1	Beginning Spanish .....	5
SPAN 2	High-Beginning Spanish .....	5
SPAN 3	Intermediate Spanish .....	5
SPAN 3NS	Spanish for Spanish Speakers .....	5
SPAN 4	High-Intermediate Spanish .....	5
SPAN 4NS	Spanish for Spanish Speakers .....	5
SPAN 5	The Short Story: Mexico, Spain, and the U.S. ....	4

\*Courses already used to meet requirements above may not be used to meet the List C requirement.

Completion of CSU General Education or IGETC

CSU electives to reach 60 units total

Total Units 60

## PHYSICS

PHYSICS (MAJOR #M.6334.AS-T)

### ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE

Physics is the study of the relationship between mass and energy and provides a broad range of knowledge and problem solving skills that are useful in many disciplines. The program at Madera Community College emphasizes topics that are encountered in our everyday lives: linear and rotational motion in two and three dimensions, forces, gravity, fluids, waves, sound, heat, electricity, magnetism and light. The following topics are also briefly introduced: special relativity, atoms, introduction to quantum mechanics and the cosmos are also included.

A physics major degree generally transfers to a four-year institution to complete a bachelor's degree. Physics graduates at the bachelor's level are qualified for a variety of technical positions with government or industry, and they are also well prepared to enter a graduate program in any other science or in engineering. Physics majors are welcomed into professional programs such as law, business, or medicine. Teaching at the high school level with a bachelor's degree or at a two-year college with a master's degree are additional career options for the physics major. For the physicist who obtains the Ph.D., experimental or theoretical research and/or teaching at the university level or basic research in government or industry are options for gainful employment.

Many four-year colleges and universities offer bachelor's degrees in physics. There are some systems and institutions that offer the advanced degrees in physics. Requirements vary from system to system and from campus to campus for each level of degree. The advice of a counselor and consultation of institutional catalogs for specific information is highly recommended.

*To obtain the Associate in Science in Physics for Transfer Degree, students must complete the following:*

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth).
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0. Students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

*Program Learning Outcome:*

- Apply algebra, trigonometry, and/or first-year calculus to solve physical problems within the topics covered in class.

Required Core ..... 25

PHYS 4A Physics for Scientists and  
Engineers ..... 4

PHYS 4B Physics for Scientists and  
Engineers ..... 4

PHYS 4C Physics for Scientists and  
Engineers ..... 4

MATH 5A Math Analysis I ..... 5

MATH 5B Math Analysis II ..... 4

MATH 6 Math Analysis III ..... 5

Completion of CSU General Education or IGETC

CSU electives to reach 60 units total

Total Units 60

Advisor(s): Rude

## POLITICAL SCIENCE

POLITICAL SCIENCE (MAJOR #M.7450.AA-T)

### ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Political Science Associate in Arts Transfer degree allows students to begin their major in Political Science at Reedley College and transfer to a CSU campus for completion in pursuit of a Bachelor of Arts degree. The courses offered as part of the AA-T degree give students a strong foundation in the study of American politics and government, nation-states, international actors, political theory, and political science methodology. In this way, students will be prepared for a broad spectrum of pursuits within the discipline, including, but not limited to, public administration, law, public relations, lobbying, political consulting, crisis management, journalism, public policy research, higher education, and K-12 education.

Required Core Courses..... 3

POLSCI 2 American Government  
or

POLSCI 2H Honors American Government

LIST A: Select THREE of the following courses ..... 9-10

POLSCI 3 Introduction to Political Theory  
and Thought ..... 3

POLSCI 5 Comparative Government..... 3

POLSCI 24 International Relations ..... 3

MATH 11 Elementary Statistics ..... 4  
or

STAT 7 Elementary Statistics ..... 4

LIST B: Select TWO of the following courses ..... 6

Any LIST A course not already used.

ECON 1A Principles of  
Macroeconomics ..... 3

ECON 1B Principles of  
Microeconomics ..... 3

GEOG 6 World Regional  
Geography ..... 3

HIST 1 Western Civilization to  
1648 ..... 3

HIST 2 Western Civilization from  
1648 ..... 3

HIST 5 African People in the New  
World ..... 3

HIST 11 History of the United States  
to 1877 ..... 3

HIST 12 History of the United States  
since 1865  
or

HIST 12H Honors History of the United  
States since 1865 ..... 3

HIST 20 World History I, to 1600 ..... 3

HIST 22 History of American  
Women ..... 3

HIST 32 History of the Mexican  
American People ..... 3

SOC 1B Critical Thinking about  
Social Problems ..... 3

SOC 2 American Minority  
Groups ..... 3

Completion of CSU General Education or IGETC

CSU electives to reach 60 units total

Total Units 60

Advisor(s): Turini

## PSYCHOLOGY

PSYCHOLOGY (MAJOR #M.7550.AA-T)

### ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Psychology Transfer Degree provides students the opportunity to learn about the scientific study of human behavior and mental processes. The discipline emphasizes the use of critical thinking and the scientific method to ask questions, acquire and evaluate information, and solve problems in the context of human thoughts and behavior. Thus, psychology represents a method of inquiry that can be a useful tool for students with a variety of interests and career goals. A background in psychology allows students to pursue studies in a range of fields, including counseling, education, and social work.

#### Program Learning Outcomes:

1. Analyze & discuss major psychological theories and research.
2. Apply psychological concepts when examining human & animal behavior.
3. Synthesize knowledge regarding culture, history & genetics in understanding behavior.
4. Integrate psychological theory & practice in analyzing social issues.
5. Differentiate valid scientific inquiry from pseudoscience.
6. Apply psychological concepts to the development effective college learning skills.
7. Demonstrate ability to apply independent critical thinking skills.
8. Critically evaluate scientific claims within the field of psychology & beyond.
9. Develop insight into human development & growth.
10. Utilize psychological applications in the pursuit of self-improvement & relationships.

Required Core .....14-15

PSY 45 Introduction to Research  
Methods in Psychology ..... 3

Select one course from: ..... 3

PSY 2 General Psychology ..... 3

PSY 2H Honors General  
Psychology ..... 3

Select 4-5 units from the following Biology courses .....4-5

BIOL 1 Principles of Biology ..... 4

BIOL 5 Human Biology ..... 4

BIOL 10 Introduction to Life Science  
Lecture ..... 3  
and

BIOL 10L Introduction to Life Science  
Lab ..... 1

BIOL 11A Biology for Science Majors I ... 5

Select one course from: ..... 4

PSY 42 Statistics for the Behavioral  
Sciences ..... 4

MATH 11 Elementary Statistics ..... 4

MATH 11C Elementary Statistics with  
Support ..... 4

STAT 7 Elementary Statistics ..... 4

List B (Select one of the following) ..... 3

PSY 5 Social Psychology ..... 3

PSY 38 Lifespan Development ..... 3

CHDEV 38 Lifespan Development ..... 3

CHDEV 39 Child Growth and  
Development ..... 3

SOC 1A Introduction to Sociology ..... 3

List C (Select one of the following): ..... 3-5

Any course not selected above .....3-5

PSY 16 Abnormal Psychology ..... 3

PSY 25 Human Sexuality ..... 3

CSU General Education or IGETC

CSU Electives to reach 60

Total Units 60

Advisor(s): Aizon, Barnes

## SOCIAL WORK and HUMAN SERVICES

### SOCIAL WORK AND HUMAN SERVICES

(MAJOR #M.7701.AA-T)

### ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Associate in Arts for Transfer in Social Work and Human Services prepares students for transfer to a university in Social Work, Human Services, and related majors. This degree is the study of applied social work that includes sociology and psychology. The degree includes legal and ethical issues, theories of practice and human behavior, history of social welfare, and current standards of practice in the field. Students will acquire critical thinking skills, case planning, crisis intervention, theory-based assessment, working knowledge of community resources, and experience in a human service agency.

#### Program Learning Outcomes:

Upon completion of this program, students will be able to:

1. Assessment: Using a case vignette in each course, the student will analyze the case and identify problem areas.
2. Legal and ethical: The student will use a case vignette in each course to identify any legal and ethical issues that might arise while providing services to the case.
3. Treatment planning: The student will use a case vignette in each course to assess the area in need of intervention and will discuss these interventions.

4. Community resources: The student will identify community resources that could be used to assist a person or family in a case vignette in each course.
5. Self-care: The student will identify areas of support and self-care that are needed for themselves to professionally assist the clients in specific case vignettes, such as supervision, consultation, personal counseling.

#### Required Core Courses (12 units)

HS 9	Social Work and Human Services Seminar.....	1
HS 19F	Social Work and Human Services Fieldwork .....	2
HS 20	Introduction to Social Welfare.....	3
SOC 1A	Introduction to Sociology .....	3
PSY 2	General Psychology.....	3
One Statistics Courses (4-5 units)		
PSY 42	Statistics for the Behavioral Sciences .....	4
MATH 11	Elementary Statistics .....	4
MATH 11C	Elementary Statistics with Support.....	5
STAT 7	Elementary Statistics .....	4
One Biology Courses (4-5 units)		
BIOL 5	Human Biology .....	4
BIOL 20	Human Anatomy .....	4
BIOL 22	Human Physiology.....	5
One Economics Courses (3 units)		
ECON 1A	Principles of Macroeconomics.....	3
ECON 1B	Principles of Microeconomics .....	3
Two Elective Courses (6 units)		
CHDEV 30	Child, Family, and Community .....	3
CHDEV 39	Child Growth and Development.....	3
COMM 10	Intercultural Communication .....	3
CRIM 1	Introduction to Criminology .....	3
ENGL 3	Critical Thinking and Writing.....	3
	or	
ENGL 3H	Honors Critical Thinking and Writing.....	3
HIST 11	History of the United States to 1877 .....	3
HIST 12	History of the United States since 1865 .....	3
	or	
HIST 12H	Honors History of the United States since 1865 .....	3
HLTH 1	Contemporary Health Issues .....	3

PHIL 1C	Ethnics .....	3
	or	
PHIL 1CH	Honors Ethnics .....	3
POLSCI 2	American Government.....	3
	or	
POLSCI 2H	Honors American Government.....	3
PSY 16	Abnormal Psychology .....	3
PSY 38	Lifespan Development .....	3
CHDEV 38	Lifespan Development .....	3
SOC 1B	Critical Thinking and Social Problems .....	3
SOC 2	American Minority Groups.....	3
Total Units		29-31

Advisor(s): Aizon

## SOCIOLOGY

SOCIOLOGY (MAJOR #M.7611.AA-T)

### ASSOCIATE IN ARTS FOR TRANSFER DEGREE

Sociology is the scientific study of human society and social interaction. The sociological perspective is a powerful tool to critically analyze and understand contemporary society at the local, regional, national, and global levels. Sociology focuses on social interactions as well as large-scale social institutions such as economy, politics, education, mass media, religion, and the criminal justice system. Sociology's subject matter ranges from the intimate family setting to the large, impersonal organization, from the world of work to the world of sport, from social divisions of class, race, and gender to cultural bonds based on shared values and traditions. Sociology emphasizes how individual behavior is influenced by the structure of society and how individual behavior can influence the structure of society. All sociology classes emphasize multicultural and gender issues.

A sociology major usually transfers to a four-year institution to complete a Bachelor's Degree. Because of the broad scope of subject matter, sociology is excellent preparation for a wide range of career paths, including teaching, journalism, law, business, communications, nonprofit management, corrections/law enforcement, social work, counseling, urban planning, public service, and politics.

*Program Learning Outcomes:*

- Prepare students with the knowledge and skills required to succeed in the study of sociology.
- Provide students with the skills for critical thinking and perceptive reading.
- Provide students with the skills for sociological analysis.

Required Core .....	10-11
SOC 1A            Introduction to Sociology .....	3
SOC 1B            Critical Thinking about Social Problems .....	3
Select one Statistics course	
MATH 11           Elementary Statistics .....	4
MATH 11C        Elementary Statistics with Support .....	5
PSY 42            Statistics for the Behavioral Sciences .....	4
STAT 7            Elementary Statistics .....	4
List A .....	6
SOC 2            American Minority Groups .....	3
PSY 5            Social Psychology .....	3
SOC 11            Sociology of Gender .....	3
SOC 32            Courtship, Marriage, and Divorce: Family & Interpersonal Relationships .....	3
List B .....	3
ANTHRO 2        Cultural Anthropology .....	3
PSY 2            General Psychology .....	3
PSY 2H           Honors General Psychology .....	3
Completion of CSU General Education or IGETC CSU electives to reach 60 units total	
Total Units	60

Advisor(s): Aizon

## SPANISH

SPANISH (MAJOR #M.5550.AA-T)

### ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Associate in Arts in Spanish for Transfer Degree prepares students for transfer to four-year Spanish programs. Students will acquire the Spanish language in a culturally rich environment and will possess the receptive skills (listening and reading) and the productive skills (speaking and writing) necessary to achieve communicative competence in order to pursue more advanced study of Spanish at a CSU campus. The Associate in Arts in Spanish for Transfer Degree is appropriate for students considering careers in fields such as education, translation and interpretation, business, social services and tourism.

Required Core .....	20
SPAN 1            Beginning Spanish .....	5
SPAN 2            High-Beginning Spanish .....	5
SPAN 3            Intermediate Spanish .....	5
OR	
SPAN 3NS        Spanish for Spanish Speakers .....	5
SPAN 4            High-Intermediate Spanish .....	5
OR	
SPAN 4NS        Spanish for Spanish Speakers .....	5

If a student places out of any core course(s) and is not awarded units for that course the student will need to take additional units to compensate for the course/units required to reach at least 18 total units in the major. Approved substitutions include courses in List A. Additional approved course substitutions include the following:

ANTHRO 2        Cultural Anthropology .....	3
COMM 10        Intercultural Communication .....	3
SOC 1A           Introduction to Sociology .....	3
SOC 2            American Minority Groups .....	3
List A .....	3-4
ENGL 49        Latino & Chicano Literature .....	3
ETHNST 32       History of the Mexican American People .....	3
HIST 32        History of the Mexican American People .....	3
SPAN 5           The Short Story: Mexico, Spain, and the U.S. ....	4
SPAN 15        Practical Spanish Conversation, Low-Intermediate Level .....	3
SPAN 16        Practical Spanish Conversation, High-Intermediate Level .....	3
Completion of CSU General Education or IGETC CSU electives to reach 60 units total	
Total Units	60

Advisor(s): Vega



# Associate Degree and Certificate Programs

## ACCOUNTING

### Program Learning Outcomes:

- Use appropriate accounting vocabulary to effectively communicate in the business environment.
- Apply proper accounting principles in the process of journalizing various accounting transactions.
- Use critical thinking to analyze accounting data or information in order to prepare financial statements or a report evaluating that information.

ACCOUNTING (MAJOR #M.2010.AS)

### ASSOCIATE IN SCIENCE DEGREE

The Associate in Science Degree in accounting combines an in-depth understanding of accounting principles with a breadth of business knowledge. A student who completes the outlined course of study will be prepared for employment in the accounting field. These students will have acquired skills in basic accounting, both manual and computerized. The students will acquire some managerial, cost, and manufacturing accounting skills which will in addition to preparing accounting data, enable them to analyze and make decisions regarding such. They will in addition have acquired skills to use word processing and spreadsheet applications. They will have acquired skills to help them with communication both oral and written. Depending on courses chosen, a student will acquire other knowledge as listed below.

Business Department Core .....	9
BA 5 Business Communications .....	3
BA 10 Introduction to Business .....	3
IS 15 Computer Concepts.....	3
Major Courses .....	15.5
ACCTG 4A Financial Accounting .....	4
ACCTG 4B Managerial Accounting .....	4
ACCTG 31 Computerized Accounting .....	3
BA 33 Human Relations in Business .....	3
OT 13A Microsoft Access Essentials .....	1.5
Select one course .....	1.5
IS 18 Spreadsheet Fundamentals .....	1.5
OT 12A Microsoft Excel Essentials .....	1.5

Select two (2) .....	6-7
BA 18 Business Law and the Legal Environment .....	4
BA 52 Introduction to Entrepreneurship .....	3
ECON 1A Principles of Macroeconomics .....	3
ECON 1B Principles of Microeconomics .....	3
MKTG 10 Marketing .....	3
Select one (1) .....	3-4
BA 39 Finite Mathematics for Business .....	3
STAT 7 Elementary Statistics .....	4
Total Units	35-37

Advisor(s): Cade

ACCOUNTING (MAJOR #M.2010.CA)

### CERTIFICATE OF ACHIEVEMENT

Upon completion of this course of study a student will be prepared for an entry level position in accounting. The student will have acquired skills necessary to be able to use either manual or computerized accounting. In addition to accounting skill, the student will have additional proficiencies in word processing, spreadsheet, and the ability to work better with others.

ACCTG 4A Financial Accounting.....	4
ACCTG 4B Managerial Accounting .....	4
ACCTG 31 Computerized Accounting .....	3
BA 33 Human Relations in Business .....	3
IS 15 Computer Concepts.....	3
OT 13A Microsoft Access Essentials .....	1.5
Select one course .....	1.5
IS 18 Spreadsheet Fundamentals .....	1.5
OT 12A Microsoft Excel Essentials .....	1.5
Total Units	20

Advisor(s): Cade

## AGRICULTURE

### Program Learning Outcomes:

- Describe the strength, diversity, economic dynamics and opportunities of the California, U.S. and global agriculture economies.
- Communicate effectively, including use of proper presentation and promotion skills, to individuals and to groups, using oral, print and digital media.
- Utilize and apply digital/electronic technology as found in the agriculture business industry.
- Record, organize, and analyze financial and production data related to agriculture businesses.
- Determine agriculture business inputs, with an understanding of the interaction among those components, leading to accurate business planning and decision making.
- Demonstrate a breadth of knowledge of the agriculture industry that provides a base for decision making and credibility in personal interactions and career decisions.

### AGRICULTURE BUSINESS, OPTION A (MAJOR #M.102A.AS) ASSOCIATE IN SCIENCE DEGREE

This Associate in Science Degree combines an in-depth understanding of business principles with a breadth of agricultural knowledge. Students will be able to work within the increasingly complex business operations of production agriculture and agribusinesses. Students will make fundamental management decisions concerning resource allocation, apply the five decision-making steps in solving a practical farm problem, compute fixed and variable costs associated with production agriculture operations, students will predict the effects of changes in supply and demand on market prices of commodities, select appropriate computer applications as a management tool for agricultural businesses, effectively market agricultural products and services, record financial transactions in accordance with fundamental accounting principles, and analyze financial records to determine the solvency of a business.

This pathway is designed for students seeking a two-year degree that will allow them to acquire entry-level positions within the agriculture business industry.

Agriculture Business Core .....	32
AG 4            Farm Management .....	3
AGBS 2        Agricultural Economics .....	3
AGBS 3        Agriculture Accounting .....	3
AGBS 4        Computer Applications in Agriculture .....	3
AGBS 5        Ag Sales and Communications .....	3
AGBS 6        Career Preparation .....	1
AGBS 7        Career Leadership Seminar.....	1

AGBS 19V	Cooperative Work Experience, Agriculture .....	2
AS 1	Introduction to Animal Science .....	3
PLS 1	Introduction to Plant Science .....	3
PLS 1L	Introduction to Plant Science Laboratory .....	1
PLS 2	Soils .....	3
PLS 11	Machinery Technology .....	3
Select two from the following .....		6
AGBS 1	Introduction to Agriculture Business .....	3
AS 2	Beef Production .....	3
AS 3	Small Ruminant Production .....	3
AS 4	Swine Production .....	3
AS 5	Animal Nutrition .....	3
EH 30	Principles of Environmental Horticulture .....	3
PLS 3	General Viticulture .....	3
PLS 4A	Tree and Vine Management .....	3
PLS 5	Principles of Irrigation Management .....	3
PLS 7	Integrated Pest Management .....	3
PLS 8	Vegetable Production .....	3
Total Units		38

Advisor(s): E. Mosqueda

### AGRICULTURE EDUCATION (MAJOR #M.0112.AS) ASSOCIATE IN SCIENCE DEGREE

The agricultural education program is designed to equip students for careers as agricultural communication specialists or secondary agriculture teachers. In addition to a required selection of core courses, students will choose a specialization in one of the following focus areas: Agricultural Business, Animal Sciences, Plant Sciences, Mechanized Agriculture or Natural Resources.

Required Agriculture Core.....		27
AGBS 2	Agricultural Economics .....	3
AGBS 3	Agriculture Accounting.....	3
AGBS 8	Agriculture and Natural Resources Ambassadors .....	2
AGED 50	Agriculture Education Orientation .....	3
AS 1	Introduction to Animal Science .....	3
EH 30	Principles of Environmental Horticulture .....	3

NR 1	Introduction to Forestry.....	3
PLS 2	Soils .....	3
PLS 2L	Soils Laboratory.....	1
MAG 40	Introduction to Agricultural Mechanics.....	3

Select 6 units from one of following groups: ..... 6

Students wishing to specialize in Agriculture Business will select

6 Units from the following:

Agriculture Business Specialization

AGBS 1	Introduction to Agriculture Business .....	3
AGBS 4	Computer Applications in Agriculture.....	3
AGBS 5	Ag Sales and Communications.....	3

Students wishing to specialize in Animal Science will select 6 Units  
from the following:

Animal Science Specialization

AS 2	Beef Production .....	3
AS 3	Small Ruminant Production.....	3
AS 4	Swine Production.....	3
AS 6	Livestock Selection and Evaluation .....	3
AS 40	Livestock Exhibition and Marketing .....	2

Students wishing to specialize in Plant Science will select 6 Units  
from the following:

Plant Science Specialization

PLS 1	Introduction to Plant Science.....	3
PLS 3	General Viticulture .....	3
PLS 4A	Tree and Vine Management.....	3
PLS 8	Vegetable Production .....	3

Students wishing to specialize in Agriculture Mechanics will select  
6 Units from the following:

Agriculture Mechanics Specialization

MAG 41	Introduction to Agricultural Welding .....	3
MAG 42	Small Gasoline and Diesel Engines .....	3
MAG 43	Electrical and Hydraulic Fundamentals .....	3
MAG 44	Agriculture Welding Fabrication.....	3

Students wishing to specialize in Natural Resources will select 6  
Units from the following:

Natural Resources Specialization

NR 4	Forest Ecosystems .....	3
NR 7	Conservation of Natural Resources.....	3

NR 12	Watershed Ecology.....	3
NR 20	Forest Measurements .....	3
Total Units		33

Advisor(s): E. Mosqueda

## AMERICAN SIGN LANGUAGE

### AMERICAN SIGN LANGUAGE (MAJOR #M.5505.AA) ASSOCIATE IN ARTS DEGREE

Students successfully completing the course of study will be able to enter the workforce in a field that requires them to interact and work with Deaf and Hard of Hearing people. Students will receive in-depth instruction in American Sign Language and be exposed to the linguistic aspects of the language as well as the many facets of Deaf Culture. By completing these courses, students will acquire the skills necessary to be a culturally aware, linguistically competent ally for Deaf and Hard of Hearing individuals and find employment in various settings that require the knowledge of the Deaf culture and language. Possible employment options include working as Para educators and/or Interpreting Aides in a Deaf and Hard of Hearing classroom as well as various positions in Deaf/Hard of Hearing organizations. This series of courses will prepare students to take the American Sign Language Proficiency Interview to be evaluated as conversationally proficient.

#### Program Learning Outcomes

Upon completion of this program, students will be able to:

1. Formulate and understand grammatically correct and culturally appropriate American Sign Language concepts in spontaneous conversational settings
2. Synthesize aspects of American Sign Language syntax, pragmatics, and semantics to analyze and formulate a variety of sentences structures and communicate clearly and accurately in ASL.
3. Comprehend and implement appropriate cultural and linguistic practices based on the knowledge of preferences of the Deaf and Hard of Hearing community.

ASL 1	Beginning American Sign Language ....	4
ASL 2	High-Beginning American Sign Language.....	4
ASL 3	Intermediate American Sign Language.....	4
ASL 4	High-Intermediate American Sign Language.....	4
ASL 5	Deaf Culture.....	3
ASL 6	Structure of American Sign Language .	3
Total Units		22

## AMERICAN SIGN LANGUAGE CONVERSATIONAL PROFICIENCY (MAJOR #M.5505.CA) CERTIFICATE OF ACHIEVEMENT

Students successfully completing this certificate will enter the workforce in a field that requires them to interact and work with Deaf and Hard of Hearing people with a culture awareness of Deaf Culture. Students will use the linguistic aspects of the language as well as the many facets of Deaf Culture to be linguistically competent allies for Deaf and Hard of Hearing individuals and may find employment in various settings that require the knowledge of the Deaf culture and language. Possible employment options include working as Para educators and/or Interpreting Aides in a Deaf and Hard of Hearing classroom as well as various positions in Deaf/Hard of Hearing organizations. Students will be able to take the American Sign Language Proficiency Interview to be evaluated as conversationally proficient.

### Program Learning Outcomes

Upon completion of this program, students will be able to:

1. Formulate and understand grammatically correct and culturally appropriate American Sign Language concepts in spontaneous conversational settings
2. Synthesize aspects of American Sign Language syntax, pragmatics, and semantics to analyze and formulate a variety of sentences structures and communicate clearly and accurately in ASL.
3. Comprehend and implement appropriate cultural and linguistic practices based on the knowledge of preferences of the Deaf and Hard of Hearing community.

ASL 1	Beginning American Sign Language ....	4
ASL 2	High-Beginning American Sign Language.....	4
ASL 3	Intermediate American Sign Language.....	4
ASL 4	High-Intermediate American Sign Language.....	4
ASL 5	Deaf Culture.....	3
ASL 6	Structure of American Sign Language .	3
Total Units		22

## ART

### ART: TWO-DIMENSIONAL (MAJOR #M.520A.AA) ASSOCIATE IN ARTS DEGREE

AA Art AA Art Degree is designed to give students basic skills in 2-d composition, an introductory level knowledge of art history and computer digital art familiarity. The primary focus is to prepare students for transfer into four-year art programs.

### Select from the following studio art courses .....12

ART 3	Two-Dimensional Design .....	3
ART 7	Beginning Drawing .....	3
ART 9	Beginning Painting: Oil and Acrylic .....	3
ART 13	Beginning Watercolor Painting .....	3
ART 17	Intermediate Drawing .....	3
ART 19	Intermediate Painting: Oil/ Acrylic .....	3
ART 23	Intermediate Watercolor Painting .....	3

### Select two courses from the following ..... 6

ART 2	Introduction to Visual Culture ..	3
ART 5	Art History 1 .....	3
ART 6	Art History 2	
OR		
ART 6H	Honors Art History 2 .....	3
ART 26	Survey of Non-Western Art.....	3
ART 33	Introduction to Computer Art & Design .....	3
FILM 1	Introduction to Film Studies .....	3
PHOTO 1	Basics of Digital Photography .....	3

### Select from the following computer courses not already taken above..... 6

ART 30A	Illustrator: Beginning Computer Drawing and Design .....	3
ART 30B	Illustrator: Intermediate Computer Drawing and Design .....	3
ART 33	Introduction to Computer Art & Design .....	3
ART 37A	Photoshop: Digital Visual Art .....	3
ART 37B	Photoshop: Intermediate Digital Visual Art .....	3
ART 38	Painter: Computer Digital Imaging .....	3
Total Units		24

Advisor(s): Norton

## BIOLOGICAL SCIENCE

### BIOLOGICAL SCIENCE (MAJOR #M.6100.AS)

#### ASSOCIATE IN SCIENCE DEGREE

Students graduating with an Associate in Science Degree in Biology will have mastered a variety of biological topics, including chemistry of life, cell structure, function and metabolism, genetic information flow, evolution, biodiversity, and ecology. Students will successfully explore these topics using the scientific method and appropriate lab equipment. Students will also develop scientific literacy to address current issues and global problems.

Take a total of 18 units ..... 18

Take a minimum of 8 units from: ..... 8

BIOL 1 Principles of Biology ..... 4

BIOL 2 Environmental Science ..... 4

BIOL 5 Human Biology ..... 4

BIOL 10 Introduction to Life Science

Lecture ..... 3

BIOL 10L Introduction to Life

Science Lab ..... 1

BIOL 11A Biology for Science

Majors I ..... 5

BIOL 11B Biology for Science

Majors II ..... 5

BIOL 20 Human Anatomy ..... 4

BIOL 22 Human Physiology ..... 5

BIOL 31 Microbiology ..... 5

Take a minimum of 4 units from: ..... 4

CHEM 1A General Chemistry ..... 5

CHEM 1B General Chemistry and

Qualitative Analysis ..... 5

CHEM 3A Introductory General

Chemistry ..... 4

CHEM 3B Introductory Organic and

Biological Chemistry ..... 4

PHYS 2A General Physics I ..... 4

PHYS 2B General Physics II ..... 4

PHYS 4A Physics for Scientists and

Engineers ..... 4

PHYS 4B Physics for Scientists and

Engineers ..... 4

PHYS 4C Physics for Scientists and

Engineers ..... 4

Total Units 18

Advisor(s): Abou Naum, Fleuridor, Gray, Hussain, Yancey (Oakhurst)

## BUSINESS ADMINISTRATION

### 21ST CENTURY JOB SKILLS

(MAJOR #M.2040.CA)

#### CERTIFICATE OF ACHIEVEMENT

Students who complete the outlined course of study will be prepared for entry-level positions in the world of business. They will have acquired necessary skills, education, and classroom experience to understand basic business concepts and be able to contribute these skills to any entry-level position to business.

#### Program Learning Outcome:

Upon completion of the program students will be able to:

1. Demonstrate an understanding and application of human relations and professional workplace behaviors.
2. Identify, assess and critically evaluate basic business theory, functions, and skills required to manage effectively in a complex global environment.

BA 10 Introduction to Business ..... 3

BA 33 Human Relations in Business..... 3

IS 15 Computer Concepts..... 3

Total Units 9

### BUSINESS ADMINISTRATION, ENTREPRENEUR

(MAJOR #M.205B.AS)

#### ASSOCIATE IN SCIENCE DEGREE

This associate program is designed for students who wish to gain the necessary skills and knowledge to imagine, create, and run a successful venture. Students will learn the process of starting a new business, or revitalizing and reorganizing existing endeavors. This program will provide a balance of business theory and practice application as students learn to execute the daily operations required to start a new venture or manage a business. The acquired knowledge and skills learned in this program can be immediately applied in a workplace setting. In addition, the degree also provides a foundation for students wishing to pursue further education at the bachelor's level.

At the time of graduation, a student completing the courses of study will be able to:

- Interpret the functions of business
- Prepare, read, analyze and communicate financial information
- Use financial information in decision-making
- Understand of the duties of a manager: planning, organizing, directing, and controlling

- Understand the fundamental legal concepts and their application to business
- Understand basic business computer applications
- Utilize written and oral communication skills

## Business Administration Core

BA 5	Business Communications .....	3
BA 10	Introduction to Business .....	3
BA 33	Human Relations in Business .....	3
ECON 1A	Principles of Macroeconomics .....	3
ECON 1B	Principles of Microeconomics .....	3
IS 15	Computer Concepts .....	3

## Entrepreneur Option

BA 38	Operation of a Small Business .....	3
BA 52	Introduction to Entrepreneurship .....	3
MKTG 10	Marketing .....	3
Select one from the following .....		1-3

BA 19V	Cooperative Work Experience, Business .....	1
BA 27	Collegiate Entrepreneurs Organization .....	1

BA 47	Careers-Business .....	1
BA 61	Field Studies in Business.....	3
Select one from the following .....		4

ACCTG 4A	Financial Accounting .....	4
ACCTG 40	Applied Accounting .....	4
Select one from the following .....		3-4

BA 39	Finite Mathematics for Business .....	3
STAT 7	Elementary Statistics .....	4
Total Units		35-38

Advisor(s): Alvarez

## BUSINESS ADMINISTRATION: GENERAL BUSINESS

MAJOR #M.P205C.AS)

## ASSOCIATE IN SCIENCE DEGREE

This associate degree is intended for students who wish to be successful in the business environment. The course of study will prepare the student for employment at both the beginning and intermediate levels of business positions along with beginning and intermediate levels of supervisory positions. They will have acquired the necessary skills, education, and classroom experience to understand how businesses function, the role that management plays in effective business operations, and the many facets of organizational behavior and employee motivation in the workplace. They will be able to apply these skills immediately in the workplace.

At the time of graduation, a student completing the courses of study will be able to:

- Interpret the functions of business
- Prepare, read, analyze and communicate financial information
- Use financial information in decision-making
- Understand of the duties of a manager: planning, organizing, directing, and controlling
- Understand the fundamental legal concepts and their application to business
- Understand basic business computer applications
- Utilize written and oral communication skills

## Business Administration Core

BA 5	Business Communications .....	3
BA 10	Introduction to Business .....	3
BA 33	Human Relations in Business .....	3
ECON 1A	Principles of Macroeconomics .....	3
ECON 1B	Principles of Microeconomics .....	3
IS 15	Computer Concepts .....	3

## General Business Option .....

ACCTG 4B	Managerial Accounting .....	4
ACCTG 31	Computerized Accounting .....	3

BA 15	Introduction to Management .....	3
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BA 34	Fundamentals of Investing .....	3
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BA 38	Operation of a Small Business .....	3
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BA 52	Introduction to Entrepreneurship .....	3
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IS 40A	Web Development with HTML .....	3
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IS 60	Operating Systems .....	3
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IS 62	Computer Troubleshooting and Maintenance .....	2.5
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MKTG 10	Marketing .....	3
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MKTG 11	Salesmanship .....	3
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MKTG 12	Advertising and Promotion .....	3
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Select one from the following .....		1-3
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BA 19V	Cooperative Work Experience, Business .....	1
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BA 27	Collegiate Entrepreneurs Organization .....	1
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BA 47	Careers-Business .....	1
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BA 61	Field Studies in Business.....	3
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Select one from the following .....	4
ACCTG 4A      Financial Accounting .....	4
ACCTG 40      Applied Accounting .....	4
Select one from the following .....	3-4
BA 39              Finite Mathematics for	
Business .....	3
STAT 7            Elementary Statistics .....	4
Total Units	35-38

Advisor(s): Alvarez

## BUSINESS ADMINISTRATION-INFORMATION SYSTEMS MANAGEMENT (MAJOR #M. P205D.AS)

### ASSOCIATE IN SCIENCE DEGREE

A student who completes this degree will be prepared to assume responsibility for an entry or mid-level managerial position in an organization. This degree provides students with a broad knowledge of modern business and management theories through a carefully structured core curriculum consisting of courses in accounting, economics, management, and computer information systems.

At the time of graduation, a student completing the courses of study will be able to:

- Interpret the functions of business
- Prepare, read, analyze and communicate financial information
- Use financial information in decision-making
- Understand of the duties of a manager: planning, organizing, directing, and controlling
- Understand the fundamental legal concepts and their application to business
- Understand basic business computer applications
- Utilize written and oral communication skills

#### Business Administration Core

BA 5              Business Communications .....	3
BA 10            Introduction to Business .....	3
BA 33            Human Relations in Business .....	3
ECON 1A        Principles of Macroeconomics .....	3
ECON 1B        Principles of Microeconomics .....	3
IS 15            Computer Concepts.....	3
Information Systems Option	
IS 18            Spreadsheet Fundamentals .....	1.5
IS 40A          Web Development with HTML .....	3
IS 60            Operating Systems .....	3
IS 62            Computer Troubleshooting	
and Maintenance .....	2.5
Select one from the following .....	1
BA 19V          Cooperative Work Experience,	
Business .....	1
BA 27            Collegiate Entrepreneurs	
Organization .....	1
BA 47            Careers-Business .....	1

Select one from the following .....	4
ACCTG 4A      Financial Accounting .....	4
ACCTG 40      Applied Accounting .....	4
Select one from the following .....	3-4
BA 39              Finite Mathematics for	
Business .....	3
STAT 7            Elementary Statistics .....	4
Total Units	36-37

## BUSINESS ADMINISTRATION: MANAGEMENT

(MAJOR #M.P205F.AS)

### ASSOCIATE IN SCIENCE DEGREE

A student who completes this degree will be prepared to assume responsibility for an entry or mid-level managerial position in an organization. This degree provides students with a broad knowledge of modern business and management theories through a carefully structured core curriculum consisting of courses in accounting, economics, management, and computer information systems. Multiple options are available including: accounting, administration, entrepreneurship, general business, information systems, management, marketing, logistics & distribution and real estate.

At the time of graduation, a student completing the courses of study will be able to:

- Interpret the functions of business
- Prepare, read, analyze and communicate financial information
- Use financial information in decision-making
- Understand of the duties of a manager: planning, organizing, directing, and controlling
- Understand the fundamental legal concepts and their application to business
- Understand basic business computer applications
- Utilize written and oral communication skills

#### Business Administration Core

BA 5              Business Communications .....	3
BA 10            Introduction to Business .....	3
BA 33            Human Relations in Business .....	3
ECON 1A        Principles of Macroeconomics .....	3
ECON 1B        Principles of Microeconomics .....	3
IS 15            Computer Concepts.....	3
Management Option	
BA15            Introduction to Management .....	3
BA 38            Operation of a Small Business .....	3
MKTG 10        Marketing .....	3

Select one from the following	1-3
BA 19V Cooperative Work	
Experience, Business	1
BA 27 Collegiate Entrepreneurs	
Organization	1
BA 47 Careers-Business	1
BA 61 Field Studies in Business	3
Select one from the following	4
ACCTG 4A Financial Accounting	4
ACCTG 40 Applied Accounting	4
Select one from the following	3-4
BA 39 Finite Mathematics	
for Business	3
STAT 7 Elementary Statistics	4
Total Units	35-38

Advisor(s): Alvarez

## BUSINESS ADMINISTRATION: MARKETING

(MAJOR #M.P205G.AS)

### ASSOCIATE IN SCIENCE DEGREE

This program is designed for students interested in marketing as a career and is tailored to develop competency in marketing strategies that includes a target audience and all elements of marketing mix: product, price, place and promotion, in both large and small businesses. The students will explore opportunities in the marketing field, acquire basic marketing knowledge, terminology, concepts and skills to gain employment in an entry level marketing position in a business firm. The course of study prepares student for entry and intermediate level marketing positions. In addition, the degree also provides a foundation for students wishing to pursue further education at the bachelor's level.

At the time of graduation, a student completing the courses of study will be able to:

- Interpret the functions of business
- Prepare, read, analyze and communicate financial information
- Use financial information in decision-making
- Understand of the duties of a manager: planning, organizing, directing, and controlling
- Understand the fundamental legal concepts and their application to business
- Understand basic business computer applications
- Utilize written and oral communication skills

#### Business Administration Core

BA 5	Business Communications	3
BA 10	Introduction to Business	3
BA 33	Human Relations in Business	3
ECON 1A	Principles of Macroeconomics	3
ECON 1B	Principles of Microeconomics	3
IS 15	Computer Concepts	3

Marketing Option			
MKTG 10	Marketing .....	3	
MKTG 11	Salesmanship .....	3	
MKTG 12	Advertising and Promotion .....	3	
Select one from the following .....		1	
BA 19V Cooperative Work			
	Experience, Business .....	1	
BA 27 Collegiate Entrepreneurs			
	Organization .....	1	
BA 47 Careers-Business .....			1
Select one from the following .....		4	
ACCTG 4A	Financial Accounting .....	4	
ACCTG 40	Applied Accounting .....	4	
Select one from the following .....		3-4	
BA 39 Finite Mathematics for			
	Business .....	3	
STAT 7 Elementary Statistics .....			4
Total Units		35-36	

## BUSINESS FOUNDATIONS (MAJOR #M.2031.CA)

### CERTIFICATE OF ACHIEVEMENT

Students will obtain a foundational knowledge of modern business and management theories. They will have acquired the necessary skills, education and classroom experience to understand foundational business principles and be able to contribute this knowledge in entry level business positions.

#### Program Learning Outcome:

Upon successful completion of this program, the student will:

1. Be able to interpret the functions of business
2. Understand the fundamental legal concepts and their application to business
3. Utilize written and oral communication to skills.

#### Required Courses

BA 10	Introduction to Business .....	3
BA 18	Business Law and the Legal Environment .....	4
IS 15	Computer Concepts .....	3
Select one Accounting course.....		4
ACCTG 4A	Financial Accounting .....	4
ACCTG 40	Applied Accounting .....	4
Select one Economics course.....		3
ECON 1A	Principles of Macroeconomics .....	3
ECON 1B	Principles of Microeconomics .....	3
Select one course .....		3-4
BA 39	Finite Mathematics for Business .....	3
STAT 7	Elementary Statistics .....	4
Total Units		20-21

Advisor(s): Alvarez



### ENTRY LEVEL BUSINESS SKILLS (MAJOR #M.2041.CA) CERTIFICATE OF ACHIEVEMENT

Students who complete the outlined course of study will be prepared for entry-level positions in the world of business. They will have acquired the necessary skills, education, and classroom experience to understand basic business concepts and be able to contribute these skills in any entry-level position in business.

ACCTG 40	Applied Accounting .....	4
BA 18	Business Law and the Legal Environment .....	4
BA 38	Operation of a Small Business .....	3
BA 47	Careers-Business .....	1
IS 15	Computer Concepts .....	3
MKTG 10	Marketing .....	3
	<b>Total Units</b>	<b>18</b>

*Advisor(s): Alvarez*

### FOUNDATIONS OF HOSPITALITY (MAJOR #M.3000.CA) CERTIFICATE OF ACHIEVEMENT

The Foundations of Hospitality certificate of achievement will introduce students to best practices for engagement and communication with guests and employees in the hospitality industry. This seven-class certificate will examine the classic service styles, introduce food safety concepts, service of guests and how to communicate with guests and employees. The program also covers computer concepts and types of jobs available in the hospitality industry. A certificate of achievement will also provide the opportunity to take two different examinations for industry required certification: *ServSafe Manager Certification* and the *TIPS Alcohol Certification*.

#### *Program Learning Outcome:*

Upon successful completion of this program, the student will:

1. Define and illustrate the range of job opportunities in the hospitality industry.
2. Evaluate the major factors, developments, and trends affecting the hospitality industry currently and determine which ones will continue to affect the industry.
3. Identify the causes of food borne illness and the practices to prevent food borne illness in a food service system.
4. Explain the steps in successfully resolving customer complaints in the hospitality setting.
5. Organize, compose, and revise effective, written business communication using proper format and content.
6. Demonstrate critical thinking skills by researching, preparing, and presenting formal reports using graphic elements where appropriate.
7. Apply effective information technology skills to perform practical business functions that include word processing, spreadsheet, presentation, and database management applications.

### Program Requirements

BA 5	Business Communications .....	3
BA 12	Introduction to Hospitality .....	3
BA 47	Careers-Business .....	1
FSM 35	Food Services, Sanitation, Safety and Equipment .....	2
FSM 144	Presenting Service for Food Service Professionals.....	2
IS 15	Computer Concepts.....	3
IS 18	Spreadsheet Fundamentals.....	1.5
	<b>Total Units</b>	<b>15.5</b>

*Advisor(s): Cardella*

### FUNDAMENTAL SKILLS OF MANAGEMENT IN HOSPITALITY (MAJOR #M.3001.CA) CERTIFICATE OF ACHIEVEMENT

The Fundamental Skills of Management in Hospitality certificate of achievement will help students to develop modern management strategies for sectors in the Hospitality Industry. A certificate of achievement will also introduce students to theories and strategies to become an effective leader. Concentrating on effective communication, a student will build on the management foundation by developing tools and strategies to manage people in the hospitality industry. The program concludes with a work or volunteer experience where students work directly with an employer to gain management work experience.

#### *Program Learning Outcome:*

Upon successful completion of this program, the student will:

1. Demonstrate an understanding of management's role in social responsibility.
2. Analyze the advantages and disadvantages of different management theories and styles of leadership.
3. Demonstrate correct business writing style by writing short, clear, and concise sentences and paragraphs.
4. Demonstrate critical thinking skills by researching, preparing and presenting formal reports using graphic elements where appropriate.
5. Calculate numerical business data and include results in a report, memo or other business document.

**Program Requirements**

BA 15	Introduction to Management.....	3
BA 19V	Cooperative Work Experience, Business.....	3
BA 33	Human Relations in Business.....	3
BA 38	Operations of a Small Business .....	3
BA 52	Introduction to Entrepreneurship .....	3
ECON 1B	Principles of Microeconomics.....	3
FSM 11	Food Service Supervision .....	2
FSM 15	Food Production Management .....	2
MKTG 10	Marketing .....	3
OT 12A	Microsoft Office Essentials.....	1.5
	<b>Total Units</b>	<b>26.5</b>

Advisor(s): Cardella

**CERTIFICATE IN HOSPITALITY MANAGEMENT**

(MAJOR #M.204B.CN)

Students who complete the outlined course of study will be prepared for entry-level positions in the tourist industry. They will have acquired the necessary skills, education, and classroom experience to understand the hospitality industry and be able to contribute these skills immediately to firms in tourism.

BA 12	Introduction to Hospitality .....	3
BA 19V	Cooperative Work Experience, Business.....	6
OT 48	Today's Receptionist .....	1.5
	<b>Total Units</b>	<b>10.5</b>

**MANAGERIAL ASSISTANT (MAJOR #M.2180.CA)****CERTIFICATE OF ACHIEVEMENT**

Students who complete the outlined course of study will be prepared for intermediate supervisory positions as a managerial assistant. They will have acquired the necessary skills, education, and classroom experience to understand how businesses function, the role that management plays in effective business operations, and the many facets of organizational behavior and employee motivation in the workplace. They will be able to apply these skills in the workplace.

ACCTG 40	Applied Accounting .....	4
BA 5	Business Communications .....	3
BA 10	Introduction to Business .....	3
BA 15	Introduction to Management .....	3
BA 19V	Cooperative Work Experience, Business.....	1
BA 33	Human Relations in Business .....	3
IS 15	Computer Concepts.....	3
	<b>Total Units</b>	<b>20</b>

**CHILD DEVELOPMENT***Program Learning Outcomes:*

- Integrate understanding of the needs, the characteristics and multiple influences on development of all children as related to high quality care and education of young children.
- Analyze, demonstrate and evaluate effective practice in working with young children.
- Design, implement and evaluate environments and activities that support positive developmental play and learning outcomes for all young children.
- Apply effective guidance and interaction strategies that support all children's social learning, identity and self-confidence.
- Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to the Early Care and Education profession.

**ASSOCIATE TEACHER (MAJOR #M.561Q.CA)****CERTIFICATE OF ACHIEVEMENT**

This certificate provides the educational coursework that serves as the core curriculum for the early childhood education field and allows the student to work as a teacher in a private early care and education program. The student is also eligible to apply to the Commission on Teacher Credentialing for the Associate Teacher Child Development Permit. With an Associate Teacher Child Development Permit, an individual can work as an assistant or associate teacher in a publicly funded (Title 5) early care and education program.

CHDEV 1	Principles and Practices of Teaching Young Children .....	3
CHDEV 3	Introduction to Curriculum .....	3
CHDEV 19V	Cooperative Work Experience, Child Development .....	3
CHDEV 30	Child, Family, and Community .....	3
CHDEV 39	Child Growth and Development.....	3
	<b>Total Units</b>	<b>15</b>

Advisor(s): Luera, Triplitt

## CHILD DEVELOPMENT (MAJOR #M.5610.AS)

## ASSOCIATE IN SCIENCE DEGREE

The Associate in Science degree in Child Development is designed to prepare students to work with young children in a variety of early care and education settings. Completion of the requirements for the Associate in Science degree will fulfill the requirements to obtain the California Child Development Permit at the Teacher level which qualifies the student to work in a State of California funded child development center or preschool.

## Required Core Courses - 24 units

CHDEV 1	Principles and Practices of Teaching Young Children .....	3
CHDEV 3	Introduction to Curriculum .....	3
CHDEV 6	Health, Safety and Nutrition in Early Childhood Education .....	3
CHDEV 15	Diversity and Culture in Early Care and Education Programs .....	3
CHDEV 20	Observation and Assessment .....	3
CHDEV 30	Child, Family, and Community .....	3
CHDEV 37A	Early Childhood Practicum .....	3
CHDEV 39	Child Growth and Development .....	3

Choose one additional lab from the courses listed below .....

Course Selection should be based on an area of specialization: Preschool, Infant/Toddler, School-Age, Early Intervention (3 units)

CHDEV 16	Early Intervention .....	3
CHDEV 17A	Infant and Toddler Practicum .....	3
CHDEV 37B	Advanced Practicum in Early Childhood Education .....	3

Choose 3 units from the courses below: .....

Consideration for course selection should be based on a specialization or career goals. It is recommended that you get guidance from one of the Child Development instructors.

CHDEV 5	Parent Education .....	3
CHDEV 11	The Young Child with Special Needs .....	3
CHDEV 12	Child Abuse .....	3
CHDEV 17B	Advanced Infant and Toddler Development .....	3
CHDEV 40A	Administration I: Programs in Early Childhood Education .....	3
CHDEV 40B	Administration II: Personnel and Leadership in Early Childhood Education .....	3
CHDEV 45	Adult Supervision and Mentoring in Early Care and Education .....	3

CHDEV 47	Emergent Literacy .....	3
CHDEV 49	Guidance for Young Children .....	3
CHDEV 151	Introduction to Family Child Care .....	1
CHDEV 152	Quality Programs in Family Child Care .....	1

Total Units 30

Advisor(s): Luera, Triplitt

## CHILD DEVELOPMENT (MAJOR #M.5610.CA)

## CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Child Development is designed to prepare students to work with young children in a variety of early care and education settings. Upon Completion of the Child Development Certificate of Achievement the student possesses the coursework required to work as a teacher in both a private or public early care and education setting serving preschool-age children. Additionally, with appropriate documented work experience, the student is eligible to apply for the California Child Development Permit through the Commission on Teacher Credentialing at the Associate Teacher level.

CHDEV 1	Principles and Practices of Teaching Young Children .....	3
CHDEV 3	Introduction to Curriculum .....	3
CHDEV 6	Health, Safety and Nutrition in Early Childhood Education .....	3
CHDEV 15	Diversity and Culture in Early Care and Education Programs .....	3
CHDEV 20	Observation and Assessment .....	3
CHDEV 30	Child, Family, and Community .....	3
CHDEV 37A	Early Childhood Practicum .....	3
CHDEV 39	Child Growth and Development .....	3

Total Units 24

Advisor(s): Luera, Triplitt

### EARLY INTERVENTION ASSISTANT (MAJOR #M.561R.CA) CERTIFICATE OF ACHIEVEMENT

The study of infants and toddlers with disabilities, atypical development or other special needs, both in the Early Intervention setting and in the Child Care setting. Explores strategies and interventions used in the field of Early Intervention. Current theories in Early Intervention, early relationships, family systems, grief processing and stressors. The "To Be Arranged" hours may include observation of practitioners and participation in assessments and early intervention strategies.

CHDEV 3	Introduction to Curriculum .....	3
CHDEV 6	Health, Safety and Nutrition in Early Childhood Education .....	3
CHDEV 11	The Young Child with Special Needs .....	3
CHDEV 15	Diversity and Culture in Early Care and Education Programs .....	3
CHDEV 16	Early Intervention .....	3
CHDEV 17A	Infant and Toddler Practicum .....	3
CHDEV 20	Observation and Assessment .....	3
CHDEV 30	Child, Family, and Community .....	3
CHDEV 39	Child Growth and Development .....	3
CHDEV 49	Guidance for Young Children .....	3
Total Units		30

Advisor(s): Luera, Triplitt

## COMMUNICATION

### COMMUNICATION STUDIES (MAJOR #M.5343.AA) ASSOCIATE IN ARTS DEGREE

The number one skill requested by employers is good communication skills. The associate degree in communication will give students a solid foundation of communication skills for a variety of situations. The overarching program outcome is that students will know how to gather, organize, and present information to others with confidence and competence. Communication courses focus on how people use messages to generate meaning within and across various contexts, cultures, and channels.

#### Student Learning Outcomes:

- Demonstrate and apply core communication theories and principles
- Construct and deliver competent presentations that are adapted to the audience and purpose
- Critically evaluate communicative situations

#### Required Core Courses

COMM 2	Interpersonal Communication .....	3
COMM 4	Persuasion .....	3
COMM 8	Group Communication .....	3
COMM 25	Argumentation .....	3
Select one course .....		3
COMM 1	Public Speaking .....	3
COMM 1H	Honors Public Speaking .....	3
Select from the following .....		3
COMM 10	Intercultural Communication ....	3
COMM 12	Fundamentals of Interpretation .....	3
COMM 15	Computer-Mediated Communication .....	3
JOURN 1	Introduction to Mass Communications .....	3
PHIL 2	Critical Reasoning and Analytic Writing .....	3
Total Units		18

Advisor(s): Millar, Newton

### COMMUNICATION STUDIES (MAJOR #M.5343.CA) CERTIFICATE OF ACHIEVEMENT

Upon completion of this certificate students will have communication skills that are applicable in the workforce. Skills may include but are not limited to: gathering and organizing of information, analyzing the audience, presenting, discerning verbal and nonverbal communication signals, managing conflict, applying effective leadership characteristics, communicating inter personally, and recognizing the role of diversity. The Certificate of Achievement in Communication Studies is designed to enhance a student's ability to communicate in social, professional, and relational contexts. This certificate is intended to enhance the communication skills for students of all majors and career paths. Coursework may be applied toward an AA degree.

#### Program Learning Outcomes:

- Demonstrate and apply core communication theories and principles.
- Construct and deliver competent presentations that are adapted to the audience and purpose.
- Critically evaluate communicative situations.

Select one .....	3
COMM 1 Public Speaking .....	3
COMM 1H Honors Public Speaking .....	3
Select three courses .....	9
COMM 2 Interpersonal Communication .....	3
COMM 4 Persuasion .....	3
COMM 8 Group Communication .....	3
COMM 10 Intercultural Communication .....	3
COMM 12 Fundamentals of Interpretation .....	3
COMM 15 Computer-Mediated Communication .....	3
COMM 25 Argumentation .....	3
Total Units	12

Advisor(s): Millar, Newton

## COMPUTER SCIENCE

### Program Learning Outcomes:

- Understand the social impact of computers on human society
- Carry out computer related tasks with professional ethics
- Write programs using procedural programming language
- Write programs using object oriented programming language
- Analyze and solve application problems in science and engineering
- Write programs using advanced programming concepts

### COMPUTER SCIENCE (MAJOR #M.6920.AS)

#### ASSOCIATE IN SCIENCE DEGREE

Upon completion of the program, students should be able to understand the social impact of computers on human society, carry out computer related tasks with professional ethics, and write programs using both procedural and object oriented programming languages.

Transfer Purpose: To prepare students for transfer into four-year computer science programs. Students planning to transfer to a four-year college or university should familiarize themselves with the computer science program requirements at the school to which they will transfer.

#### Computer Science Core

CSCI 26	Discrete Mathematics for Computer Science .....	4
CSCI 40	Programming Concepts and Methodology I .....	4
CSCI 41	Programming Concepts and Methodology II .....	4

Select additional units from the following courses: .....		8
CSCI 5	Java Programming .....	3
CSCI 45	Computer Organization and Assembly Language Programming .....	4
MATH 5A	Math Analysis I .....	5
MATH 5B	Math Analysis II .....	4
PHYS 2A	General Physics I or	
PHYS 4A	Physics for Scientists and Engineers .....	4
PHYS 2B	General Physics II or	
PHYS 4B	Physics for Scientists and Engineers .....	4
Recommended courses:		
MATH 5A	Math Analysis I	
MATH 5B	Math Analysis II	
PHYS 2A	General Physics I	
PHYS 2B	General Physics II	
Total Units		20

## COUNSELING

### CSU GE BREADTH (MAJOR #M.5800.CA)

#### CERTIFICATE OF ACHIEVEMENT

The certificate of achievement in CSU GE provides students with an introduction to the breadth and depth of liberal arts and science with an emphasis in global perspectives. It provides students with a foundation in the liberal arts and sciences and prepares them for specialized study in a particular discipline or program. CSU Certification is not automatic, please request certification through Admission and Records. This Certificate of Achievement will allow the student to complete the lower division general education required courses but does not meet all the requirements for transfer (see Note). A course or sequence of courses used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. Students should check with a counselor and review the Madera Community College catalog for further clarification.

Note: The CSU Certificate of Achievement only confirms completing CSU general education requirements and does not meet Associate Degree or transfer admission requirements. CSU transfer admission requirements include the completion of 60 transferable units with a 2.0 or better GPA and 30 units of general education courses with "C" or better grades, including speech (A1), English composition (A2), critical thinking (A3), and mathematics (B4). It is not recommended for students with the following majors to complete this pattern: Engineering and Liberal studies

*Program Learning Outcomes*

*Upon completion of this program, students will be able to:*

Evaluate and apply a global understanding of the liberal arts and sciences. Measurement would be completion of a minimum 13 courses within the CSU GE pattern from the following areas:

- English Language Communication and Critical Thinking,
- Scientific Inquiry and Quantitative Reasoning,
- Arts and Humanities,
- Social Sciences, and
- Lifelong Learning and Self-Development.

*Program Requirements*

Courses that are approved for CSU GE Breadth vary annually.

*The CSU GE-Breadth Requirements is a lower-division 39 semester (58.5 quarter) unit pattern. Transfer students must take specified courses in the areas of:*

*Requirements:*

Area A:	English Communication and Critical Thinking	9.0 units
	<i>Select one course from each area (A1, A2, A3)</i>	
Area B:	Scientific Inquiry and Quantitative Reasoning	9.0 units
	<i>Select one course from each area (B1, B2, and B4). One course with lab (B3)</i>	
Area C:	Arts and Humanities	9.0 units
	<i>Select one course from each area (C1, C2), plus an additional course from either area</i>	
Area D:	Social Sciences	6.0 units
	<i>Select two courses (CSU American Institutions may be completed in this area)</i>	
Area E:	Lifelong Learning and Self-Development	3.0 units
	<i>Select one course</i>	
Area F:	Ethnic Studies	3.0 units
Total	39.0 units after select one course	

*Each of the areas has a minimum number of units or courses. Please refer to the following table for AREA specific courses offered at Madera Community College approved to satisfy CSU GE-Breadth AREAs*

AREA A: English Language Communication and Critical Thinking: 9 semester units minimum required with at least one course each from A1, A2, and A3. ("C" or better grade required in A1, A2, and A3).

*A1. Oral Communication (1 course minimum):*

COMM 1**	Public Speaking .....	3
COMM 1H**	Honors Public Speaking .....	3
COMM 4	Persuasion .....	3
COMM 8	Group Communication.....	3
COMM 25*	Argumentation .....	3
<i>A2. Written Communication (1 course minimum):</i>		
ENGL 1A**	Reading and Composition .....	4
ENGL 1AH**	Honors Reading and Composition.....	4

*A3. Critical Thinking (1 course minimum):*

COMM 25*	Argumentation .....	3
ENGL 2**	Critical Reading and Writing Through Literature .....	3
ENGL 2H**	Honors Critical Reading and Writing Through Literature .....	3
ENGL 3**	Critical Reading & Writing .....	3
ENGL 3H**	Honors Critical Reading & Writing .....	3
PHIL 2	Critical Reasoning and Analytic Writing.....	3
PHIL 4	Introduction to Logic .....	3
PHIL 6	Symbolic Logic.....	3

*AREA B- Scientific Inquiry:*

A minimum of 7 semester units with at least one course from AREA B.1 and AREA B.2. One course from AREA B.1 or B.2 must contain a laboratory component.

*B1. Physical Science (1 course minimum):*

ASTRO 10	Introduction to Astronomy.....	4
CHEM 1A	General Chemistry.....	5
CHEM 1B	General Chemistry and Qualitative Analysis .....	5
CHEM 3A	Introductory General Chemistry .....	4
CHEM 3B	Introductory Organic & Biological Chemistry.....	4
CHEM 8	Elementary Organic Chemistry .....	3
CHEM 10	Elementary Chemistry .....	4
CHEM 28A	Organic Chemistry I .....	3
CHEM 28B	Organic Chemistry II .....	3
GEOG 5	Physical Geography.....	3
GEOG 9	Physical Geography: Land Formation ..	3
GEOL 1	Physical Geology .....	4
GEOL 2	Historical Geology .....	3
GEOL 9	Introduction to Earth Science .....	4
GEOL 10	Rocks, Fossils, and Minerals .....	3
PHYS 2A	General Physics I.....	4
PHYS 2B	General Physics II.....	4
PHYS 4A	Physics for Scientists and Engineers ...	4
PHYS 4B	Physics for Scientists and Engineers ...	4
PHYS 4C	Physics for Scientists and Engineers ...	4
PLS 2	Soils .....	3
SCI 1A	Introduction to Chemical and Physical Science.....	4

## B2. Life Science (1 course minimum):

AS 1	Introduction to Animal Science .....	3
BIOL 1	Principles of Biology .....	4
BIOL 2	Environmental Science .....	4
BIOL 5	Human Biology .....	4
BIOL 10	Introduction to Life Science .....	3
BIOL 11A	Biology for Science Majors I .....	5
BIOL 11B	Biology for Science Majors II .....	5
BIOL 20	Human Anatomy .....	4
BIOL 22	Human Physiology .....	5
BIOL 31	Microbiology .....	5
NR 7	Conservation of Natural Resources.....	3
PLS 1	Introduction to Plant Science .....	3

## B3: Laboratory Activity

Any course from B1 or B2 with a laboratory component

BIOL 10L	Introduction to Life Science Lab .....	1
CHEM 9	Elementary Organic Chemistry Laboratory.....	3
CHEM 29A	Organic Chemistry Laboratory I .....	2
CHEM 29B	Organic Chemistry Laboratory II .....	2
PLS 1L	Introduction to Plant Science Laboratory.....	1
PLS 2L	Soils Laboratory.....	1

## AREA B – Quantitative Inquiry:

A minimum of one course from AREA B.4

BA 39	Finite Mathematics for Business.....	3
CSCI 26	Discrete Mathematics for Computer Science .....	4
MATH 3A	College Algebra .....	3
MATH 4A	Trigonometry .....	4
MATH 5A	Math Analysis I .....	5
MATH 5B	Math Analysis II .....	4
MATH 6	Math Analysis III .....	4
MATH 10A	Structure and Concepts in Mathematics I .....	3
MATH 10B	Structure and Concepts in Mathematics II .....	3
MATH 11 **	Elementary Statistics .....	4
MATH 11C**	Elementary Statistics with Support.....	5
MATH 17	Differential Equations and Linear Algebra .....	5
MATH 21	Finite Mathematics.....	3
MATH 45	Contemporary Mathematics .....	3
PLS 9	Biometrics.....	3
PSY 42	Statistics for the Behavioral Sciences .....	4
STAT 7	Elementary Statistics .....	4

## AREA C- Arts and Humanities.

A minimum of 9 semester units with at least one course from AREA C.1-Arts and one course from AREA C.2-Humanities.

## AREA C.1 - Arts

ART 2	Introduction to Visual Culture .....	3
ART 5	Art History 1 .....	3
ART 6**	Art History 2.....	3
ART 6H**	Honors Art History 2.....	3
ART 26	Survey of Non-Western Art.....	3
COMM 12	Fundamentals of Interpretation .....	3
FILM 1	Introduction to Film Studies .....	3
FILM 2A*	History of Cinema 1895-1960 .....	3
FILM 2B*	History of Cinema 1960-Present .....	3
MUS 12**	Music Appreciation .....	3
MUS 12H**	Honors Music Appreciation.....	3
MUS 16	Jazz History and Appreciation.....	3
PHOTO 1	Basics of Digital Photography.....	3

## AREA C.2 - Humanities

ASL 1	Beginning American Sign Language ....	4
ASL 2	High-Beginning American Sign Language .....	4
ASL 3	Intermediate American Sign Language .....	4
ASL 4	High-Intermediate American Sign Language .....	4
ASL 5	Deaf Culture .....	3
ENGL 1B*	Introduction to the Study of Literature.....	3
ENGL 1BH**	Honors Introduction to the Study of Literature.....	3
ENGL 36	Women's Literature .....	3
ENGL 43A	American Literature: Origins Through Reconstruction (1877) .....	3
ENGL 43B	American Literature: 1877 to Present ...	3
ENGL 44A	World Literature to the Renaissance ....	3
ENGL 44B	World Literature Since the Renaissance .....	3
ENGL 46A	English Literature to 1800 .....	3
ENGL 46B	English Literature from 1800 to the Present .....	3
ENGL 47	Shakespeare .....	3
ENGL 49	Latino & Chicano Culture.....	3
ESL 14	High-Intermediate Academic Reading and Writing.....	6
ESL 15	Advanced Academic Reading and Writing.....	6
FILM 2A*	History of Cinema 1895-1960 .....	3
FILM 2B*	History of Cinema 1960-Present .....	3

HIST 1*	Western Civilization to 1648 .....	3
HIST 2*	Western Civilization from 1648 .....	3
HIST 11*	History of the United States to 1877 .....	3
HIST 12**	History of the United States Since 1865 .....	3
HIST 12H**	Honors History of the United States Since 1865 .....	3
HIST 20*	World History I, to 1600 .....	3
HIST 22*	History of American Women .....	3
LING 10	Introduction to Language .....	3
PHIL 1	Introduction to Philosophy .....	3
PHIL 1C**	Ethics .....	3
PHIL 1CH**	Honors Ethics .....	3
PHIL 1D	World Religions .....	3
PHIL 3A	History of Ancient Philosophy .....	3
PHIL 3B	History of Modern Philosophy .....	3
SPAN 1	Beginning Spanish .....	5
SPAN 2	High-Beginning Spanish .....	5
SPAN 3	Intermediate Spanish .....	5
SPAN 3NS	Spanish for Spanish Speakers .....	5
SPAN 4	High-Intermediate Spanish .....	5
SPAN 4NS	Spanish for Spanish Speakers .....	5
SPAN 5	The Short Story: Mexico Spain and the U.S. ....	4
SPAN 15	Practical Spanish Conversation, Low-Intermediate Level .....	3
SPAN 16	Practical Spanish Conversation, High-Intermediate Level .....	3

#### AREA D- Social and Behavioral Sciences:

A minimum of 9 semester units selected from at least of two different subject areas. A minimum of 6 semester units are required for students entering in Fall 2021 and beyond.

AGBS 2	Agricultural Economics .....	3
ANTHRO 1	Biological Anthropology .....	3
ANTHRO 2	Cultural Anthropology .....	3
ANTHRO 3	Introduction to Archaeology and Prehistory .....	3
ASL 5*	Deaf Culture .....	3
CHDEV 30	Child, Family, and Community .....	3
CHDEV 38**	Lifespan Development .....	3
CHDEV 39*	Child Growth and Development .....	3
COMM 10	Intercultural Communication .....	3
CRIM 5	Community Relations .....	3
CRIM 13	The Constitution and Your Individual Rights .....	3
CRIM 14	Multicultural Issues Within Public Safety .....	3
ECON 1A	Principles of Macroeconomics .....	3
ECON 1B	Principles of Microeconomics .....	3

ETHNST 5**	African People in the New World .....	3
ETHNST 32**	History of the Mexican American People .....	3
GEOG 6	World Regional Geography .....	3
HIST 1*	Western Civilization to 1648 .....	3
HIST 2*	Western Civilization from 1648 .....	3
HIST 5**	African People in the New World .....	3
HIST 11**	History of the United States to 1877 .....	3
HIST 12***	History of the United States since 1835 .....	3
HIST 12H***	Honors History of the United States since 1865 .....	3
HIST 20*	World History I, to 1600 .....	3
HIST 22*	History of American Women .....	3
HIST 32**	History of the Mexican American People (see Ethic Studies 32) .....	3
HS 20	Introduction to Social Welfare .....	3
JOURN 1	Introduction to Mass Communications .....	3
POLSCI 2**	American Government .....	3
POLSCI 2H**	Honors American Government .....	3
POLSCI 3	Introduction to Political Theory and Thought .....	3
POLSCI 5	Comparative Government .....	3
POLSCI 24	International Relations .....	3
PSY 2**	General Psychology .....	3
PSY 2H**	Honors General Psychology .....	3
PSY 5	Social Psychology .....	3
PSY 16	Abnormal Psychology .....	3
PSY 38**	Lifespan Development (see also Child Development 38) .....	3
PSY 45	Introduction to Research Methods in Psychology .....	3
SOC 1A	Introduction to Sociology .....	3
SOC 1B	Critical Thinking About Social Problems .....	3
SOC 2	American Minority Groups .....	3
SOC 11	Sociology of Gender .....	3
SOC 32	Courtship, Marriage, and Divorce: Family & Interpersonal Relationships .....	3



AREA E: Life Long Learning and Self-Development:  
A minimum of 3 semester units.

CHDEV 38 **	Lifespan Development .....	3
CHDEV 39*	Child Growth and Development.....	3
COMM 2	Interpersonal Communication.....	3
COUN 53	College and Life Management.....	3
FN 35	Nutrition and Health .....	3
HLTH 1	Contemporary Health Issues .....	3
PSY 2 **	General Psychology .....	3
PSY 2H **	Honors General Psychology .....	3
PSY 25	Human Sexuality.....	3
PSY 38 **	Lifespan Development .....	3
SOC 1A	Introduction to Sociology .....	3
SOC 32	Courtship, Marriage, and Divorce: Family & Interpersonal Relationships ...	3

AREA F: Ethnic Studies:

A minimum of 3 semester units. Students entering in Fall 2021 and beyond will need to complete the new Area F Ethnic Studies. Please speak with a counselor for more information.

Note: \*Courses located in more than one AREA can only be used in one area

\*\* Identifies courses that are considered "same as". You can only take one of the 2 courses (CHDEV 38 same as PSY 38)

To be fully certified, students must complete a minimum of 9 units each in Areas A, B, C, and D, and 3 units in Areas E and F. At least 30 of these units must be completed with a grade of "C" or better, including the 9 units in Area A: Communication in the English Language; and 3 units in Area B-4: Mathematics.

\*AP, CLEP, IB may be used to meet CSU General Education requirements for certification.

Note: Fulfilling the CSU minimum eligibility requirements does not guarantee admission to CSU campuses. Admission selection criteria vary widely by campus and by major. Consult with your counselor or a CSU campus representative to learn about the GPA and courses that may be required for admission to particular campuses and majors. Refer to the CSU Apply website for CSU transfer eligibility requirements (<https://www2.calstate.edu/apply>).

To be fully certified, students must complete a minimum of 9 units each in Areas A, B, and C, 6 units in Area D, and 3 units in Area E. At least 30 of these units must be completed with a grade of "C" or better, including the 9 units in Area A: Communication in the English Language; and 3 units in Area B-4: Mathematics. GE-Breadth Certification is not automatic and must be requested by the student at the same time transcripts are requested to be sent to the CSU following the posting of final grades.

Note: A single course, even though listed in more than one area, can only be used to satisfy one General Education requirement.

INTERSEGMENTAL GE TRANSFER CURRICULUM  
(IGETC) (MAJOR #M.5801.CA)

### CERTIFICATE OF ACHIEVEMENT

The general education or breadth requirements are designed to give CSU/UC undergraduates a broad background in all major academic disciplines-natural sciences, physical sciences, social sciences, mathematics, humanities and visual and performing arts. This certificate allows the student to complete Certification of the Intersegmental General Education Transfer Curriculum (IGETC) for the California State University (CSU) or University of California (UC). IGETC Certification is not automatic, please request certification through Admission and Records. This Certificate of Achievement will allow the student to complete the lower division general education required courses but does not meet all the requirements for transfer (see Note). A course or sequence of courses used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. Students should check with a counselor and review the MCC college catalog for further clarification.

NOTE: The IGETC Certificate of Achievement only confirms completing CSU and/or UC general education requirements and does not meet Associate Degree of transfer admission requirements. Completion of IGETC is NOT an admission requirement to CSU or UC. It is not advisable for students who are pursuing majors that require extensive lower division preparation, such as Engineering or Liberal Studies, to follow IGETC. All courses must be completed with a "C" or better. Courses must be on the college's approved IGETC list at time the course was completed. Students should check with a counselor and review the Madera Community College catalog for further clarification.

### Program Learning Outcomes:

*Upon completion of this program, students will be able to:*

Evaluate and apply a global understanding of the liberal arts and sciences. Measurement would be completion of a minimum 13 courses within the CSU GE pattern from the following areas:

1. Evaluate and apply a global understanding of the following academic disciplines: natural sciences, physical sciences, social sciences, mathematics, humanities, and visual and performing arts.

### Area 1: English Communication

CSU – three courses required, one each from 1A, 1B, and 1C (nine semester units minimum);

UC – two courses required, one each from 1A and 1B (six semester units minimum).

1A English Composition .....	3 semester units minimum	
ENGL 1A	Reading and Composition .....	4
ENGL 1AH	Honors Reading and Composition.....	4

## 1B Critical Thinking-English Composition ..... 3 semester units minimum

COMM 25	Argumentation .....	3
ENGL 2	Critical Reading and Writing through Literature .....	3
ENGL 2H	Honors Critical Reading and Writing Through Literature .....	3
ENGL 3	Critical Reading and Writing .....	3
ENGL 3H	Honors Critical Reading and Writing ....	3
PHIL 2	Critical Reasoning and Analytic Writing.....	3

1C-Oral Communication..... 3 semester units minimum  
*CSU requirement only*

COMM 1	Public Speaking .....	3
COMM 1H	Honors Public Speaking .....	3
COMM 4	Persuasion .....	3
COMM 8	Group Communication.....	3
COMM 25	Argumentation .....	3

Area 2: Mathematical Concepts and Quantitative Reasoning ....  
3 semester units minimum

BA 39	Finite Mathematics for Business.....	3
CSCI 26	Discrete Mathematics for Computer Science .....	4
MATH 3A	College Algebra .....	4
MATH 5A	Math Analysis I .....	5
MATH 5B	Math Analysis II .....	4
MATH 6	Math Analysis III .....	5
MATH 11	Elementary Statistics .....	4
MATH 11C	Elementary Statistics with Support.....	5
MATH 17	Differential Equations and Linear Algebra .....	5
MATH 21	Finite Mathematics.....	3
PLS 9	Biometrics.....	3
PSY 42	Statistics for the Behavioral Sciences ..	4
STAT 7	Elementary Statistics .....	4

AREA 3: Arts and Humanities, .....9 semester units minimum  
*At least one from the Arts and one from Humanities*

## 3A Arts

ART 2	Introduction to Visual Culture .....	3
ART 5	Art History 1 .....	3
ART 6	Art History 2 .....	3
ART 6H	Honors Art History 2 .....	3
ART 26	Arts of Africa, Oceania, Indigenous North America, and Pre-Columbian Americas.....	3
FILM 1	Introduction to Film Studies .....	3
FILM 2A*	History of Cinema: 1895-1960 .....	3
FILM 2B	History of Cinema: 1960 to present .....	3
MUS 12	Music Appreciation .....	3
MUS 12H	Honors Music Appreciation.....	3
MUS 16	Jazz History and Appreciation .....	3

## 3B Humanities

ASL 2	High-Beginning American Sign Language.....	4
ASL 3	Intermediate American Sign Language.....	4
ASL 4	High-Intermediate American Sign Language.....	4
ASL 5*	Deaf Culture.....	3
ENGL 1B	Introduction to the Study of Literature .....	3
ENGL 1BH	Honors Introduction to the Study of Literature.....	3
ENGL 36	Women's Literature .....	3
ENGL 43A	American Literature: Origins through Reconstruction (1877) .....	3
ENGL 43B	American Literature: 1877 to Present ...	3
ENGL 44A	World Literature to the Renaissance ....	3
ENGL 44B	World Literature since the Renaissance .....	3
ENGL 46A	English Literature to 1800.....	3
ENGL 46B	English Literature from 1800 to the Present.....	3
ENGL 47	Shakespeare.....	3
ENGL 49	Latino & Chicano Literature .....	3
FILM 2A*	History of Cinema: 1895-1960 .....	3
FILM 2B*	History of Cinema: 1960 to present .....	3
HIST 1	Western Civilization to 1648 .....	3
HIST 2	Western Civilization from 1648.....	3
HIST 11	History of the United States to 1877 .....	3
HIST 12	History of the United States since 1865 .....	3
HIST 12H	Honors History of the United States since 1865 .....	3
HIST 20	World History I, to 1600 .....	3
HIST 22	History of American Women.....	3
LING 10	Introduction to Language .....	3
PHIL 1	Introduction to Philosophy .....	3
PHIL 1C	Ethics .....	3
PHIL 1CH	Honors Ethics .....	3
PHIL 1D	World Religions.....	3
PHIL 3A	History of Ancient Philosophy .....	3
PHIL 3B	History of Modern Philosophy.....	3
SPAN 2	High-Beginning Spanish .....	5
SPAN 3	Intermediate Spanish.....	5
SPAN 3NS	Spanish for Spanish Speakers .....	5
SPAN 4	High-Intermediate Spanish .....	5
SPAN 4NS	Spanish for Spanish Speakers .....	5
SPAN 5	The Short Story: Mexico, Spain, and the U.S. ....	4

Area 4: Social and Behavioral Sciences ..... 9 semester units  
minimum

*At least 3 courses from at least 2 different disciplines*

ANTHRO 1	Biological Anthropology.....3
ANTHRO 2	Cultural Anthropology.....3
ANTHRO 3	Introduction to Archaeology and Prehistory.....3
ASL 5*	Deaf Culture.....3
CHDEV 30	Child, Family, and Community.....3
CHDEV 38	Lifespan Development.....3
CHDEV 39	Child Growth and Development.....3
COMM 10	Intercultural Communication.....3
CRIM 13	The Constitution and Your Individual Rights.....3
CRIM 14	Multicultural Issues within Public Safety.....3
ECON 1A	Principles of Macroeconomics.....3
ECON 1B	Principles of Microeconomics.....3
ETHNST 2	American Minority Groups.....3
ETHNST 5	African People in the New World.....3
ETHNST 32	History of the Mexican American People.....3
GEOG 6	World Regional Geography.....3
HIST 5	African People in the New World.....3
HIST 11*	History of the United States to 1877.....3
HIST 12*	History of the United States since 1865.....3
HIST 12H*	Honors History of the United States since 1865.....3
HIST 22*	History of American Women.....3
HIST 32	History of the Mexican American People.....3
HS 20	Introduction to Social Welfare.....3
JOURN 1	Introduction to Mass Communications.....3
POLSCI 2	American Government.....3
POLSCI 2H	Honors American Government.....3
POLSCI 3	Introduction to Political Theory and Thought.....3
POLSCI 5	Comparative Government.....3
POLSCI 24	International Relations.....3
PSY 2	General Psychology.....3
PSY 2H	Honors General Psychology.....3
PSY 5	Social Psychology.....3
PSY 16	Abnormal Psychology.....3
PSY 38	Lifespan Development.....3
PSY 45	Introduction to Research Methods in Psychology.....3
SOC 1A	Introduction to Sociology.....3
SOC 1B	Critical Thinking about Social Problems.....3

SOC 2	American Minority Groups.....3
SOC 11	Sociology of Gender.....3
SOC 32	Courtship, Marriage, and Divorce: Family & Interpersonal Relationships...3

Area 5: Physical and Biological Sciences ..... 7-9 semester  
units minimum

*At least 2 courses, one Physical Science course and one  
Biological Science course; at least one must include a laboratory*

5A PHYSICAL SCIENCE

ASTRO 10	Introduction to Astronomy.....4
CHEM 1A	General Chemistry.....5
CHEM 1B	General Chemistry and Qualitative Analysis.....5
CHEM 3A	Introductory General Chemistry.....4
CHEM 3B	Introductory Organic and Biological Chemistry.....4
CHEM 8	Elementary Organic Chemistry.....3
CHEM 9	Elementary Organic Chemistry Laboratory.....3
CHEM 10	Elementary Chemistry.....4
CHEM 28A	Organic Chemistry I.....3
CHEM 28B	Organic Chemistry II.....3
GEOG 5	Physical Geography: Environmental Conditions.....3
GEOG 9	Physical Geography: Land Formation...3
GEOL 1	Physical Geology.....4
GEOL 2	Historical Geology.....3
GEOL 9	Introduction to Earth Science.....4
GEOL 10	Rocks, Fossils, and Minerals.....3
PHYS 2A	General Physics I.....4
PHYS 2B	General Physics II.....4
PHYS 4A	Physics for Scientists and Engineers...4
PHYS 4B	Physics for Scientists and Engineers...4
PHYS 4C	Physics for Scientists and Engineers...4
PLS 2	Soils.....3
SCI 1A	Introductory Chemical and Physical Science.....4

5B Biological Science

AS 1	Introduction to Animal Science.....3
BIOL 1	Principles of Biology.....4
BIOL 2	Environmental Science.....4
BIOL 5	Human Biology.....4
BIOL 10	Introduction to Life Science Lecture....3
BIOL 11A	Biology for Science Majors I.....5
BIOL 11B	Biology for Science Majors II.....5
BIOL 20	Human Anatomy.....4
BIOL 22	Human Physiology.....5
BIOL 31	Microbiology.....5
NR 7	Conservation of Natural Resources.....3
PLS 1	Introduction to Plant Science.....3

5C At least one lab course in Area 5

Any course from 5A or 5B with a laboratory component

BIOL 10L	Introduction to Life Science Lab .....	1
CHEM 9	Elementary Organic Chemistry Laboratory.....	3
CHEM 29A	Organic Chemistry Laboratory I .....	2
CHEM 29B	Organic Chemistry Laboratory II .....	2
PLS 1L	Introduction to Plant Science Laboratory.....	1
PLS 2L	Soils Laboratory.....	3

AREA 6: Language other than English

UC Requirement only

Proficiency equivalent to two years of high school study in the same language with "C" grade or better

ASL 1	Beginning American Sign Language ....	4
ASL 2	High-Beginning American Sign Language.....	4
ASL 3	Intermediate American Sign Language.....	4
ASL 4	High-Intermediate American Sign Language.....	4
SPAN 1	Beginning Spanish.....	5
SPAN 2	High-Beginning Spanish.....	5
SPAN 3	Intermediate Spanish.....	5
SPAN 3NS	Spanish for Spanish Speakers .....	5
SPAN 4	High-Intermediate Spanish.....	5
SPAN 4NS	Spanish for Spanish Speakers .....	5

Notes:

\*Courses listed above in more than one location will only be counted one time except for courses in Language Other Than English, which can be certified in Areas 3B and 6.

CSU Graduation Requirement in U.S. History, Constitution and American Ideals

*This requirement may be met before or after transfer to the CSU. At the discretion of the CSU campus granting the degree, courses meeting this requirement may also be counted toward certification in general education. Students satisfy this CSU graduation requirement through coursework in three areas: US-1, US-2 and US-3. A student must take one course from each of the three areas. A student may use the same course to satisfy more than one area (US-1, US-2, US-3), if applicable.*

Note: Fulfilling the UC minimum eligibility requirements does not guarantee admission to UC campuses. Admission selection criteria vary widely by campus and by major. Consult with your counselor or a UC campus representative to learn about the GPA and courses that may be required for admission to particular campuses and majors. Refer to the University of California website for UC transfer requirements: <http://admission.universityofcalifornia.edu/transfer/index.html>.

AP scores of 3, 4 or 5 can be used to satisfy any IGETC subject area except the Critical Thinking/English Composition or the Oral Communication requirements (Areas 1B & 1C). Each AP score can only be used as one course. However, more than one AP score can be used in each area except Area 1. Refer to the AP chart for a list of approved AP scores and the corresponding IGETC area credit. IB scores of 5, 6 or 7 can be used to satisfy certain IGETC subject areas. Each IB score can only be used as one course. However, more than one IB score can be used in each area. Refer to your Counselor for a list of approved IB scores and the corresponding IGETC area credit.

## CRIMINOLOGY

### CRIMINOLOGY-CORRECTIONS (MAJOR #M.P888A.AS) ASSOCIATE IN SCIENCE DEGREE

The Criminology Program is designed for those students interested in the academy, employment and/or further education in all aspects of the criminal justice system-criminology, law enforcement, the courts, corrections, probation and parole, juvenile procedures and private and industrial security. Some courses are offered on an as-needed basis and are predicated on minimum enrollment requirements; in addition some courses are offered as recommended electives. Students enrolling in Criminology courses with employment within the criminal justice system in mind should be aware that any person with a felony conviction, a cluster of driving violations, serious drug abuse, a bad credit rating, or found to be of "bad character" will not be eligible for criminal justice system employment.

Select 27-30 units from the following courses ..... 27-30

CRIM 1	Introduction to Criminology .....	3
CRIM 3	Legal Aspects of Evidence .....	3
CRIM 4	Principles & Procedures of the Justice System .....	3
CRIM 6	Criminal Law .....	3
CRIM 8	Criminal Investigations .....	3
CRIM 12	Criminal Justice Communications .....	3
CRIM 13	The Constitution and Your Individual Rights .....	3
CRIM 14	Multicultural Issues within Public Safety .....	3
CRIM 15	Introduction to Police Ethics .....	3
CRIM 19V	Cooperative Work Experience, Criminal Justice .....	3
CRIM 20	Introduction to Corrections .....	3
CRIM 23	Correctional Interviewing and Counseling .....	3
CRIM 24	Control and Supervision in Corrections .....	3
CRIM 28	Probation and Parole .....	3

Select 0-3 units from the following courses .....	0-3
CRIM 5      Community Relations .....	3
CRIM 7      Police Operations and Procedures .....	3
CRIM 10    Vice Control .....	3
Total Units	30

Advisor(s): Cartwright

#### CRIMINOLOGY-CORRECTIONS (MAJOR #M.888B.CA)

##### CERTIFICATE OF ACHIEVEMENT

The Criminology Program is designed for those students interested in the academy, employment and/or further education in all aspects of the criminal justice system criminology, law enforcement, the courts, corrections, probation and parole, juvenile procedures and private and industrial security. Some courses are offered on an as needed basis and are predicated on minimum enrollment requirements; in addition, some courses are offered as recommended electives. Students enrolling in Criminology courses with employment within the criminal justice system in mind should be aware that any person with a felony conviction, a cluster of driving violations, serious drug abuse, a bad credit rating, or found to be of "bad character" will not be eligible for criminal justice system employment.

Select 18 units .....	18
CRIM 1      Introduction to Criminology .....	3
CRIM 3      Legal Aspects of Evidence .....	3
CRIM 6      Criminal Law .....	3
CRIM 12     Criminal Justice Communications .....	3
CRIM 15     Introduction to Police Ethics .....	3
CRIM 20     Introduction to Corrections .....	3
CRIM 23     Correctional Interviewing and Counseling .....	3
CRIM 24     Control and Supervision in Corrections .....	3
Total Units	18

Advisor(s): Cartwright

#### CRIMINOLOGY-LAW ENFORCEMENT (MAJOR #M.888A.AS) ASSOCIATE IN SCIENCE DEGREE

The Criminology Program is designed for those students interested in the academy, employment and/or further education in all aspects of the criminal justice system-criminology, law enforcement, the courts, corrections, probation and parole, juvenile procedures and private and industrial security. Some courses are offered on an as-needed basis and are predicated on minimum enrollment requirements in addition some courses are offered as recommended electives. Students enrolling in Criminology courses with employment within the criminal justice system in mind should be aware that any person with a felony conviction, a cluster of driving violations, serious drug abuse, a bad credit rating, or found to be of bad character will not be eligible for criminal justice system employment.

Select 27-30 units from the following courses ..... 27-30

CRIM 1      Introduction to Criminology .....	3
CRIM 3      Legal Aspects of Evidence .....	3
CRIM 4      Principles & Procedures of the Justice System .....	3
CRIM 5      Community Relations .....	3
CRIM 6      Criminal Law .....	3
CRIM 7      Police Operations and Procedures .....	3
CRIM 8      Criminal Investigations .....	3
CRIM 10     Vice Control .....	3
CRIM 12     Criminal Justice Communications .....	3
CRIM 13     The Constitution and Your Individual Rights .....	3
CRIM 14     Multicultural Issues within Public Safety .....	3
CRIM 15     Introduction to Police Ethics .....	3
CRIM 19V    Cooperative Work Experience, Criminal Justice .....	3

Select 0-3 units from the following courses ..... 0-3

CRIM 20      Introduction to Corrections .....	3
CRIM 23      Correctional Interviewing and Counseling .....	3
CRIM 24      Control and Supervision in Corrections .....	3
CRIM 28      Probation and Parole .....	3
Total Units	30

Advisor(s): Cartwright

### CRIMINOLOGY-LAW ENFORCEMENT (MAJOR #M.888A.CA) CERTIFICATE OF ACHIEVEMENT

The Criminology Program is designed for those students interested in the academy, employment and/or further education in all aspects of the criminal justice system criminology, law enforcement, the courts, corrections, probation and parole, juvenile procedures and private and industrial security. Some courses are offered on an as needed basis and are predicated on minimum enrollment requirements; in addition, some courses are offered as recommended electives. Students enrolling in Criminology courses with employment within the criminal justice system in mind should be aware that any person with a felony conviction, a cluster of driving violations, serious drug abuse, a bad credit rating, or found to be of "bad character" will not be eligible for criminal justice system employment.

Select 18 units .....	18
CRIM 1	Introduction to Criminology ..... 3
CRIM 3	Legal Aspects of Evidence ..... 3
CRIM 6	Criminal Law ..... 3
CRIM 7	Police Operations and Procedures ..... 3
CRIM 8	Criminal Investigations..... 3
CRIM 12	Criminal Justice Communications ..... 3
CRIM 13	The Constitution and Your Individual Rights ..... 3
CRIM 15	Introduction to Police Ethics ..... 3
	Total Units 18

Advisor(s): Cartwright

### CRIME SCENE INVESTIGATION (MAJOR #M.8881.CA) CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Crime Scene Investigation prepares students to perform the following tasks: Collect, identify, classify, and analyze physical evidence related to criminal investigations. Students will perform tests on weapons or substances, such as fiber, hair, and tissue to determine significance of investigations. Successful completion of this program will assist students in meeting the minimum requirements for this profession.

#### Program Learning Outcomes:

Upon completing this certificate the student will be able to:

1. Model integrated academic and technical skills related to crime scene processing.
2. Analyze and apply problem solving and critical thinking skills to crime scene investigation.

#### Required Courses

CRIM 3	Legal Aspects of Evidence .....	3
CRIM 4	Principles & Procedures of the Justice System .....	3
CRIM 8	Criminal Investigations.....	3
CRIM 8A	Advanced Criminal Investigations.....	3
CRIM 9A	Forensic Photography.....	3
CRIM 12	Criminal Justice Communications .....	3
	Total Units	18

## DEVELOPMENTAL SERVICES

### CERTIFICATE IN DEVELOPMENTAL SERVICES CERTIFICATE IN LIFE SKILLS COMMUNITY EMPHASIS CERTIFICATE

(MAJOR #M.999A.CN)

The purpose of this certificate is to prepare students with a range of disabilities for greater independence and participation in their community. The student will learn the practical skills necessary for increasing their independence, ability to integrate more fully and take an active role within their community.

Upon Completing this certificate the student will be able to:

- Articulate awareness about their rights and responsibilities in being a contributing citizen within their community.
- Demonstrate appropriate interaction skills in social settings.
- Demonstrate awareness of their individual health and life management needs.

#### Core Courses

DEVSER 212	Health Management .....	2
DEVSER 213	Communication and Advocacy .....	2
DEVSER 214	Government Basics .....	2
DEVSER 262	Group Interaction for Students with Disabilities .....	2
DEVSER 277	Adapted Computer Literacy .....	2
Community Emphasis - choose a minimum of 5 units .....		5
DEVSER 240	Transition to College for Students with Disabilities.....	1
DEVSER 270	Money Skills .....	2
DEVSER 271	Life Skills .....	2
DEVSER 272	Consumer Skills .....	2
DEVSER 273	Independent Living Skills .....	2
	Total Units	15

**CERTIFICATE IN DEVELOPMENTAL SERVICES  
CERTIFICATE IN LIFE SKILLS WORKABILITY  
EMPHASIS (MAJOR #M.999B.CN)**

The purpose of this certificate is to prepare students with a range of disabilities for greater independence and participation in their community. The student will learn the practical skills necessary for increasing their independence, ability to integrate more fully and take an active role within their community.

Upon completing this certificate the student will be able to:

- Complete employment applications, cover letters and résumés specific to identified open positions they choose to apply for.
- Demonstrate work readiness skills in time management, social interactions, attitude and personal presentation.
- Actively participate in completing the necessary steps to obtain employment.

**Core Courses**

DEVSER 212	Health Management .....	2
DEVSER 213	Communication and Advocacy .....	2
DEVSER 214	Government Basics .....	2
DEVSER 262	Group Interaction for Students with Disabilities .....	2
DEVSER 277	Adapted Computer Literacy .....	2
Workability Emphasis - choose a minimum of 5 units .....		5
DEVSER 250	Workability Assessment and Career Awareness .....	3
DEVSER 251	Workability Preparation and Job Placement .....	3
DEVSER 252	Workability Strategies and Job Maintenance .....	2
DEVSER 255	Workability Experience .....	1-3
Total Units		15

## ENGINEERING

**ENGINEERING (MAJOR #M.3010.AS)**

**ASSOCIATE IN SCIENCE DEGREE**

Students will be prepared for engineering internship opportunities or entry-level industrial jobs, with skills in such areas as computer drafting, solid modeling, engineering design, and problem solving. In addition, students will prepare for transfer into four-year engineering programs, learning the fundamentals of physics, chemistry and engineering.

*Program Learning Outcomes:*

- Apply knowledge of mathematics, science, and engineering fundamentals.
- Identify, formulate, and solve basic engineering problems.
- Conduct experiments as well as analyze and interpret the data resulting from these experiments.
- Make basic design decisions concerning appropriate level engineering problems.
- Communicate effectively, orally, in writing, and graphically.
- Understand the impact of engineering solutions in a global and societal context.
- Use the techniques, skills, and modern engineering tools necessary in engineering practice.

Required courses .....	12
PHYS 4A	Physics for Scientists and Engineers ..... 4
PHYS 4B	Physics for Scientists and Engineers ..... 4
PHYS 4C	Physics for Scientists and Engineers ..... 4
Select one course .....	4-5
CHEM 1A	General Chemistry ..... 5
CHEM 3A	Introductory General Chemistry ..... 4
Select one course .....	2
ENGR 10	Introduction to Engineering ..... 2
INTDS 100	STEM Projects ..... 2
INTDS 101	STEM Careers ..... 2
INTDS 102	STEM Education ..... 2
INTDS 103	Technological Advances in STEM ..... 2
Select one course .....	4
ENGR 2	Engineering Graphics ..... 4
ENGR 40	Programming for Scientists and Engineers ..... 4
Select one course from ENGR 6, 8 or two courses from ENGR 4 and 4L .....	3-4
ENGR 6	Electric Circuit Analysis with Lab ..... 4
ENGR 8	Statics ..... 3
ENGR 4	Engineering Materials and
ENGR 4L	Engineering Materials Laboratory ..... 4
Total Units	
25-27	



## ENGLISH

### CERTIFICATE IN CREATIVE WRITING (MAJOR #M.5300.CN)

Purpose: To prepare students with the skill and knowledge necessary to pursue their on creative writing projects for publication and/or personal enrichment. The certificate in creative writing will also validate the experience of the student entering a creative writing program at a four-year college or university.

ENGL 15A	Creative Writing: Poetry .....	3
ENGL 15B	Creative Writing: Fiction .....	3
ENGL 15E	Creative Writing: Non-Fiction .....	3
ENGL 15F	Creative Writing: Screenwriting .....	3
Total Units		12

It is recommended that students take as many literature classes as possible in conjunction with their creative writing classes during the course of their program.

### ENGLISH (MAJOR #M.5300.AA)

#### ASSOCIATE IN ARTS DEGREE

A student graduating with an Associate of Arts Degree in English will have successfully completed classes in composition, literature, linguistics, and critical thinking. All students will have written a passing research paper with proper documentation and will have demonstrated transfer level essay writing proficiency based on department rubric.

#### Program Learning Outcomes:

1. Write logical and coherent expository and argumentative papers, essays, summaries, and paraphrases correctly using the standard conventions of written English.
2. Demonstrate an understanding of and an ability to describe ways in which literature reflects historical, intellectual, and cultural contexts, and well as aesthetic tastes.
3. Evaluate literature and expository and argumentative papers and essays through application of critical thinking techniques.

Select one (1) course from the following: ..... 3

ENGL 1B Introduction to the Study  
of Literature ..... 3

ENGL 1BH Honors Introduction to the  
Study of Literature ..... 3

Select one (1) course from the following: ..... 3

ENGL 2 Critical Reading and Writing  
through Literature ..... 3

ENGL 2H Honors Critical Reading and Writing  
through Literature ..... 3

ENGL 3 Critical Reading and  
Writing ..... 3

ENGL 3H Honors Critical Reading and  
Writing ..... 3

Select 14 units from the following: ..... 14

ENGL 15A Creative Writing: Poetry ..... 3

ENGL 15B Creative Writing: Fiction ..... 3

ENGL 15E Creative Writing:  
Non-Fiction ..... 3

ENGL 15F Creative Writing:  
Screenwriting ..... 3

ENGL 17 African American Literature ..... 3

ENGL 36 Women's Literature ..... 3

ENGL 41 Themes in Literature ..... 4

ENGL 43A American Literature: Origins through  
Reconstruction (1877) ..... 3

ENGL 43B American Literature: 1877  
to Present ..... 3

ENGL 44A World Literature to the  
Renaissance ..... 3

ENGL 44B World Literature  
since the Renaissance ..... 3

ENGL 46A English Literature to 1800 ..... 3

ENGL 46B English Literature from  
1800 to present ..... 3

ENGL 47 Shakespeare ..... 3

ENGL 49 Latino & Chicano  
Literature ..... 3

ENGL 72 Reading and Writing Center  
Theory and Practice ..... 1

ENGL 72A Advanced Reading and Writing  
Center Theory and  
Practice ..... 1

FILM 1 Introduction to Film  
Studies ..... 3

FILM 2A History of Cinema:  
1895-1960 ..... 3

FILM 2B History of Cinema:  
1960 to present ..... 3

JOURN 1 Introduction to Mass  
Communications ..... 3

JOURN 3 News Writing ..... 3

LIBSKL 1 Information Competency/  
Research Skills ..... 1

LIBSKL 2 Information and Computer  
Literacy ..... 3

Select one (1) course from the following: ..... 3

LING 10 Introduction to Language ..... 3

LING 11 Introduction to Language  
for Teachers ..... 3

Total Units 23

Advisor(s): Fitzer, Leech, Palsgaard, Ragan, Ramirez, Ramsey,  
Young-Manning



## ENGLISH AS A SECOND LANGUAGE

### ACADEMIC AND VOCATIONAL ENGLISH AS A SECOND LANGUAGE (MAJOR #M.3031.CC)

#### CERTIFICATE OF COMPETENCY

The Academic and Vocational English as a Second Language Certificate of Competency prepares intermediate level ESL students with English language skills needed to succeed in a variety of intermediate basic social and vocational situations. Students attaining this certificate will be ready to begin study in vocational and academic programs.

#### *Program Learning Outcomes:*

Upon completion of this program, students will be able to:

- Interpret, analyze and critique works in the Humanities.
- Write multiple-draft, source-based essays of at least 1200 words with limited second-language errors.
- Compose in-class timed essays with limited second-language errors on an assigned topic related to class readings.

#### Required Courses

ESL 314	Discourse in the Humanities
ESL 315	Advanced Discourse in the Humanities

Select two electives from the following:

ESL 314G	High Intermediate Academic Grammar
ESL 314LS	High Intermediate Academic Listening and Speaking
ESL 315G	Advanced Academic Grammar
ESL 315LS	Advanced Academic Listening and Speaking

*Advisor(s): Frampton*

### BASIC ENGLISH AS A SECOND LANGUAGE

(MAJOR #M.3011.CC)

#### CERTIFICATE OF COMPETENCY

The Basic English as a Second Language Certificate of Competency prepares beginning level ESL students with reading, writing, and oral skills in English needed to succeed in a variety of basic social and vocational situations. Students attaining this certificate will be ready to begin study toward the Intermediate Academic and Vocational English as a Second Language Certificate.

#### *Certificate Student Learning Outcomes:*

Upon completion of this certificate, students will be able to:

- Read and understand beginning-level texts
- Write sentences and basic paragraphs at the beginning level and
- Recognize and use beginning grammar structures.
- Communicate orally at the low-beginning level.
- Listen and understand spoken English at the low-beginning level

#### Required Courses

ESL 310	Low-Beginning Reading, Writing, and Grammar
ESL 311	High-Beginning Reading, Writing and Grammar
Select one elective from the following:	
ESL 310LS	Low-Beginning Listening and Speaking OR
ESL 311LS	High-Beginning Listening and Speaking
Total Units	0

*Advisor(s): Frampton*

### INTERMEDIATE ACADEMIC AND VOCATIONAL ENGLISH AS A SECOND LANGUAGE

(MAJOR #M.3033.CC)

#### CERTIFICATE OF COMPETENCY

The Intermediate Academic and Vocational English as a Second Language Certificate of Competency prepares low-intermediate to intermediate ESL students with English language skills needed to succeed in a variety of intermediate basic social and vocational situations. Students attaining this certificate will be ready to begin study toward the advanced Academic and Vocational English as a Second Language Certificate.

#### *Certificate Student Learning Outcomes:*

Upon completion of this certificate, students will be able to:

- Write multiple-draft basic academic essays at the high-intermediate level.
- Write a basic in-class timed essay at the high-intermediate level.
- Analyze concepts in high-intermediate texts.
- Recognize and use low-intermediate grammar structures.

#### Required Courses

ESL 312	Low-Intermediate Reading, Writing, and Grammar AND
ESL 313	Intermediate Academic Reading and Writing
Select One Option from the following:	
Option A	
ESL 312LS	Low-Intermediate Listening and Speaking
Option B	
ESL 313G	Intermediate Academic Grammar AND
ESL 313LS	Intermediate Listening and Speaking
Total Units	0

*Advisor(s): Frampton*

**VOCATIONAL ENGLISH AS A SECOND LANGUAGE**

(MAJOR #M.3034.CC)

**CERTIFICATE OF COMPETENCY**

The Vocational English as a Second Language Certificate of Competency is an intermediate certificate achieved by completing VESL 312V and VESL 313V, integrated skills courses for second language learners preparing for, or concurrently enrolled in, vocational programs at the college. Students will develop oral and written proficiency in vocational contexts. Students will improve skills in reading, writing, listening, and speaking on topics relevant to the workplace. **ADVISORY:** Placement through an approved multiple-measure process.

*Program Learning Outcomes:*

1. Demonstrate basic oral communication skills for the workplace at the intermediate level.
2. Demonstrate basic written communication skills for the workplace at the intermediate level.

VESL 312V	Vocational English as a Second Language - Low-Intermediate .....	54
VESL 313V	Vocational English as a Second Language - Intermediate .....	54
	<b>Total Hours</b>	<b>108</b>

*Advisor(s): Frampton***ENVIRONMENTAL HORTICULTURE***Program Learning Outcomes:*

- Demonstrate a proficiency in performing basic tasks of landscape installation/construction [with minimal technical supervision].
- Demonstrate a proficiency in performing basic tasks of landscape and turf maintenance, irrigation analysis and repair, pruning, trimming, and mowing skills.
- Demonstrate a proficiency in performing basic landscape design activities including client contact, site measuring, evaluation of client needs, final plan design, and cost estimates to clients.
- Demonstrate a proficiency in basic plant identification and usage associated with the horticulture industry including water-wise gardening techniques.
- Demonstrate a proficiency in basic plant propagation and production tasks with emphasis on nursery operations.
- Demonstrate a proficiency in basic retail nursery tasks including display merchandising and salesmanship, and concepts of quality, service, and knowledge.

- Demonstrate a proficiency in digital/electronic technology as found in the horticulture business industry.
- Demonstrate proficiency in common workday tasks such as filling-out timesheets and absence forms as well as a basic understanding of employment policies and ethics.

**ENVIRONMENTAL HORTICULTURE (MAJOR #M.1061.AS)****ASSOCIATE IN SCIENCE DEGREE**

Upon completion of the Environmental Horticulture Associate in Science Degree, students will have developed skills and competencies in landscape design and maintenance, plant propagation and production, floral design, pest management, irrigation installation, and water management. The skills and knowledge developed by students through this course of study will successfully prepare them to assume responsibility for leadership and management positions in horticultural business organizations and/or governmental agencies such as landscape contracting, landscape and grounds maintenance, landscape design, retail and wholesale nursery operations, pest control, floral design, and other environmental horticulture industry sectors.

Agriculture Core .....	28
AGBS 3	Agriculture Accounting ..... 3
AGBS 4	Computer Applications in Agriculture ..... 3
AGBS 5	Ag Sales and Communications ..... 3
AGBS 6	Career Preparation ..... 1
AGBS 7	Career Leadership Seminar..... 1
MAG 40	Introduction to Agriculture Mechanics ..... 3
PLS 1	Introduction to Plant Science ..... 3
PLS 1L	Introduction to Plant Science Laboratory ..... 1
PLS 2	Soils ..... 3
PLS 2L	Soils Laboratory ..... 1
PLS 5	Principles of Irrigation Management ..... 3
PLS 7	Integrated Pest Management ..... 3
Environmental Horticulture Concentration .....	12
EH 30	Principles of Environmental Horticulture ..... 3
EH 37	Beginning Floral Design..... 3
EH 43	Plant Propagation/ Production ..... 3
EH 48	Landscape Design ..... 3
	Total Units 40

## ENVIRONMENTAL HORTICULTURE (MAJOR #M.1061.CA) CERTIFICATE OF ACHIEVEMENT

Upon completion of the Environmental Horticulture Certificate of Achievement, students will have developed skills and competencies in landscape design and maintenance, plant propagation and production, floral design, pest management, irrigation installation, and water management. The skills and knowledge developed by students through this course of study will successfully prepare them to assume responsibility for leadership and management positions in horticultural business organizations and/or governmental agencies such as landscape contracting, landscape and grounds maintenance, landscape design, retail and wholesale nursery operations, pest control, floral design, and other environmental horticulture industry sectors.

EH 30	Principles of Environmental Horticulture .....	3
EH 37	Beginning Floral Design .....	3
EH 43	Plant Propagation/Production .....	3
EH 48	Landscape Design .....	3
Total Units		12

## FORESTRY AND NATURAL RESOURCES

### *Program Learning Outcomes:*

- Communicate effectively, including use of proper presentation and interpretative techniques to, the public and co-workers, using diverse media.
- Utilize and apply digital/electronic technology and specialized software programs for forest mapping, inventorying, and communication.
- Demonstrate a breadth of knowledge of scientific, social, and political issues tied to the natural resources industry, providing a base for decision making and credibility in personal interactions and career decisions.
- Perform technical skills important for entry level positions in the forestry and natural resources field.
- Successfully secure and maintain seasonal employment in the forestry and natural resources field while demonstrating professional ethics.
- Describe scientific concepts and processes which affect the sustainability of natural resources.

## CERTIFICATE IN BACKCOUNTRY SKILLS

(MAJOR #M.1106.CN)

Students earning this certificate will gain the skills necessary to travel and navigate safely in the backcountry for multiple days. Students seeking employment in the fields of recreation, forestry, or natural resources will be well prepared for extended and independent backcountry assignments.

NR 90	Backpacking .....	1
NR 91	Orienteering .....	1
NR 92	Wilderness Survival .....	1
Total Units		3

## HONORS

### CERTIFICATE IN HONORS PROGRAM

(MAJOR #M.5440.CN)

Upon successful completion of the honors program, students will have completed at least 15 units of their choice of honors classes with at least one of those courses being an honors forum research course; students will have maintained a cumulative grade point average of at least 3.0. Students will have the knowledge and skills to conduct research-based, interdisciplinary research and then present this research. Honors students will be able to analyze and utilize scholarly research materials that incorporate sufficient, credible, and relevant evidence in written and/or oral communication within the various academic disciplines.

### *Program Learning Outcomes:*

Upon successful completion of this program the student will be able to:

- Analyze and utilize scholarly research materials that incorporate sufficient, credible, and relevant evidence in written and/or oral communication within the various academic disciplines.

Select 15 units: .....		15
ART 6H	Honors Art History .....	3
COMM 1H	Honors Public Speaking .....	3
ENGL 1AH	Honors Reading and Composition .....	4
ENGL 1BH	Honors Introduction to the Study of Literature .....	3
ENGL 3H	Honors Critical Reading and Writing .....	3

HIST 12H	Honors History of the United States since 1865 .....	3
HONORS 1	Honors Colloquium .....	1
HONORS 3A	Honors Forum--Applied Sciences .....	2
HONORS 3B	Honors Forum--Humanities .....	2
HONORS 3C	Honors Forum--Natural and Biological Sciences.....	2
HONORS 3D	Honors Forum--Social Sciences	2
HONORS 4	International Cultural Exploration.....	2
MUS 12H	Honors Music Appreciation.....	3
PHIL 1CH	Honors Ethics .....	3
POLSCI 2H	Honors American Government...	3
PSY 2H	Honors General Psychology.....	3
Total Units		15

Advisor(s): Ramsey

## HUMAN SERVICES

HUMAN SERVICES (MAJOR #M.7420.CA)

### CERTIFICATE OF ACHIEVEMENT

This certificate of achievement will provide students a breadth of Social Work and Social Welfare knowledge. Students will be able to become employed in entry level social work occupations, which offer an occupational career ladder in the field. Students will demonstrate knowledge and skills in working within the social work and social welfare agencies, be able to address social issues such as poverty, mental illness, crime, violence, divorce, and drug abuse in our society. The students will gain intervention skills to address the barriers within the human service field.

#### Program Learning Outcomes:

1. Demonstrate a fundamental working knowledge of the social services system.
2. Be prepared for entry-level employment in a social service setting.
3. Understand who are the underrepresented within our society and what might be appropriate interventions to assist them.

ACCTG 40	Applied Accounting .....	4
HS 9	Social Work and Human Services Seminar .....	1
HS 19F	Social Work and Human Services Fieldwork .....	2
HS 20	Introduction to Social Welfare .....	3
HS 24	Fundamentals of Interviewing and Counseling .....	3
HS 30	Group and Community Social Services .....	3
IS 15	Computer Concepts .....	3
Total Units		19

## INFORMATION SYSTEMS

#### Program Learning Outcomes:

- Operate commonly used computer hardware and office software.
- Plan, design, and write stand-alone computer programs.
- Create a Web document that contains Hyperlinks, graphics, tables, and forms.
- Demonstrate a breadth of knowledge of networking and its uses in the business environment.

### BASICS OF COMPUTERS

#### CERTIFICATE OF ACHIEVEMENT

(MAJOR #M.2085.CA)

The purpose of this core program is to provide students with the knowledge, training, and hands-on experience to pursue a career in Information Systems. Students completing the course of study will be able to enter the workforce with a comprehensive understanding of the fundamental elements of computing in a business environment.

IS 15	Computer Concepts .....	3
IS 26A	Database Concepts and Design .....	3
IS 40A	Web Development with HTML .....	3
IS 60	Operating Systems .....	3
Total Units		12

INFORMATION SYSTEMS (MAJOR #M.6930 CA)

### CERTIFICATE OF ACHIEVEMENT

The purpose of this core program is to provide students with the knowledge, training, and hands-on experience to pursue a career in Information Systems. Students completing this course of study will be able to enter the workforce with a comprehensive understanding of the fundamental elements of computing in a business environment.

#### Program Learning Outcomes:

Upon successful completion of this program the student will be able to:

- Operate commonly used computer hardware and office software.
- Create a Web document that contains Hyperlinks, graphics, tables and forms.
- Demonstrate a breadth of knowledge of networking and its uses in the business environment.
- Plan, design, and write stand-alone computer programs.

Required Courses .....	15
BA 10      Introduction to Business .....	3
IS 15      Computer Concepts.....	3
IS 31      Introduction to Programming ....	3
IS 40A     Web Development with HTML... 3	
IS 60      Operating Systems .....	3
Select one course .....	3-4
IS 26A     Database Concepts and Design3	
IS 33      Beginning Java Programming... 3	
IS 40B     Advanced Web Development ... 4	
IS 47      Visual Basic .....	3
IS 50A     Introduction to Game Programming .....	3
Total Units	18-19

### INFORMATION SYSTEMS, INFORMATION TECHNOLOGY SUPPORT OPTION (MAJOR #M.6950.AS)

#### ASSOCIATE IN SCIENCE DEGREE

Students who successfully complete the program will be prepared to take the CompTIA A+ Certification exam, a certification that is recognized industry-wide as a benchmark for information technology technician certification.

#### *Program Learning Outcomes:*

Upon successful completion of this program the student will be able to:

- operate commonly used computer hardware and office software
- identify the categories of software by their purpose and provide examples of each category
- plan, design, and write stand-alone computer programs
- apply structured logic in analyzing and solving problems
- develop a well-designed relational database
- create a web document that contains hyperlinks, graphics, tables, and forms
- demonstrate a breadth of knowledge of networking and its uses in the business environment.

Business Department Core .....	6
BA 5      Business Communications .....	3
BA 10     Introduction to Business .....	3
Information Systems Core .....	13
IS 26A     Database Concepts and Design.....	3
IS 31      Introduction to Programming ....	3
IS 40A     Web Development with HTML ...	3
IS 40B     Advanced Web Development .....	4

IT support courses (select one option) .....	11.5-12
Option 1, 11.5 units	
IS 15      Computer Concepts.....	3
IS 60      Operating Systems .....	3
IS 62      Computer Troubleshooting and Maintenance .....	2.5
IS 63      Computer Networking I.....	3
Option 2, 12 units	
IS 80      Computer Technician A+ Training .....	12
Select one math course .....	3-4
STAT 7     Elementary Statistics .....	4
BA 39      Finite Mathematics for Business .....	3
Total Units	33.5-35

### INFORMATION SYSTEMS, NETWORKING AND SECURITY (MAJOR #M.6972.AS)

#### ASSOCIATE IN SCIENCE DEGREE

Students who successfully complete the program will be prepared to take the CompTIA Network+ and Security+ Certification exams, certifications recognized industry-wide as benchmarks for computer networking and security technician certification

#### *Program Learning Outcomes:*

Upon successful completion of this program the student will be able to:

- operate commonly used computer hardware and office software
- identify the categories of software by their purpose and provide examples of each category
- plan, design, and write stand-alone computer programs
- apply structured logic in analyzing and solving problems
- develop a well-designed relational database
- create a web document that contains hyperlinks, graphics, tables, and forms
- demonstrate a breadth of knowledge of networking and its uses in the business environment

Business Department Core .....	19
BA 5      Business Communications .....	3
BA 10     Introduction to Business .....	3
IS 26A     Database Concepts and Design.....	3
IS 31      Introduction to Programming ....	3
IS 40A     Web Development with HTML .....	3
IS 40B     Advanced Web Development .....	4

Information Systems Core (select one option)	9.5-12
Option 1, 10 units	
IS 15 Computer Concepts	3
IS 60 Operating Systems	3
IS 61 Computer Building and Configuration	1
IS 62 Computer Troubleshooting and Maintenance	2.5
Option 2, 12 units	
IS 80 Computer Technician A+ Training	12
Networking and Security Courses (select one option)	12
Option 1, 12 units	
IS 63 Computer Networking I	3
IS 64 Computer Networking II	3
IS 70 Introduction to Cyber Security	3
IS 71 Cyber Security: Ethical Hacking	3
Option 2, 12 units	
IS 81 Computer Network + and Security + Training	12
Select one math course	3-5
BA 39 Finite Mathematics for Business	3
MATH 5A Math Analysis I	5
STAT 7 Elementary Statistics	4
Total Units	43.5-48

## INFORMATION SYSTEMS, NETWORKING

AND SECURITY (MAJOR #M.6972.CA)

### CERTIFICATE OF ACHIEVEMENT

(Formerly Information Systems, Networking)

The purpose of this program is to provide students with the knowledge, training, and hands-on experience to pursue a career as a networking technician. Students completing this course of study will possess a fundamental understanding of computer networks and be able to enter the workforce as a technician in business, government, or education. These courses apply toward the Associate in Science Degree in Information Systems

#### Program Learning Outcomes:

- Create a Web document that contains Hyperlinks, graphics, tables and forms.
- Develop a well designed relational database.
- Apply structured logic in analyzing and solving problems.
- Plan, design, and write stand-alone computer programs.

.Select one option	20.5-24
Option 1, 20.5 units	
IS 15 Computer Concepts	3
IS 26A Database Concepts and Design	3
IS 40A Web Development with HTML	3
IS 60 Operating Systems	3
IS 62 Computer Troubleshooting and Maintenance	2.5
IS 63 Computer Networking I	3
IS 64 Computer Networking II	3
Option 2, 24 units	
IS 80 Computer Technician A+ Training	12
IS 81 Computer Network + and Security + Training	12
Total Units	20.5-24

## INFORMATION TECHNOLOGY SUPPORT TECHNICIAN

(MAJOR #M.6931.CA)

### CERTIFICATE OF ACHIEVEMENT

This program provides students with the knowledge, training, and hands-on experience to pursue a career as an Information Technology Support Technician professional in business, government, or education. Students completing this program of study will be able to enter the workforce with a comprehensive understanding of computer hardware, system software, networking essentials, and needed people skills to maintain their job at a work place. These courses apply toward the Associate in Science degree in Information Systems.

#### Program Learning Outcomes:

Upon successful completion of this program the student will be able to:

- operate commonly used computer hardware and software
- identify the categories of software by their purpose and provide examples of each category
- apply structured logic in analyzing and solving problems
- demonstrate a breadth of knowledge of networking and its uses in the business environment.

Select one option from the following ..... 12-13.5

Option 1, 13.5 units

IS 15	Computer Concepts .....	3
IS 60	Operating Systems .....	3
IS 61	Computer Building and Configuration .....	1
IS 62	Computer Troubleshooting and Maintenance .....	2.5
IS 63	Computer Networking I .....	3
OT 17	Job Retention and Responsibilities .....	1

Option 2, 12 units

IS-80 Computer Technician A+ Training .....	12
<b>Total Units</b>	<b>12-13.5</b>

## LIBERAL ARTS & SCIENCES

The Liberal Arts & Sciences A.A. Degree is designed for the student who wishes to earn a degree in a broad area of study that includes additional coursework in an "Area of Emphasis". This area of emphasis will be an ideal choice for students planning to transfer to the California State University or University of California as students can satisfy their general education requirements, plus focus on transferable course work that relates to majors at CSU or UC. Each student should consult with a counselor for specific information regarding intended majors at the specific college/university of his/her choice.

Total Units Required: 60

- Choose either option I or II or III for the General Education pattern related to your educational goal.

I. Associate in Arts Degree General Education

II. CSU GE

Minimum units necessary to meet the CSU

III. General Education Certification requirements.

IV. IGETC

Minimum units necessary to meet the IGETC Certification requirements.

- Complete 18 units in one "Area of Emphasis"
- Arts and Humanities
- Natural Sciences
- For ALL OPTIONS: complete necessary Madera Community College Graduation and Competency requirements
- All courses listed below transfer to CSU. Refer to [www.assist.org](http://www.assist.org) for transfer details or see a counselor or faculty advisor for additional details. (\* indicates that transfer credit is limited by UC)
- Electives may be necessary to total 60 degree applicable units required for the Associate degree.

## LIBERAL ARTS & SCIENCES: ARTS & HUMANITIES

(MAJOR #M.5120.AA)

### ASSOCIATE IN ARTS DEGREE

These courses emphasize the study of cultural and humanistic activities, and literary and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have expressed themselves in response to each other and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

*Program Learning Outcome:*

- Critically evaluate the central themes and concepts explored in art, literature, history, music, and philosophy.

Select one art course ..... 3

ART 2	Introduction to Visual Culture ..	3
ART 5	Art History 1 .....	3
ART 6	Art History 2 .....	3
ART 6H	Honors Art History 2 .....	3

Select one English course ..... 3-4

ENGL 1B	Introduction to the Study of Literature .....	3
ENGL 1BH	Honors Introduction to the Study of Literature .....	3
ENGL 41	Themes in Literature .....	4
ENGL 44A	World Literature to the Renaissance .....	3
ENGL 44B	World Literature since the Renaissance .....	3
ENGL 43A	American Literature: Origins through Reconstruction (1877) .....	3
ENGL 43B	American Literature: 1877 to present .....	3
ENGL 46A	English Literature to 1800 .....	3
ENGL 46B	English Literature from 1800 to the Present .....	3
ENGL 47	Shakespeare .....	3
ENGL 49	Latino & Chicano Literature .....	3

Select one history course ..... 3

HIST 1	Western Civilization to 1648 .....	3
HIST 2	Western Civilization from 1648 .....	3
HIST 11	History of the United States to 1877 .....	3
HIST 12	History of the United States since 1865 .....	3

HIST 12H	Honors History of the United States since 1865 .....	3
HIST 20	World History I, to 1600 .....	3
Select one music course .....		3
MUS 12	Music Appreciation .....	3
OR		
MUS 12H	Honors Music Appreciation.....	3
MUS 16	Jazz History and Appreciation .....	3
Select one philosophy course .....		3
PHIL 1	Introduction to Philosophy .....	3
PHIL 1C	Ethics .....	3
PHIL1CH	Honors Ethics .....	3
PHIL 1D	World Religions.....	3
Select 3 additional units from above disciplines.....		3
Total Units		18-19

## LIBERAL ARTS &amp; SCIENCES: NATURAL SCIENCES

(MAJOR #M.5130.AA)

## ASSOCIATE IN ARTS DEGREE

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools.

The Liberal Arts & Sciences A.A. Degree is designed for the student who wishes to earn a degree in a broad area of study that includes additional coursework in an "Area of Emphasis". This area of emphasis will be an ideal choice for students planning to transfer to the California State University or University of California as students can satisfy their general education requirements, plus focus on transferable course work that relates to majors at CSU or UC. Each student should consult with a counselor for specific information regarding intended majors at the specific college/university of his/her choice.

*Program Learning Outcomes:*

- Demonstrate an understanding of the methodologies of each discipline within the natural and physical sciences.
- Demonstrate an understanding of basic scientific principles, theories, and laws as well as an awareness of the changing nature of science.

Select a maximum of two (2) courses from any one discipline

ANTHRO 1	Biological Anthropology .....	3
ASTRO 10	Introduction to Astronomy .....	4
BIOL 1	Principles of Biology .....	4
BIOL 2	Environmental Science .....	4
BIOL 5	Human Biology .....	4

BIOL 10	Introduction to Life Science Lecture and	
BIOL 10L	Introduction to Life Science Lab .....	4
BIOL 11A	Biology for Science Majors I .....	5
BIOL 11B	Biology for Science Majors II .....	5
BIOL 20	Human Anatomy .....	4
BIOL 22	Human Physiology .....	5
BIOL 31	Microbiology .....	5
CHEM 1A	General Chemistry .....	5
CHEM 1B	General Chemistry and Qualitative Analysis .....	5
CHEM 3A	Introductory General Chemistry .....	4
CHEM 3B	Introductory Organic and Biological Chemistry .....	4
CHEM 8	Elementary Organic Chemistry .....	3
CHEM 9	Elementary Organic Chemistry Laboratory .....	3
CHEM 10	Elementary Chemistry .....	4
CHEM 28A	Organic Chemistry I .....	3
CHEM 28B	Organic Chemistry II .....	3
CHEM 29A	Organic Chemistry Laboratory I .....	2
CHEM 29B	Organic Chemistry Laboratory II .....	2
GEOG 5	Physical Geography: Environmental Conditions .....	3
GEOG 9	Physical Geography: Land Formation .....	3
GEOL 1	Physical Geology .....	4
GEOL 2	Historical Geology .....	3
GEOL 9	Introduction to Earth Science .....	4
GEOL 10	Rocks, Fossils, and Minerals .....	3
NR 1	Introduction to Forestry .....	3
NR 4	Forest Ecosystems .....	3
NR 6	Dendrology .....	3
NR 7	Conservation of Natural Resources .....	3
NR 14	Principles of Wildlife Management .....	3
PHYS 2A	General Physics I .....	4
PHYS 2B	General Physics II .....	4
PHYS 4A	Physics for Scientists and Engineers .....	4
PHYS 4B	Physics for Scientists and Engineers .....	4
PHYS 4C	Physics for Scientists and Engineers .....	4
PLS 1	Introduction to Plant Science .....	3
PLS 1L	Introduction to Plant Science Laboratory .....	1
PLS 2	Soils .....	3
SCI 1A	Introductory Chemical and Physical Science .....	4
Total Units		18



## LIBERAL STUDIES

LIBERAL STUDIES (MAJOR #M.5890.AA)

### ASSOCIATE IN ARTS DEGREE

Students completing the Liberal Studies associate degree will have the knowledge, skills and attributes necessary to successfully transfer into the elementary school teaching programs offered at four-year institutions. In addition, students will obtain a strong foundation for other professions in fields of public services. Please consult with a counselor for specific information regarding your intended major at the specific college/university of your choice.

#### Program Learning Outcomes:

- Demonstrate effective written and oral communication skills across the broad categories of intellectual heritage, artistic expression, the natural and physical world, human behavior, and health concepts.
- Choose either option I or II or III for the General Education pattern related to your educational goal.

I. Associate in Arts Degree General Education

II. CSU GE

Minimum units necessary to meet the CSU General Education Certification requirements.

Minimum units necessary to meet the IGETC Certification requirements.

- Electives may be necessary to total 60 degree applicable units required for the Associate degree.

Select one course .....	3
COMM 25      Argumentation .....	3
ENGL 2      Critical Reading and Writing through Literature .....	3
ENGL 2H      Honors Critical Reading and Writing through Literature .....	3
ENGL 3      Critical Reading and Writing.....	3
ENGL 3H      Honors Critical Reading and Writing.....	3
PHIL 2      Critical Reasoning and Analytic Writing .....	3
PHIL 4      Introduction to Logic .....	3
PHIL 6      Symbolic Logic.....	3
Select .....	4
GEOL 9      Introduction to Earth Science .....	4
SCI 1A      Introductory Chemical and Physical Science .....	4
BIOL 10      Introduction to Life Science Lecture and	
BIOL 10L      Introduction to Life Science Lab .....	4

Select one course .....	3
ART 2      Introduction to Visual Culture ..	3
ART 5      Art History 1 .....	3
ART 6      Art History 2 .....	3
ART 6H      Honors Art History 2 .....	3
MUS 12      Music Appreciation .....	3
MUS 12H      Honors Music Appreciation.....	3
Select one course .....	3
ENGL 1B      Introduction to the Study of Literature .....	3
ENGL 1BH      Honors Introduction to the Study of Literature .....	3
HIST 11      History of the United States to 1877 .....	3
HIST 20      World History I, to 1600 .....	3
Select two courses .....	6
CHDEV 39      Child Growth and Development .....	3
EDUC 10      Introduction to Teaching .....	3
GEOG 6      World Regional Geography .....	3
HLTH 1      Contemporary Health Issues .....	3
IS 15      Computer Concepts.....	3
PSY 2      General Psychology.....	3
PSY 2H      Honors General Psychology .....	3
Total Units	60

## MAINTENANCE MECHANIC

### CERTIFICATE IN MAINTENANCE MECHANIC

(MAJOR #M.8390.CN)

Upon completion of this program students will have a basic understanding of manufacturing principles and skills required for an entry level position in industry.

MM 251      Introduction to Manufacturing .....	.5
MM 252A      Trade Calculations .....	1
MM 252B      Programmable Controls.....	.5
MM 252C      Job Prep .....	.5
MM 252D      Technical Report Writing .....	.5
MM 253A      Fluid Power .....	.5
MM 253B      Pneumatic Fundamentals .....	.5
MM 253C      Hydraulic Fundamentals .....	.5
MM 254A      Power Transmission.....	.5
MM 254B      Welding Fundamentals .....	1
MM 254C      Electric Fundamentals .....	1
Total Units	7

## MANUFACTURING TECHNOLOGY

### INDUSTRIAL MAINTENANCE TECHNICIAN

(MAJOR: #M.3040.AS)

#### ASSOCIATE IN SCIENCE DEGREE

Students successfully completing this program will have the industry-recognized skills needed for a career in industrial maintenance. They will be ready for workforce employment in the following areas: maintenance operations, mechanical and fluid power systems, electrical and electronic control systems, process control, repair welding, and piping systems.

##### *Program Learning Outcomes:*

1. Combine basic theoretical knowledge and understanding of the industrial maintenance field and practical laboratory experience to set up and repair industrial equipment.
2. Employ a systematic approach to troubleshooting an industrial system malfunction and prepare an effective repair solution.
3. Demonstrate effective communication and employability skills in the workplace.
4. Demonstrate the proper use of safety equipment, devices, and procedures in classroom and lab environments.
5. Perform corrective and preventive maintenance procedures on industrial equipment.

IT 10	Maintenance Operations.....	3
IT 11	Basic Mechanical Systems.....	3
IT 22	Fluid Power Systems.....	4
IT 30	Electrical Systems.....	4
IT 31	Electronic Control Systems.....	4
IT 32	Process Control Systems.....	3
IT 60	Maintenance Welding.....	3
IT 61	Maintenance Piping.....	2
MFGT 19V	Cooperative Work Experience - Manufacturing Technology .....	1
Total Units		27

### INDUSTRIAL MAINTENANCE TECHNICIAN

(MAJOR: #M.3040.CA)

#### CERTIFICATE OF ACHIEVEMENT

Students successfully completing this program will have the industry-recognized skills needed for a career in industrial maintenance. They will be ready for workforce employment in the following areas: maintenance operations, mechanical and fluid power systems, electrical and electronic control systems, process control, repair welding, and piping systems.

##### *Program Learning Outcomes:*

1. Combine basic theoretical knowledge and understanding of the industrial maintenance field and practical laboratory experience to set up and repair industrial equipment.
2. Employ a systematic approach to troubleshooting an industrial system malfunction and prepare an effective repair solution.
3. Demonstrate effective communication and employability skills in the workplace.
4. Demonstrate the proper use of safety equipment, devices, and procedures in classroom and lab environments.
5. Perform corrective and preventive maintenance procedures on industrial equipment.

IT 10	Maintenance Operations.....	3
IT 11	Basic Mechanical Systems.....	3
IT 22	Fluid Power Systems.....	4
IT 30	Electrical Systems.....	4
IT 31	Electronic Control Systems.....	4
IT 32	Process Control Systems.....	3
IT 60	Maintenance Welding.....	3
IT 61	Maintenance Piping.....	2
MFGT 19V	Cooperative Work Experience - Manufacturing Technology .....	1
Total Units		27

### MACHINE TOOL TECHNOLOGY (MAJOR #M.838A.AS))

#### ASSOCIATE IN SCIENCE DEGREE

Completion of the Machine Tool Technology Associate in Science Degree prepares students for entrance into the manufacturing technology workforce or transfer to a four-year college.

##### *Program Learning Outcomes:*

Upon completion of the program, students will be able to:

1. Demonstrate shop safety.
2. Operate turning and milling machines proficiently.
3. Operate computer numerical control machines.
4. Demonstrate basic precision measurement.
5. Interpret blueprints and shop drawings.
6. Differentiate industrial materials.

Required Courses .....	13
MFGT 19V	Cooperative Work
	Experience - Manufacturing
	Technology ..... 1
MFGT 81	Intermediate Machine
	Shop ..... 6
MFGT 82	Advanced Machine Shop ..... 6

Select one option

Option 1 ..... 15

MFGT 51 Manufacturing Essentials ..... 5

MFGT 60 Introduction to Welding ..... 5

MFGT 80 Introduction to Machine

Shop ..... 5

OR

Option 2 ..... 14

MFGT 21 Blueprint Reading ..... 2

MFGT 22 Industrial Materials ..... 2

MFGT 60 Introduction to Welding ..... 5

MFGT 80 Introduction to Machine

Shop ..... 5

OR

MFGT 23 Electricity ..... 2

Total Units 27-28

Advisor(s): Hanson

### MACHINIST (MAJOR #M.838A.CA)

#### CERTIFICATE OF ACHIEVEMENT

Completion of the Machinist Certificate of Achievement program prepares students for entrance into the manufacturing technology workforce or transfer to a four-year college.

#### Program Learning Outcomes:

Upon completion of the program, students will be able to:

1. Demonstrate shop safety.
2. Operate turning and milling machines proficiently.
3. Operate computer numerical control machines.
4. Demonstrate basic precision measurement.
5. Interpret blueprints and shop drawings.
6. Differentiate industrial materials.

Required Courses ..... 13

MFGT 19V Cooperative Work

Experience - Manufacturing

Technology ..... 1

MFGT 81 Intermediate Machine Shop .... 6

MFGT 82 Advanced Machine Shop ..... 6

Select one option

Option 1 ..... 12-15

MFGT 51 Manufacturing Essentials ..... 5

MFGT 60 Introduction to Welding ..... 5

MFGT 80 Introduction to Machine

Shop ..... 5

Option 2 ..... 14

MFGT 21 Blueprint Reading ..... 2

MFGT 60 Introduction to Welding ..... 5

MFGT 80 Introduction to Machine

Shop ..... 5

Select from one of the following courses:

MFGT 22 Industrial Materials ..... 2

MFGT 23 Electricity ..... 2

Total Units 27-28

Advisor(s): Hanson

### MANUFACTURING 1 (MAJOR #M.835A.CA)

#### CERTIFICATE OF ACHIEVEMENT

The Manufacturing 1 Certificate of Achievement program addresses a need for basic manufacturing skills such as blueprint reading, foundations of industrial materials, basic welding and machining, and introduction to electricity.

#### Program Learning Outcomes:

Upon completion of the program, students will be able to:

1. Demonstrate shop safety.
2. Operate turning and milling proficiently.
3. Identify basic operation of electrical systems.
4. Demonstrate basic precision measurement.
5. Interpret blueprints and shop drawings.
6. Demonstrate basic welding processes.

Select one option

Option 1 ..... 15

MFGT 51 Manufacturing Essentials ..... 5

MFGT 60 Introduction to Welding ..... 5

MFGT 80 Introduction to Machine

Shop ..... 5

Option 2 ..... 14

MFGT 21 Blueprint Reading ..... 2

MFGT 60 Introduction to Welding ..... 5

MFGT 80 Introduction to Machine

Shop ..... 5

Select from one of the following courses:

MFGT 22 Industrial Materials ..... 2

OR

MFGT 23 Electricity ..... 2

Total Units 14-15

Advisor(s): Hanson

**WELDER (MAJOR #M.837A.CA)****CERTIFICATE OF ACHIEVEMENT**

Completion of the Welder Certificate of Achievement program prepares students for entrance into the manufacturing technology workforce or transfer to a four-year college.

*Program Learning Outcomes:*

Upon completion of the program, students will be able to:

1. Demonstrate shop safety.
2. Demonstrate basic precision measurement.
3. Interpret blueprints and shop drawings.
4. Demonstrate welding and cutting operations.
5. Produce products to industry standards utilizing welding fabrication processes.
6. Identify industrial welding codes.

**Required Courses ..... 13**

MFGT 19V Cooperative Work Experience -  
Manufacturing  
Technology ..... 1

MFGT 52 Manufacturing  
Fabrication ..... 4

MFGT 61 Intermediate Welding ..... 4

MFGT 62 Advanced Welding ..... 4

**Select one option****Option 1 ..... 15**

MFGT 51 Manufacturing Essentials ..... 5

MFGT 60 Introduction to Welding ..... 5

MFGT 80 Introduction to Machine  
Shop ..... 5

**Option 2 ..... 14**

MFGT 21 Blueprint Reading ..... 2

MFGT 60 Introduction to Welding ..... 5

MFGT 80 Introduction to Machine  
Shop ..... 5

MFGT 22 Industrial Materials ..... 2

**OR**

MFGT 23 Electricity ..... 2

**Total Units 27-28**

*Advisor(s): Hanson, Luchesi*

**WELDING TECHNOLOGY (MAJOR #M.837A.AS)****ASSOCIATE IN SCIENCE DEGREE**

Completion of the Welding Technology Associate in Science Degree prepares students for entrance into the manufacturing technology workforce or transfer to a four-year college.

*Program Learning Outcomes:*

Upon completion of the program, students will be able to:

1. Demonstrate shop safety.
2. Demonstrate basic precision measurement.

3. Interpret blueprints and shop drawings.
4. Demonstrate welding and cutting operations.
5. Produce products to industry standards utilizing welding fabrication processes.
6. Identify industrial welding codes.

**Required Courses ..... 13**

MFGT 19V Cooperative Work Experience -  
Manufacturing  
Technology ..... 1

MFGT 52 Manufacturing Fabrication ..... 4

MFGT 61 Intermediate Welding ..... 4

MFGT 62 Advanced Welding ..... 4

**Select one option****Option 1 ..... 15**

MFGT 51 Manufacturing Essentials ..... 5

MFGT 60 Introduction to Welding ..... 5

MFGT 80 Introduction to Machine  
Shop ..... 5

**Option 2 ..... 14**

MFGT 21 Blueprint Reading ..... 2

MFGT 60 Introduction to Welding ..... 5

MFGT 80 Introduction to Machine  
Shop ..... 5

MFGT 22 Industrial Materials ..... 2

**OR**

MFGT 23 Electricity ..... 2

**Total Units 27-28**

*Advisor(s): Hanson, Luchesi*

**MATHEMATICS****MATHEMATICS (MAJOR #M.6200.AS)****ASSOCIATE IN SCIENCE DEGREE**

Purpose: To prepare students for transfer into four-year mathematics programs. The major also provides a fundamental background for persons who plan to become systems analysts or computer programmers. The following courses must be completed with a "C" or better grade.

*Program Learning Outcomes:*

1. Communicate mathematics with understanding (read, write, listen, speak).
2. Use critical thinking and mathematical reasoning to solve a variety of problems.
3. Apply mathematical models to real-world situations.
4. Use technology, when appropriate, to enhance their mathematical understanding, critical thinking, and problem-solving skills.
5. Demonstrate the ability to use symbolic, graphical, numerical, and written representations of mathematical ideas.

Math Core.....		19
MATH 5A	Calculus I .....	5
MATH 5B	Calculus II .....	4
MATH 6	Calculus III .....	5
MATH 17	Differential Equations and Linear Algebra .....	5
Select one (1) from the following .....		4
CSCI 40	Programming Concepts and Methodology I .....	4
ENGR 40	Programming for Scientists and Engineers.....	4
MATH 11	Elementary Statistics .....	4
PHYS 2A	General Physics I.....	4
PHYS 4A	Physics for Scientists and Engineers.....	4
STAT 7	Elementary Statistics .....	4
Total Units		23

Advisor(s): Biehler, Cortes Howden, Esquivel, Kandarian, Mata

## MECHANIZED AGRICULTURE

### AGRICULTURAL MECHANICS (MAJOR #M.8280.AS)

#### ASSOCIATE IN SCIENCE DEGREE

The Associate in Science degree for Agricultural Mechanics provides practical hands-on instruction in the areas of basic maintenance and repairs to agricultural electrical, mechanical, welding fabrication, small engine repair, and hydraulic machines/equipment. This program includes lecture-based classes and practical hands-on laboratory activities. This degree will benefit students who want to become agricultural mechanics instructors and further their knowledge by transferring to a four-year college or university, or who want to work in the agricultural mechanics field. Note: Requirements for the associate degree and general education must also be completed.

#### *Program Learning Outcomes:*

At the completion of this program students will be able to:

- Perform basic maintenance and repairs to agricultural electrical, mechanical, and hydraulic machines/equipment.
- Demonstrate the ability to fabricate tools and small equipment.
- Acquire skills necessary for employment in the agricultural mechanics field.
- Demonstrate the ability to safely and properly operate agricultural equipment.
- Demonstrate the ability to construct agricultural projects using wood, metal and various types of plumbing materials such as metal, PVC, PE and concrete pipe.
- Perform engine repairs to small a gas and diesel engines.

Program requirements .....	9
MAG 40        Introduction to Agricultural Mechanics .....	3
MAG 41        Introduction to Agricultural Welding .....	3
PLS 11         Machinery Technology .....	3
Select 9 units of electives from classes below .....	9
IT 30            Electrical Systems .....	4
MAG 42        Small Gasoline and Diesel Engines .....	3
MAG 43        Electrical and Hydraulic Fundamentals .....	3
MAG 44        Agriculture Welding Fabrication .....	3
MFGT 21        Blueprint Reading .....	2

Note: Requirements for the Associate Degree and MCC General Education must also be completed.

Total Units      18

### AGRICULTURAL MECHANICS (MAJOR #M.8280.CA)

#### CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement for Agricultural Mechanics provides practical hands-on instruction in the areas of basic agricultural mechanics, welding/fabrication, small engine repair and maintenance, electricity, motors and controls, blue print reading, power transmission hydraulics and machine operation. This certificate will benefit students who want to gain practical experience in the field of agriculture mechanics to access entry level positions within this industry.

Program requirements .....	9	
MAG 40	Introduction to Agricultural Mechanics ..... 3	
MAG 41	Introduction to Agricultural Welding ..... 3	
PLS 11	Machinery Technology ..... 3	
Select one option .....	4-9	
Ag Mechanics Option - 9 units		
MAG 42	Small Gasoline and Diesel Engines ..... 3	
MAG 43	Electrical and Hydraulic Fundamentals ..... 3	
MAG 44	Agriculture Welding Fabrication ..... 3	
AG Processing Mechanic Option - 4 units		
IT 30	Electrical Systems ..... 4	
MFGT 21	Blueprint Reading ..... 2	
Total Units		15-18

## NURSING

### LICENSED VOCATIONAL NURSING (MAJOR #M.4530.AS) ASSOCIATE IN SCIENCE DEGREE

The vocational nursing program's purpose is to prepare vocational nurses to provide safe, ethical, responsible and competent nursing care. Safe, ethical nursing care includes but is not limited to knowledge of commonly used medications, using the nursing process to guide critical thinking, and understanding the role, responsibility and limitations (scope of practice) of the vocational nurse in California. Upon successful completion of the vocational nursing program and passing the licensure exam the vocational nurse is licensed to practice nursing as an LVN. Skills learned in the program allow the LVN to practice in numerous settings such as; hospitals, clinics, long term care facilities, rehabilitation facilities, physicians' offices, correction facilities, and private duty nursing. A student wishing to become a registered nurse should discuss this with the counselor/advisor to address the additional courses required by the registered nursing program.

#### Additional Information:

Minimum requirements for admission to the vocational nursing program:

#### STUDENTS MUST MEET THE FOLLOWING REQUIREMENTS BEFORE ADMISSION TO THE PROGRAM.

- High school graduation (transcripts required) or the equivalent as measured by General Education Development (GED) test (transcripts required), or California State High School Proficiency Examination and the completion of the following prerequisites:
- Have completed within 5 years of date of application the following courses or their equivalents with a grade of "C" or better (transcripts required):
  - Medical Terminology - OT 10
  - Nutrition – FN 40 or 35
  - Anatomy & Physiology –20 & 22
  - Current CPR card: American Heart Association - Health Care Provider
  - Be physically & mentally able to perform the duties of a vocational nurse.
  - Minimum Age - 17 Years program.

LVN 100	Foundations of Nursing .....	11
LVN 101	Principles and Practice of Nursing I .....	14
LVN 102	Principles and Practice of Nursing II .....	14
LVN 120	Nursing Guidance I .....	1
LVN 121	Nursing Guidance II .....	1
LVN 122	Nursing Guidance III .....	1
LVN 140	Pharmacology .....	3
Total Units		45

Advisors: Bravo

### LICENSED VOCATIONAL NURSING (MAJOR #M.4530.CA) CERTIFICATE OF ACHIEVEMENT

The vocational nursing program's purpose is to prepare vocational nurses to provide safe, ethical, responsible and competent nursing care. Safe, ethical nursing care includes but is not limited to knowledge of commonly used medications, using the nursing process to guide critical thinking, and understanding the role, responsibility and limitations (scope of practice) of the vocational nurse in California. Upon successful completion of the vocational nursing program and passing the licensure exam the vocational nurse is licensed to practice nursing as an LVN. Skills learned in the program allow the LVN to practice in numerous settings such as; hospitals, clinics, long term care facilities, rehabilitation facilities, physicians' offices, correction facilities, and private duty nursing. A student wishing to become a registered nurse should discuss this with the counselor/advisor to address the additional courses required by the registered nursing program.

#### Additional Information:

Minimum requirements for admission to the vocational nursing program:

#### STUDENTS MUST MEET THE FOLLOWING REQUIREMENTS BEFORE ADMISSION TO THE PROGRAM.

- High school graduation (transcripts required) or the equivalent as measured by General Education Development (GED) test (transcripts required), or California State High School Proficiency Examination and the completion of the following prerequisites:
- Have completed within 5 years of date of application the following courses or their equivalents with a grade of "C" or better (transcripts required):
  - Medical Terminology - OT 10
  - Nutrition – FN 40 or 35
  - Anatomy & Physiology –20 & 22
  - Current CPR card: American Heart Association - Health Care Provider
  - Be physically & mentally able to perform the duties of a vocational nurse.
  - Minimum Age - 17 Years program.

LVN 100	Foundations of Nursing .....	11
LVN 101	Principles and Practice of Nursing I .....	14
LVN 102	Principles and Practice of Nursing II .....	14
LVN 120	Nursing Guidance I .....	1
LVN 121	Nursing Guidance II .....	1
LVN 122	Nursing Guidance III .....	1
LVN 140	Pharmacology .....	3
Total Units		45

Advisors: Bravo

LVN-RN (MAJOR #M.4520.AS)

### ASSOCIATE IN SCIENCE DEGREE

The nursing profession is concerned with the total health care of the individual and the family. It is a profession dedicated to preventing illness, caring for those who are acutely ill, and helping people with long-term rehabilitative problems to live in the healthiest way possible. Nursing is both a science and an art.

The LVN to RN nursing program consists of integrated lectures, labs, and clinicals conducted in selected local hospitals and health agencies. Upon satisfactory completion of the college's degree requirements, the AS degree in Nursing will be awarded, and graduates will be qualified for the National Council Licensure Examination for Registered Nursing (NCLEX-RN).

The Associate Degree Nurse is prepared to coordinate, plan and provide nursing care in hospitals and community settings. The Registered Nurse assists clients with personal care, provides teaching and counseling to prevent illness, promotes health, and performs specialized treatments and procedures. Registered Nurses function as team leaders and direct the care provided by Licensed Vocational Nurses (LVNs), nursing assistants (CNAs), patient care technicians (PCT) as well as unlicensed assistive personnel (UAP).

#### Additional Information:

Students applying for admission must be graduates of a State Accredited LVN program, maintain current LVN licensure, and have a cumulative grade point average (GPA) of 2.5 or better in completed college courses.

All prerequisites must be completed with a grade of "C" or better. This includes:

- BIOL-20 – Human Anatomy (within five years prior to admission)
- BIOL-22 – Human Physiology (within five years prior to admission)
- BIOL-31 – Microbiology (within five years prior to admission)
- CHEM-3A – Introductory General Chemistry OR equivalent
- ENGL-1A – Reading and Composition Or ENGL-1AH – Honors Reading and Composition
- MATH-103 – Intermediate Algebra OR equivalent OR Higher
- PSY-2 – General Psychology Or PSY-2H – Honors General Psychology
- SOC-1A – Introduction to Sociology Or ANTHRO-2 – Cultural Anthropology
- COMM-1 – Public Speaking Or COMM-2 – Interpersonal Communication
- PHIL-1C – Ethics Or PHIL-1CH – Honors Ethics
- FN-35 – Nutrition and Health Or FN-40 – Nutrition

- POLSCI-2 – American Government Or POLSCI-2H – Honors American Government (Or POLSCI-110 – American Institutions for local GE pattern)
- Physical Education - two physical education courses for local GE pattern

Prospective applicants must also take the Test of Essential Academic Skills (T.E.A.S.) with a minimum score of 62%.

#### Program Learning Outcomes:

1. Prepare graduates who can provide culturally sensitive and competent care within a framework of scientific and professional accountability and function independently in a variety of settings.
2. Establish and maintain innovative educational partnerships to promote health and meet societal imperatives.

#### Program Requirements:

Core Courses .....	25
RN 74 Geriatric Nursing Theory .....	1.5
RN 75 Intermediate Medical-Surgical Nursing .....	5
RN 77 Psychiatric/Mental Health Nursing .....	3.5
RN 78 Foundations of Multicultural Nursing Care.....	1
RN 79 Nursing Skills Lab I .....	0.5
RN 85 Advanced Medical-Surgical Nursing .....	6
RN 87 Pediatric and Maternal Child Nursing .....	4
RN 88 Nursing Leadership and Management.....	1
RN 89 Nursing Skills Lab II .....	0.5
RN 160 LVN to RN Role Transition .....	2
Total Units for the Major.....	25
Completion of Madera Community College GE, CSU GE, or IGETC.	
Total Units .....	70-73

Advisors: Day, Kato-Gee

LVN-RN (MAJOR #M.4520.CA)

### CERTIFICATE OF ACHIEVEMENT

The nursing profession is concerned with the total health care of the individual and the family. It is a profession dedicated to preventing illness, caring for those who are acutely ill, and helping people with long-term rehabilitative problems to live in the healthiest way possible. Nursing is both a science and an art.

The LVN to RN nursing program consists of integrated lectures, labs, and clinical rotations conducted in local area hospitals and health agencies. Upon successful completion of the courses in the 30 Unit Option, a Certificate of Achievement will be awarded, and graduates will be qualified for the National Council Licensure Examination-Registered Nursing (NCLEX-RN).

The graduate with a 30-unit option Certificate of Achievement and subsequent passing of the NCLEX-RN is a registered nurse prepared to coordinate, plan and implement nursing care in hospitals and community settings. The registered nurse assists clients with personal care, provides teaching and counseling to prevent illness, promotes health, and performs specialized treatments and procedures. Registered nurses function as team leaders who delegate and manage the care provided by licensed vocational nurses (LVNs), certified nursing assistants (CNAs), patient care technicians (PCTs) as well as unlicensed assistive personnel (UAP).

#### Additional Information:

LVNs who select the 30-unit option to satisfy the requirements for RN licensure must consult the Nursing Counselor or RN Program Director to discuss the advantages and disadvantages of this option. Students who obtain licensure with a 30-unit option certificate may not be able to practice as an RN in any state but California. This option is only available on a space-available basis. Please refer to the current LVN to RN application and program information located on the Madera Community College website.

Students applying for admission must be graduates of a state accredited LVN program, maintain current LVN licensure, and have attained a cumulative grade point average (GPA) of 2.5 or better in completed college courses.

All prerequisites must be completed with a grade of "C" or better. This includes:

- BIO-22 – Physiology (within five years prior to admission)
- BIOL-31 – Microbiology (within five years prior to admission)

Prospective applicants must also take the Test of Essential Academic skills (T.E.A.S.) with a minimum score of 62%.

#### Program Learning Outcome:

1. Provide culturally responsive and competent care within a framework of scientific and professional accountability, and function independently in a variety of settings.

#### Required Courses

RN 74	Geriatric Nursing Theory .....	1.5
RN 75	Intermediate Medical-Surgical Nursing .....	5
RN 77	Psychiatric/Mental Health Nursing .....	3.5
RN 78	Foundations of Multicultural Nursing Care .....	1
RN 79	Nursing Skills Lab I .....	0.5
RN 85	Advanced Medical-Surgical Nursing .....	6
RN 88	Nursing Leadership and Management .....	1
RN 89	Nursing Skills Lab II .....	0.5
RN 160	LVN to RN Role Transition.....	2
Total Units		21

Advisors: Day, Kato-Gee

## OFFICE TECHNOLOGY

#### Program Learning Outcomes:

- Use application software to create and edit word processing documents.
- Use application software to create and edit spreadsheets.
- Manage a records system.

ADMINISTRATIVE ASSISTANT (MAJOR #M.226B.AS)

### ASSOCIATE IN SCIENCE DEGREE

This program prepares students to efficiently perform general office work including: using application software to create and edit documents, spreadsheets, and database files; managing a records system; applying basic accounting skills; sorting and distributing mail; and managing a phone system. Positive communication skills are developed throughout the program including skills necessary to attain a position in an office and succeed in the work place.

OT 1	Computer Basics .....	1.5
OT 5	Document Formatting .....	1.5
OT 6	Data Entry Essentials .....	1.5
OT 11A	Microsoft Word Essentials .....	1.5
OT 11C	Word Processing Projects .....	1.5
OT 12A	Microsoft Excel Essentials .....	1.5
OT 12C	Spreadsheet Projects .....	1.5
OT 13A	Microsoft Access Essentials .....	1.5
OT 16	Preparing for a Job Interview .....	1
OT 17	Job Retention and Responsibilities.....	1
OT 44	Filing Procedures .....	2
OT 48	Today's Receptionist .....	1.5
OT 150	Beginning Keyboarding.....	1
OT 151	Championship Keyboarding.....	1
OT 152	Speed Typing .....	1



Select one course .....	2-4
OT 43      Introduction to Bookkeeping ....	2
or	
ACCTG 40      Applied Accounting .....	4
Total Units	22.5-24.5

#### ADMINISTRATIVE ASSISTANT (MAJOR #M.226B.CA)

##### CERTIFICATE OF ACHIEVEMENT

Students will efficiently perform general office work including using application software to create and edit documents, spreadsheets, and database files; managing a records system; applying basic accounting skills; sorting and distributing mail; and managing a phone system. Students will be able to use positive communication skills including skills necessary to attain a position in an office and succeed in the work place.

OT 1	Computer Basics .....	1.5
OT 5	Document Formatting .....	1.5
OT 6	Data Entry Essentials .....	1.5
OT 11A	Microsoft Word Essentials .....	1.5
OT 11C	Word Processing Projects .....	1.5
OT 12A	Microsoft Excel Essentials .....	1.5
OT 12C	Spreadsheet Projects .....	1.5
OT 13A	Microsoft Access Essentials .....	1.5
OT 16	Preparing for a Job Interview .....	1
OT 17	Job Retention and Responsibilities.....	1
OT 44	Filing Procedures .....	2
OT 48	Today's Receptionist .....	1.5
OT 150	Beginning Keyboarding.....	1
or		
	typing certification of 25 words	
	per minute by touch with 3 or fewer	
	errors in a 3 minute timed test	
OT 151	Championship Keyboarding.....	1
or		
	typing certification of 35 words	
	per minute by touch with 3 or fewer	
	errors in a 3 minute timed test	
OT 152	Speed Typing.....	1
or		
	typing certification of 45 words	
	per minute by touch with 3 or	
	fewer errors in a 3 minute timed test	
OT 43	Introduction to Bookkeeping ....	2
ACCTG 40	Applied Accounting .....	4
Select one course .....	2-4	
OT 43	Introduction to Bookkeeping ....	2
or		
ACCTG 40	Applied Accounting .....	4

Select one course from following list or a higher level

English course .....	2-4
ENGL 1A      Reading and	
Composition .....	4
ENGL 105      Grammar and	
Punctuation .....	2
Total Units	24.5-28.5

Recommended Courses: Business Administration 5 or English 1A

#### MEDICAL ADMINISTRATIVE ASSISTANT

(MAJOR #M.2023.AS)

##### ASSOCIATE IN SCIENCE DEGREE

Upon completion of this degree, the student will be able to register new patients and assist with form completion, retrieve charts, enter patient data and demographics into a computer database, perform various typing requests, maintain and file treatment records, prepare schedules, call patients with appointment reminders, answer phones and route messages, call the pharmacy for prescription order refills and arrange for a patient's hospital admission. They will also be able to make sure copies of lab test results are mailed to patients and demonstrate the ability to meet deadlines and handle multiple tasks. Keyboarding and computer skills, knowledge of word processing applications, thorough knowledge of medical terminology, efficient filing skills, basic grammar, spelling and arithmetic, knowledge of the scheduling, registration, or admission process and excellent customer services skills are learned and practiced in this program.

OT 1	Computer Basics .....	1.5
OT 6	Data Entry Essentials .....	1.5
OT 10	Medical Terminology.....	3
OT 11A	Microsoft Word Essentials .....	1.5
OT 11C	Word Processing Projects .....	1.5
OT 12A	Microsoft Excel Essentials .....	1.5
OT 12C	Spreadsheet Projects .....	1.5
OT 13A	Microsoft Access Essentials .....	1.5
OT 16	Preparing for a Job Interview .....	1
OT 17	Job Retention and	
	Responsibilities.....	1
OT 28	Medical Manager .....	1.5
OT 41	Medical Administrative Assistant.....	3
OT 42	Medical Document Preparation .....	3
OT 44	Filing Procedures .....	2
OT 150	Beginning Keyboarding.....	1
OT 151	Championship Keyboarding.....	1
OT 152	Speed Typing.....	1
Total Units		28

**MEDICAL ADMINISTRATIVE ASSISTANT**

(MAJOR #M.2023.CA)

**CERTIFICATE OF ACHIEVEMENT**

Upon completion of this certificate, the student will be able to register new patients and assist with form completion, retrieve charts, enter patient data, perform various typing requests, maintain and file treatment records, prepare schedules, call patients with appointment reminders, answer phones and route messages, call the pharmacy for prescription order refills and arrange for a patient's hospital admission. They will also be able to make sure copies of lab test results are mailed to patients and demonstrate the ability to meet deadlines and handle multiple tasks. Keyboarding and computer skills knowledge of word processing applications, thorough knowledge of medical terminology, efficient filing skills, knowledge of the scheduling, registration, or admission process and excellent customer services skills are learned and practiced in this program. This certificate emphasizes technical medical front-office skills, as well as personal and social skills necessary to succeed in the work place.

*Program Learning Outcomes:*

Upon successful completion of this program the student will be able to:

1. Use application software to create and edit word processing documents.
2. Use application software to create and edit spreadsheets.
3. Manage a records system.

OT 1	Computer Basics .....	1.5
OT 6	Data Entry Essentials .....	1.5
OT 10	Medical Terminology.....	3
OT 11A	Microsoft Word Essentials .....	1.5
OT 11C	Word Processing Projects .....	1.5
OT 16	Preparing for a Job Interview .....	1
OT 17	Job Retention and Responsibilities.....	1
OT 28	Medical Manager .....	1.5
OT 41	Medical Administrative Assistant.....	3
OT 42	Medical Document Preparation .....	3
OT 44	Filing Procedures .....	2
OT 150	Beginning Keyboarding.....	1
OT 151	Championship Keyboarding.....	1
OT 152	Speed Typing.....	1
Select one course from following list or a higher level English course .....		2-4
ENGL 1A	Reading and Composition .....	4
ENGL 105	Grammar and Punctuation .....	2
Total Units		25.5-27.5

**OFFICE ASSISTANT (MAJOR #M.2021.CA)****CERTIFICATE OF ACHIEVEMENT**

The Office Assistant Certificate of Achievement prepares students for an entry level position in an office setting. This certificate emphasizes technical office skills, as well as personal and social skills necessary to attain a position in an office and succeed in the work place. Students will be able to use application software to create and edit documents and spreadsheet; manage a records system; sort and distribute mail; and manage a phone system. Positive communication skills are developed throughout the program.

OT 1	Computer Basics .....	1.5
OT 5	Document Formatting .....	1.5
OT 6	Data Entry Essentials .....	1.5
OT 11A	Microsoft Word Essentials .....	1.5
OT 11C	Word Processing Projects .....	1.5
OT 12A	Microsoft Excel Essentials .....	1.5
OT 16	Preparing for a Job Interview .....	1
OT 17	Job Retention and Responsibilities.....	1
OT 44	Filing Procedures .....	2
OT 48	Today's Receptionist .....	1.5
OT 150	Beginning Keyboarding.....	1
OT 151	Championship Keyboarding.....	1
OT 152	Speed Typing.....	1
Total Units		17.5

**PEST CONTROL ADVISOR**

(MAJOR #M.8281.CA)

**CERTIFICATE OF ACHIEVEMENT**

The Pest Control Advisor (PCA) Certificate prepares students for a career as a PCA. Coursework is aligned with the California Department of Pesticide Regulation (CDPR) PCA license requirements. Completion of the certificate indicates the completion of course work required by the CDPR and students should be prepared to take the CDPR examination and have the competency for employment in the field. Students must also obtain an average overall grade point of 2.0 and complete 24 months of combined work experience that must be verified by a letter from current/past employers to qualify for the PCA examination.

*Program Learning Outcomes:*

- Comprehension of the resources available to understand and stay updated with California laws and regulations pertaining to pesticide use, crop management, irrigation efficiency, and continuing education.
- Developed awareness of theoretical and practical applications to orchard, vineyard, and vegetable production systems with emphasis on San Joaquin Valley specifics for irrigation, fertility, cultural, and pest management.
- Understanding of the principles of integrated pest management, including population dynamics and selection, and the use of biological, chemical, regulatory, genetic, cultural, and physical/mechanical control options in a system approach that optimizes economics and minimizes environmental side effects.
- Demonstrate a breadth of knowledge in the agriculture industry which provides a base for effective decision making and credibility in personal interactions as it related to the Pest Control Advisor industry.

Crop Health Courses .....	10
PLS 2            Soils .....	3
PLS 2L        Soils Lab .....	1
PLS 5           Principles of Irrigation Management.....	3
PLS 14        Plant Nutrition .....	3
Pest Management Systems and Methods.....	6
PLS 6           Pesticides .....	3
PLS 7           Integrated Pest Management ...	3
Production Systems .....	7
PLS 1           Introduction to Plant Science....	3
PLS 1L        Introduction to Plant Science Lab .....	1
PLS 3           General Viticulture .....	3
Additional Requirements .....	9
AS 1           Introduction to Animal Science .....	3
EH 43        Plant Propagation/ Production.....	3
PLS 4A        Tree and Vine Management ....	3
Physical and Biological Sciences - Select 12 from the following .....	12
BIOL 1        Principles of Biology .....	4
BIOL 2        Environmental Science .....	4
BIOL 10       Introduction to Life Science.....	3
BIOL 10L     Introduction to Life Science Lab .....	1
BIOL 11A     Biology for Science Majors I .....	5
BIOL 11B     Biology for Science Majors II .....	5

BIOL 31            Microbiology.....	5
CHEM 1A          General Chemistry.....	5
CHEM 3A          Introductory General Chemistry .....	3
CHEM 8            Elementary Organic Chemistry.....	3
Total Units	44

Advisor: E. Mosqueda

## PHYSICAL SCIENCE

PHYSICAL SCIENCE (MAJOR #M.6300.AS)

### ASSOCIATE IN SCIENCE DEGREE

Purpose: To provide a background in physical science or to prepare students for transfer into chemistry, geology, physics, and engineering four-year programs. These four-year programs require more courses than the minimum program given here. The major also provides valuable background for physical science technicians and engineering aides.

*Program Learning Outcomes:*

- Recognize and utilize correctly the terminology of math, statistics and/or science.
- Analyze and interpret data using quantitative and qualitative methods.

MATH 5A            Math Analysis I .....	5
MATH 5B            Math Analysis II .....	4
Select one (1) .....	4-5
CHEM 1A            General Chemistry .....	5
CHEM 3A            Introductory General Chemistry .....	4
Select one (1) .....	3-5
CHEM 1B            General Chemistry and Qualitative Analysis .....	5
CHEM 8            Elementary Organic Chemistry .....	3
Select one (1) sequence .....	8-12
PHYS 2A            General Physics I .....	8
PHYS 2B            General Physics II .....	8
or	
PHYS 4A            Physics for Scientists and Engineers	
PHYS 4B            Physics for Scientists and Engineers	
PHYS 4C            Physics for Scientists and Engineers .....	12
Total Units	24 -31

## PLANT SCIENCE

### Program Learning Outcomes:

- Comprehension and identification of the structures and functions of plant cells, organelles, tissues, organs, and integrate important plant processes such as growth, photosynthesis, respiration, and translocation with plant management practices.
- Experience with the physical, chemical, and biological properties of soils, and the incorporation of analytical testing procedures for nutrients, moisture, and physical characteristics with economical stewardship of soil management.
- Developed awareness of theoretical and practical applications to orchard, vineyard, and vegetable production systems with emphasis on San Joaquin Valley specifics for irrigation, fertility, cultural, and pest managements.
- Measurable knowledge and skills of irrigation science with its effects on plant growth and development, yield and profitability, soil properties and reclamation. Additional competence developed includes predictive models and scheduling; system design, operation, and evaluation; and historical, political, and societal interactions with irrigation.
- Understanding of the principles of integrated pest management, including population dynamics and selection, and the use of biological, chemical, regulatory, genetic, cultural, and physical/mechanical controloptions in a systems approach that optimizes economics and minimizes environmental side effects.
- Competency in quantitative and qualitative data analyses related to performance of crop variety, fertilizer treatments, cultural effects, and environmental stresses. Evaluation and establishment of laboratory, test plot, and field conditions to determine if significant differences exist and can be identified.
- Proficiency in machinery management and operation of farm equipment.
- Demonstrate a breath of knowledge in the agriculture industry which provides a base for effective decision making and credibility in personal interactions and career decisions.

### PLANT AND SOIL SCIENCE MAJOR #M.1074.AS)

#### ASSOCIATE IN SCIENCE DEGREE

Students who complete this program will be well-informed of physical, chemical, and biological principles and processes of plants and soils. Mastering these principles allow the selection of effective programs of plant development, irrigation, fertility, pest management, and soil management. Completion of the program prepares students for careers in management of tree, vine, vegetable, and field crops; for transfer into California State University and University of California institutions; and entry-level technical positions in the production agriculture industry.

To provide practical knowledge and specific skills in plant and soil sciences as required in vineyard, orchard, vegetable, and field crop management systems.

Plant & Soil Science Core .....	17
AGBS 3      Agriculture Accounting.....	3
AGBS 4      Computer Applications in Agriculture.....	3
PLS 1      Introduction to Plant Science.....	3
PLS 1L      Introduction to Plant Science Laboratory.....	1
PLS 2      Soils.....	3
PLS 2L      Soils Laboratory.....	1
PLS 11      Machinery Technology.....	3

### Option A ..... 15-21

This pathway is designed for students primarily interested in acquiring an entry-level position within the plant & soil science industry.

### Select 1 course:..... 3

AS 1      Introduction to Animal Science.....	3
AS 2      Beef Production .....	3
AS 3      Small Ruminant Production.....	3
AS 4      Swine Production .....	3
AS 5      Animal Nutrition .....	3

### Select a minimum of 12 units from the following ..... 12

EH 43      Plant Propagation/ Production .....	3
PLS 3      General Viticulture .....	3
PLS 4A      Tree and Vine Management .....	3
PLS 5      Principles of Irrigation Management .....	3
PLS 6      Pesticides .....	3
PLS 7      Integrated Pest Management .....	3
PLS 8      Vegetable Production .....	3
PLS 9      Biometrics .....	3
PLS 14      Plant Nutrition .....	3
PLS 16      Wine Sensory Analysis and Evaluation .....	3
PLS 17      Winery Laboratory Techniques and Equipment Operation.....	3
PLS 18      Introduction to Enology.....	3

Total Units      32

OPTION B .....	19-21
This pathway, along with additional transferable general education courses, is designed for students seeking to transfer to a four-year plant and soil science degree program.	
Required Courses .....	13
AGBS 2            Agricultural Economics .....	3
CHEM 3A        Introductory General Chemistry .....	4
PLS 5            Principles of Irrigation Management .....	3
PLS 7            Integrated Pest Management .....	3
Select one from the following: .....	3-4
CHEM 3B        Introductory Organic and Biological Chemistry .....	4
CHEM 8        Elementary Organic Chemistry .....	3
Select one from the following: .....	3-4
STAT 7          Elementary Statistics .....	4
MATH 11        Elementary Statistics .....	4
PLS 9            Biometrics .....	3
Total Units .....	32-38

## SOCIAL SCIENCE

### SOCIAL SCIENCE (MAJOR #M.7410.AA)

#### ASSOCIATE IN ARTS DEGREE

Students who complete the requirements for the Social Science Associate Degree will acquire a knowledge of human behavior, society, and institutions through the study of courses in Anthropology, Economics, Ethnic Studies, Geography, History, Political Science, Psychology, and Sociology. The Social Science program is well suited for the transfer student who completes his/her education.

#### Program Learning Outcomes:

1. Identify the main characteristics, concepts, ideas, and theories of at least four social science disciplines including: Anthropology, Geography, History, Political Science, Psychology, and Sociology.
2. Use Social Science concepts to analyze cultural, global, political, psychological, and social issues.

Choose 21 units from FOUR separate disciplines.

Choose from FOUR separate disciplines .....	21
ANTHRO 1        Biological Anthropology .....	3
ANTHRO 2        Cultural Anthropology .....	3
ANTHRO 3        Introduction to Archaeology and Prehistory .....	3

CHDEV 38	Lifespan Development or Lifespan Development .....	3
PSY 38	Principles of Macroeconomics .....	3
ECON 1A	Principles of Microeconomics .....	3
ECON 1B	World Regional Geography ....	3
GEOG 6	Western Civilization to 1648 ...	3
HIST 1	Western Civilization from 1648 .....	3
HIST 2	African People in the New World .....	3
HIST 5/ETHNST 5	History of the United States to 1877 .....	3
HIST 11	History of the United States since 1865 or Honors History of the United States since 1865 .....	3
HIST 12	World History I, to 1600 .....	3
HIST 20	History of American Women ...	3
HIST 22	History of the Mexican American People .....	3
HIST 32/ETHNST 32	American Government or Honors American Government .....	3
POLSCI 2	Comparative Government .....	3
POLSCI 2H	American Institutions .....	3
POLSCI 5	General Psychology or Honors General Psychology ...	3
POLSCI 110	Social Psychology .....	3
PSY 2	Abnormal Psychology .....	3
PSY 2H	Human Sexuality .....	3
PSY 5	Introduction to Sociology .....	3
PSY 16	Critical Thinking about Social Problems .....	3
PSY 25	American Minority Groups .....	3
SOC 1A	Sociology of Gender .....	3
SOC 1B	Courtship, Marriage, and Divorce: Family & Interpersonal Relationships .....	3
SOC 2/ETHNST 2	Total Units .....	21
SOC 11		
SOC 32		

Advisor(s): Aizon-Hubbe, Barnes, Kastanes, Richardson, Turini

## SPEECH-LANGUAGE PATHOLOGY

### SPEECH AIDE (MAJOR #M.1220.CA) CERTIFICATE OF ACHIEVEMENT

Upon successful completion of the Speech Aide Certificate of Achievement, the student will have the educational foundation to serve as an aide to a speech-language pathologist or special educator in various job settings.

SLPA 1	Introduction to Communication Disorders .....	3
SLPA 2	Speech, Language and Hearing Development .....	3
SLPA 3	Therapy Analysis and Field Observation .....	3
SLPA 4	Service Delivery .....	3
SLPA 5	Therapy Materials and Procedures .....	3
SLPA 6	Assessment and Remediation .....	3
	Total Units	18

Advisor(s): Morley

### SPEECH-LANGUAGE PATHOLOGY ASSISTANT (MAJOR #M.1220.AS)

#### ASSOCIATE IN SCIENCE DEGREE

Upon successful completion of the Associate Degree in the Speech-Language Pathology Assistant Program, the graduate is able to apply for licensure with the State of California. A licensed Speech-Language Pathology Assistant (SLPA) works under the direction of a supervising Speech-Language Pathologist (SLP) and demonstrates skills, knowledge and training to practice in a variety of settings within the parameters of the SLPA scope of practice. A licensed SLPA may work with infants, children, adults and seniors in educational, clinical and medical settings. Limitations on reimbursement for services provide by SLPAs from potential third-party insurers, may affect employment opportunities in certain settings. The graduate will be able to conduct screenings for speech, language and hearing disorders without interpretation, administer treatment as prescribed by the supervising Speech-Language Pathologist and assist with clinical documentation.

#### Program Learning Outcomes:

Upon successful completion of the SLPA associate degree, students will have completed the requirements to apply to work as a licensed SLPA in the state of California, will be able to meet the job requirements and standards as outlined by the California State Board of Speech-Language Pathology & Audiology & Hearing Aid Dispensers, and uphold the standards for professional conduct specified by the American Speech-Language- Hearing Association.

#### Required courses

SLPA 1	Introduction to Communication Disorders .....	3
SLPA 2	Speech, Language and Hearing Development.....	3
SLPA 3	Therapy Analysis and Field Observation .....	3
SLPA 4	Service Delivery.....	3
SLPA 5	Therapy Materials and Procedures .....	3
SLPA 6	Assessment and Remediation .....	3
SLPA 7	Fieldwork .....	3
CHDEV 11	The Young Child with Special Needs .....	3
CHDEV 15	Diversity and Culture in Early Care and Education Programs .....	3
CHDEV 38	Lifespan Development or	
PSY 38	Lifespan Development .....	3
COMM 10	Intercultural Communication .....	3
LING 10	Introduction to Language .....	3
ASL 1	Beginning American Sign Language.....	4
	Total Units	40

Advisor(s): Morley

# Course Description Information

## Course Description Information

The schedule of classes generally runs from 7:00 a.m. to 10:00 p.m., Monday through Friday, as well as classes on Saturday. Courses are also available in communities throughout our district. Students may complete work toward the Associate Degrees and Certificates either during the day, evening, or Saturday sessions, or by a combination.

Summer Session: summer sessions are part of the instructional program and are offered during the day in four- and six-week formats and in the evening in an eight-week format.

## Course Description, Numbering, Classification

### UNITS OR CREDIT VALUE:

Each course carries a certain credit or unit value.

1. Basic Skills Advisories. These are skill levels in reading, English and mathematics deemed necessary to be successful in the course. The levels are: reading (ENGL 126), English (ENGL 125), mathematics (MATH 201).
2. Subject Prerequisites. Successful completion of a course or courses required before enrolling in a more advanced course.

### COURSE NUMBERING

Courses numbered 1-99: Associate degree applicable credit courses. Most of these courses are also transferable to four-year colleges and universities. Contact a counselor for specific transfer information.

Courses numbered 100-199: Associate degree applicable non-transfer.

Courses numbered 200-299: Non-degree applicable credit courses. Non-degree applicable credit courses are subject to a 30 unit maximum for financial aid purposes.

Courses numbered 300-399: Non-credit courses.

Since different institutions use different numbering systems, a student may encounter difficulty in comparing courses. Students should be guided by the description and should consult a counselor for assistance.

## Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to [www.assist.org](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at [www.assist.org](http://www.assist.org) for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

**COURSE REPETITION:** Identified courses may be taken up to four times. These courses provide different experiences or levels of difficulty with each repetition. Although Madera Community College may permit a student to repeat a course up to three times, be advised that a student who is transferring to a baccalaureate degree granting institution may not receive transfer credit for all units completed.

**CLASS PERIODS:** College classes may not meet every day in the week. The number of lecture or laboratory periods for each week is indicated in the course description. The schedule of classes (issued as a separate publication) will indicate which hours of the day and which days in the week the class is scheduled. Courses marked "offered infrequently" are not usually scheduled each semester.

**COURSE CERTIFICATION:** Lists of courses certified by Madera Community College as being baccalaureate level are on file at receiving institutions. Copies are also available through the counseling offices and major advisors. General Education designations and baccalaureate level courses are also indicated in the course description. These courses change constantly. Check with a counselor for most updated listing of courses.

**FIELD TRIPS:** Certain classes have field trips scheduled which contribute substantially to the understanding of the course. Some of these trips are scheduled for evenings or Saturdays. Field trips scheduled during hours of the official school day may be considered as part of instruction. Students pay their own expenses on field trips if possible.

## Prerequisites/Corequisites/ Advisories

Students are urged to study the description of courses in this catalog to ensure that prerequisites are satisfied before registering for a course. Correct registration at an early date is important.

It is the student's responsibility to be certain that he/she has met the necessary prerequisite(s) for any course taken. The student may be dropped from any class where it is verified that the necessary prerequisite has not been met.

It should be understood by the student that whether or not a prerequisite is specifically stated, the instructional staff of this college assumes that each student who enrolls in a transfer-level course possesses sufficient competencies in the areas of reading, writing, and mathematics to be able to profit from instruction. Advisory indicates that the institution recommends, but does not require, certain course work be taken prior to enrolling in the described course.

Corequisite indicates that the course must be taken simultaneously with another course if not already completed.

Prerequisite is defined to mean a condition of enrollment that a student must meet in order to register in a course or program. A student may challenge a prerequisite by completing the Prerequisite/Corequisite Challenge Form available in the Counseling Center. A "C" or better grade is required in the prerequisite course(s).

## Symbols and Abbreviations

**A** - Course description designation for those courses which are associate degree applicable.

**P-NP** - Course description designation for courses available on a credit/no credit grading basis as well as a letter grading basis.

**C-ID** - C-ID is a common numbering system. Courses from different colleges with the same C-ID may be used in place of one another.

**P-NP Only** - Course description designation for courses not available on a letter grading basis.

Grading Scale Only - Course descriptions that do not indicate a grading basis are offered on a grading scale only.

**CSU** - Transferable to the California State University system.

**CSU-GE** - Meets the general education requirements for California State University transfer certification. Completion of all courses in the California State University General Education transfer certification pattern will permit a student to transfer to a campus in the California State University system without having to complete additional lower division general education courses after transfer.

**I** - Meets the requirements of the Intersegmental General Education Transfer Curriculum (IGETC). Completion of all IGETC requirements will permit a student to transfer to a campus in either the California State University or University of California system without having to complete additional lower division general education courses after transfer.

**UC** - Transferable to the University of California system.

## Course Abbreviations

ACCTG	Accounting
AG	Agriculture
AGED	Agriculture Education
AGBS	Agriculture Business
ASL	American Sign Language
AS	Animal Science
ANTHRO	Anthropology
ART	Art
ASTRO	Astronomy
BIOL	Biology
BA	Business Administration
CHEM	Chemistry
CHDEV	Child Development
COMM	Communication
CSCI	Computer Science
COTR	Cooperative Work Experience Education



COUN	Counseling
CRIM	Criminology
DEVSER	Developmental Services
ECON	Economics
EDUC	Education
ENGR	Engineering
ENGL	English
ESL	English as a Second Language
EH	Environmental Horticulture
ETHNST	Ethnic Studies
FILM	Film
FN	Foods and Nutrition
GEOG	Geography
GEOL	Geology
HLTH	Health Science
HIST	History
HONORS	Honors
HS	Human Services
INTDS	Interdisciplinary Studies
IT	Industrial Technology
IS	Information Systems
JOURN	Journalism
KINES	Kinesiology
LA	Learning Assistance
LIBSKL	Library Skills
LVN	Licensed Vocational Nursing
LING	Linguistics
MM	Maintenance Mechanic
MFGT	Manufacturing Technology
MKTG	Marketing
MATH	Mathematics
MAG	Mechanized Agriculture
MUS	Music
NR	Natural Resources
OT	Office Technology
PHIL	Philosophy
PHOTO	Photography
PE	Physical Education
PHYS	Physics
PLS	Plant Science
POLSCI	Political Science
PSY	Psychology
RN	Registered Nursing
SCI	Science
SOC	Sociology
SPAN	Spanish
SLPA	Speech Language Pathology Assistant
ST	Supervised Tutoring
STAT	Statistics

## Course Number Extensions

G	Grammar
H	Honors
I	Intensive
L	Lab
LS	Language Skills
NS	Native Speakers
R	Reading
S	Support
W	Writing

## Deleted Courses (from 2023-2024 Catalog)

ANTHRO 1  
ANTHRO 2  
ANTHRO 3

## SCCCD Intra-District Articulated Courses

The list of “in-lieu” courses that Clovis Community College, Fresno City College, Reedley College, Madera Community College, and Madera Community College at Oakhurst have agreed to articulate with one another to meet major requirements for an Associate in Arts degree, an Associate in Science degree, or a Certificate of Achievement. Please speak with your counselor to obtain this information.

Note: It is the student’s responsibility to verify with an academic counselor that the “in-lieu” course(s) successfully completed can meet the respective college’s: (a) local general education; (b) CSU GE pattern; (c) IGETC pattern; and/or (d) major requirements for the Associate Degree for Transfer (ADT). Do not ask a friend! Additional resources can be found in the respective college’s catalog and [ASSIST.org](https://assist.org).

# Course Descriptions

## ACCOUNTING (ACCTG)

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### 4A FINANCIAL ACCOUNTING

**4 units, 4 lecture hours, 1 lab hour**

ADVISORIES: English 1A and Mathematics 201.

This course covers the accounting information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. It includes recording and reporting of business transactions with a focus on the accounting cycle, and the application of generally accepted accounting principles for the preparation of financial statements. This course includes issues relating to asset, liability, equity valuation, revenue and expense recognition, cash flow, internal control and ethics. (A, CSU, UC) (C-ID ACCT 110)

### 4B MANAGERIAL ACCOUNTING

**4 units, 4 lecture hours, 1 lab hour**

PREREQUISITES: Accounting 4A. ADVISORIES: English 1A and Mathematics 201.

This course is a study of how managers use accounting information in decision-making, planning, directing operations and controlling. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Includes issues of cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments. (A, CSU, UC) (C-ID ACCT 120)

### 19V COOPERATIVE WORK EXPERIENCE, ACCOUNTING

**1-8 units, 75 hours/unit paid employment or 60 hours/unit volunteer employment, pass/no pass**

Supervised employment, directly related to student's major in accounting. Students may enroll for a maximum of 8 units per semester. Students may earn a total of 16 units in work experience of which only 6 may be in COTR 19G. Note: Repetition of Cooperative Work Experience courses is allowable under Title 5, §55253. (A, CSU)

### 31 COMPUTERIZED ACCOUNTING

**3 units, 3 lecture hours, 1 lab hour, pass/no pass**

PREREQUISITES: Accounting 40 or 4A, 2 years high school accounting or equivalent. ADVISORIES: English 1A and Mathematics 201.

This class provides an introduction to accounting procedures using QuickBooks accounting software. The class presents the use of various accounting modules, including general ledger, depreciation, accounts receivable, accounts payable, payroll and inventory control. (A, CSU)

### 40 APPLIED ACCOUNTING

**4 units, 4 lecture hours, 1 lab hour, pass/no pass**

ADVISORIES: English 1A and Mathematics 201.

This course is designed to introduce basic accounting concepts. Emphasis will be placed on journal entries, posting to ledgers, preparing worksheets, and financial statements for a sole proprietorship operating as a service organization. Ten-key office calculators will be used with an emphasis on speed and accuracy. (A, CSU)

### 146 INCOME TAX-A SHORT COURSE

**1.5 units, 1.5 lecture hours, pass/no pass**

ADVISORIES: English 126 or 128 and Mathematics 201.

This course is designed to assist individuals to prepare their Federal 1040 and the associated schedules. (A)

## AGRICULTURE (AG)

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### 4 FARM MANAGEMENT

**3 units, 2 lecture hours, 3 lab hours, pass/no pass**

ADVISORIES: Eligibility for Mathematics 103.

The organization and operation of farm and ranch businesses, identification of factors affecting profitability, evaluation of the business for increased efficiency and profit and the application of budgeting to the laboratory farm. (A, CSU)

## 12 INTERNATIONAL AGRICULTURE TRADE

**2 units, 1.5 lecture hours, 1.5 lab hours**

ADVISORIES: Eligibility for Mathematics 201.

Analysis of international agriculture business trade policies, processes and activities. Exploration of trade barriers, trade groups, distribution channels, logistics, and opportunities. Overview of government regulations, the changing consumer, and the future of international agriculture. Focus in practical export fundamentals and includes hands-on applications. (A, CSU)

## 110 SURVEY OF AGRICULTURE (FORMERLY AG 10)

**3 units, 2 lecture hours, 3 lab hours**

ADVISORIES: English 130.

This course is a survey of the basic principles of the agriculture industry in California. Topic areas may include animal science, plant science, agriculture economics and management, resource management, and contemporary agricultural issues. This course will analyze current and historic trends in the California. (A)

## AGRICULTURE BUSINESS (AGBS)

### 1 INTRODUCTION TO AGRICULTURE BUSINESS (FORMERLY AG 9)

**3 units, 2 lecture hours, 3 lab hours**

This course provides a basic understanding of the business and economics of the agriculture industry and the role that it plays in a global economy. Students will be introduced to the economic aspects of agriculture and their implications to the agricultural producer, consumers and the food system. Students will also discuss the management principles encountered in the day-to-day operation of an agricultural enterprise as they relate to the decision-making process. (A, CSU, UC) (C-ID AG-AB 104)

### 2 AGRICULTURAL ECONOMICS (FORMERLY AG 2)

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: Mathematics 103.

This course focuses on the role that agriculture and farming play in the global economic environment: basic economic concepts and problems of agriculture; pricing and marketing problems; factors of production; state and federal farm programs affecting the farmer's economic position. (A, CSU-GE, UC) (C-ID AG - AB 124)

### 3 AGRICULTURE ACCOUNTING (FORMERLY AG 3)

**3 units, 2 lecture hours, 3 lab hours, pass/no pass**

ADVISORIES: Mathematics 103.

This course addresses the principles of agricultural accounting systems and the various types of records used. Also addressed in this course is the cost analysis and revenue generation to improve efficiency of agribusiness firms. Emphasis will be placed on accounting for farm income taxes, Social Security contributions and employee payroll records. Hands-on projects developing computer-based solutions for agriculture business. (A, CSU) (C-ID AG + AB 128)

### 4 COMPUTER APPLICATIONS IN AGRICULTURE (FORMERLY AG 1)

**3 units, 2 lecture hours, 3 lab hours, pass/no pass**

ADVISORIES: Mathematics 103.

This course addresses computer use in the workplace with emphasis on agribusiness situations. Computer applications including word-processing, spreadsheets, databases, and presentation managers will be covered. Also included will be accessing information through the internet and other software appropriate to agribusiness applications. (A, CSU, UC) (C-ID AG + AB 108)

### 5 AG SALES AND COMMUNICATIONS (FORMERLY AG 5)

**3 units, 2 lecture hours, 3 lab hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course covers the principles and practices of the selling process: selling strategies and approaches, why and how people buy, prospecting, territory management, and customer service. Self-management, communication, and interpersonal skills necessary in developing managerial abilities, leadership qualities, and facilitating teamwork within the agribusiness sector will be explored. Students will gain experience through role-play scenarios and a formal sales presentation. The course content is organized to give students an in-depth understanding of the factors and influences that affect selling within the agribusiness industry. (A, CSU) (C-ID AGBS AG-AB 112)

## 6 CAREER PREPARATION (FORMERLY AGNR 1)

**1 unit, 1 lecture hour**

This course will cover the development of goals and skills required to secure a job in the agriculture and natural resources area including job search, résumé development, interviewing, motivation, communications, leadership, and employee/employer relationships. (A, CSU)

## 7 CAREER LEADERSHIP SEMINAR (FORMERLY AGNR 2)

**1 unit, 1 lecture hour**

This course is a seminar on workplace issues which addresses elements of leadership, communication skills, work ethic, workplace etiquette, teamwork, problem-solving, supervision, time management, and interviewing skills. (A, CSU)

## 8 AGRICULTURE AND NATURAL RESOURCES AMBASSADORS (FORMERLY AGNR 41)

**2 units, 1 lecture hour, 3 lab hours,  
pass/no pass, 3 repeats**

This is a course on career opportunities in Agriculture and Natural Resources (AGNR). Students will learn about career options and prepare presentations to be used with K-12 students to educate them about Agriculture and Natural Resources. (A, CSU)

## 19V COOPERATIVE WORK EXPERIENCE, AGRICULTURE (FORMERLY AG 19V)

**1-8 units, 75 hours/units paid employment  
or 60 hours/units volunteer employment,  
pass/no pass**

This course is designed to provide ongoing support for students while they are engaged in supervised employment, directly related to their major. Students earn units using the following formula: for paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may enroll for a maximum of 8 units per semester. Students may earn a total of 16 units in work experience of which only 6 may be in COTR 19G. Note: Repetition of Cooperative Work Experience courses is allowable under Title 5, §55253. (A, CSU)

## AGRICULTURE EDUCATION (AGED)

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### 50 AGRICULTURE EDUCATION ORIENTATION

**3 units, 2 lecture hours, 3 lab hours**

This course is an overview of agricultural education in California, including the principle components of agricultural education, developing academic and career plans, and observation in a secondary agricultural education classroom. In addition to class time, the course requires a minimum of 45 hours of structured fieldwork in K-12 classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. Students need to do their observation in a classroom that is in line with their degree plans. Single subject agriculture credential require that candidates observe in subject area at high school or junior high. This course requires verification of measles vaccination and pertussis, freedom of tuberculosis, and verification of flu vaccination within the past 12 months. (A, CSU)

## AMERICAN SIGN LANGUAGE (ASL)

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### 1 BEGINNING AMERICAN SIGN LANGUAGE

**4 units, 4 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

American Sign Language 1 is a beginning course in everyday communication with the Deaf community. This course provides an introduction to vocabulary, idioms, grammar, the culture of the deaf community, and appropriate behavior for social interaction with the deaf. The course is designed for students who have no knowledge of ASL and uses only the target language in class. (A, CSU-GE,UC, I)

**2 HIGH-BEGINNING AMERICAN SIGN LANGUAGE****4 units, 4 lecture hours, pass/no pass**

PREREQUISITES: American Sign Language 1 or equivalent skills as determined by an instructor of American Sign Language. ADVISORIES: English 1A or 1AH.

American Sign Language 2 is a high-beginning course in American Sign Language. Students are expected to enter with proficiency in ASL-1. This course will build upon prior knowledge of ASL for communication purposes with members of the Deaf community. This course will examine vocabulary, morphology, and syntax used in the everyday language of the Deaf community. This class is taught in the target language, American Sign Language. (A, CSU-GE, UC, I)

**3 INTERMEDIATE AMERICAN SIGN LANGUAGE****4 units, 4 lecture hours, pass/no pass**

PREREQUISITES: American Sign Language 2 or equivalent skills as determined by an instructor of American Sign Language. ADVISORIES: English 1A or 1AH.

American Sign Language 3 is a third level course in everyday communication with the Deaf community. This course will review basic grammatical structures and further develop signing skills and continue to expand vocabulary. This course requires an increased reliance on signing in the study of the culture of the Deaf community and uses only the target language in class. (A, CSU-GE, UC, I)

**4 HIGH-INTERMEDIATE AMERICAN SIGN LANGUAGE****4 units, 4 lecture hours, pass/no pass**

PREREQUISITES: American Sign Language 3 or equivalent skills as determined by an instructor of American Sign Language. ADVISORIES: English 1A or 1AH.

American Sign Language 4 is a fourth level course in everyday communication with the deaf and hard of hearing community. This course furthers development of proficiency of morphology and grammar usage and increased reliance on signing in the continued exploration of current topics of relevance to the culture of the Deaf community. This course uses only the target language in class. (A, CSU-GE, UC, I)

**5 DEAF CULTURE****3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

This course will explore various aspects of Deaf Culture and the Deaf Community. Students will critically discuss, analyze, and demonstrate understanding about the cultural values, traditions, rules of interaction, language, identity, and history of the Deaf Community. Students will develop understanding about working in professions with Deaf members of the community and the technological advances which support members of the Deaf Community. ASL proficiency not required for this course. (A, CSU-GE, UC, I)

**6 STRUCTURE OF AMERICAN SIGN LANGUAGE****3 units, 3 lecture hours**

PREREQUISITES: American Sign Language 2 or equivalent skills as determined by an instructor of American Sign Language. ADVISORIES: English 1A or 1AH.

This course analyzes and explores basic phonology, morphology, syntax, semantics, variation, and historical change of ASL. The course will be taught in ASL. (A, CSU, UC)

**10 FINGERSPELLING, NUMBERS, AND CLASSIFIERS****3 units, 3 lecture hours**

PREREQUISITES: American Sign Language 2.

This course will look at fingerspelling, numbers, and classifiers in various contexts and social situations. The course will support fluency using only American Sign Language. (A, CSU)

**20 INTRODUCTION TO INTERPRETING****3 units, 3 lecture hours**

PREREQUISITES: American Sign Language 2.

An introductory course on the role of American Sign Language Interpreters working with Deaf community members. Students will analyze the communication process, responsibilities and environments to which Sign Language Interpreters are exposed. Students will develop basic understanding of the licensure and assessment processes within the profession. Students will explore the ethical scenarios and professional encounters of the American Sign Language business. This course will examine the Code of Professional Conduct (CPC) and how to apply it to specific job situations. (A, CSU)

## 24 SIGN LANGUAGE INTERPRETING LEVEL 1

**3 units, 3 lecture hours**

PREREQUISITES: American Sign Language 3.

This sign language interpreting course will develop students understanding and abilities to analyze and critically think about specific messages being conveyed from English to ASL and ASL to English. Students will analyze mock interpreting scenarios in a variety of contexts utilizing English to ASL and ASL to English cognitive and linguistic processes. This class will use both spoken English and American Sign Language. (A, CSU)

## 26 AMERICAN SIGN LANGUAGE INTERPRETING IN EDUCATIONAL SETTINGS

**3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH. PREREQUISITES: American Sign Language 3 or 20.

This course gives students the opportunity to develop an in-depth understanding of the field of educational interpreting. Students will learn about educational interpreting standards according to the Educational Interpreting Performance Assessment (EIPA). Students will also possess the receptive and expressive skills necessary to interpret effectively in educational settings. This course will analyze content across various disciplines of education to support the development of linguistic skills to interpret at a comprehensible level. Students will gain a deeper understanding of educational interpreting to prepare to take the EIPA. (A, CSU)

## ANIMAL SCIENCE (AS)

### 1 INTRODUCTION TO ANIMAL SCIENCE

**3 units, 3 lecture hours**

This course is a survey of the livestock industry, the supply of animal products and their uses, with a special emphasis on the origin, characteristics, adaptation, and contributions of farm animals to the agriculture industry. This course will analyze the economic trends and career opportunities in animal agriculture. (A, CSU-GE, UC, I) (C-ID AG-AS 104)

### 2 BEEF PRODUCTION

**3 units, 2 lecture hours, 3 lab hours**

This course is a study of the principles and practices of purebred and commercial beef cattle production throughout the world. Emphasis to be placed on the importance of breeds, breeding principles, selection, nutrition, environmental management, health, marketing and recordkeeping to ensure scientifically-based management decisions and consumer product acceptance as applied to beef cattle. (A, CSU, UC) (C-ID AG-AS 108L)

### 3 SMALL RUMINANT PRODUCTION

**3 units, 2 lecture hours, 3 lab hours**

This course is a survey of the sheep and goat industries including management of commercial, purebred and small farm flocks; selecting, feeding, breeding, basic care, and marketing of small ruminant species. (A, CSU, UC)

### 4 SWINE PRODUCTION

**3 units, 2 lecture hours, 3 lab hours**

This course is a study of the principles and practices of purebred and commercial pork production throughout California, the United States and the world. Emphasis to be placed on the importance of breeds, breeding principles, selection, nutrition, environmental management, health, marketing and record keeping to ensure scientifically-based management decisions and consumer product acceptance. (A, CSU, UC)

### 5 ANIMAL NUTRITION

**3 units, 2 lecture hours, 3 lab hours**

ADVISORIES: Mathematics 201.

This course covers the fundamental anatomy and physiology of digestion and absorption in both ruminant and non-ruminant species of livestock. Emphasis is placed on the role of nutrients in maximizing animal health and performance, the nutritive analysis of various common feedstuffs, and the formulation of balanced rations for cattle, sheep, swine, horses and poultry. (A, CSU) (C-ID AG-AS 132L)

## 6 LIVESTOCK SELECTION AND EVALUATION

**3 units, 2 lecture hours, 3 lab hours**

This course involves a detailed analysis of various visual and physical methods of appraising beef, sheep, swine and horses concerning functional and economic value. Written and oral summaries of evaluation will be learned. Specific reference will be made to performance data and factors determining carcass value. (A, CSU, UC)

## 31 PREREQUISITE PROGRAMS FOR FOOD SAFETY

**1 unit, 1 lecture hour**

COREQUISITES: Animal Science 32 and 33.

This course provides an introduction to food safety principles including identification of potential food safety hazards and sources of contamination. Emphasis is placed on the benefits of implementing Good Agricultural Practices (GAPs) and Good Manufacturing Processes (GMPs) into food operations, and identification of the U.S. Regulatory Agencies that enforce food safety standards. (A, CSU)

## 32 INTRODUCTION TO HAZARD ANALYSIS AND CRITICAL CONTROL POINTS

**1 unit, 1 lecture hour**

COREQUISITES: Animal Science 31 and 33

This course is an introduction to Hazard Analysis and Critical Control Points as a systematic and scientifically based approach to food safety. The identification, monitoring and corrective control of critical hazards in food production facilities are analyzed. (A, CSU)

## 33 VERIFICATION AND VALIDATION OF HACCP SYSTEMS

**1 unit, 1 lecture hour**

COREQUISITES: Animal Science 31 and 32.

This course is an introduction to the verification and validation processes necessary to prove that a food safety management system is scientifically valid. Emphasis is placed on the gathering of evidence to assure that safe food products will be produced once the food safety management system is implemented. (A, CSU)

## 34 INTERNAL AUDITING OF FOOD SAFETY MANAGEMENT

**3 units, 2 lecture hours, 3 lab hours**

ADVISORIES: English 1A or 1AH.

This course is an introduction to the knowledge and skills necessary to conduct an effective internal audit of food safety management systems. Methods for evaluating regulatory compliance, detecting deficiencies, and implementing corrective and preventative actions will be covered. (A, CSU)

## 40 LIVESTOCK EXHIBITION AND MARKETING

**2 units, 1 lecture hour, 3 lab hours, 3 repeats**

This course covers the subject of shows and sales as applied to various species of livestock. Emphasis will be placed on animal handling techniques, grooming and fitting of livestock, showmanship skill development, animal health management, show and sale rules and entry procedures, and marketing of animals. Students will be required to participate in an intercollegiate livestock show competition and at least one marketing event. This course may be repeated 3 times. (A, CSU)

## ART (ART)

### 2 INTRODUCTION TO VISUAL CULTURE

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: Eligibility for English 1A or 1AH.

In this lecture course, students learn the cultural significance of the arts. Instruction will cover the elements and principles of design, art media, historical movements, and methods used by artists to communicate ideas to the public. The course emphasizes the multicultural visual language and dialogue that artists create in the global artistic community (A, CSU-GE, UC, I) (C-ID ARTH 100)

### 3 TWO-DIMENSIONAL DESIGN

**3 units, 2 lecture hours, 4 lab hours, pass/no pass**

This course provides an introduction to the elements and principles of 2-dimensional design. Students create design projects with beginning level instruction in drawing, painting, collage, and mixed-media. (A, CSU, UC) (C-ID ARTS 100)

**5 ART HISTORY 1****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course examines the history of cultural production and visual aesthetics including two and three dimensional art and architecture from Prehistory through the Gothic Period. (A, CSU-GE, UC, I) (C-ID ARTH 110)

**6 ART HISTORY 2****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course examines the history of cultural production and visual aesthetics including two and three dimensional art and architecture from the early renaissance through the end of the twentieth century. (A, CSU-GE, UC, I) (C-ID ARTH 120)

**6H HONORS ART HISTORY 2****3 units, 3 lecture hours**

PREREQUISITES: Enrollment in Honors Program.

ADVISORIES: Eligibility for English 1A.

This course examines the history of cultural production and visual aesthetics including two and three dimensional art and architecture from the early renaissance through the end of the twentieth century. As an honors section, the class will be conducted as a seminar with an emphasis on student projects. (A, CSU-GE, UC, I) (C-ID ARTH 120)

**7 BEGINNING DRAWING****3 units, 2 lecture hours, 4 lab hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

In this lecture course, students learn the cultural significance of the arts. Instruction will cover the elements and principles of design, art media, historical movements, and methods used by artists to communicate ideas to the public. The course emphasizes the multicultural visual language and dialogue that artists create in the global artistic community. (A, CSU, UC) (C-ID ARTS 110)

**9 BEGINNING PAINTING: OIL AND ACRYLIC****3 units, 2 lecture hours, 4 lab hours, pass/no pass**

This course is an exploration of the creative act of painting using representational, abstract and non-objective forms. Emphasis is placed on the fundamentals of composition and the ability to handle materials. Students will learn basic color theory, value, line, shape, texture and techniques including direct paint application, glazing, brush strokes and impasto. Issues concerning canvas stretching, brush cleaning, mixing glazes and toxicity are addressed. Through lecture and studio practice, students gain introductory skills in painting within the context of a historical perspective. (A, CSU, UC) (C-ID ARTS 210)

**13 BEGINNING WATERCOLOR PAINTING****3 units, 2 lecture hours, 4 lab hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

In this course, students will develop basic beginning level skills in watercolor painting. Through lecture and studio practice, students learn representational, abstract, non-objective, and conceptual approaches/techniques to painting. Traditional and experimental techniques are explored. (A, CSU, UC) (C-ID ARTS 210)

**17 INTERMEDIATE DRAWING****3 units, 2 lecture hours, 4 lab hours, pass/no pass**

PREREQUISITES: Art 7.

This course is an exploration of the creative act of drawing using representational, abstract, non-objective and conceptual forms. Students will build upon skills learned in beginning drawing and create a cohesive body of work. Historical and contemporary drawing techniques as well as drawing as a form of creative personal expression are integrated into course content. (A, CSU, UC) (C-ID ARTS 205)

**19 INTERMEDIATE PAINTING: OIL/ACRYLIC****3 units, 2 lecture hours, 4 lab hours, pass/no pass**

ADVISORIES: Art 9 or demonstration of comparable skill level to be determined by testing and/or portfolio of past oil/acrylic painting works.

This course is an exploration of the creative act of painting using representational, abstract, and non-objective forms. Students will build upon skills learned in beginning painting and create a cohesive body of work. Historical and contemporary approaches to oil and acrylic media are integrated into course content. (A, CSU, UC)



**23 INTERMEDIATE WATERCOLOR PAINTING****3 units, 2 lecture hours, 4 lab hours, pass/no pass**

PREREQUISITE: Art 13. ADVISORIES: English 1A or 1AH.

In this course, students develop intermediate level painting skills in watercolor. Through guided studio practice, lecture, research and critique, students learn to use the elements and principles of design (in composing paintings) with more complexity than the novice. Specific instruction in planning/executing paintings with color schemes; various types of balance; rendering techniques; using mixed media; and creating paintings with representational, abstract, nonobjective, and conceptual approaches. (A, CSU, UC)

**26 ARTS OF AFRICA, OCEANIA, INDIGENOUS NORTH AMERICA, AND PRE-COLUMBIAN AMERICAS****3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

This course is a survey of art and architecture outside the western European tradition, focusing on the major artistic traditions of Africa, Oceania, Indigenous North America, and Pre-Columbian Americas, from ancient times up to the impact of European contact. The course will focus on the role of the visual arts and architecture in non-western cultural perspectives, including discussion of sacred ritual, social and cultural constructs, materials, and artistic creation. Emphasis will be placed on the recognition of works from major civilizations, their artistic traditions, and what can be revealed about the cultures and peoples who created them from historical and cultural viewpoints. (A, CSU-GE,UC)

**30A ILLUSTRATOR®: BEGINNING COMPUTER DRAWING AND DESIGN****3 units, 2 lecture hours, 4 lab hours**

ADVISORIES: English 1A or 1AH.

Adobe Illustrator®, a vector graphics software editor, is studied in this beginning level computer drawing course. Students use the elements and principles of design to create logos, icons, drawings, typography, and illustrations for print, web, video, and mobile. (A, CSU, UC) (C-ID ARTS 250)

**30B ILLUSTRATOR®: INTERMEDIATE COMPUTER DRAWING AND DESIGN****3 units, 2 lecture hours, 4 lab hours**

PREREQUISITES: Art 30A. ADVISORIES: English 1A or 1AH.

This course builds upon skills learned in Beginning Computer Drawing. Projects (created in Adobe Illustrator®) emphasize conceptual content and form in a digital drawing workflow. Students will be challenged to carry out design projects in fine art and commercial contexts, while addressing the elements and principles of design. (A, CSU, UC)

**33 INTRODUCTION TO COMPUTER ART & DESIGN****3 units, 2 lecture hours, 4 lab hours**

ADVISORIES: English 1A.

Students study the history of design from the 1960s to the present. Corel Painter® computer software is introduced with studio projects integrating historical design references and the elements and principles of design. (A, CSU, UC)

**37A PHOTOSHOP®: BEGINNING DIGITAL VISUAL ART****3 units, 2 lecture hours, 4 lab hours**

ADVISORIES: English 1A or 1AH.

This course will introduce students to the digital software program Adobe Photoshop. Students will learn basic software tools, photo restoration, image composting, image manipulation, scanning, and printing. (A, CSU, UC) (C-ID ARTS 250)

**37B PHOTOSHOP®: INTERMEDIATE DIGITAL VISUAL ART****3 units, 2 lecture hours, 4 lab hours, pass/no pass**

PREREQUISITES: Art 37A. ADVISORIES: English 1A or 1AH.

Photoshop: Intermediate Digital Visual Art builds upon skills learned in Art 37A. Instruction and class art projects cover advanced masking techniques, layers and blend modes, clipping groups, custom gradients, pen tools, etc. Students work in various modalities from realism to abstraction. (A, CSU, UC)

**38 COREL PAINTER®: BEGINNING COMPUTER ART****3 units, 2 lecture hours, 4 lab hours**

ADVISORIES: English 1A or 1AH.

The computer art software program, Corel Painter®, is introduced along with techniques necessary for image creation from scratch and with the integration of scans and photographs. Traditional media is simulated with digital versions of drawing, painting, and printmaking. Computer input is via a stylus and graphic tablet. Commercial and fine art references are studied. (A, CSU, UC)

**43 INDEPENDENT PROJECTS STUDIO****2-3 units, pass/no pass****2 units, 1 lecture hour, 3-4 lab hours****3 units, 2 lecture hours, 3-4 lab hours**

PREREQUISITES: Art 7 or 9 or 13 or 30A or 37A or 38.

In this course, students produce individual artworks under the supervision of an instructor in a specialized area. It may include design, digital imaging, drawing, painting, photography. During the first week of the semester, students enrolling must present an appropriate projects contract based upon skills learned in other art courses. (A, CSU)

**ASTRONOMY (ASTRO)****10 INTRODUCTION TO ASTRONOMY (FORMERLY SCI 3)****4 units, 3 lecture hours, 2 lab hours**

ADVISORIES: English 1A and Mathematics 103.

This course covers the topics of planets, solar system mechanics, stellar evolution and basic cosmology. (A, CSU-GE, UC, I)

**BIOLOGY (BIOL)****1 PRINCIPLES OF BIOLOGY****4 units, 3 lecture hours, 3 lab hours**

PREREQUISITES: Mathematics 103. ADVISORIES: English 1A.

Topics covered include the cellular and chemical basis of life, organ systems, genetics, evolution and the origin of life, ecology and environmental concerns. This course is recommended for the pre-professional and life science majors. (A, CSU-GE, UC, I)

**2 ENVIRONMENTAL SCIENCE****4 units, 3 lecture hours, 3 lab hours, pass/no pass**

ADVISORIES: English 1A or 1AH and one course in high school Chemistry or high school Biology.

This introductory course examines the earth as an ecosystem composed of biological, chemical, and physical processes, with an emphasis on human impacts. Topics will include the structure and function of ecological systems, air and water pollution, pesticide use, waste disposal, climate change, natural resource use, and environment laws. Students will gain an understanding of how humans influence natural environments while focusing on sustainable practices. Basic chemical, physical, and geological processes will be introduced to better explain these topics throughout the course. Class field trips will be taken. (A, CSU-GE, UC, I)

**5 HUMAN BIOLOGY****4 units, 3 lecture hours, 3 lab hours, pass/no pass**

ADVISORIES: English 1A and Mathematics 201.

This course is an introductory human biology course that examines science and societal issues. This course emphasizes the structure of the human body and the functional interrelationships of the body's systems: integument, circulatory, digestive, respiratory, urinary, skeletal, muscular, nervous, endocrine, reproductive, and genetics. (A, CSU-GE, UC, I)

**10 INTRODUCTION TO LIFE SCIENCE LECTURE****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A.

This lecture course is recommended for the non-biological science and pre-education majors. This is an introductory course using biological concepts. The organismal structure, function, inheritance, evolution, and ecology are covered. Not open to students with credit in Biology 3. (A, CSU-GE, UC, I)

**10L INTRODUCTION TO LIFE SCIENCE LAB****1 unit, 3 lab hours, pass/no pass**

COREQUISITES: Biology 10. ADVISORIES: Eligibility for English 1A.

This lab course is recommended for the non-biological science and pre-education majors. This is an introductory course using biological concepts. The organismal structure, function, inheritance, evolution, and ecology are covered in this course. Field trips may be required. This course is not open to students with credit for Biology 3. (A, CSU-GE, UC, I)

**11A BIOLOGY FOR SCIENCE MAJORS I****5 units, 4 lecture hours, 3 lab hours**

PREREQUISITES: Chemistry 1A and Mathematics 103 or 3A or 5A or equivalent. ADVISORIES: English 1A or 1AH, Biology 10 & 10L or high school Biology.

In the first course of a two semester sequence of general biology for science majors, students will study the chemistry of life, cellular structure, cellular metabolism- including photosynthesis, aerobic and anaerobic respiration, cellular communication, cellular division and its regulation, Mendelian genetics, biotechnology, and evolution. This course is intended for Science Majors and pre-medical, pre-veterinarian, pre-dental, pre-optometry, and pre-pharmacy majors. (A, CSU-GE, UC, I) (C-ID BIOL 190) (C-ID BIOL 135S: BIOL 11A + BIOL 11B)

**11B BIOLOGY FOR SCIENCE MAJORS II****5 units, 3 lecture hours, 6 lab hours**

PREREQUISITES: Biology 11A and Mathematics 103. ADVISORIES: Eligibility for English 1A.

This course is the second course of a two-semester sequence of general biology for science majors. Students will study the origins of life, the evolutionary history of biodiversity, plant form and function, animal form and function, and ecology. This course is intended for science majors and pre-medical, pre-veterinarian, pre-dental, pre-optometry, and pre-pharmacy majors. (A, CSU-GE, UC, I) (C-ID BIOL 140) (C-ID 135S: BIOL 11A + BIOL 11B)

**16 PLANT BIOLOGY****3 units, 2 lecture hours, 3 lab hours**

ADVISORIES: Elementary algebra skills.

This is an introductory course exploring biological concepts as they relate to plant structure and function, inheritance, ecology, and evolution. This course is recommended for non-biological science majors and liberal studies majors. Field trips are required. (A, CSU)

**20 HUMAN ANATOMY****4 units, 3 lecture hours, 3 lab hours**

PREREQUISITES: Biology 1 or 5 or 11A. ADVISORIES: English 1A and eligibility for Mathematics 201.

This is a course providing a basic understanding and working knowledge of the human body with emphasis on the structure of each major system. The interrelationship between human systems and the relationships between the structure and functions of each system will be studied at several levels: cellular, tissue, organ, system, and organismal. (A, CSU-GE, UC, I) (C-ID BIOL 110B)

**22 HUMAN PHYSIOLOGY****5 units, 4 lecture hours, 3 lab hours, pass/no pass**

PREREQUISITES: Biology 20 and Chemistry 1A or 3A.

This course provides a basic understanding and working knowledge of the human body with emphasis on the functions of each major system. The interrelationship between human systems and the relationship between structure and function of each system will be studied at several levels (biochemical, cellular, organ levels). (A, CSU-GE, UC, I) (C-ID BIOL 120B)

**31 MICROBIOLOGY****5 units, 3 lecture hours, 6 lab hours**

PREREQUISITES: Biology 1 or 5 or 11A and Chemistry 3A or 1A. ADVISORIES: English 1A and Mathematics 201.

This course provides an introduction to the structure, metabolism and ecology of microorganisms with special emphasis on microbe-related human diseases. This course is designed to introduce the student to a variety of topics in the area of microbiology. The text, lab manuals, and lectures are geared to students in biological, medical, physical education and health-oriented programs. (A, CSU-GE, UC, I)

**BUSINESS ADMINISTRATION (BA)****5 BUSINESS COMMUNICATIONS****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 132 and Mathematics 201.

This course teaches students to prepare business letters, reports, memos, and oral presentations used in a business environment. Emphasis is placed on document organization, using correct grammar, writing to the desired audience, and creating appropriate tone. (A, CSU)

**10 INTRODUCTION TO BUSINESS****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A and Mathematics 201.

This is a survey in business course providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. This course examines how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management and organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting and financial practices; the stock and securities market; and therefore, affect a business' ability to achieve its organizational goals. (A, CSU, UC) (C-ID BUS 110)

## 12 INTRODUCTION TO HOSPITALITY

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: Eligibility for Mathematics 201.

This course provides an introduction to many facets of the hospitality industry including lodging, food service, travel and tourism. The history, growth and development, current trends and organizational structure of the industry are explored with a focus on employment opportunities. (A, CSU)

## 15 INTRODUCTION TO MANAGEMENT

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A.

This course is an introduction to the primary management functions, including strategic and tactical planning, decision-making, organizational design and systems, leadership, motivation and communication, and internal control systems.(A, CSU)

## 18 BUSINESS LAW AND THE LEGAL ENVIRONMENT

**4 units, 4 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

The Business Law course will cover the following topical areas: sources of law, ethics in law, criminal law, tort law, contract law, agency, business structures, judicial and administrative processes, international law and domestic governmental regulations. The course will require case study discussions and written briefs. (A, CSU, UC) (C-ID BUS 125) (C-ID BUS 120)

## 19V COOPERATIVE WORK EXPERIENCE, BUSINESS

**1-8 units, 75 hours/unit paid employment**

**or 60 hours/unit volunteer employment,**

**pass/no pass**

Supervised employment, directly related to student's major in business. Students may enroll for a maximum of 8 units per semester. Students may earn a total of 16 units in work experience of which only 6 may be in COTR 19G. Note: Repetition of Cooperative Work Experience courses is allowable under Title 5, §55253. (A, CSU)

## 27 COLLEGIATE ENTREPRENEURS ORGANIZATION

**1-3 units, 1-2 lecture hours, 3 lab hours, pass/no pass**

ADVISORIES: English 132 and Mathematics 201.

This course provides business leadership training and experience using the student entrepreneurship organization, Collegiate Entrepreneur's Organization (CEO) (an affiliate of the national organization, Collegiate Entrepreneur's Organization). Students participate in intercollegiate competitions while acquiring knowledge and skills in entrepreneurship, service, leadership, networking, and communication. (A, CSU)

## 33 HUMAN RELATIONS IN BUSINESS

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 132.

This class covers traditional human relations topics and theories while emphasizing interpersonal skill development. There is an emphasis on motivating, communicating, goal-setting, managing time, evaluating performance, and understanding the worker. (A, CSU)

## 34 FUNDAMENTALS OF INVESTING

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 132 and Mathematics 201.

This class covers traditional investment tools including stocks, bonds, mutual funds, real estate, insurance, and other alternatives as investment and retirement planning instruments. Personal finance, retirement plans, and related topics will be explored. (A, CSU)

## 38 OPERATION OF A SMALL BUSINESS

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 132 and Mathematics 201.

This course teaches students to take a systematic approach to developing and managing a small business. Emphasis is placed on discussions, case studies, and practical exercises that help students to develop expertise in the operations, marketing, human resource utilization, and financing of a small business venture. (A, CSU)

**39 FINITE MATHEMATICS FOR BUSINESS****3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: Mathematics 103 or the equivalent.

This course will teach linear functions, systems of linear equations and inequalities, matrices, linear programming, mathematics of finance, sets and Venn diagrams, combinatorial techniques and an introduction to probability. We will use applications in business, economics and social sciences. This class meets the major requirements for students transferring to CSU, Fresno. (A, CSU-GE, UC, I)

**47 CAREERS-BUSINESS****1 unit, 1 lecture hour, pass/no pass**

ADVISORIES: English 132.

This class will provide the student with job search skills including resume and cover letter writing and interview techniques. Additionally, this course will describe and discuss job related "soft skills" and work ethics. (A, CSU)

**52 INTRODUCTION TO ENTREPRENEURSHIP****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 132 and Mathematics 201.

Students in this course will develop an understanding of the complex tasks faced by individuals engaged in entrepreneurial activities. This course identifies the methods for developing a business idea, the process of starting a business, how to acquire resources, and the key parts of a business plan. (A, CSU)

**61 FIELD STUDIES IN BUSINESS****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A and two of the following: Economics 1A, 1B, Business Administration 18.

This course provides opportunities for students to integrate their academic work with experiences in the business community; which is a key objective for Business Administration majors. To achieve this objective, students will research multiple industries within the business sector and interact with management level personnel in selected enterprises. Learning will occur both in and outside of the classroom. (A, CSU)

**CHEMISTRY (CHEM)****1A GENERAL CHEMISTRY****5 units, 3 lecture hours, 6 lab hours, pass/no pass**

PREREQUISITES: Chemistry 3A or 10 or equivalent, and Mathematics 103 or 3A or 5A or equivalent. ADVISORIES: English 1A or 1AH.

This is the first course in a two course sequence in general chemistry and is intended for students majoring in science or satisfying prerequisites for professional schools. This course covers the principles and laws of inorganic chemistry with an emphasis on quantitative, mathematical problem-solving. Topics included in the course are atoms, molecules and ions; formulas and equations; stoichiometry; gas laws; electronic structure of atoms; bonding; atomic orbital and molecular orbital theories; solutions; precipitation reactions; oxidation reduction reactions; introduction to acids and bases; thermochemistry; properties of liquids; solids and crystal structures; solution behavior; colligative properties; associated laboratory experiments; and volumetric and gravimetric analysis methods. (A, CSU-GE, UC, I) (C-ID CHEM 110) (C-ID CHEM 120S: CHEM 1A & CHEM 1B)

**1B GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS****5 units, 3 lecture hours, 6 lab hours, pass/no pass**

PREREQUISITES: Chemistry 1A or Mathematics 4P or 3A or 5A or equivalent.

This course completes the year long general chemistry sequence (1A-1B) and covers the principles of physical and inorganic chemistry with an emphasis on quantitative, mathematical problem solving. Topics covered include acid-base theory, chemical kinetics, equilibrium (acid-base, hydrolysis, and solubility), chemical thermodynamics, electrochemistry, selected topics in nuclear chemistry, coordination chemistry, and/or chemistry of selected groups. Students will analyze inorganic compounds qualitatively and quantitatively. (A, CSU-GE, UC, I) (C-ID CHEM 120S: CHEM 1A & CHEM 1B)

**3A INTRODUCTORY GENERAL CHEMISTRY****4 units, 3 lecture hours, 3 lab hours, pass/no pass**

PREREQUISITES: Mathematics 103 or 4P or 3A or 5A or equivalent. ADVISORIES: Chemistry 10 or high school Chemistry.

This is a survey course in the principles of inorganic chemistry covering the composition of matter, physical and chemical changes, atomic and molecular structure, inorganic nomenclature, chemical formula and reaction calculations, gas laws, bonding, solutions, net-ionic equations, acid-base theories, pH, oxidation-reduction reactions, thermodynamics, nuclear chemistry and equilibrium. The course emphasizes problem solving and chemical calculations. Both qualitative and quantitative theory and techniques will be covered. It is intended for applied science and non-science majors or for students preparing to take Chemistry 1A. (A, CSU-GE, UC, I) (C-ID CHEM 101)

**3B INTRODUCTORY ORGANIC AND BIOLOGICAL CHEMISTRY****4 units, 3 lecture hours, 3 lab hours, pass/no pass**

PREREQUISITES: Chemistry 1A or 3A or equivalent.

This course provides students with an introduction to the basic concepts of organic and biochemistry. The structures, behaviors, and functions of small organic molecules and biomolecules are evaluated; common classes of organic compounds, organized according to functional group, are explored first, followed by properties of important biological compounds such as carbohydrates, lipids, and proteins. This course is relevant for some students seeking careers in health related professions. (A, CSU-GE, UC, I)

**8 ELEMENTARY ORGANIC CHEMISTRY****3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: Chemistry 1A or 3A.

A survey of the important classes of organic compounds with emphasis upon materials of interest to students in the biological sciences. This thorough introduction to organic chemistry is recommended for students who need to take Chemistry 28A or for biology majors, students in prehealth sciences or environmental sciences. (A, CSU-GE, UC, I)

**9 ELEMENTARY ORGANIC CHEMISTRY LABORATORY****3 units, 1 lecture hour, 6 lab hours, pass/no pass**

PREREQUISITES: Chemistry 1A or 3A.

COREQUISITES: Chemistry 8. ADVISORIES: English 1A.

Reactions and physical properties of the main functional groups of organic compounds such as alkanes, alkenes, alkylhalides, acids and esters. Students will work hands-on with a melting point apparatus, a refractometer, a gas-chromatograph, an infra-red spectrometer and a nuclear magnetic resonance spectrometer. The course is designed to accompany an elementary organic chemistry lecture course such as Chemistry 8. This course, along with Chemistry 8, is a thorough preparation for the advanced organic chemistry courses, Chemistry 28A and 29A. (A, CSU-GE, UC, I)

**10 ELEMENTARY CHEMISTRY****4 units, 3 lecture hours, 3 lab hours, pass/no pass**

ADVISORIES: English 1A and Mathematics 103.

This is a one-semester elementary class for students who have never taken high school chemistry. The course will give students a basic background in matter, energy, chemical reactions, measurements, formula writing, nomenclature, chemical calculations, gas laws, bonding, solutions, net-ionic equations, acid-base theory, pH, oxidation-reduction reactions and equilibrium. This course is recommended for applied science and non-science majors or for students preparing to take Chemistry 1A. (A, CSU-GE, UC, I) (C-ID CHEM 101)

**28A ORGANIC CHEMISTRY I****3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: Chemistry 1B. ADVISORIES: English 1A.

This course is a study of the structures, properties, nomenclature and reactions of organic compounds with emphasis on reaction mechanisms. The course is recommended for students whose major is chemistry, premedical, pre dental, prepharmacy, biology, biochemistry or chemical engineering. The following topics are included: stereochemistry, alkanes, alkenes, alkynes, alkyl halides, alcohols, amines, ethers, epoxides, aromatics, and organometallic compounds, resonance and conjugation, kinetic and thermodynamic control of reactions, multistep syntheses, infrared spectroscopy, nuclear magnetic spectroscopy, and mass spectroscopy. (A, CSU-GE, UC, I) (C-ID CHEM 150: CHEM 28A & CHEM 29A) (C-ID CHEM 160S: CHEM 28A+CHEM 28B+CHEM 29A+CHEM 29B)

**28B ORGANIC CHEMISTRY II****3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: Chemistry 28A. ADVISORIES: English 1A.

This is the second semester in a year-long course in organic chemistry designed for students majoring in chemistry and related disciplines, such as premedical, prepharmacy, pre dental, biology, biochemistry or chemical engineering. It covers the study of several groups of compounds in organic chemistry including aromatic compounds, benzene derivatives, carbonyl compounds, amines, amino acids, lipids, and nucleic acids. Each group is analyzed in terms of their structure, physical properties, nomenclature, reactions and reaction mechanisms. Also included are the oxidation-reduction of organic functional groups and protecting groups in multistep syntheses. (A, CSU-GE, UC, I) (C-ID CHEM 160S: CHEM 28A+CHEM 28B+CHEM 29A+CHEM 29B)

**29A ORGANIC CHEMISTRY LABORATORY I****2 units, 6 lab hours, pass/no pass**

COREQUISITES: Chemistry 28A. ADVISORIES: English 1A.

Chemistry 29A is the first of two laboratory courses in organic chemistry, and as such it is primarily concerned with introducing the tools and techniques that chemists use to investigate the nature of organic compounds. Students will learn a variety of isolation and purification techniques such as recrystallization, liquid-liquid extraction, distillation (simple, fractional, steam), and chromatography (solid and gas phase). Students will also synthesize organic compounds and characterize their purified products using melting point determination and FTIR analysis. Gas chromatography, boiling point, refractometry, polarimetry, and NMR will also be utilized in this course. ((A, CSU-GE, UC, I)(C-ID CHEM 150:CHEM 28A & CHEM 29A) (C-ID CHEM 160S: CHEM 28A+CHEM 28B+CHEM 29A+CHEM 29B)

**29B ORGANIC CHEMISTRY LABORATORY II****2 units, 6 lab hours, pass/no pass**

PREREQUISITES: Chemistry 29A. COREQUISITES: Chemistry 28B. ADVISORIES: English 1A.

Chemistry 29B is the second of two laboratory courses in organic chemistry, and as such it is primarily concerned with introducing intermediate level techniques used in organic chemistry. Although many of the familiar, introductory techniques from 29A will be used in 29B also, additional methods of analysis such as NMR spectroscopy, mass spectrometry, and computational methods will be utilized. In CHEM 29B students will carry out multi-step syntheses, and additional emphasis will be placed on problem solving, application of theory, and structural identification. (A, CSU-GE, UC, I) (C-ID CHEM 160S: CHEM 28A+CHEM 28B+CHEM 29A+CHEM+29B)

**CHILD DEVELOPMENT (CHDEV)****1 PRINCIPLES AND PRACTICES OF TEACHING YOUNG CHILDREN****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

Historical contexts and theoretical perspectives of developmentally appropriate practice in early care and education for children birth through age eight. Explores the typical roles and expectations of early childhood educators. Identifies professional ethics, career pathways, and professional standards. Introduces best practices for developmentally appropriate learning environments, curriculum, and effective pedagogy for young children including how play contributes to children's learning, growth, and development. (A, CSU, UC) (C-ID ECE 120)

**3 INTRODUCTION TO CURRICULUM****3 units, 3 lecture hours, 1 lab hour, pass/no pass**

ADVISORIES: English 1A or 1AH.

Developmentally appropriate curriculum and environments for children birth through age eight. Students will use knowledge of children's development, theories of learning and development, and examples from various models of developmentally appropriate practice to plan environments and curriculum in all content areas to support children's development and learning integrated throughout indoor and outdoor settings. (A, CSU) (C-ID ECE 130)



**5 PARENT EDUCATION****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course examines skills needed for effective parenting and the importance of nurturing young children. This course also addresses the explicit developmental needs of children and the use of effective communication skills. Positive discipline strategies will be explored as well as environmental influences on behavior. (A, CSU)

**6 HEALTH, SAFETY AND NUTRITION IN EARLY CHILDHOOD EDUCATION****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

Laws, regulations, standards, policies, procedures, and best practices related to health, safety, and nutrition in care and education settings for children birth through middle childhood. Includes the teacher's role in prevention strategies, nutrition and meal planning, integrating health, safety and nutrition experiences into daily routines, and overall risk management. (A, CSU) (C-ID ECE 220)

**11 THE YOUNG CHILD WITH SPECIAL NEEDS (FORMERLY CHDEV 35)****3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH, and Child Development 39 or 38.

Introduces the variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. (A, CSU)

**12 CHILD ABUSE****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course will explore the issues related to abused, battered, and neglected children, along with the profile of abusers. Reporting laws and professional responsibilities will be identified. Identification, prevention and treatment of abused children and abusers will be covered. (A, CSU)

**15 DIVERSITY AND CULTURE IN EARLY CARE AND EDUCATION PROGRAMS****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

Examines the historical and current perspectives on diversity and inclusion and the impact of systemic societal influences on children's development, learning, and school experiences. Strategies for developmentally, culturally, and linguistically appropriate anti-bias curriculum will be explored as well as approaches to promote inclusive and anti-racist classroom communities. Includes self-reflection on the influence of teachers' own culture and life experiences on teaching and interactions with children and families. (A, CSU, UC) (C-ID ECE 230)

**16 EARLY INTERVENTION (FORMERLY CHDEV 32)****3 units, 2 lecture hours, 3 lab hours**

PREREQUISITES: Child Development 20.

ADVISORIES: English 1A or 1AH and Child Development 11 and 17A.

The study of infants and toddlers with atypical development, trauma history, infant mental health challenges or other special needs, both in the Early Intervention setting and in the Childcare setting. This course explores strategies and interventions used in the field of Early Intervention. Current theories in Early Intervention, early relationships, family systems, grief processing and stressors are studied. The "To Be Arranged" hours may include observation of practitioners and participation in assessments and early intervention strategies. (A, CSU)

**17A INFANT AND TODDLER PRACTICUM (FORMERLY CHDEV 7)****3 units, 2 lecture hours, 3 lab hours, pass/no pass**

PREREQUISITES: Child Development 1, 6, 39.

ADVISORIES: English 1A or 1AH.

Applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months. (A, CSU)



**17B ADVANCED INFANT AND TODDLER DEVELOPMENT  
(FORMERLY CHDEV 7B)**

**3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: Child Development 17A.

ADVISORIES: English 1A or 1AH.

Applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months. (A, CSU)

**19V COOPERATIVE WORK EXPERIENCE  
(OCCUPATIONAL), CHILD DEVELOPMENT**

**1-8 units, pass/no pass**

Students will gain work experience in a childcare, early intervention, special education or educational facility. Students can specialize their work experience at the level needed to accomplish their educational/career goals. These various levels of work experience include working with infants, toddlers, preschool, or grades K-3. Students gaining work experience towards the Early Intervention Assistant Certificate are required to complete their work experience at a facility that includes typically and atypically developing children. Students earn units using the following formula: for paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may enroll for a maximum of 8 units per semester. Students may earn a total of 16 units in work experience of which only 6 may be in COTR 19G. This course includes a 2-hour orientation at the beginning of the semester. Note: Repetition of Cooperative Work Experience courses is allowable under Title 5, §55253. (A, CSU)

**20 OBSERVATION AND ASSESSMENT**

**3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: Child Development 1, 3, and 39.

ADVISORIES: English 1A or 1AH.

Introduces the appropriate use of assessment and observation tools and strategies to document young children's development and learning. The use of findings to inform and plan learning environments and experiences are emphasized. Recording strategies, rating systems, portfolios, and multiple assessment tools will be discussed, along with strategies for collaboration with families and professionals. (A, CSU) (C-ID ECE 200)

**30 CHILD, FAMILY, AND COMMUNITY**

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

The processes of socialization focusing on the interrelationship of family, school, and community. Examines the influence of multiple societal contexts. Explores the role of collaboration between family, community, and schools in supporting children's development, birth through adolescence. (A, CSU-GE, UC, I) (C-ID CDEV 110)

**37A EARLY CHILDHOOD PRACTICUM**

**3 units, 2 lecture hours, 3 lab hours, pass/no pass**

PREREQUISITES: Child Development 1, 3, 20, 39.

ADVISORIES: English 1A or 1AH.

Demonstration of developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Reflective practice will be emphasized as student teachers design, implement, and evaluate approaches, strategies, and techniques that promote development and learning. Includes exploration of career pathways, professional development, and teacher responsibilities. (A, CSU) (C-ID ECE 210)

**37B ADVANCED PRACTICUM IN EARLY CHILDHOOD EDUCATION**

**3 units, 2 lecture hours, 3 lab hours, pass/no pass**

PREREQUISITES: Child Development 37A and

verification of measles vaccination and pertussis, freedom of tuberculosis, and verification of flu vaccination within the past 12 months. ADVISORIES: English 1A.

Supervised experience as a teacher in an early childhood education program: developing environments for learning, child observation and assessment, documentation of children's work, behavior guidance, group management, collaborative teaching, building relationships with families, and effective preparation and implementation of curriculum using the project approach. This course requires verification of measles vaccination and pertussis, freedom of tuberculosis, and verification of flu vaccination within the past 12 months. (A, CSU)

### 38 LIFESPAN DEVELOPMENT (ALSO SEE PSYCHOLOGY 38)

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

Basic theories, research concepts and principles of physical, cognitive and psychosocial development, including biological and environmental influences, will be explored with a focus on each major stage of life from conception to death. This course is designed to promote critical self-understanding. Students will apply developmental theory to major topics, including developmental problems, that occur throughout one's lifespan. (A, CSU-GE, UC, I) (C-ID PSY 180)

### 39 CHILD GROWTH AND DEVELOPMENT

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: Eligibility for English 1A or 1AH.

Examines the progression of development in the physical, cognitive, social, and emotional domains and identifies developmental milestones for children from conception through adolescence. Emphasis on interactions between biological processes and environmental factors. Students will observe children, evaluate individual differences, and analyze characteristics of development at various stages according to developmental theories. (A, CSU-GE, UC, I) (C-ID CDEV 100)

### 40A ADMINISTRATION I: PROGRAMS IN EARLY CHILDHOOD EDUCATION

**3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: Child Development 30 and 17A or 37A.

Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. (A, CSU)

### 40B ADMINISTRATION II: PERSONNEL AND LEADERSHIP IN EARLY CHILDHOOD EDUCATION

**3 units, 3 lecture hours**

PREREQUISITES: Child Development 30 and 17A or 37A. ADVISORIES: English 1A or 1AH.

Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. (A, CSU)

### 45 ADULT SUPERVISION AND MENTORING IN EARLY CARE AND EDUCATION

**3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: Child Development 37A or 17A courses and the student is currently in a supervisory position is recommended but not required. ADVISORIES: Eligibility for English 1A.

Methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders. (A, CSU)

### 47 EMERGENT LITERACY

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: Eligibility for English 1A or 1AH.

Research-based principles and practices for providing children birth through age eight with a strong foundation in multilingual and literacy development within a developmentally appropriate approach. Topics include the teacher's role, preparation of the classroom environment, anti-bias curriculum development, and teaching strategies, including ways to support multilingualism. (A, CSU)

### 49 GUIDANCE FOR YOUNG CHILDREN

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course explores effective strategies for guiding children's behavior in the Early Care and Education environment. Establishing a pro-social environment, developing positive relationships, and maintaining a healthy schedule will be emphasized. Attention will be given to guidelines for discussion of behavioral issues of concern, the teacher's role in supporting children through emotional difficulties, and the needs of children at risk. (A, CSU)

### 53 FAMILY CHILD CARE PROGRAMS

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

An introduction to managing a quality family childcare home; meeting licensing requirements, developing policies for parents, business practices, recruiting children, and strategies to promote professionalism. Program planning including developmentally appropriate practices for children of mixed ages, guidance techniques, and designing an environment for children's learning. (A, CSU)

## 151 INTRODUCTION TO FAMILY CHILD CARE

**1 unit, 1 lecture hour, pass/no pass**

This is one of two courses designed to meet the training needs of family child care providers. This course will explore basic information on managing a family child care home; licensing requirements, developing policies for parents, record-keeping, recruiting children, and arranging the home for child care. (A)

## 152 QUALITY PROGRAMS IN FAMILY CHILD CARE

**1 unit, 1 lecture hour, pass/no pass**

This course will address the program planning needs for the family child care setting. This course will also explore the use of space for play and learning, appropriate curriculum, positive guidance techniques, provider-parent relationships and how to provide care for children of different ages. (A)

## COMMUNICATION (COMM)

### 1 PUBLIC SPEAKING

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course presents the fundamentals of public speaking theories and techniques to enhance public speaking skills. Particular emphasis will be on the organization and criticism of public discourse. This will be achieved through research, reasoning, presentations, and the evaluation of various types of speeches which include informative and persuasive speeches. (A, CSU-GE, UC, I) (C-ID COMM 110)

### 1H HONORS PUBLIC SPEAKING

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course will cover fundamentals of public speaking utilizing theories and techniques of communication to enhance public speaking skills. Particular emphasis will be on the organization and criticism of public discourse. This will be achieved through research, reasoning, presentations, and evaluation of various types of speeches which include informative and persuasive. As an Honor's section, this class will employ enhanced methods such as the use of research, advocacy and debate in addition to exploring prominent speakers and the analysis of famous speeches. (A, CSU-GE, UC, I) (C-ID COMM 110)

## 2 INTERPERSONAL COMMUNICATION

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

The study of interpersonal communication will empower students, through the development of self-concept and identity, to gain lifelong social, psychological, and physiological skills that can be applied across contexts and relationships. Students will learn the importance of communication, active listening, deciphering verbal and nonverbal communication, and the power of language, culture, perception, and emotions in relationships. This course explores ways to maintain romantic, platonic, family, and professional relationships through communication competence, interpersonal skills, and pragmatic theoretical application. This course also offers students lifelong practical applications for dealing with conflict, toxic relationships, and the termination of relationships. (A, CSU-GE, UC) (C-ID COMM 130)

## 4 PERSUASION

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course is designed to examine both theory and application of persuasive techniques in personal and professional communication. Students will develop skills in communication through analyzing and presenting persuasive messages. (A, CSU-GE, UC, I) (C-ID COMM 190)

## 8 GROUP COMMUNICATION

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

Group communication introduces students to how communication can be used as a vehicle for solving problems and making decisions imperative to successful social and professional interaction. Students will develop a conceptual understanding of small group principles and contexts, putting this knowledge into action through a variety of experiential activities. Students will study and practice theories, behaviors, and the process of group interactions. Students will construct and deliver informative and persuasive public presentations. (A, CSU-GE, UC, I) (C-ID COMM 140)

**10 INTERCULTURAL COMMUNICATION****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

Intercultural Communication introduces students to cultural variables in the communication process. Emphasis is given to communicating effectively in diverse social and professional environments. Focus will also be given to the analysis and comparisons of message perception, verbal and nonverbal communication, communication climates and language interpretation in interactions between people from different cultures. Activities are designed to develop communication skills that improve competence in intercultural situations. (D, CSU-GE, UC, I) (C-ID COMM 150)

**12 FUNDAMENTALS OF INTERPRETATION****3 units, 3 lecture hours, pass/no pass**

This course focuses on interpretation of literature through critical analysis and oral performance based on selected works including but not limited to: poetry, fiction, essays, drama, and children's literature. This includes both individual and dyad/group performances. (A, CSU-GE, UC) (C-ID COMM 170)

**15 COMPUTER-MEDIATED COMMUNICATION****3 units, 3 lecture hours, pass/no pass**

From email to social networking to online dating new communication technologies have changed the way people build and maintain relationships. This course explores several areas of study related to computer-mediated communication including historical perspectives, relationship formation & maintenance, dating, hyperpersonal communication, the sociology of social networks and online communities, families and online communication, privacy and safety issues, and the convergence of mass and interpersonal communication. (A, CSU)

**25 ARGUMENTATION****3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: Completion of English 1A or 1AH.  
ADVISORIES: Communication 1 or 1H.

Argumentation is designed to provide students with methods of critical inquiry and advocacy. Emphasis is placed on analysis, presentation and evaluation of oral and written argumentation. This course focuses on identifying fallacies, testing evidence, and advancing a reasoned position while defending and refuting arguments. Students are required to write a minimum of 6,000 words during the course of the semester. (A, CSU-GE, UC, I) (C-ID COMM 120)

**COMPUTER SCIENCE (CSCI)****5 JAVA PROGRAMMING****3 units, 2 lecture hours, 3 lab hours, pass/no pass**

PREREQUISITE: Mathematics 103. ADVISORIES:

Eligibility for English 1A.

This course is an introduction to object-oriented program design and development using Java. The topics include data representation, control structures, class, objects, methods, arrays, graphical user interfaces, and applets for web browser. (A, CSU, UC)

**26 DISCRETE MATHEMATICS FOR COMPUTER SCIENCE****4 units, 3.5 lecture hours, 2 lab hours, pass/no pass**

PREREQUISITE: Computer Science 40. ADVISORIES:

Eligibility for English 1A.

This course studies elements of discrete mathematics which have applications to computer science. Topics include sets, propositional and predicate logic, relations and functions, proof techniques, graphs, trees, and discrete probability. (A, CSU-GE, UC, I) (C-ID COMP 152)

**40 PROGRAMMING CONCEPTS AND METHODOLOGY I****4 units, 3.5 lecture hours, 2 lab hours, pass/no pass**

PREREQUISITE: Mathematics 4A. ADVISORIES:

Eligibility for English 1A.

This course introduces problem solving, algorithm development, procedural and data abstraction using C++ language, program design, coding, debugging, testing, and documentation. (A, CSU, UC) (C-ID COMP 112, COMP 122)

**41 PROGRAMMING CONCEPTS AND METHODOLOGY II****4 units, 3.5 lecture hours, 2 lab hours, pass/no pass**

PREREQUISITES: Computer Science 40 or Engineering 40. ADVISORIES: Eligibility for English 1A.

This course introduces application of software engineering techniques to the design and development of large programs, data abstraction and structures, and associated algorithms. Topics include linear and non-linear data structures such as lists, stacks, queues, trees, and graphs, algorithms for recursion, searching, sorting, and traversal. (A, CSU, UC) (C-ID COMP 132)

## 45 COMPUTER ORGANIZATION AND ASSEMBLY LANGUAGE PROGRAMMING

**4 units, 4 lecture hours, 1 lab hour, pass/no pass**

PREREQUISITE: Computer Science 41. ADVISORIES: Eligibility for English 1A.

This course introduces functional organization of digital computers and low level programming; internal representation of data, binary arithmetic, machine instructions, addressing modes, subroutine linkage, macros and interrupts, PC Assembly language programming. (A, CSU, UC) (C-ID COMP 142)

## COOPERATIVE WORK EXPERIENCE EDUCATION (COTR)

*Students may earn no more than a total of 16 semester units of Cooperative Work Experience Education subject to the limitations as described below.*

### TRANSFER

*Students should review the catalog of the college to which they plan to transfer to determine the number of units of cooperative work experience that will transfer.*

## 19G COOPERATIVE WORK EXPERIENCE

**1-6 units: 75 hours of paid employment  
or 60 hours volunteer employment per  
unit per semester, pass/no pass**

Supervised employment, not directly related to the student's major. Students may enroll for a maximum of 6 units per semester. Students may earn a total of 6 units in general work experience. Note: Repetition of Cooperative Work Experience courses is allowable under Title 5, §55253. (A, CSU)

## COUNSELING (COUN)

### 3A UNDERSTANDING TRANSFER: CALIFORNIA STATE UNIVERSITY

**1 unit, 1 lecture hour, pass/no pass**

ADVISORIES: Eligibility for English 1A and Mathematics 201.

This course provides an introduction to the process of transferring to the California State University. Topics will include transfer admission requirements, major and college selection, the application process, and support resources. (A, CSU)

## 34 CAREER AWARENESS

**2 units, 2 lecture hours, pass/no pass**

ADVISORIES: Eligibility for English 1A recommended.

This course is specifically designed to guide students in selecting a college major leading to a career path. It encompasses self-assessments, career exploration (career research), decision-making and goal-setting skills, and success strategies. (A, CSU)

## 47 LEARNING STRATEGIES

**2 units, 2 lecture hours, pass/no pass**

ADVISORIES: Eligibility for English 1A.

This course establishes effective study habits and positive attitudes that will lead to successful achievement of academic goals. The course includes: understanding the psychology of learning, identifying learning styles, obstacles to achievement, goal setting, time management, concentration, active listening, note taking, using a textbook, memory techniques, test taking, vocabulary building, and budgeting resources. (A, CSU)

## 53 COLLEGE AND LIFE MANAGEMENT

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: Eligibility for Mathematics 201.

This course is designed for first-year college students. It will prepare students for college life and academic success. Topics will include personal growth and development, academic goal development, campus resources, student success strategies, diversity and cultural awareness, and maintaining a healthy lifestyle. (A, CSU-GE, UC)

## 263 LEADERSHIP DEVELOPMENT

**1.5 units, 1 lecture hour, 1.5 lab hours,  
pass/ no pass**

A course designed to introduce students to theory, principles, and techniques of leadership. Students will develop practical skills in parliamentary procedures, budgeting, and activity planning through active participation in Associated Student Government.

## 264 SUCCESSFUL TRANSITION TO COLLEGE

**2 units, 2 lecture hours, pass/no pass**

A course to assist new students in obtaining the knowledge and skills necessary to achieve their educational objectives. Strategies for effective college transition and basic survival skills will be explored. Topics will include: motivation and discipline, time management, interpersonal communication skills, learning resources, educational planning, and decision making. Note: Students who have completed Counseling 53 with a "C" or better are not eligible for this course.

## 281 LIFE STRATEGIES FOR SUCCESS

**1 unit, 1 lecture hour, pass/no pass only**

Students will learn skills that will assist them in developing and implementing a personal plan for achieving their life goals.

## 282 PRACTICAL MONEY SKILLS FOR LIFE

**1 unit, 1 lecture hour, pass/no pass**

This is a basic course in money management. Each student will be introduced to the benefits of budgeting and financial planning. Students will become familiar with how to best utilize their financial resources and identify the benefits and disadvantages of using credit. Students will learn the various types of checking and savings accounts, identify various consumer scams, and learn how to protect themselves from identity theft.

## 283 PARENTING STRATEGIES AND FAMILY RELATIONSHIPS

**1 unit, 1 lecture hour, pass/no pass only**

This course examines the importance of family relationships and helps identify strategies that can lead to positive changes within the family. Students will learn strategies for effective parenting, effective communication, stress and anger management, domestic violence resolution, and personal boundary maintenance.

## CRIMINOLOGY (CRIM)

### 1 INTRODUCTION TO CRIMINOLOGY

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course introduces students to the history and philosophy of the United States criminal justice system. It also analyzes theories of crime and crime causation in conjunction with how law is developed. Additionally, the course examines sentencing and incarceration processes. (A, CSU, UC) (C-ID C-ID AJ 110)

### 3 LEGAL ASPECTS OF EVIDENCE

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course examines categories of evidence and legal rules which govern their admissibility or exclusion in a United States court of law. (A, CSU) (C-ID AJ 124)

### 4 PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course analyzes criminal law and its relationship to court proceedings in the United States. The class introduces students to concepts such as procedural rules, jurisdiction, classification and elements of crimes. It also focuses on the legal issues and constitutional interpretations involving extradition, arrest, search and seizure laws, admissions and confessions, and other directives provided to law enforcement agencies. (A, CSU) (C-ID AJ 122)

### 5 COMMUNITY RELATIONS

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict. Emphasis is placed on the challenges and prospects of administering justice within a diverse, multicultural population. Topics include consensus and conflicting values in culture, religion, and law. (A, CSU-GE, UC) (C-ID AJ 160)

**6 CRIMINAL LAW (FORMERLY CRIM 6A)****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: Eligibility for English 1A or 1AH.

This course offers an analysis of the history, philosophy, and enforcement of criminal law in the United States, with an emphasis on California criminal law. It provides students with an understanding of the classification of crimes against property and persons. This course discusses the most frequently used criminal statutes in the United States and the state of California. (A, CSU, UC) (C-ID AJ 120)

**7 POLICE OPERATIONS AND PROCEDURES (FORMERLY CRIM 7A)****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course explores the theories, philosophies, and concepts related to the duties of law enforcement officers. The course content places special emphasis on patrol, traffic, and public service responsibilities as it relates to the criminal justice system. (A, CSU)

**8 CRIMINAL INVESTIGATIONS****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course examines the criminal investigation process. More specifically, the course addresses the techniques, procedures, and ethical issues involved in the investigation of crime. Students will gain an understanding of preliminary and follow up investigations, as well as interview and interrogation techniques, case documentation and court preparation. (A, CSU) (C-ID AJ 140)

**8A ADVANCED CRIMINAL INVESTIGATION****3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

This course explores the details involved in crime scene investigation. More specifically, it examines such areas as death investigation, crime scene reconstruction, evidence processing, computer and mobile devices forensics, forensic toxicology, forensic serology, and DNA. (C-ID AJ 140)

**9A FORENSIC PHOTOGRAPHY****3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

This course examines the history and use of imagery, photography and its application to the law, basic concepts of creating a photograph, light and the camera. It focuses on digital photography and how it relates to light spectrum, exposure (ISO, shutter speed aperture, depth of field, metering, filters, etc.), and overall photography of basic crime scenes and physical evidence.

**10 VICE CONTROL****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 132.

This course focuses on legal issues relating to vice detection, crime suppression, criminal apprehension, and prosecution of offenders. It also examines organized crime and its effect on the criminal justice system. (A, CSU)

**11 JUVENILE DELINQUENCY****3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

This course explores the origins of juvenile law as well as issues relating to juvenile delinquency. It also analyzes the juvenile court system and its processes. (A, CSU) (C-ID AJ 220)

**12 CRIMINAL JUSTICE COMMUNICATIONS****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course emphasizes the fundamentals of gathering and organizing information for the purposes of writing reports within the criminal justice system. (A, CSU)

**13 THE CONSTITUTION AND YOUR INDIVIDUAL RIGHTS****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course examines the history and development of the United States Constitution and places particular emphasis on how the document informs Supreme Court cases. More specifically, the course analyzes the interpretive reasoning utilized by Supreme Courts Justices in making constitutionally based decisions. Also, there is a concentration on the historic protection of individual rights contrasted with the inherent power of the government. (A, CSU-GE, UC, I)



## 14 MULTICULTURAL ISSUES WITHIN PUBLIC SAFETY

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course encompasses a theoretical as well as a conceptual overview of multi-cultural concepts and matters related to gender, age, and sexual orientation. Additionally, the course identifies issues that have arisen as a result of society's increasingly diverse population and it examines strategies to address those issues in the context of maintaining social order. (A, CSU-GE, UC,I)

## 15 INTRODUCTION TO POLICE ETHICS

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course examines the philosophical and theoretical issues related to the ethical considerations that are faced in every aspect of the criminal justice system. Also, the course is designed to challenge students in the areas of morality, ethics, and human behavior. (A, CSU)

## 19V COOPERATIVE WORK EXPERIENCE, CRIMINAL JUSTICE

**1-8 units, 75 hrs/unit paid, 60 hrs/unit volunteer**

This course offers credit for work experience. It is supervised employment directly related to the student's major and/or career goals in the field of Criminal Justice. Students may enroll for a maximum of 8 units in one enrollment period. Students may earn a total of 16 units in work experience of which only 6 may be in COTR 19G. Note: Repetition of Cooperative Work Experience courses is allowable under Title 5, §55253. (A, CSU)

## 20 INTRODUCTION TO CORRECTIONS

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course examines the history, philosophy, and concepts of the United States correctional system. Additionally, the course presents a critical analysis of punishment and its alternatives, as well as a review of the various types of correctional facilities employed in the United States. (A, CSU) (C-ID AJ 200)

## 23 CORRECTIONAL INTERVIEWING AND COUNSELING

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course provides an overview of the contemporary techniques used in counseling and interviewing by corrections personnel. (A, CSU)

## 24 CONTROL AND SUPERVISION IN CORRECTIONS

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course presents an overview of the supervision of inmates in local, state, and federal correctional institutions. Additionally, it emphasizes issues of institutional control which include the daily inner workings of the system, crisis situations, inmate subculture, violence and the cause and effect of the use of abusive tactics. (A, CSU)

## 28 PROBATION AND PAROLE

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 132.

This course examines the history, development, and current practices of probation and parole. It also analyzes the current trends and issues of community-based corrections, as well as alternatives for offenders. (A, CSU) (C-ID AJ 200 CRIM 28 & CRIM 20)

## DEVELOPMENTAL SERVICES (DEVSER)

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## 212 HEALTH MANAGEMENT

**2 units, 2 lecture hours, pass/no pass only**

This course focuses on student health issues and addresses the recognition of health risk factors in the areas of diet, stress, exercise, sexual behavior, and personal safety. Students will develop strategies for the establishment of a safe and healthy lifestyle. This course is designed for students with disabilities.



**213 COMMUNICATION AND ADVOCACY**  
**2 units, 2 lecture hours, pass/no pass only**

This course focuses on exploring the impact of disability and developing strategies to improve communication and self-advocacy skills. Topics addressed will include the steps necessary for effective communication, the use of "I" statements, disclosing disability/disability limitations, appropriately requesting reasonable accommodations, appropriate social etiquette and effective techniques for conflict resolution. This course is designed for students with disabilities.

**214 GOVERNMENT BASICS**  
**2 units, 2 lecture hours, pass/no pass only**

This course focuses on developing the students' understanding of the function of government and their role within it as a citizen. Topics addressed will include the basic structure of government, legislation impacting disability issues, disability resources/services available in the community and a citizen's influence on government. This course is designed for students with disabilities.

**240 TRANSITION TO COLLEGE FOR STUDENTS WITH DISABILITIES**  
**1 unit, 1 lecture hour, pass/no pass only**

This course is designed to assist students in preparing for their initial semester in a community college. The course will focus on exploring career opportunities, student education planning, time management skills, navigating the college campus and utilizing support resources to assist them in successfully achieving their goals. This course is designed for students with disabilities.

**250 WORKABILITY ASSESSMENT AND CAREER AWARENESS**  
**3 units, 2 lecture hours, 3 lab hours, pass/no pass only**

This course focuses on developing skills in the area of career assessment, career awareness, career exploration, and career development. Students will participate in exercises to help them choose and explore a chosen career path. This course is designed for students with disabilities.

**251 WORKABILITY PREPARATION AND JOB PLACEMENT**  
**3 units, 2 lecture hours, 3 lab hours, pass/no pass only**

The course focuses on the development of skills in the areas of work preparation, job placement, and compensatory skills in preparation for work. Students will explore disability issues related to employment, develop an employment portfolio, gain interviewing skills, and become familiar with the Americans with Disabilities Act and disability-related issues in the hiring process. This course is designed for students with disabilities.

**252 WORKABILITY STRATEGIES AND JOB MAINTENANCE**  
**2 units, 2 lecture hours, pass/no pass only**

Students will use compensatory skills and strategies related to personal disabilities, work ethics, reasonable accommodations and social skills to help support employment retention. This course is designed for students with disabilities.

**255 WORKABILITY EXPERIENCE**  
**1-6 units: 75 hours of paid employment or 60 hours volunteer employment per unit per semester, pass/no pass only**

The course emphasizes developing skills through work experience in the areas of time management, following directions, appropriate work behaviors, and planning vocational choices. This course is designed for students with disabilities. Students may enroll for a maximum of 6 units per semester. Students earn units using the following formula: for paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Note: Repetition of Cooperative Work Experience courses is allowable under Title 5, §55253.

**259 STRATEGIES INTERVENTION**  
**2 units, 2 lecture hours**

The course focuses on developing an understanding of the barriers presented by learning disabilities as well as identification of individual strengths. Students will practice learning strategies that will help them in the areas of motivation, concentration, listening comprehension, short and long term memory, note taking, reading comprehension, test taking, and classroom communication. This course is designed for students with an identified learning disability or who may have a learning disability.

**262 GROUP INTERACTION FOR STUDENTS WITH DISABILITIES****2 units, 2 lecture hours, pass/no pass only**

This course focuses on the development of self-understanding and social skills through group interactions. Students will participate in topic discussions and practice using appropriate social skills through interactions with other individuals and small groups. This course is designed for students with disabilities.

**270 MONEY SKILLS****2 units, 1 lecture hour, 4 lab hours,  
pass/no pass only**

This course focuses on developing basic skills and terminology associated with using money. Topics covered include coin/currency identification, coin/currency value determination, counting coins/currency and choosing the appropriate coin(s)/currency to pay for a purchase. This course is designed for students with disabilities in preparation for DEVSER 272: Consumer Skills.

**271 LIFE SKILLS****2 units, 1 lecture hour, 4 lab hours,  
pass/no pass only**

This course focuses on developing basic life skills to complete daily necessary tasks to care for individual needs. It is designed for students with disabilities in preparation for DEVSER 273: Independent Living Skills.

**272 CONSUMER SKILLS****2 units, 1 lecture hour, 4 lab hours,  
pass/no pass only**

ADVISORIES: Developmental Services 270.

This course focuses on the development of basic personal money management skills. Students will integrate basic money skills into personal strategies for managing their own money. This course is designed for students with disabilities.

**273 INDEPENDENT LIVING SKILLS****2 units, 1 lecture hour, 4 lab hours,  
pass/no pass only**

ADVISORIES: Developmental Services 271.

This course focuses on the development skills necessary for life management in living as independently as possible. Students will develop strategies to manage their personal needs and schedule. This course follows Devser 271 in life skills development and is designed for the developmentally delayed learner.

**277 ADAPTED COMPUTER LITERACY****2 units, 1 lecture hour, 3 lab hours,  
pass/no pass only**

This course provides an introduction to computers, basic computer components and common computer applications with emphasis on developing computer use skills and exploring adaptations for effective computer use. This course is designed for students with disabilities.

**283 DEVELOPMENTAL SERVICES:  
COMPUTER APPLICATIONS OF  
SOFTWARE TO READING AND  
WRITING****2 units, 1 lecture hour, 3 lab hours,  
pass/no pass only**

ADVISORIES: Developmental Services 277.

This course is designed for students who need training in use of computer technology to facilitate collegiate reading and writing. Programs to be covered include: Dragon Naturally Speaking, Kurzweil, Inspiration, Read Please, and the adaptive features of Windows. Students will be expected to complete reading and writing assignments using these programs. This course is designed for students with disabilities as well as students who want to improve their basic literacy skills using technology.

**285 LEARNING TOOLS FOR READING  
AND WRITING****2 units, 1 lecture hour, 3 lab hours,  
pass/no pass only**

This course is designed to be taken in conjunction with other college level courses and will provide students with practice applying the use of learning tools, particularly technology tools, to reading and written language assignments in their courses. Information covered will focus on how to apply the use of text to speech software, speech to text software, recording tools, and study skills features in the software programs to college level assignments.

## ECONOMICS (ECON)

### 1A PRINCIPLES OF MACROECONOMICS

**3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: Mathematics 201. ADVISORIES: Mathematics 103 and English 1A or 1AH.

This course is an introduction to macroeconomic theory and aggregate economic analysis covering market systems, the banking system, international economics, economic policy, national income accounting, unemployment and inflation, and economic growth. (A, CSU-GE, UC, I) (C-ID ECON 202)

### 1B PRINCIPLES OF MICROECONOMICS

**3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: Mathematics 201. ADVISORIES: Mathematics 103 and English 1A or 1AH.

This course is an introduction to micro economic theory covering the choices of individual economic decision makers, lasticity, scarcity, income distribution, market structure, market failure, production and cost theory, specialization and trade, and the role of the public sector. (A, CSU-GE, UC, I) (C-ID ECON 201)

## EDUCATION (EDUC)

### 10 INTRODUCTION TO TEACHING

**3 units, 2 lecture hours, 3 lab hours, pass/no pass**

ADVISORIES: English 1A.

This course introduces students to the concepts and issues related to teaching diverse learners in contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 45 hours of structured fieldwork in K-12 classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. Students need to do their observation in a classroom that is in line with their degree plans. Single subject majors (History, Math, English, etc.) need to observe in subject area at high school or junior high. This course requires verification of measles vaccination and pertussis, freedom of tuberculosis, and verification of flu vaccination within the past 12 months. (A, CSU, UC) (C-ID EDUC 200)

## ENGINEERING (ENGR)

### 2 ENGINEERING GRAPHICS

**4 units, 3 lecture hours, 3 lab hours**

PREREQUISITE: Mathematics 4A. ADVISORIES: English 1A or 1AH.

This course covers the principles of engineering drawings in visually communicating engineering designs and an introduction to computer-aided design (CAD). Topics include the development of visualization skills, orthographic projections, mechanical dimensioning and tolerancing practices, and the engineering design process. Assignments develop sketching and 2-D and 3-D CAD skills. The use of CAD software is an integral part of the course. (A, CSU, UC) (C-ID ENGR 150)

### 4 ENGINEERING MATERIALS

**3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: Chemistry 1A and Physics 4A. ADVISORIES: English 1A or 1AH.

This course presents the internal structures and resulting behaviors of materials used in engineering applications, including metals, ceramics, polymers, composites, and semiconductors. The emphasis is upon developing the ability both to select appropriate materials to meet engineering design criteria and to understand the effects of heat, stress, imperfections, and chemical environments upon material properties and performance. (A, CSU, UC) (C-ID ENGR 140) (C-ID ENGR 140B: ENGR 4 & ENGR 4L)

### 4L ENGINEERING MATERIALS LABORATORY

**1 unit, 3 lab hours, pass/no pass**

PREREQUISITES: Chemistry 1A and Physics 4A. COREQUISITES: Engineering 4 (previously or concurrently). ADVISORIES: English 1A or 1AH.

This course is the experimental exploration of the connections between the structure of materials and materials properties. Laboratories provide opportunities to directly observe the structures and behaviors discussed in the lecture course (ENGR 4), to operate testing equipment, to analyze experimental data, and to prepare reports. (C-ID ENGR 140L) (C-ID ENGR 140B: ENGR 4 & ENGR 4L) (A, CSU, UC)

## 5 PROGRAMMING AND PROBLEM SOLVING IN MATLAB

**3 units, 2 lecture hours, 3 lab hours**

PREREQUISITES: Mathematics 5A. ADVISORIES: English 1A or 1AH.

This course utilizes the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics. (A, CSU, UC)

## 6 ELECTRIC CIRCUIT ANALYSIS WITH LAB

**4 units, 3 lecture hours, 3 lab hours, pass/no pass**

PREREQUISITES: Physics 4B. COREQUISITES: Mathematics 17. ADVISORIES: English 1A or 1AH.

This is an introductory course in the analysis of DC and AC linear circuits containing resistors, inductors, capacitors, independent and dependent voltage and current sources, and operational amplifiers. Lecture topics include Ohm's Law, Kirchhoff's Laws, loop and mesh analysis, Thevenin's and Norton's Theorems, superposition, natural and forced response in first and second order circuits, phasor analysis, resonance, AC steady-state power calculations, power transfer, and energy concepts. Lab component includes construction, testing, and analysis of linear electrical circuits. (A, CSU, UC) (C-ID ENGR 260) (C-ID ENGR 260L)

## 8 STATICS

**3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: Physics 4A. COREQUISITES: Mathematics 6.

The study of rigid bodies in static equilibrium when acted upon by forces and couples in two- and three-dimensional space. Includes equilibrium of rigid bodies, trusses, frames and machines, friction, shear and bending moment diagrams, as well as the calculation of centers of mass, centroids, and moments of inertia. (A, CSU, UC) (C-ID ENGR 130)

## 10 INTRODUCTION TO ENGINEERING

**2 units, 1 lecture hour, 3 lab hours, pass/no pass**

ADVISORIES: English 1A or 1AH and Elementary Algebra or equivalent.

This course is an introduction to the engineering profession for students interested in a career in engineering or technology. Topics include the branches of engineering, the functions of an engineer, and the industries in which engineers work. Students will also investigate engineering education pathways and explore effective strategies for reaching their full academic potential. Other topics include an introduction to the methods and tools of engineering problem solving and design, preparing resumes for engineering employment, the interface of the engineer with society, and engineering ethics. Hands-on projects are used extensively in the course. (A, CSU, UC) (C-ID ENGR 110)

## 40 PROGRAMMING FOR SCIENTISTS AND ENGINEERS

**4 units, 3 lecture hours, 3 lab hours, pass/no pass**

PREREQUISITES: Mathematics 3A and 4A.

This course introduces the use of C++ programming language to solve engineering and applied science problems. It includes a systematic development of program structure, specification, testing and debugging. Lab assignments include traditional program development as well as the interface of software with the physical world. (A, CSU, UC) (C-ID ENGR 120)

## ENGLISH (ENGL)

### 1A READING AND COMPOSITION

**4 units, 4 lecture hours**

PREREQUISITES: English 132 or multiple measures' placement.

Students will read, analyze, and compose college-level prose, with emphasis on the expository; study writing as a process; explore different composing structures and strategies; edit and revise their own writing; and conduct research (gather, organize, evaluate, integrate, and document information), culminating in a term research paper and annotated bibliography. Students will write a minimum of 6,000 words in formal academic language. (A, CSU-GE, UC, I) (C-ID ENGL 100)

**1AH HONORS READING AND COMPOSITION****4 units, 4 lecture hours**

PREREQUISITES: English 132 or multiple measures placement or equivalent.

English 1AH focuses on conducting research and on reading, analyzing, and composing college-level prose, with emphasis on the expository: research (gathering, organizing, evaluating, integrating, and documenting information), culminating in a term research paper using both traditional and original research; studying writing as a process; exploring different composing structures and strategies; editing and revising one's own writing. As an Honors section, this course is organized on a theme with a seminar approach. Students will write a minimum of 8,000 words in formal academic language. (A, CSU-GE, UC, I) (C-ID ENGL 100)

**1B INTRODUCTION TO THE STUDY OF LITERATURE****3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

This course focuses on the development of critical thinking, reading and writing skills through experience with literature, including fiction, poetry, plays, and criticism. Representative works from the major genres will help students develop close reading and analytical writing skills, and promotes appreciation and critical understanding of the cultural, historical, and aesthetic qualities of literature. (A, CSU-GE, UC, I) (C-ID ENGL 120)

**1BH HONORS INTRODUCTION TO THE STUDY OF LITERATURE****3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

This course uses literary works as content for reading, researching, and writing with emphasis on analytical and critical approaches to drama, poetry, and prose fiction. As an Honors section, this class will employ enhanced teaching methods such as a seminar approach, more research-based writing assignments, and assignments calling for a higher level of critical thinking. (A, CSU-GE, UC, I) (C-ID ENGL 120)

**2 CRITICAL READING AND WRITING THROUGH LITERATURE****3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

Designed to develop critical thinking, reading, and writing skills beyond the level achieved in English 1A/1AH, English 2 will focus on the development of logical reasoning and analytical and argumentative writing skills based primarily on works of fiction and literary criticism. Students will write a minimum of 6,000 words during this course (A, CSU-GE, UC, I)

**2H HONORS CRITICAL READING AND WRITING THROUGH LITERATURE****3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

Designed to develop critical thinking, reading, and writing skills beyond the level achieved in English 1A/1AH, English 2H will focus on the development of logical reasoning and analytical and argumentative writing skills based primarily on works of fiction and theories of literary criticism. As an Honor's section, this class will employ enhanced teaching methods such as seminar approach and assignments calling for a higher level of critical thinking and analysis. Students will write a minimum of 8,000 words during the course. (A, CSU-GE, UC, I)

**3 CRITICAL READING AND WRITING****3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

Designed to develop critical thinking, reading, and writing skills beyond the level achieved in English 1A/1AH, English 3 will focus on the development of logical reasoning and analytical and argumentative writing skills based primarily on works of non-fiction in a variety of media. This course offers instruction in argumentation and critical writing, critical thinking, analytical evaluation of primarily non-fiction texts, research strategies, information literacy, and documentation. Students will write a minimum of 6,000 words during the semester. (A, CSU-GE, UC, I) (C-ID ENGL 105)

### 3H HONORS CRITICAL READING AND WRITING

**3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

Designed to develop critical thinking, researching, reading, and writing skills beyond the level achieved in English 1A/1AH, English 3H will focus on the development of logical reasoning and analytical and argumentative writing skills based primarily on works of non-fiction. Students will analyze classical and contemporary essays and synthesize critical research. As an Honor's section, this class will employ enhanced teaching methods such as seminar approach and assignments calling for a higher level of critical thinking and a deeper level of research. Students will write a minimum of 8,000 words during the course of the semester. (A, CSU-GE, UC, I) (C-ID ENGL 105)

### 15A CREATIVE WRITING: POETRY

**3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

A course intended for students who enjoy reading and writing poetry. In this course, students will study poems by professional writers and fellow students and use what they learn to write their own original poetry. The strongest poems written in this class are often recommended for publication in Madera Community College's literature journal, Symmetry. (A, CSU, UC) (C-ID ENGL 200: ENGL 15A & ENGL 15B)

### 15B CREATIVE WRITING: FICTION

**3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: English 1A or 1AH.

English 15B is intended for students who are interested in writing short fiction; the course includes appropriate exercises, readings and critical analyses of published and student work. Students will practice writing various short fiction and will be introduced to the workshop method. (A, CSU, UC) (C-ID ENGL 200: ENGL 15A & ENGL 15B)

### 15E CREATIVE WRITING: NON-FICTION

**3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

A workshop course intended for students who are interested in writing creative non-fiction; includes appropriate exercises, readings and analyses of published and student work. (A, CSU, UC)

### 15F CREATIVE WRITING: SCREENWRITING

**3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

A workshop course intended for students who are interested in writing for the screen; includes appropriate exercises, readings, viewing, and critical analyses of professional and student work. (A, CSU, UC)

### 17 AFRICAN AMERICAN LITERATURE

**3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

This course is a survey of short stories, poems, plays, novels, and essays by African American writers and offers analysis of classic to contemporary works and appreciation for culture, history, and identity. (A, CSU)

### 36 WOMEN'S LITERATURE

**3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

This course is a survey of literature by women: fiction, drama, poetry, biography, and essay and covers multicultural and international literature from classical to contemporary periods, as well as feminist and gender theory. (A, CSU-GE, UC)

### 41 THEMES IN LITERATURE

**4 units, 4 lecture hours**

PREREQUISITES: English 1A or 1AH.

English 41 explores themes, authors, or genres through close readings, contextual approaches, interpretations, and critical evaluations. The subject will vary with the instructor (for example, the instructor may choose a thematic organization such as "Rites of Passage in the American Consciousness" or the "The Detective as Hero"; focus on a particular author such as Emily Dickinson or Carlos Fuentes; or a genre such as popular literature or science fiction). (A, CSU, UC)

### 43A AMERICAN LITERATURE: ORIGINS THROUGH RECONSTRUCTION (1877)

**3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: English 1A or 1AH.

This American Literature course focuses on readings from the Colonial period through Reconstruction. Fiction, poetry, and nonfiction will be placed into their historical and philosophical contexts. Discussion and written responses are based on the reading. (A, CSU-GE, UC, I) (C-ID ENGL 130)

**43B AMERICAN LITERATURE: 1877 TO PRESENT****3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: English 1A or 1AH.

This course introduces students to a wide range of American authors and their relationship to major literary and intellectual movements from the second half of the nineteenth century to the present, which will include analysis and study of fiction, drama, poetry, non-fiction, film, advertising, and ephemera of the United States from the Reconstruction to present day. (A, CSU-GE, UC, I) (C-ID EN GtoL p 1r3es5e)n t day. (A, CSU-GE, UC, I) (C-ID ENGL 135)

**44A WORLD LITERATURE TO THE RENAISSANCE****3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: English 1A or 1AH.

This course is a survey of selected works in translation and in English of world literature from antiquity to the Renaissance. (A, CSU-GE, UC, I) (C-ID ENGL-140)

**44B WORLD LITERATURE SINCE THE RENAISSANCE****3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: English 1A or 1AH.

This course is a survey of the most enduring fiction, drama, and poetry in the world from the Renaissance to the present. (A, CSU-GE, UC, I) (C-ID ENGL 145)

**46A ENGLISH LITERATURE TO 1800****3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

A study of significant voices in English literature from the early epic through the Eighteenth Century. Fiction, poetry, drama, and non-fiction will be placed into their historical and philosophical contexts. (A, CSU-GE, UC, I) (C-ID ENGL 160)

**46B ENGLISH LITERATURE FROM 1800 TO THE PRESENT****3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

A study of significant voices in English literature from the end of the Eighteenth Century into the Twentieth Century. Fiction, poetry, drama, and non-fiction will be placed into their historical and philosophical contexts. (A, CSU-GE, UC, I) (C-ID ENGL 165)

**47 SHAKESPEARE****3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

The plays and sonnets of William Shakespeare are studied and analyzed in their historical and cultural contexts for an appreciation of the dramatic art and poetry. (A, CSU-GE, UC, I)

**49 LATINO & CHICANO LITERATURE****3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 1A or 1AH.

Short stories, poems, plays, novels, essays of Latino and Chicano writers are studied and analyzed for appreciation and understanding of the literature, culture, and history. (A, CSU-GE, UC, I)

**72 READING AND WRITING CENTER THEORY AND PRACTICE****1 unit, 1 lecture hour, 0.5 lab hour**

COREQUISITES: Completion of or concurrent enrollment in English 1A is recommended.

This course provides instruction and guided practice in peer learning assistance. The course is intended for those interested in helping students with reading assignments and written compositions while also enhancing their own reading and writing skills and for students intending to enter the field of education. Reader-based feedback and active learning strategies are practiced. Areas for study include learning theory, reading theory, composition theory, collaboration learning, writing centers, reading and writing across the curriculum. Attention is also given to working with special populations including the Deaf and ESL students. Tutors are also trained in Mental Health First Aid and LGBTQ Safe Space issues. (A, CSU)

**72A ADVANCED READING AND WRITING CENTER THEORY AND PRACTICE****1 unit, 1 lecture hour, 0.5 lab hour**

PREREQUISITE: English 72.

This course provides instruction and guided practice in peer tutoring strategies focusing on the special needs of various types of student readers and writers: ESL and international students, students with learning disorders and learning style differences, online students, and students with discipline-specific reading and writing needs. Specialized reader-based feedback and active learning strategies are practiced. (A, CSU)



**105 GRAMMAR AND PUNCTUATION****2 units, 2 lecture hours, 1 lab hour, pass/no pass**

The course provides a deeper understanding of grammar and sentence structure. Students move from learning the parts of speech to critical analysis of longer, more complex sentence structures. Furthermore, the course assists students in applying grammar skills to their own writing. This course is recommended for students who are struggling with grammar and/or punctuation, or for students who want a review of these areas because they are going into majors or careers with a heavy writing focus, such as education, business, or pre-law. (A)

**132 ACCELERATED READING AND WRITING****5 units, 5 lecture hours**

In this course, students will develop academic reading and writing skills and processes. Students will develop basic reading skills into college-level proficiencies in vocabulary usage, literal comprehension, and analytical and critical comprehension. Students will use readings to enhance their writing skills and to learn how to integrate and document sources. Students will also develop the process of writing, revising, and finishing essays, which includes the logical development and organization of ideas. Emphasis will be on expository reading and writing. This course prepares students for English 1A. (A)

**205 STRATEGIC SKILLS FOR SUCCESS IN ENGLISH****2 units, 2 lecture hours, pass/no pass**

COREQUISITES: English 1A or 1AH.

This course will be taught in conjunction with English 1A College Reading and Writing so that students can further their critical reading and writing skills for their English 1A course. Course will include assignments linked to and building on the English 1A coursework.

**272 ASSISTANCE IN COLLEGE READING AND WRITING****.5-1 unit, 1.5-3 lab hours, pass/no pass only**

This course is intended for any student requiring help with reading assignments and written compositions in any discipline. The course will provide intensive assistance in reading, writing, and critical thinking. Students will develop, improve, and refine compositions and academic reading skills to sustain focus, and employ analysis, reflection, organization, and logical structure. All stages of the reading and writing process are practiced.

**ENGLISH AS A SECOND LANGUAGE (ESL)****1A COLLEGE COMPOSITION FOR ESL STUDENTS****4 units, 4 lecture hours, pass/no pass**

PREREQUISITE: ESL 15 with a grade of C or better or a "Pass" grade or eligibility as determined through the current placement process. ADVISORIES: Library Skills 1 or 2.

This course engages ESL students in the analytical reading, critical thinking, and inquiry and academic writing demands required for degree completion and transfer. Students work with academic genres and rhetorical structures employed across disciplines by accomplished writers, including expository and argumentative writing. Students use research and documentation strategies, including primary and secondary sources, and demonstrate appropriate and effective use of academic writing that is coherent, detailed, and free of serious errors. This course requires students to craft multiple essays outside of class, a research paper, and in-class essays, totaling 6,000 words. Writing assignments focus on transfer level materials that include diverse content and perspectives, allowing students to leverage their native cultural experiences and perspectives in examining ideas. Special emphasis is placed on cultural competence in American academic writing protocols, grammar self-monitoring and correction strategies, and academic vocabulary development for ESL students. (A, CSU) (C-ID ENGL 100)

**14 DISCOURSE IN THE HUMANITIES****5 units, 5 lecture hours, pass/no pass only**

PREREQUISITES: English as a Second Language 213 or placement through an approved placement process.

Students engage in critical analysis, discussion and response to works in humanities with a focus on regional, national, and world cultures. Students refine English language skills emphasizing vocabulary development, critical reading, and composition skills required for more advanced academic discourse. This course provides language support and a lens for cultural insight for multilingual students. Successful completion of this course prepares students for English as a Second Language 15. (A, CSU-GE,UC)



## 15 ADVANCED DISCOURSE IN THE HUMANITIES

**5 units, 5 lecture hours, pass/no pass**

PREREQUISITES: English as a Second Language 213 or placement through an approved placement process.

Students engage in critical analysis, discussion and response to works in humanities with a focus on regional, national, and world cultures. Students refine English language skills emphasizing vocabulary development, critical reading, and composition skills required for more advanced academic discourse. This course provides language support and a lens for cultural insight for multilingual students. Successful completion of this course prepares students for English as a Second Language 15. (A, CSU-GE, UC)

## 115G ADVANCED ACADEMIC GRAMMAR (FORMERLY ESL 117G)

**3 units, 3 lecture hours, pass/no pass only**

ADVISORIES: English as a Second Language 214G 314G, or placement through an approved multiple-measure process.

ESL 115G is an advanced grammar skills course designed for multilingual students who want to comprehend and use grammar structures in written and spoken academic English. This course may be taken to strengthen student performance in other ESL, English, or collegiate level courses.

## 210 LOW-BEGINNING READING, WRITING, AND GRAMMAR (FORMERLY ESL 260)

**6 units, 6 lecture hours, pass/no pass only**

ADVISORIES: Placement through an approved multiple-measure process.

ESL 210 is an integrated reading, writing, and grammar course designed for ESL students to develop literacy skills at the low-beginning level. Students learn how to write sentences using basic grammatical structures. Students develop vocabulary by reading about life skills, the work place, and everyday situations. This course may be taken concurrently with other ESL 210-level courses. Successful completion of this course will prepare students for ESL 211 or ESL 311.

## 210LS LOW-BEGINNING LISTENING AND SPEAKING (FORMERLY ESL 260LS)

**6 units, 6 lecture hours, pass/no pass only**

ADVISORIES: Placement through an approved multiple-measure process.

ESL 210LS is a listening and speaking course for ESL students who want to develop oral language skills at the low-beginning level. Students learn to converse on everyday topics, using basic phrases and sentences. ESL 210LS is the lowest level in the ESL sequence. This course may be taken concurrently with other ESL 210-level courses. Students who successfully complete this course will be prepared for ESL 211LS or ESL 311LS.

## 211 HIGH-BEGINNING READING, WRITING, AND GRAMMAR (FORMERLY ESL 261I)

**5 units, 5 lecture hours, pass/no pass only**

ADVISORIES: English as a Second Language 310 or placement through an approved multiple-measure process.

ESL 211 is an integrated reading, writing, and grammar course designed for ESL students to develop literacy skills at the high-beginning level. Students learn to write basic paragraphs on familiar topics. Students increase reading comprehension and vocabulary by reading stories, articles, and novels on various high interest topics and themes. This course may be taken concurrently with other ESL 211-level courses. Successful completion of this course will prepare students for ESL 212 or ESL 312.

## 211LS HIGH-BEGINNING LISTENING AND SPEAKING (FORMERLY ESL 261LS)

**5 units, 5 lecture hours, pass/no pass only**

ADVISORIES: English as a Second Language 310LS or placement through a multiple-measure process.

ESL 211LS is a listening and speaking course for ESL students who want to develop oral language skills at the high-beginning level. Students learn to communicate on personal and workplace topics, expressing ideas in a series of phrases and sentences. This course may be taken concurrently with other ESL 211-level courses. Successful completion of this course will prepare students for ESL 212LS or ESL 312LS.

## 212 LOW-INTERMEDIATE READING, WRITING, AND GRAMMAR (FORMERLY ESL 264)

**5 units, 5 lecture hours, pass/no pass only**

ADVISORIES: English as a Second Language 211 or 311, or placement through an approved multiple-measure process.

ESL 212 is an integrated reading, writing, and grammar course designed for ESL students to develop literacy skills at the low-intermediate level. Students learn to write organized paragraphs on familiar topics. Students increase reading comprehension and vocabulary by reading stories, articles, and novels on various high interest topics and themes. This course may be taken concurrently with other ESL 212-level courses. Successful completion of this course will prepare students for ESL 213 or ESL 313.

## 212LS LOW INTERMEDIATE LISTENING AND SPEAKING (FORMERLY ESL 264LS)

**5 units, 5 lecture hours, pass/no pass only**

ADVISORIES: English as a Second Language 211LS or 311LS, or placement through a multiple-measure process.

This is a listening and speaking course for English as a Second Language (ESL) students who want to develop oral language skills at the low-intermediate level. Students learn to exchange information on a variety of common topics, expressing ideas in an extended series of phrases and sentences..

## 213 INTERMEDIATE ACADEMIC READING AND WRITING

**5 units, 5 lecture hours, pass/no pass only**

ADVISORIES: English as a Second Language 212 or 312 or placement through an approved multiple-measure process.

This is an integrated reading and writing course designed for English as a Second Language (ESL) students to develop academic literacy skills at the intermediate level. Students strengthen their knowledge of academic paragraphs and develop basic essays. Students learn and apply reading and language strategies that prepare them to be independent learners.

## 213G INTERMEDIATE ACADEMIC GRAMMAR (FORMERLY ESL 266G)

**3 units, 3 lecture hours, pass/no pass only**

ADVISORIES: English as a Second Language 212 or 312, or placement through an approved multiple-measure process.

ESL 213G is an intermediate grammar skills course designed for multilingual students who want to comprehend and use grammar structures in written and spoken academic English. This course may be taken concurrently with other ESL courses to strengthen student academic performance. Successful completion of this course will prepare students for ESL 214G or ESL 314G.

## 213LS INTERMEDIATE LISTENING AND SPEAKING (FORMERLY ESL 266LS)

**3 units, 3 lecture hours, pass/no pass only**

ADVISORIES: English as a Second Language 212LS or 312LS, or placement through a multiple-measure process.

ESL 213LS is a listening and speaking course for ESL students who want to develop oral language skills at the intermediate level. Students learn to comprehend extended spoken discourse and lectures, and learn to give explanations and opinions on a variety of common academic topics. This course may be taken concurrently with other ESL 213-level courses. Successful completion of this course will prepare students for ESL 214LS or ESL 314LS.

## 214G HIGH INTERMEDIATE ACADEMIC GRAMMAR (FORMERLY ESL 227G)

**3 units, 3 lecture hours, pass/no pass only**

ADVISORIES: English as a Second Language 213G or 13G, or placement through an approved multiple-measure process.

ESL 214G is a high-intermediate grammar skills course designed for multilingual students who want to comprehend and use grammar structures in written and spoken academic English. This course may be taken concurrently with other ESL courses to strengthen student academic performance. Successful completion of this course will prepare students for ESL 215G or ESL 315G.(formerly ESL 227G)

**214LS HIGH-INTERMEDIATE ACADEMIC LISTENING AND SPEAKING****3 units, 3 lecture hours, pass/no pass only**

ADVISORIES: English as a Second Language 213LS or 313LS, or placement through a multiple-measure process.

ESL 214LS is a listening and speaking course for ESL students who want to develop oral language skills at the high-intermediate level. Students learn to comprehend authentic lectures, talks and reports and effectively express ideas and points of view in spoken English on a variety of common academic topics. This course may be taken concurrently with other ESL 214-level courses. Successful completion of this course will prepare students for ESL 215LS or ESL 315LS.

**215LS ADVANCED ACADEMIC LISTENING AND SPEAKING****3 units, 3 lecture hours, pass/no pass only**

ADVISORIES: English as a Second Language 214LS or 314LS, or placement through a multiple-measure process.

ESL 215LS is a listening and speaking course for ESL students who want to develop oral language skills at the advanced level. Students learn to comprehend sophisticated, authentic lectures, talks and reports and exchange complex information using effective, fluent and spontaneous spoken English on a variety of common academic topics. This course may be taken concurrently with other ESL 215-level courses.

**226R HIGH INTERMEDIATE ACADEMIC READING****4 units, 4 lecture hours, pass/no pass only**

PREREQUISITES: English as a Second Language 266R or 366R or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test.

ESL 226R is an academic reading and vocabulary course designed for multilingual students to develop their reading and vocabulary skills at the high-intermediate level. This course may be taken concurrently with ESL 220-level or 320-level courses. ESL 226R is two levels below English 1A.

**265G LOW-INTERMEDIATE ACADEMIC GRAMMAR****3 units, 3 lecture hours, pass/no pass only**

PREREQUISITES: Successful completion of English as a Second Language 264 or 364 or appropriate multiple-measure placement by a counselor, which includes score on approved ESL placement test and/or counselor/instructor recommendation.

ESL 265G is a grammar skills course designed for speakers of other languages who want to comprehend and use grammar structures in written and oral academic English. This low-intermediate course may be taken concurrently with other ESL or English courses. Students who successfully complete this course will be prepared for ESL 266G.

**265LS LOW-INTERMEDIATE LISTENING AND SPEAKING****3 units, 3 lecture hours, pass/no pass only**

PREREQUISITES: English as a Second Language 264LS or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test.

ESL 265LS is a listening and speaking course designed for speakers of other languages who want to develop oral language skills at the low-intermediate level. This course may be taken concurrently with ESL 265. ESL 265LS is four levels below English 1A. Students who successfully complete this course will be prepared for ESL 266LS.

**265RE LOW-INTERMEDIATE ACADEMIC READING****4 units, 4 lecture hours, pass/no pass only**

PREREQUISITES: English as a Second Language 264 or 364 or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test.

ESL 265RE is an academic reading and vocabulary course designed for speakers of other languages who want to develop their reading and vocabulary skills at the low-intermediate level. This course may be taken concurrently with other ESL 265 or 365 level courses. Students who successfully complete this course will be prepared for ESL 266R.

## 265WR LOW-INTERMEDIATE ACADEMIC WRITING

**4 units, 4 lecture hours, pass/no pass only**

PREREQUISITES: English as a Second Language 264 or 364 or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test.

ESL 265WR is an academic writing course designed for speakers of other languages who want to develop their writing skills at the low-intermediate level. This course may be taken concurrently with ESL 265 or 365 level courses. Students who successfully complete this course will be ready for ESL 266W or 366W.

## 266R INTERMEDIATE ACADEMIC READING AND VOCABULARY

**4 units, 4 lecture hours, pass/no pass only**

PREREQUISITES: English as a Second Language 265RE or 365RE or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test.

ESL 266R is an academic reading and vocabulary course designed for speakers of other languages who want to develop their reading and vocabulary skills at the intermediate level. This course may be taken concurrently with other ESL 266 or 366 level courses. ESL 266R is three levels below English 1A. Students who successfully complete this course will be prepared for ESL 226R.

## 266W INTERMEDIATE ACADEMIC WRITING

**4 units, 4 lecture hours, pass/no pass only**

PREREQUISITES: English as a Second Language 265WR or 365WR or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test.

ESL 266W is an academic writing course designed for speakers of other languages who want to develop their writing skills at the intermediate level. This course may be taken concurrently with other ESL 266 or 366 level courses. ESL 266W is three levels below English 1A. Students who successfully complete this course will be prepared for ESL 225W or 325W.

## 310 LOW-BEGINNING READING, WRITING, AND GRAMMAR (FORMERLY ESL 360)

**0 units, 5 lecture hours, pass/no pass only**

ADVISORIES: Placement through an approved multiple-measure process.

This is an integrated reading, writing, and grammar course designed for English as a Second Language (ESL) students to develop literacy skills at the low-beginning level. Students learn how to write sentences using basic grammatical structures. Students develop vocabulary by reading about life skills, the workplace, and everyday situations.

## 310LS LOW-BEGINNING LISTENING AND SPEAKING (FORMERLY ESL 360LS)

**0 units, 5 lecture hours, pass/no pass only**

ADVISORIES: Placement through an approved multiple-measure process.

This is a listening and speaking course for English as a Second Language (ESL) students who want to develop oral language skills at the low-beginning level. Students learn to converse on everyday topics, using basic phrases and sentences. ESL 310LS is the lowest level in the ESL sequence.

## 311 HIGH BEGINNING READING, WRITING, AND GRAMMAR (FORMERLY ESL 361I)

**0 units, 5 lecture hours, pass/no pass only**

ADVISORIES: English as a Second Language 310 or placement through an approved multiple-measure process.

This is an integrated reading, writing, and grammar course designed for English as a Second Language (ESL) students to develop literacy skills at the high-beginning level. Students learn to write basic paragraphs on familiar topics. Students increase reading comprehension and vocabulary by reading stories, articles, and novels on various high interest topics and themes.

## 311LS HIGH-BEGINNING LISTENING AND SPEAKING (FORMERLY ESL 361LS)

**0 units, 5 lecture hours, pass/no pass only**

ADVISORIES: English as a Second Language 310LS, or placement through a multiple-measure process.

This is an integrated reading, writing, and grammar course designed for English as a Second Language (ESL) students to develop literacy skills at the high-beginning level. Students learn to write basic paragraphs on familiar topics. Students increase reading comprehension and vocabulary by reading stories, articles, and novels on various high interest topics and themes.

### 312 LOW-INTERMEDIATE READING, WRITING, AND GRAMMAR (FORMERLY ESL 364)

**0 units, 5 lecture hours, pass/no pass only**

ADVISORIES: English as a Second Language 211 or 311, or placement through an approved multiple-measure process.

This is an integrated reading, writing, and grammar course designed for English as a Second Language (ESL) students to develop literacy skills at the low-intermediate level. Students learn to write organized paragraphs on familiar topics. Students increase reading comprehension and vocabulary by reading stories, articles, and novels on high interest topics and themes.

### 312LS LOW-INTERMEDIATE LISTENING AND SPEAKING (FORMERLY ESL 364LS)

**0 units, 5 lecture hours, pass/no pass only**

This is a listening and speaking course for English as a Second Language (ESL) students who want to develop oral language skills at the low-intermediate level. Students learn to exchange information on a variety of topics, expressing ideas in an extended series of phrases and sentences.)

### 313 INTERMEDIATE ACADEMIC READING AND WRITING

**0 units, 5 lecture hours, pass/no pass only**

ADVISORIES: English as a Second Language 212 or 312.

This is an integrated reading and writing course designed for English as a Second Language (ESL) students to develop academic literacy skills at the intermediate level. Students strengthen their knowledge of academic paragraphs and develop basic essays. Students learn and apply reading and language strategies that prepare them to be independent learners.

### 313G INTERMEDIATE ACADEMIC GRAMMAR (FORMERLY ESL 366G)

**0 units, 3 lecture hours, pass/no pass only**

ADVISORIES: English as a Second Language 212 or 312, or placement through an approved multiple-measure process.

ESL 313G is an intermediate grammar skills course designed for multilingual students who want to comprehend and use grammar structures in written and spoken academic English. This course may be taken concurrently with other ESL courses to strengthen student academic performance. Successful completion of this course will prepare students for ESL 214G or ESL 314G.

### 313LS INTERMEDIATE LISTENING AND SPEAKING (FORMERLY ESL 366LS)

**0 units, 3 lecture hours, pass/no pass only**

ADVISORIES: English as a Second Language 212LS or 312LS, or placement through a multiple-measure process.

ESL 313LS is a listening and speaking course for ESL students who want to develop oral language skills at the intermediate level. Students learn to comprehend extended spoken discourse and lectures, and learn to give explanations and opinions on a variety of common academic topics. This course may be taken concurrently with other ESL 313-level courses. Successful completion of this course will prepare students for ESL 214LS or ESL 314LS.

### 314 DISCOURSE IN THE HUMANITIES

**0 units, 5 lecture hours, pass/no pass only**

ADVISORIES: English as a Second Language 313 or placement through an approved placement process.

Students engage in critical analysis, discussion and response to works in Humanities with a focus on regional, national, and world cultures. Students refine English language skills emphasizing vocabulary development, critical reading, and composition skills required for more advanced academic discourse. This course provides language support and a lens for cultural insight for multilingual students. Successful completion of this course prepares students for English as a Second Language 315.

### 314G HIGH INTERMEDIATE ACADEMIC GRAMMAR (FORMERLY ESL 327G)

**0 units, 3 lecture hours, pass/no pass only**

ADVISORIES: English as a Second Language 213G or 313G, or placement through an approved multiple-measure process.

ESL 314G is a high-intermediate grammar skills course designed for multilingual students who want to comprehend and use grammar structures in written and spoken academic English. This course may be taken concurrently with other ESL courses to strengthen student academic performance. Successful completion of this course will prepare students for ESL 215G or ESL 315G.

### 314LS HIGH INTERMEDIATE ACADEMIC LISTENING AND SPEAKING

**0 units, 3 lecture hours, pass/no pass only**

ADVISORIES: English as a Second Language 213LS or 313LS, or placement through a multiple-measure process.

ESL 314LS is a listening and speaking course for ESL students who want to develop oral language skills at the high-intermediate level. Students learn to comprehend authentic lectures, talks and reports and effectively express ideas and points of view in spoken English on a variety of common academic topics. This course may be taken concurrently with other ESL 314-level courses. Successful completion of this course will prepare students for ESL 215LS or ESL 315LS.

### 315 ADVANCED DISCOURSE IN THE HUMANITIES

**0 units, 5 lecture hours, pass/no pass only**

ADVISORIES: English as a Second Language 314 or placement through an approved placement process.

Students engage in critical analysis, discussion and response to works in Humanities with a focus on regional, national, and world cultures. Students develop and support their theses in multiple-draft, source-based expository essays in academic English. This course provides language support and a lens for cultural insight for multilingual students. Successful completion of this course prepares students for English 1A.

### 315G ADVANCED ACADEMIC GRAMMAR (FORMERLY ESL 317G)

**0 units, 3 lecture hours**

ADVISORIES: English as a Second Language 214G or 314G, or placement through an approved multiple-measure process.

ESL 315G is an advanced grammar skills course designed for multilingual students who want to comprehend and use grammar structures in written and spoken academic English. This course may be taken to strengthen student performance in other ESL, English, or collegiate level courses.

### 315LS ADVANCED ACADEMIC LISTENING AND SPEAKING

**0 units, 3 lecture hours**

ADVISORIES: English as a Second Language 214LS or 314LS, or placement through a multiple-measure process

ESL 315LS is a listening and speaking course for ESL students who want to develop oral language skills at the advanced level. Students learn to comprehend sophisticated, authentic lectures, talks and reports and exchange complex information using effective, fluent and spontaneous spoken English on a variety of common academic topics. This course may be taken concurrently with other ESL 315-level courses. This course may be taken concurrently with other ESL 315-level courses.

### 325W HIGH INTERMEDIATE ACADEMIC WRITING

**0 units, 4 lecture hours, pass/no pass only**

PREREQUISITES: Successful completion of English as a Second Language 266W or 366W or multiple-measure placement by a counselor, which includes appropriate score on approved ESL placement test and/or counselor/instructor recommendation.

ESL 325W is an academic writing course designed for multilingual students to develop their writing skills at the high intermediate level. In this course, students will write essays (both in and out of class), focusing on organization, paragraph development revision, and editing. The content of ESL 325W, a non-credit course, is identical to that of ESL 225W, a credit course. This academic language course may be taken concurrently with ESL 320-level or 220-level courses. ESL 325W is two levels below English 1A. ESL 325W shall be offered with ESL 225W as a dual-roster class.

### 326R HIGH INTERMEDIATE ACADEMIC READING

**0 units, 4 lecture hours, pass/no pass only**

PREREQUISITES: Successful completion of English as a Second Language 366R or 266R or multiple-measure placement by a counselor, which includes appropriate score on approved ESL placement test and/or counselor/instructor recommendation.

ESL 326R is an academic reading and vocabulary course designed for multilingual students to develop their reading and vocabulary skills at the high-intermediate level. The content of ESL 326R, a non-credit course, is identical to that of ESL 226R, a credit course. This course may be taken concurrently with ESL 320-level or 220-level courses. ESL 326R is two levels below English 1A. ESL 326R shall be offered with ESL 226R as a dual-roster class.

### 360LS LOW-BEGINNING LISTENING AND SPEAKING

**0 units, 6 lecture hours, pass/no pass only**

PREREQUISITES: Multiple-measure placement by a counselor, which includes appropriate score on approved ESL placement test and/or counselor/instructor recommendation.

ESL 360LS is a listening and speaking course designed for speakers of other languages who want to develop oral language skills at the low-beginning level. This course may be taken concurrently with ESL 360 or ESL 260. ESL 360LS is an entry-level course in the ESL sequence. Students who successfully complete this course will be prepared for ESL 361LS or ESL 261LS. The content of ESL 360LS, a non-credit course, is identical to that of ESL 260LS, a credit course. ESL 360LS shall be offered with ESL 260LS as a dual-roster class.

### 364LS HIGH-BEGINNING LISTENING AND SPEAKING

**0 units, 6 lecture hours, pass/no pass only**

PREREQUISITES: Successful completion of English as a Second Language 361LS or 261LS or appropriate multiple-measure placement by a counselor, which includes score on approved ESL placement test and/or counselor/instructor recommendation.

ESL 364LS is a listening and speaking course designed for speakers of other languages who want to develop oral language skills at the high-beginning level. This course may be taken concurrently with ESL 364 or ESL 264. ESL 364LS is five levels below English 1A. Students who successfully complete this course will be prepared for ESL 365LS or ESL 265LS. The content of ESL 364LS, a non-credit course, is identical to that of ESL 264LS, a credit course. ESL 364LS shall be offered with ESL 264LS as a dual-roster class.

### 365G LOW-INTERMEDIATE ACADEMIC GRAMMAR

**0 units, 3 lecture hours, pass/no pass only**

PREREQUISITES: Successful completion of English as a Second Language 264 or 364 or appropriate multiple-measure placement by a counselor, which includes score on approved ESL placement test and/or counselor/instructor recommendation.

ESL 365G is a grammar skills course designed for speakers of other languages who want to comprehend and use grammar structures in written and oral academic English. This low-intermediate course may be taken concurrently with other ESL or English courses. Students who successfully complete this course will be prepared for ESL 366G. The content of ESL 365G, a non-credit course, is identical to that of ESL 265G, a credit course. ESL 365G shall be offered with ESL 265G as a dual-roster class.

### 365LS LOW-INTERMEDIATE LISTENING AND SPEAKING

**0 units, 3 lecture hours, pass/no pass only**

PREREQUISITES: Successful completion of English as a Second Language 364LS or 264LS or multiple-measure placement by a counselor, which includes appropriate score on approved ESL placement test and/or counselor/instructor recommendation.

ESL 365LS is a listening and speaking course designed for speakers of other languages who want to develop oral language skills at the low-intermediate level. This course may be taken concurrently with ESL 365 or ESL 265. ESL 365LS is four levels below English 1A. Students who successfully complete this course will be prepared for ESL 366LS or ESL 266LS. The content of ESL 365LS, a non-credit course, is identical to that of ESL 265LS, a credit course. ESL 365LS shall be offered with ESL 265LS as a dual-roster class.

### 365RE LOW-INTERMEDIATE ACADEMIC READING

**0 units, 4 lecture hours, pass/no pass only**

PREREQUISITES: English as a Second Language 264 or 364 or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test.

ESL 365RE is an academic reading and vocabulary course designed for speakers of other languages who want to develop their reading and vocabulary skills at the low-intermediate level. This course may be taken concurrently with other ESL 265 or 365 level courses. Students who successfully complete this course will be prepared for ESL 266R or 366R. The content of ESL 365RE, a non-credit course, is identical to that of ESL 265RE, a credit course. ESL 365RE shall be offered with ESL 265RE as a dual-roster class.



## 366R INTERMEDIATE ACADEMIC READING AND VOCABULARY

**0 units, 4 lecture hours, pass/no pass only**

**PREREQUISITES:** Successful completion of English as a Second Language 365RE or 265RE or multiple-measure placement by a counselor, which includes appropriate score on approved ESL placement test and/or counselor/instructor recommendation.

ESL 366R is an academic reading and vocabulary course designed for speakers of other languages who want to develop their reading and vocabulary skills at the intermediate level. This course may be taken concurrently with ESL 366W or ESL 266W, and with ESL 366LS or ESL 266LS. ESL 366R is three levels below English 1A. Students who successfully complete this course will be prepared for ESL 326R or ESL 226R. The content of ESL 366R, a non-credit course, is identical to that of ESL 266R, a credit course. ESL 366R shall be offered with ESL 266R as a dual-roster class.

## 366W INTERMEDIATE ACADEMIC WRITING

**0 units, 4 lecture hours, pass/no pass only**

**PREREQUISITES:** Successful completion of English as a Second Language 365WR or 265WR or multiple-measure placement by a counselor, which includes appropriate score on approved ESL placement test and/or counselor/instructor recommendation.

ESL 366W is an academic writing course designed for speakers of other languages who want to develop their writing skills at the intermediate level. The content of ESL 366W, a non-credit course, is identical to that of ESL 266W, a credit course. This course may be taken concurrently with other ESL 266 or 366 level courses. ESL 366W is three levels below English 1A. Students who successfully complete this course will be prepared for ESL 325W or ESL 225W. ESL 366W shall be offered with ESL 266W as a dual-roster class.

## ENVIRONMENTAL HORTICULTURE (EH)

### 30 PRINCIPLES OF ENVIRONMENTAL HORTICULTURE

**3 units, 2 lecture hours, 3 lab hours**

**ADVISORIES:** Eligibility for Mathematics 201.

A general course in environmental horticulture with emphasis on nursery operations, landscaping, turf management, and floral industries. Topics include basic botany, cultural practices, propagation, structures and layout, pest management, planting, container gardening and houseplants, floral design, plant identification, turfgrass installation and care, and survey of career opportunities. (A, CSU, UC)

### 35 FLORAL DESIGN

**1 unit, 0.5 lecture hours, 1.5 lab hours, pass/no pass**

**ADVISORIES:** Eligibility for Mathematics 201.

Introduction to floral design including the principles and elements of design, color theory, preparation, care of flowers and foliage plants, and formation of basic floral arrangements. (A, CSU)

### 37 BEGINNING FLORAL DESIGN

**3 units, 2 lecture hours, 3 lab hours**

**ADVISORIES:** Eligibility for Mathematics 201.

An introduction to the fundamentals of theory, techniques and skills currently practiced in the floral industry. Includes applied art principles, cut flower care, handling practices, proper use of florist tools and materials, pricing of floral products and use of current floral business technology. Includes constructing corsages, floral arrangements, and foliage plant items, which meet floral industry standards. (A, CSU)

### 43 PLANT PROPAGATION/PRODUCTION

**3 units, 2 lecture hours, 3 lab hours**

**ADVISORIES:** Eligibility for Mathematics 201.

Plant propagation and production practices with emphasis on nursery operations including sexual and asexual reproduction, planting, transplanting, fertilizing, plant pest and disease control, structures and site layout. Preparation and use of propagating and planting mediums. Use and maintenance of common tools and equipment. Regulations pertaining to plant production. (A, CSU) (C-ID AG - EH 116L)



**48 LANDSCAPE DESIGN****3 units, 2 lecture hours, 3 lab hours**

ADVISORIES: Eligibility for Mathematics 201.

The study and implementation of the art and science of landscape design, including principles of design, the design process, drafting, graphics, and presentation methods. Project emphasis is placed upon residential and small commercial sites. (A, CSU)

**ETHNIC STUDIES (ETHNST)****2 AMERICAN MINORITY GROUPS  
(SEE ALSO SOCIOLOGY 2)****3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

This class is an interdisciplinary study of race, ethnicity, and racism in the United States. This course will take a comparative approach covering Native Americans, African Americans, U.S. Latinx, Arab Americans, Asian Americans, Euro-Americans, and Multiracial Americans. The course will examine key topics such as racial discrimination, immigration, economics, labor, political conditions, cultural expression and resistance, social justice movements, racial and ethnic identity, and gender and sexuality. (A,CSU-GE,UC,I) (C-ID SOCI 150)

**3 INTRODUCTION TO LATINX STUDIES****3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

The introductory course explores the pan-Latino/a/x communities. The course employs a comparative and interdisciplinary approach to major themes and issues related to the Latino/a/x communities in the United States, including race, racism, indigenous culture, colonialism, war, genocide, migration, transnationalism, citizenship, identity, politics, class, gender, sexuality, family, labor, neoliberalism, education, expression, and resistance. Additionally, the course offers a critical examination of modern Latin American history and indigenous and African cultures connected to Latino/a/x diasporas such as Chicano/a/x, Mexican, Central American, South American, and Caribbean-American communities in the U.S. (A, CSU).

**5 AFRICAN PEOPLE IN THE NEW  
WORLD (SEE ALSO HISTORY 5)****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course provides a survey of the historical contributions of African people in South America, Central America, the Caribbean and the United States from the 16th century to the present. (A, CSU-GE, UC, I)

**15 INTRODUCTION TO ASIAN  
AMERICAN STUDIES****3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

The introductory course explores the pan-Asian American communities. The course employs a comparative and interdisciplinary approach to major themes and issues related to the Asian American communities in the United States, including race, racism, orientalism, imperialism, colonialism, model minority myth, militarism, migration, transnationalism, citizenship, identity, class, gender, sexuality, family, labor, neoliberalism, expression, and resistance. Additionally, the course offers a critical examination of contemporary Asian American history and cultures connected to Asian diasporas such as East Asian, South Asian, Southeast Asian, and Pacific Islander communities in the U.S. (A, CSU).

**17 PSYCHOLOGY OF PREJUDICE  
(SEE ALSO PSYCHOLOGY 17)****3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

This course will provide an overview of the theories and research on causes and effects of prejudice and discrimination by taking a comparative approach to critical events, histories, lived-experiences and focusing on race and racism, racialization, ethnicity, equity, ethnocentrism, eurocentrism, white supremacy, self-determination, liberation, decolonization, sovereignty, imperialism, settler colonialism, and their intersections related to class, gender, sexuality, religion, spirituality, national origin, immigration status, ability, tribal citizenship, sovereignty, language, and/or age within the following groups of people: Native Americans, African Americans, Asian Americans and Latina and Latino Americans. Additionally, an examination of the various ethnic groups and personal experiences with prejudice/discrimination, anti-racism resistance, racial and social justice, solidarity, liberation, and various approaches to reducing prejudice and discrimination by promoting intergroup communication and equality will be covered. This course will also include civic learning and / or a community engagement component.

## 32 HISTORY OF THE MEXICAN AMERICAN PEOPLE (SEE ALSO HISTORY 32)

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course traces the history of the Mexican American people from the pre-Columbian era to the present. Topics covered include the indigenous origins of Mexican society, the Spanish colonial period, the Spanish and Mexican roots of the contemporary American Southwest, and the role played by Mexican Americans in the social, economic, political, and cultural development of the United States from the Mexican War (1846-1848) to the present. (A, CSU-GE, UC, I)

## FILM (FILM)

### 1 INTRODUCTION TO FILM STUDIES

**3 units, 3 lecture hours**

A course demonstrating the uses of photography, editing, and sound in the telling of film stories; it will explore film and social issues, filmic meaning, and the main issues of film theory and criticism. (A, CSU-GE, UC, I)

### 2A HISTORY OF CINEMA: 1895-1960

**3 units, 3 lecture hours**

This course provides a survey of significant moments in the creation, delivery, reception, and influence of cinema from the 1890's to 1960. Instruction will include the origins of film technology and its increasing usefulness for narrative, historical documentary, and political argument or indoctrination, and aesthetics. Analysis will include the discovery of how technology, society, public taste, history and social concerns shaped the medium. (A, CSU-GE, UC, I)

### 2B HISTORY OF CINEMA: 1960 TO PRESENT

**3 units, 3 lecture hours**

This course is a survey of significant films and advances in the creation, reception and influence of cinema from 1960 to the present. Instruction will include the international reach and commercial success of the film industry, the hegemony of Western film, the maintenance and the re-tooling of Hollywood as a labor force from the Classical period to the present. Also, this course charts the filmic conventions and advancements of narrative and documentary film, and how film is used as a political argument or as indoctrination. Analyses will include varying film criticisms from feminist to Marxist to reception theory, among others. (A, CSU-GE, UC, I)

## FOODS AND NUTRITION (FN)

### 35 NUTRITION AND HEALTH

**3 units, 3 lecture hours, pass/no pass**

Relationship of diet to physical and emotional health: nutrients, diet patterns throughout the life cycle. Optimal nutrition to reduce the risks of cancer, heart disease, allergies, and other diseases. Social, psychological, and cultural dictates which affect food selection and health. Personal strategies to develop a nutrition plan for better health. Designed for students with an interest in Food Services. Not open to students with credit in Foods and Nutrition 40, Nutrition. (A, CSU-GE, UC)

### 40 NUTRITION

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: Eligibility for Mathematics 201.

Nutrients and their ingestion, digestion, absorption, transport, metabolism, interaction, storage, and excretion. The relationship of diet to physical and emotional health, diet patterns through the life cycle, consumer concerns, and recent developments. (A, CSU, UC)

## FOOD SERVICE MANAGEMENT (FSM)

### 11 FOOD SERVICE SUPERVISION

**2 units, 2 lecture hours**

This course will focus on current methods of supervision and leadership which are applicable to the food service industry. This course will also include examining methods and techniques of recruitment, selection, training and evaluation of personnel as well as record maintenance, enforcement of safety and sanitary standards, and supervision of food service employees. (A, CSU).

### 15 FOOD PRODUCTION MANAGEMENT

**2 units, 2 lecture hours**

This course will examine several aspects of service, specifically, effective management of time, staff, and equipment. These elements will then be applied to strategies to maintain consistency in quantity food preparation; supervisor responsibilities, standards and criteria, menu planning and systems of production. (A, CSU).

### 35 FOOD SERVICES, SANITATION, SAFETY AND EQUIPMENT

**2 units, 2 lecture hours**

This course will focus on food service employees' role in preventing foodborne illness in a commercial environment. This course will also outline Supervisor's responsibilities in maintaining standards of health and safety as well as analyze selection and use of food service equipment for optimum safety and sanitation, and to meet federal, state and local regulations. This class also offers the ServSafe Manager Certification Exam given for National Restaurant Association ServSafe certification. (A, CSU).

### 144 PRESENTING SERVICE FOR FOOD SERVICE PROFESSIONALS

**2 units, 2 lecture hours**

The course focuses on techniques, attitudes, education and demeanor required for a successful career in food service operations. This course will focus on service styles, organizational strategies during service, and how to effectively communicate with customers and coworkers. (A)

## GEOGRAPHY (GEOG)

### 5 PHYSICAL GEOGRAPHY: ENVIRONMENTAL CONDITIONS

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH, and Mathematics 103 or the equivalent.

An examination of the Earth's physical geography and its human environmental relationships. A systematic approach to the study of earth-sun relations, weather, climate, natural vegetation, and global climate change. (A, CSU-GE, UC, I)

### 6 WORLD REGIONAL GEOGRAPHY

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course examines all major regions of the world: a study of the physical settings, population patterns, natural resources, and economic and political status of the world's realms. The course is not open to students with credit in both Geography 40A and Geography 40B. (A, CSU, UC, I) (C-ID GEOG 125)

### 9 PHYSICAL GEOGRAPHY: LAND FORMATION

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH, and Mathematics 103 or the equivalent.

Description and interpretation of the physical features of the earth. Emphasis on the study of map reading and land formation processes such as volcanoes, earthquakes, and glaciers. (A, CSU-GE, UC, I)

### 10 INTRODUCTION TO GIS

**3 units, 2.5 lecture hours, 2 lab hours, pass/no pass**

ADVISORIES: English 1A or 1AH and Mathematics 103 or the equivalent.

Introduction to the fundamental concepts of Geographic Information Systems (GIS), including familiarization with computers, data input, raster GIS, vector GIS, querying, methods of spatial analysis, and applications of GIS. (A, CSU, UC)

## GEOLOGY (GEOL)

### 1 PHYSICAL GEOLOGY

**4 units, 3 lecture hours, 3 lab hours, pass/no pass**

ADVISORIES: English 1A or 1AH and Mathematics 3A.

This course is an introduction to the forces and processes shaping the surface of the earth. These include plate tectonics, igneous intrusion, volcanism, formation of sediment and sedimentary rock, metamorphism, earthquakes, and the formation of mountain belts. Other topics covered include faulting and folding of rock, time and its implications, formation of geologic resources (metals and petroleum), ocean basins and coasts, surface water/flooding and groundwater. Laboratory exercises will include rock and mineral identification, and interpretation of topographical and geological maps. Field trips to classic geological locations may be offered to emphasize class material. (A, CSU-GE, UC, I) (C-ID GEOL 101)

**2 HISTORICAL GEOLOGY****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: Geology 9, Mathematics 201 and eligibility for English 1A.

This course describes the origin and geologic history of the earth and the development of plant and animal life as shown through fossils and rock strata. The course includes the study of geologic dating, plate tectonics, the sedimentary record, and the fossil record with indepth study of early life, dinosaurs, and human beings. Field trips may be included as part of the course (A, CSU-GE, UC, I)

**9 INTRODUCTION TO EARTH SCIENCE****4 units, 3 lecture hours, 2 lab hours**

ADVISORIES: Eligibility for English 1A and Mathematics 201.

This course is an introduction to the earth sciences with an emphasis on basic topics and principles in geology. The major concepts of oceanography, hydrology, meteorology, and astronomy are also examined in detail. This course may be used for the transfer degree in Liberal Studies. (A, CSU-GE, UC, I) (C-ID GEOL 121)

**10 ROCKS, FOSSILS, AND MINERALS****3 units, 3 lecture hours, pass/no pass**

Identification, origin, and use of common and important rocks, minerals and fossils, including an introduction to crystallography. (A, CSU-GE, UC, I)

**HEALTH SCIENCE (HLTH)****1 CONTEMPORARY HEALTH ISSUES****3 units, 3 lecture hours, pass/no pass**

This course is designed to introduce the student to a comprehensive study of personal and community health. This course will also introduce the student to health issues at the local, state, and national levels. (A, CSU-GE, UC)

**2 FIRST AID AND SAFETY****3 units, 3 lecture hours, pass/no pass**

This course is designed to prepare citizen responders with the knowledge and skills necessary to respond to emergency and first-aid situations. First aid, CPR, and AED for adults, children and infants are included in this course. Students will be eligible to take American Red Cross certification exams upon successful completion of each respective content area. (A, CSU, UC) (C-ID KIN 101)

**HOSPITALITY MANAGEMENT (HSP)****20 HOSPITALITY COST CONTROL****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH

The course focuses on analyzing and managing food, beverage, labor and other costs within a hospitality operation. There is an emphasis on problem solving and applying cost control techniques to maximize profits while managing expenses. Topics covered include establishing standards, cost-volume-profit-analysis, forecasting, purchasing and storage controls, menu costing and pricing, theft prevention, and labor controls. (A, CSU)

**30 INTRODUCTION TO FOOD AND BEVERAGE MANAGEMENT****3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH

Techniques and procedures of management are explored and developed as they relate to commercial and institutional food and beverage facilities. Topics include functions of management, marketing, menu development, effective cost controls in purchasing, labor and service techniques. (A, CSU)

**HISTORY (HIST)****1 WESTERN CIVILIZATION TO 1648****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course provides a survey of the political, social, economic, cultural and intellectual developments of European civilization from its prehistoric antecedents in the Middle East to the rise of modern European nations in the seventeenth century. (A, CSU-GE, UC, I) (C-ID HIST 170)

**2 WESTERN CIVILIZATION FROM 1648****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: Eligibility for English 1A or 1AH.

This course provides a survey of the political, social, economic, cultural and intellectual developments of European civilization and its impact on non-western societies from the seventeenth century to the present era. (A, CSU-GE, UC, I) (C-ID HIST 180)

**5 AFRICAN PEOPLE IN THE  
NEW WORLD  
(SEE ALSO ETHNIC STUDIES 5)**

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course provides a survey of the historical contributions of African people in South America, Central America, the Caribbean and the United States from the 16th century to the present. (A, CSU-GE, UC, I)

**11 HISTORY OF THE UNITED STATES  
TO 1877**

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course provides a survey of the political, social, economic, cultural and intellectual developments of the United States and American history from its pre-colonial origins to the era of Reconstruction and its impact on the peoples, ethnicities and gender groups involved. (A, CSU-GE, UC, I) (C-ID HIST 130)(C-ID HIST 140: HIST 11 & HIST 12) (C-ID HIST 140: HIST 11 & HIST 12H)

**12 HISTORY OF THE UNITED STATES  
SINCE 1865**

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course provides a survey of the political, social, economic, cultural and intellectual developments of the United States and American history from its post-Civil War origins to the present era and its impact on the peoples, ethnicities, and gender groups involved. (A, CSU-GE, UC, I) (C-ID HIST 140)

**12H HONORS HISTORY OF THE UNITED  
STATES SINCE 1865**

**3 units, 3 lecture hours**

PREREQUISITE: Enrollment in Honors Program  
ADVISORIES: English 1A or 1AH.

This course introduces students to United States historiography and evolving schools of historical interpretation and provides a survey of the political, social, economic, cultural and intellectual developments of the United States and American history from its post-Civil War origins to the present era and its impact on the peoples, ethnicities and gender groups involved. (A, CSU-GE, UC, I) (C-ID HIST 140)

**20 WORLD HISTORY I, TO 1600**

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: Education 10 recommended for K-8 teachers, English 1A or 1AH.

This course examines economic, political, and social developments in World Civilization from the emergence of human communities to around 1600. (A, CSU-GE, UC, I) (C-ID HIST 150)

**22 HISTORY OF AMERICAN WOMEN**

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course examines the social, political, and economic actions and reactions of American women over the course of American history, giving consideration to racial, ethnic, religious, geographic, and class differences. (A, CSU-GE, UC, I)

**32 HISTORY OF THE MEXICAN AMERICAN  
PEOPLE (SEE ETHNIC STUDIES 32)**

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course traces the history of the Mexican American people from the pre-Columbia era to the present. Topics covered include the indigenous origins of Mexican society, the Spanish colonial period, the Spanish and Mexican roots of the contemporary American Southwest, and the role played by Mexican Americans in the social, economic, political, and cultural development of the United States from the Mexican War (1846-1848) to the present. (A, CSU-GE, UC, I)

## HONORS (HONORS)

**1 HONORS COLLOQUIUM**

**1 unit, 1 lecture hour**

ADVISORIES: English 1A or 1AH.

This is an introductory research skills course designed to create a culminating student project proposals based on areas of interest for submission for symposia. (A, CSU)

**3A HONORS FORUM-APPLIED SCIENCES**

**2 units, 2 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This class is an interdisciplinary investigation of a contemporary issue through the perspective of a computational discipline (e.g., mathematics, statistics, accounting, etc.). Enrolled students will be required to present their research as the culminating portion of the course. (A, CSU, UC)

**3B HONORS FORUM-HUMANITIES****2 units, 2 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This class is an interdisciplinary investigation of a contemporary issue through the perspective of those disciplines considered part of the Humanities. Enrolled students will be required to present their research as the culminating portion of this course. (A, CSU, UC)

**3C HONORS FORUM-NATURAL AND BIOLOGICAL SCIENCES****2 units, 2 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This is an interdisciplinary investigation of a contemporary issue through the perspective of those disciplines considered part of the natural and biological sciences. Enrolled students will be required to present their research as the culminating portion of the course. (A, CSU, UC)

**3D HONORS FORUM-SOCIAL SCIENCES****2 units, 2 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This is an interdisciplinary investigation of a contemporary issue through the perspective of those disciplines considered part of the Social Sciences. Enrolled students will be required to present their research as the culminating portion of the course. (A, CSU, UC)

**4 INTERNATIONAL CULTURAL EXPLORATION****2 units, 1 lecture hour, 2.5 activity hours, pass/no pass only**

This course provides a framework for students to visit, examine, and analyze a country outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country. Upon completion, students should be able to identify similarities and differences, analyze causes and effects, and clearly articulate the impact of one or more cultural elements. International travel will be required for this course, and the course will culminate in a presentation of the students' research projects. (A, CSU)

**HUMAN SERVICES (HS)****9 SOCIAL WORK AND HUMAN SERVICES SEMINAR****1 unit, 1 lecture hour**

PREREQUISITES: Human Services 20, 24.

COREQUISITES: Human Services 19F

This course provides the student who is participating in their supervised field experience directly related to Social Work and Human Services with a weekly class meeting that provides the academic element to the experiential course offering. The goal for this course is to provide the student with an opportunity to develop skills that would facilitate gaining employment in the field by learning interpersonal, problem solving, and communication skills; office dynamics and adapting to change; group interaction; and collaborative learning activities.

**19F SOCIAL WORK AND HUMAN SERVICES FIELDWORK****2 units, 60 hours unpaid/75 hours paid**

PREREQUISITES: Human Services 20, 24.

COREQUISITES: Human Services 9

This course is the supervised field experience portion of human services. Students will be working in the field allowing the student to apply knowledge and learn new skills outside of the classroom environment. This course is designed to provide the student with an opportunity to serve, practice, and develop skills that would facilitate gaining employment in the human services field.

**19V OCCUPATIONAL WORK EXPERIENCE, HUMAN SERVICES****1-8 units, Work Experience units awarded****as follows: 75 hours/unit paid employment****or 60 hours/unit volunteer employment**

PREREQUISITES: Human Services 20.

This course allows students to have a supervised field experience directly related to the field of Human Services. The goals for this course includes learning interpersonal, problem solving, and communication skills; office dynamics and adapting to change. Group interaction. Collaborative learning activities specific to human services. Learning objectives established specific to human services. Students may earn a total of 16 units in work experience of which only 6 may be in COTR 19G. Note: Repetition of Cooperative Work Experience courses is allowable under Title 5, §55253. SPECIAL NOTE: Students who are taking this course to meet C-ID requirements and complete the Social Work and Human Services AA-T must complete at least 3 units of this course. (A, CSU)

## 20 INTRODUCTION TO SOCIAL WELFARE

**3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

This course is an introductory overview of social welfare and the societal institutions in the U.S. that structure the provision of social services. The course presents a historical perspective on the development of U.S. social work and human services. Special attention is given to current service delivery systems, their policies and procedures, and the tasks of culturally responsive social workers and human service workers within those settings. (A, CSU-GE, UC, I)

## 24 FUNDAMENTALS OF INTERVIEWING AND COUNSELING

**3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

This course serves as an introduction to principles and theories of interviewing and counseling for professionals going into the field of Counseling, Psychology and Social Work. This course focuses on specific micro and macro skills within a human service setting. Analysis of the dynamics between counselor and clients will be examined. Additionally, the Code of Ethics and principles of the human service profession will be addressed as it relates interviewing and counseling. (A, CSU)

## 30 GROUP AND COMMUNITY SOCIAL SERVICES

**3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

This course introduces students to the methods of social work intervention from an individual, group, and community orientation. The focus is on problem analysis and available services. (A, CSU)

## INDUSTRIAL TECHNOLOGY (IT)

### 10 MAINTENANCE OPERATIONS

**3 units, 1.5 lecture hours, 5.5 lab hours,**

**pass/no pass**

ADVISORIES: Mathematics 45 and English 1A or 1AH.

This course covers interpreting machine operation and maintenance documentation; performing machine predictive preventative and maintenance procedures; reading and interpreting technical drawings; safely moving and storing materials and equipment; properly using hand tools for equipment maintenance and inspection; and practicing troubleshooting techniques. Upon successful completion, students will receive an OSHA 10-hour course completion card at the end of the training. (A, CSU)

### 11 BASIC MECHANICAL SYSTEMS

**3 units, 1 lecture hour, 6 lab hours, pass/no pass**

ADVISORIES: Mathematics 45 and English 1A or 1AH.

This course prepares students with the skills and knowledge to successfully adhere to mechanical power transmission safety rules, install, align, lubricate, and apply troubleshooting techniques to mechanical power transmission through chains, belts, bearings and gear trains. The use of dimensional measuring tools will be applied to real life applications. (A, CSU)

### 20 BASIC HYDRAULIC SYSTEMS

**2 units, 1 lecture, 4 lab hours, pass/no pass**

ADVISORIES: Mathematics 45 and English 1A or 1AH.

This course teaches principles of hydraulic systems including fluid power schematics, flow and pressure characteristics, filter and lubrication selection, hydraulic system components and troubleshooting. Adherence to fluid power safety regulations will be emphasized. (A, CSU)

### 21 BASIC PNEUMATIC SYSTEMS

**2 units, 1 lecture hour, 3 lab hours, pass/no pass**

ADVISORIES: Mathematics 45 and English 1A or 1AH.

This course covers how work, force, and energy are applied to principles of pneumatics, through the use of air compressors, air treatment, valves, logic devices, cylinders, and air motors. Adherence to fluid power safety regulations are emphasized. (A, CSU)



**22 FLUID POWER SYSTEMS****4 units, 2 lecture hours, 6 lab hours, pass/no pass**

ADVISORIES: Mathematics 45 and English 1A or 1AH.

This course introduces the basic principles of hydraulics and pneumatics and applies these principles to build, maintain and troubleshoot industrial hydraulic and pneumatics circuits. Theory, generation, storage, transmission, and usage of fluid power energy, pressure, and flow will be discussed. The course also introduces schematics and circuits along with identification and operation of basic fluid power components. Basic ladder logic will be presented to automate, control, and modify electrically controlled systems with solenoid-operated directional control valves. Adherence to fluid power safety regulations will be emphasized. (A, CSU)

**30 ELECTRICAL SYSTEMS****4 units, 2 lecture hours, 6.5 lab hours, pass/no pass**

ADVISORIES: Mathematics 45 and English 1A or 1AH.

This course introduces the theory of electricity and the relationship of voltage, current, resistance, and power in electrical circuits; develops an understanding of AC and DC fundamentals; and applies formulas to analyze the operation of AC and DC circuits. This course also addresses the common symbols used in motor control circuits; the fundamentals of electrical schematics and wiring diagrams; the principles of relays, motor starters, switches, pilot devices, sensing devices, and indicator lights; and introduces the different types and operations of basic motor control circuits (A, CSU)

**31 ELECTRONIC CONTROL SYSTEMS****4 units, 2 lecture hours, 6 lab hours, pass/no pass**

ADVISORIES: Mathematics 45 and English 1A or 1AH.

This course covers the design, analysis, operation, and troubleshooting of industrial electronic control systems, including programmable logic controllers and AC variable frequency drives. This includes connecting, testing and troubleshooting various electronic systems devices, such as solid-state relays, analog sensors, and DC power supplies. (A, CSU)

**32 PROCESS CONTROL SYSTEMS****3 units, 1 lecture hour, 6 lab hours, pass/no pass**

ADVISORIES: Mathematics 45 and English 1A or 1AH.

This course investigates the electronic techniques that are used for measurement and control in process control systems. Single-loop process control systems including transmitters, piping and instrumentation diagrams, signal conditioning, analog controllers, pneumatic proportional valves and I/P (current-to-pressure) transmitters will be considered. The overall objective is to prepare students to install, adjust and maintain electronic and related parts of industrial systems. (A, CSU)

**60 MAINTENANCE WELDING****3 units, 1 lecture hour, 6 lab hours, pass/no pass**

ADVISORIES: Mathematics 45 and English 1A or 1AH.

Students will learn how to utilize their welding skills to repair and build projects as required by factory maintenance personnel. This course incorporates SMAW, GMAW and OAW as the welding processes, and the cutting processes of PAC and OAC. Fundamental machining and fabrication techniques will be presented, as well as adherence to industry safety regulations. (A, CSU)

**61 MAINTENANCE PIPING****2 units, 1 lecture hour, 3 lab hours, pass/no pass**

ADVISORIES: Mathematics 45 and English 1A or 1AH.

This course prepares an individual with the skills and knowledge to successfully adhere to piping system safety rules; interpret basic piping schematics; identify and select proper materials for installation and replacement; prepare material for installation or repair of piping systems; and proper assembly and disassembly of piping systems. (A, CSU)

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**INFORMATION SYSTEMS (IS)**

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**15 COMPUTER CONCEPTS****3 units, 3 lecture hours, 1 lab hour, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course provides an introduction to computer and information systems concepts and terminology, an overview of hardware, and software (systems and applications including word processing, spreadsheet, database, presentation and programming), the history of the microcomputer, privacy and legal issues, telecommunications (email and Internet), ebusiness, types of information systems and their roles in business, and the systems development life cycle. (A, CSU, UC) (C-ID ITIS 120)



**16 WORD PROCESSING****1.5 units, 1.5 lecture hours, 0.5 lab hours**

ADVISORIES: English 132.

This course provides an introduction to word processing for the business manager. This course will include creating, editing, formatting, saving and printing documents. A number of advanced topics will be introduced. This course includes a survey of current word processing applications. The student is expected to complete assignments in the computer laboratory outside of class. (A, CSU)

**18 SPREADSHEET FUNDAMENTALS****1.5 units, 1.5 lecture hours, 0.5 lab hours**

ADVISORIES: Mathematics 201.

This course provides an introduction to spreadsheet fundamentals for the business manager. This course will cover creating and formatting worksheets, using formulas and functions, and creating graphs using a spreadsheet. The student is expected to complete assignments in the computer laboratory outside of class. (A, CSU)

**19V COOPERATIVE WORK EXPERIENCE, INFORMATION SYSTEMS****1-8 units, 75 hours/unit paid employment or 60 hours/unit volunteer employment**

Supervised employment, directly related to student's major in information systems. Students earn units using the following formula: 75 hours of paid work or 60 hours of volunteer work = 1 unit. Students may earn a total of 6 units in work experience per semester. Note: Repetition of Cooperative Work Experience courses is allowable under Title 5, §55253. (A, CSU)

**26A DATABASE CONCEPTS AND DESIGN****3 units, 3 lecture hours, 1 lab hour**

PREREQUISITES: Information Systems 15 or equivalent. ADVISORIES: Mathematics 201.

This course provides an introduction of database concepts and fundamentals for the business manager. The course covers the concepts of the relational database, creating and editing database tables, using relational and logical operators, creating queries with QBE and SQL, creating and printing reports, and sorting and indexing database files using a current database application. (A, CSU)

**26B ADVANCED DATABASE CONCEPTS AND DESIGN****1.5 units, 1.5 lecture hours, 0.5 lab hour**

PREREQUISITES: Information Systems 26A.

ADVISORIES: Information Systems 31; eligibility for English 1A and Mathematics 201.

Intermediate topics to relational-database concepts and fundamentals for business application: database administration and security, advanced structured-query language (SQL), events programming, and complex reports. (A, CSU)

**31 INTRODUCTION TO PROGRAMMING****3 units, 3 lecture hours, 1 lab hour, pass/no pass**

PREREQUISITES: Information Systems 15.

ADVISORIES: Mathematics 201.

This course provides an introduction to programming using professionally recognized principles that provide a foundation for good programming techniques. This course is designed to prepare students who are interested in pursuing programming as an option for the Information Systems degree and who have no previous programming experience. (A, CSU, UC) (C-ID ITIS 130)

**33 BEGINNING JAVA PROGRAMMING****3 units, 3 lecture hours, 1 lab hour, pass/no pass**

PREREQUISITES: Information Systems 15.

ADVISORIES: Mathematics 201.

This course introduces the development of creating applications using the Java Programming Language. There will be a focus on object oriented programming, control structures, methods, arrays, strings, inheritance, and graphics. Emphasis will be placed on developing applications for business. (A, CSU, UC)

**40A WEB DEVELOPMENT WITH HTML****3 units, 3 lecture hours, 1 lab hour, pass/no pass**

PREREQUISITES: Information Systems 15.

ADVISORIES: Mathematics 201.

Introductory to Web Development course using web authoring software and HTML. Emphasis is on production, design and usability. Students will apply skills and concepts to plan, develop and upload a small website. (A, CSU)

**40B ADVANCED WEB DEVELOPMENT****4 units, 3.5 lecture hours, 1.5 lab hours,  
pass/no pass****PREREQUISITES:** Information Systems 15 and 40A.**ADVISORIES:** English 1A or 1AH.

This course provides a hands-on exploration in cutting edge HTML and CSS techniques needed to enhance websites. The course will review the current web and CSS frameworks along with content management systems and code libraries. There will be an emphasis in creating HTML forms, processing of web form data, and web application development as a whole. (A, CSU)

**47 VISUAL BASIC****3 units, 3 lecture hours, 1 lab hour, pass/no pass****PREREQUISITES:** Information Systems 15.**ADVISORIES:** Mathematics 201.

This course provides an introduction to programming in Visual Basic. Students will develop computer programs using Visual Basic programming language in Windows-based computers. The course emphasizes planning, designing, writing, testing, debugging, and documenting Visual Basic programs. (A, CSU, UC)

**50A INTRODUCTION TO  
GAME PROGRAMMING****3 units, 3 lecture hours, 1 lab hour****PREREQUISITE:** Information Systems 15.**ADVISORIES:** Eligibility for English 1A and Mathematics 201.

This course is designed to introduce students to basic game programming utilizing Adobe Flash application. Students will plan, design, implement and maintain simple games for stand-alone computer systems or on the Internet. (A, CSU, UC)

**60 OPERATING SYSTEMS****3 units, 3 lecture hours, 1 lab hour****ADVISORIES:** English 132 and Mathematics 201.

This course provides an overview of a broad range of operating system concepts, including installation and maintenance. Emphasis is on operating system concepts, hands-on projects, management, and maintenance. Students will learn and practice configuration techniques using operating system utilities. Students will also compare and contrast the differences between each operating system including files systems, file organization, file management, as well as essential computer securities and configuration. (A, CSU)

**61 COMPUTER BUILDING AND  
CONFIGURATION****1 unit, 1 lecture hour, 1 lab hour****ADVISORIES:** English 132 and Mathematics 201.

This course covers the proper procedures for building a personal computer. Students will learn how to select, assemble, and install the necessary components to build a personal computer. The course will include a lecture and hands-on activities such as: installing operating systems and application software, and using appropriate diagnostic software to solve hardware or software problems. (A, CSU)

**62 COMPUTER TROUBLESHOOTING  
AND MAINTENANCE****2.5 units, 2 lecture hours, 2 lab hours****ADVISORIES:** English 132 and Mathematics 201.

This course provides an introduction to troubleshooting and maintenance techniques for personal and laptop computers. The course provides Information Systems student with applicable hands-on activities such as adding and installing RAM, replacing motherboards, and replacing power supplies, as well as using specialized test equipment to assist in troubleshooting. (A, CSU)

**63 COMPUTER NETWORKING I****3 units, 2 lecture hours, 3 lab hours****PREREQUISITE:** Information Systems 15.**ADVISORIES:** English 132 and Mathematics 201.

This course provides an introduction to computer networking by providing hands on networking learning tasks such as: making and testing network cabling; troubleshooting networking hardware; as well as working with common network protocols. In this course, students will learn network topology, network types (wired and wireless), and basic principles of network security as well as network hardware and software installation and configuration. This course will prepare students to be competitive candidates in obtaining their CompTIA Network+ Certification. (A, CSU)

**64 COMPUTER NETWORKING II****3 units, 2.5 lecture hours, 2 lab hours****PREREQUISITE:** Information Systems 63.**ADVISORIES:** English 132 and Mathematics 201.

This course covers advanced concepts in networking software and hardware. Installation of WAN hardware components and software will be examined. Installation of communications/internet software, proxy servers, transaction servers, domain name servers, and mail servers will be examined in a virtual environment. Design and implementation techniques for large organizations are also covered. (A, CSU)

**70 INTRODUCTION TO CYBER SECURITY**  
**3 units, 2 lecture hours, 3 lab hours**

**PREREQUISITES:** Information Systems 15.

**ADVISORIES:** English 132, Information Systems 63, and Mathematics 201.

This course introduces the fundamental principles, topics, and skills required to pursue a career in IT Cyber Security, and IT Security and Risk Management, at an enterprise organizational level. It addresses hardware, software, processes, communications, applications, policies, and procedures with respect to organizational Cybersecurity and Risk Management best practices, and preparation for the CompTIA Security+ certification exams. (A, CSU)

**71 CYBER SECURITY: ETHICAL HACKING**  
**3 units, 2 lecture hours, 3 lab hours**

**PREREQUISITES:** Information Systems 15 and 63.

**ADVISORIES:** English 132 and Mathematics 201.

This course introduces the network security specialist to the various methodologies for attacking a computer network. Students will be introduced to the concepts, principles, and techniques, supplemented by hands-on exercises, for attacking and disabling a network within the context of learning how to properly secure a network against such attacks. The course will emphasize network attack methodologies with the emphasis on the use of specialized tools and techniques to develop appropriate defenses and countermeasures. Students will receive course content information through a variety of methods. Lecture and demonstration of hacking tools will be used in addition to a hands on penetration testing into networks in a virtual environment. (A, CSU)

**80 COMPUTER TECHNICIAN A+ TRAINING**  
**12 units, 8 lecture hours, 8 lab hours**

This course covers conceptual and practical areas from the national CompTIA A+ certification examination. The areas covered are hardware and software control and configuration, hardware and software repair, problem solving, maintenance, networking issues, operating systems and security protocol, policies and practices. (A, CSU)

**81 COMPUTER NETWORK + AND SECURITY + TRAINING**

**12 units, 8 lecture hours, 8 lab hours**

**PREREQUISITES:** Information Systems 80.

This course introduces the fundamental building blocks that form a modern network such as protocols, topologies, hardware, network architectures and network operating systems. The course will also cover the most important concepts in contemporary networking and security which include TCP/IP, Ethernet, wireless transmission, network administration, intrusion detection systems, support and troubleshooting WANs (Wide Area Networks). Students will develop the skills to implement a secure network topology using the proper hardware and software for their environment. Students will build a network from scratch and maintain, upgrade, and troubleshoot an existing network. Finally, students will be prepared to take the CompTIA (The Computing Technology Industry Association) Network + and Security + certification exams. (A, CSU)

## INTERDISCIPLINARY STUDIES (INTDS)

**100 STEM PROJECTS**

**2 units, 1 lecture hour, 3 lab hours, pass/no pass**

**ADVISORIES:** Eligibility for Mathematics 201.

This is a course in preparing and leading STEM (Science, Technology, Engineering, and Math) outreach projects. Students will learn the principles behind outreach activities that are used with K-12 students to educate and excite them about STEM subjects and opportunities. Students will also lead these activities and work together to design new activities. (A)

**101 STEM CAREERS**

**2 units, 1 lecture hour, 3 lab hours, pass/no pass**

**ADVISORIES:** Eligibility for Mathematics 201.

This is a course on career opportunities in STEM (Science, Technology, Engineering, and Math). Students will learn about career options and prepare presentations to be used with K-12 students to educate them about STEM careers. (A)

**102 STEM EDUCATION**

**2 units, 1 lecture hour, 3 lab hours, pass/no pass**

**ADVISORIES:** Eligibility for Mathematics 201.

This is a course on educational pathways in STEM (Science, Technology, Engineering, and Math). Students will learn about educational requirements for STEM fields and academic majors available at Reedley College and transfer universities. Students will prepare STEM presentations to inspire other students to pursue degrees in STEM fields. (A)

**103 TECHNOLOGICAL ADVANCES IN STEM**  
**2 units, 1 lecture hour, 3 lab hours, pass/no pass**  
 ADVISORIES: Eligibility for Mathematics 201.

This is a course on technological developments in STEM (Science, Technology, Engineering, and Math). Students will learn about new developments in STEM-related fields, such as renewable energy, medicine, transportation, communication, and basic science. Students will prepare presentations and activities on these developments for K-12 and college students. (A)

## JOURNALISM (JOURN)

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**1 INTRODUCTION TO MASS COMMUNICATIONS**  
**3 units, 3 lecture hours, pass/no pass**  
 ADVISORIES: English 1A or 1AH.

This course will take a critical and historical study of American mass media structure and trends. After reviewing communication theory and journalistic ethics students will explore course surveys, books, newspapers, magazines, television, radio, film, press services, the internet and the systems of advertising and public relations. Discussions will include economics, technology, global media, media literacy and social issues. (A, CSU-GE, UC, I) (C-ID JOUR 100)

**3 NEWS WRITING**  
**3 units, 2 lecture hours, 3 lab hours, pass/no pass**  
 ADVISORIES: English 1A or 1AH.

This course will explore news information gathering and writing for print media across multiple platforms. Students will learn the basics of news writing, methods and practices, interviewing, and feature writing with an emphasis on writing against weekly deadlines. The course will address ethical, policy and legal questions confronting reporters, editors and publishers. (A, CSU)

## KINESIOLOGY (KINES)

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**20 ATHLETIC TRAINING**  
**3.5 units, 3 lecture hours, 2 lab hours, pass/no pass**  
 ADVISORIES: English 1A or 1AH.

This is a course designed to instruct students in the prevention and evaluation of athletic injuries. Emergency first aid, treatment and taping of injuries constitute the majority of the lab component. (A, CSU)

**22 INTRODUCTION TO KINESIOLOGY**  
**3 units, 3 lecture hours, pass/no pass**  
 This course is an introduction to kinesiology and the study of human movement. Students will be introduced to the historical background, philosophy, objectives, and content of the modern physical education and kinesiology. The course will also include an overview of career opportunities in the areas of teaching, coaching, allied health, and fitness professions. (A, CSU, UC)

**24 SPORTS OFFICIATING**  
**2 units, 2 lecture hours, pass/no pass**  
 In this class, students will understand and interpret the rules and mechanics of officiating one or more of the following sports: baseball, basketball, football, flag football, soccer, softball, track, and volleyball. (A, CSU)

**26 SPORT PSYCHOLOGY**  
**3 units, 3 lecture hours**  
 ADVISORIES: English 1A or 1AH.  
 In this course students will study the psychological foundations and principles related to sport and exercise. Students will also learn about the concepts of mental training and team building and how these are applied in sport.

**28 FOUNDATIONS OF COACHING**  
**3 units, 3 lecture hours, pass/no pass**  
 ADVISORIES: English 1A or 1AH.  
 This is an introduction to the profession of Athletics Coaching. Theories and practices that provide the foundation to coaching at any level in sport will be explored; these will include coaching philosophies, communication skills, motivational techniques, team-building exercises, principles of training, and program management. (A, CSU)

**35 SPORT AND SOCIETY**  
**3 units, 3 lecture hours**  
 ADVISORIES: English 1A or 1AH  
 Sports and athletes often have been agents of social change, many times, challenging the norms and assumptions concerning race, ethnicity, social class, and gender. This course studies sport and society, highlighting how their interplay can provide social mobility and integration, yet produce stereotypes and foundations of inequality.

## LEARNING ASSISTANCE (LA)

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### 1 TUTOR TRAINING

**1 unit, 1 lecture hour, pass/no pass**

This course is an introduction for students working as tutors to learn effective tutoring techniques and methods, communication skills, and college study skills. Instruction is also provided in basic learning theory and collaborative learning. The course includes supervised tutoring experience. (A, CSU)

## LIBRARY SKILLS (LIBSKL)

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### 1 INFORMATION COMPETENCY/ RESEARCH SKILLS

**1 unit, 1 lecture hour**

This course is an introduction to research skills and strategies for college students to successfully locate, access, evaluate, and use information in various formats. Students will learn how to use print, database and Internet resources, cite sources, create bibliographies, and understand plagiarism. (A, CSU, UC)

### 2 INFORMATION AND COMPUTER LITERACY

**3 units, 3 lecture hours**

In-depth research skills for college students, including the concept of information, its organization, location, evaluation, and use. Also addressed in the class are general computer/technology concepts, email, and navigating the World Wide Web. (A, CSU)

## LICENSED VOCATIONAL NURSING (LVN)

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### 100 FOUNDATIONS OF NURSING

**11 units, 5 lecture hours, 18 lab hours**

PREREQUISITES: Biology 20 and 22, or equivalent; and Foods and Nutrition 35 or 40; and Office Technology 10. COREQUISITES: Licensed Vocational Nursing 140 and 120. ADVISORIES: English 1A.

This course covers the theory, principles and practice of fundamental nursing skills needed to care for adult patients. Health and its preservation are stressed. Interpersonal relationships, community resources, prevention and treatment of disease are studied. Clinical experience is integrated with classroom theory and is provided at affiliating hospitals under direct supervision of College Nurse instructors. This is the first semester of nursing theory and clinical of a three semester sequence. (A)

### 101 PRINCIPLES AND PRACTICE OF NURSING I

**14 units, 8 lecture hours, 18 lab hours**

PREREQUISITE: Licensed Vocational Nursing 100. COREQUISITES: Licensed Vocational Nursing 121.

This course emphasizes theoretical principles and clinical experience in meeting Maslow's basic human needs of nutrition, oxygenation, elimination and affiliation. Application of these basic principles and practices of medical-surgical nursing care in the maternity and pediatric settings. It also involves clinical experiences in meeting basic health needs of individuals of all ages with commonly occurring health problems. (A)

### 102 PRINCIPLES AND PRACTICE OF NURSING II

**14 units, 8 lecture hours, 18 lab hours**

PREREQUISITE: Licensed Vocational Nursing 101. COREQUISITES: Licensed Vocational Nursing 122.

This course emphasizes theoretical principles of Maslow's basic human needs of safety, hygiene, rest, activity, comfort and self-actualization as it relates to common and complex health problems occurring in individuals of all age groups. Pathophysiologic and psychosocial assessment and management of medical-surgical disorders are stressed. General pharmacological and nutritional considerations are included. Clinical experience is integrated. (A)

## 120 NURSING GUIDANCE I

**1 unit, 1 lecture hour**

COREQUISITE: Licensed Vocational Nursing 100 and 140.

This course examines socialization and interpersonal communications related to vocational nursing. Course topics include verbal and non-verbal communication, communication problems in the nurse-patient relationship, the hospital as a working and learning environment, self actualization relating to the elderly, and death and dying. (A)

## 121 NURSING GUIDANCE II

**1 unit, 1 lecture hour**

PREREQUISITE: Licensed Vocational Nursing 100 and 120. COREQUISITES: Licensed Vocational Nursing 101.

This course examines the nature of stress and its influence on coping and adapting. Related topics examined include crisis and crisis intervention, and psycho physiological and somatopsychic responses to stress and anxiety. (A)

## 122 NURSING GUIDANCE III

**1 unit, 1 lecture hour**

PREREQUISITE: Licensed Vocational Nursing 121. COREQUISITE: Licensed Vocational Nursing 102.

This course examines the current and evolving patterns of mental health care and the shifts from inpatient custodial care to community-based treatment for the mentally ill. This course also examines the health-illness continuum, psychopathology, neuroses and psychoses, clinical disorders and maladaptations of behavior, and psychopharmacological approaches to treatment. (A)

## 140 PHARMACOLOGY

**3 units, 3 lecture hours**

COREQUISITE: Licensed Vocational Nursing 100.

This is an introductory pharmacology course, which includes an introduction into the professional context of drug administration, study of metric, apothecary, and household systems of measurements. Nursing responsibility and patient safety is included. Completion of this course requires accurate interpretation of doctors' orders, reading medication bottles and calculation of drug dosages and the reason for their application. Common, local, and systemic drugs are studied. Uses, effects, and safe administration of medications are included. Nursing responsibility and client's safety are emphasized. (A)

## 200 MEDICATION CALCULATIONS

**1 unit, 1 lecture hour**

This course covers the theory, principles and practice of fundamental calculations of medication dosages, including review of mathematical concepts.

## 210 INTRAVENOUS THERAPY/BLOOD WITHDRAWAL

**1.5 units, 1.5 lecture hours, 0.5 lab hours**

LIMITATION ON ENROLLMENT: Licensed as a Vocational Nurse or Registered Nurse or Graduate of RN/LVN program.

This course is designed to prepare nurses to start and superimpose intravenous fluid and perform blood withdrawal as ordered by the physician. The course will cover psychological preparation of the patient, selection of equipment, aseptic technique, relevant anatomy and physiology, pharmacology of intravenous solutions, and administering blood components. Students will perform simulated and actual intravenous catheterizations and blood withdrawals.

## LINGUISTICS (LING)

### 10 INTRODUCTION TO LANGUAGE

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

Designed to develop critical thinking, reading, and writing skills beyond the level achieved in English 1A/1AH, English 2H will focus on the development of logical reasoning and analytical and argumentative writing skills based primarily on works of fiction and literary criticism. As an Honor's section, this class will employ enhanced teaching methods such as seminar approach and assignments calling for a higher level of critical thinking. Students enrolled in this honors section will develop an in-depth topic research regarding critical theories analyzing argument in literature and present on this research project. Students will write a minimum of 6,000 words. (A, CSU-GE, UC, I)

### 11 INTRODUCTION TO LANGUAGE FOR TEACHERS

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

The course introduces the nature, structure, use, history, and acquisition of human language. Common languages in the area will provide data for contrastive analysis. This course will prepare students for the Multiple Subject Credential Blended Program and a career in teaching language arts. (A, CSU, UC)

## MAINTENANCE MECHANIC (MM)

### 251 INTRODUCTION TO MANUFACTURING

**0.5 unit, 0.5 lecture hour, pass/no pass**

This course provides an introduction to careers in manufacturing. Topics include local job market, pay scales, and an introduction to basic mechanical skills required throughout the industrial areas. Safety and safe working environment will be stressed.

### 252A TRADE CALCULATIONS

**1 unit, 1 lecture hour, pass/no pass**

Industrial technology and trade-related math. The use of metric system of weights and measures, arithmetic application of integers and fractions, along with ruler and caliper readings commonly used in manufacturing trades.

### 252B PROGRAMMABLE CONTROLS

**0.5 unit, 0.25 lecture hours, 0.75 lab hours, pass/ no pass**

This class provides an introduction to the equipment and peripherals used to interface with industrial controlling devices.

### 252C JOB PREP

**0.5 unit, 0.25 lecture hours, 0.75 lab hours, pass/ no pass**

Preparing résumés and improving specific employment-seeking skills along with creating a portfolio of work done to show potential employers in a manufacturing environment.

### 252D TECHNICAL REPORT WRITING

**0.5 unit, 0.25 lecture hour, 0.75 lab hour, pass/no pass**

Identify and write various types of reports, analyze data and record information that are associated with production work.

### 253A FLUID POWER

**0.5 unit, 0.5 lecture hour, pass/no pass**

This course is designed to provide the learner with knowledge and working skills needed in the areas of Fundamentals of Fluid Power, physics principles pertaining to Fluid Power, various differences in hydraulics and pneumatics, and characteristics of liquids and gases. This course will focus on how and why the fluid power industry was started.

### 253B PNEUMATIC FUNDAMENTALS

**0.5 unit, 0.25 lecture hour, 0.75 lab hour, pass/no pass**

PREREQUISITES: Maintenance Mechanic 253A.

This course covers theory and application in the operation, service, and function of pneumatic systems. The design and application of systems in industrial environments will be covered.

### 253C HYDRAULIC FUNDAMENTALS

**0.5 unit, 0.25 lecture hour, 0.75 lab hour, pass/no pass**

PREREQUISITES: Maintenance Mechanic 253B.

This course covers theory and application in the operation, service, and function of hydraulic systems. The design and application of systems in industrial environments will be covered.

### 254A POWER TRANSMISSION

**0.5 unit, 0.5 lecture hour, 0.5 lab hour, pass/no pass**

PREREQUISITES: Maintenance Mechanic 252A;

ADVISORIES: Maintenance Mechanic 253B, Mathematics 45, English 1A or 1AH.

This is a course in the study and application of power transmission through chains, belts, gear trains and augers.

### 254B WELDING FUNDAMENTALS

**1 unit, 0.25 lecture hour, 2.25 lab hours, pass/ no pass**

This course covers basic metallurgy and properties of metals, oxyacetylene welding and cutting processes, arc welding, and safety within the work environment.

### 254C ELECTRIC FUNDAMENTALS

**1 unit, 0.25 lecture hour, 2.25 lab hours, pass/ no pass**

PREREQUISITES: Maintenance Mechanic 254A.

ADVISORIES: Mathematics 45 and English 1A or 1AH.

This course introduces the basics of electrical fundamentals, AC circuitry, as well as an introduction to motor control.

## MANUFACTURING TECHNOLOGY (MFGT)

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### 19V COOPERATIVE WORK EXPERIENCE – MANUFACTURING TECHNOLOGY

**1-8 units, pass/no pass**

PREREQUISITES: Manufacturing Technology 11 or 60 or 80.

This course is designed to provide ongoing support for students while they are engaged in supervised employment, directly related to their major. Students earn units using the following formula: for paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may enroll for a maximum of 8 units per semester. Students may earn a total of 16 units in work experience of which only 6 may be in COTR 19G. Note: Repetition of Cooperative Work Experience courses is allowable under Title 5, §55253. (A, CSU)

### 21 BLUEPRINT READING

**2 units, 2 lecture hours, 0.5 lab hour, pass/no pass**

ADVISORIES: English 132 and Mathematics 103.

This course will cover techniques of graphic interpretation, technical sketching, reading pictorial drawings and dimensioning systems. (A, CSU)

### 22 INDUSTRIAL MATERIALS

**2 units, 2 lecture hours, 0.5 lab hour, pass/no pass**

ADVISORIES: English 132 and Mathematics 103.

This course will cover the selection/identification of steels, non-ferrous metals and other industrial materials. Heat treatment processes, hardness testing, working characteristics of materials and workplace applications for each type of material will also be discussed. Furthermore, students will study adhesives/fillers and material shearing/forming. (A, CSU)

### 23 ELECTRICITY

**2 units, 2 lecture hours, 0.5 lab hour, pass/no pass**

ADVISORIES: English 132 and Mathematics 103.

This course studies basic energy sources developed for manufacturing use. The course includes basic electrical wiring codes, industrial troubleshooting, repairs and installations. (A, CSU)

### 24 HYDRAULICS

**2 units, 2 lecture hours, 0.5 lab hour, pass/no pass**

PREREQUISITES: Manufacturing Technology 51 or 23 or 11. ADVISORIES: Mathematics 45, English 1A or 1AH.

This course will cover the basic principles of fluid power, hydraulic sources, controls, systems and hydraulic components. Specific safety regulations in the design and application of hydraulic equipment will be explored. (A, CSU)

### 51 MANUFACTURING ESSENTIALS

**5 units, 3 lecture hours, 6 lab hours,  
pass/no pass**

ADVISORIES: English 132 and Mathematics 103.

This course will cover techniques of graphic interpretation, technical sketching, reading pictorial drawings and dimensioning systems. Course instruction will include studies in basic energy sources developed for commercial/manufacturing use, basic electrical codes, electrical circuit wiring, industrial electrical troubleshooting and repairs. (A, CSU)

### 52 MANUFACTURING FABRICATION

**4 units, 2.5 lecture hours, 4.5 lab hours,  
pass/no pass**

ADVISORIES: Mathematics 45 and English 1A or 1AH.

This course will provide advanced instructions on manufacturing fabrication. The focus will be in the areas of welding techniques, machining, heat treating, project planning, sketches/working drawings, material selection, project layout, shearing, forming, tacking, squaring, and completion of student projects.

### 60 INTRODUCTION TO WELDING

**5 units, 3 lecture hours, 6 lab hours, pass/no pass**

ADVISORIES: English 132 and Mathematics 103.

This course is a combination of basic gas welding and basic arc welding. Topics used for class activities include safety procedures needed to work in school and industrial shops, oxyacetylene welding of steel sheet and pipe in various positions, brazing, flame cutting, shielded metal arc welding (stick) and gas metal arc welding (MIG) of various joint designs and with a variety of electrode types in flat and horizontal positions. There will also be a brief intro into flux cored arc welding and gas tungsten arc welding (TIG). (A, CSU)



**61 INTERMEDIATE WELDING**

**4 units, 1.5 lecture hours, 8 lab hours,  
pass/no pass**

PREREQUISITES: Manufacturing Technology 11 or 60 or equivalent course or verified work experience in the field.  
ADVISORIES: English 132 and Mathematics 103.

Continuation of welding techniques learned in MFGT 11 or MFGT 60. Emphasis will focus on shielded metal arc welding (SMAW), gas metal arc welding (GMAW), fluxcored arc welding (FCAW) and gas tungsten arc welding (GTAW/TIG). Welding techniques will be taught in horizontal, vertical and overhead positions on steel, stainless steel, and aluminum. There will also be further hands-on use of oxyfuel cutting (OFC), plasma cutting and carbon air arc gouging. (A, CSU)

**62 ADVANCED WELDING**

**4 units, 1.5 lecture hours, 8 lab hours,  
pass/no pass**

PREREQUISITES: Manufacturing Technology 61 or equivalent course or verified work experience in the field.  
ADVISORIES: Mathematics 103.

Advanced welding practices using SMAW, GMAW, GTAW, and FCAW. Objectives will be completed in flat, horizontal, vertical, and overhead positions on steel, aluminum, and stainless steel. A general overview of inspection, testing, and certification, and general fabrication concepts. (A, CSU)

**63 WELDING CERTIFICATION PREPARATION**

**1 unit, 3 lab hours, pass/no pass**

COREQUISITE: Manufacturing Technology 61.  
ADVISORIES: Mathematics 103.

Continued practice on out-of-position welding leading to AWS certification exam. (A, CSU)

**73 MANUFACTURING CERTIFICATION PREP**

**2 units, 2 lecture hours, 0.5 lab hours,  
pass/no pass**

ADVISORIES: Mathematics 45 and English 1A or 1AH.  
Review of manufacturing knowledge leading to prepare for industrial certifications and licenses through examinations.

**74 2D CAD/CAM**

**4 units, 2.5 lecture hours, 4.5 lab hours,  
pass/no pass**

ADVISORIES: Mathematics 45 and English 1A or 1AH.

This course will provide instruction into 2D dimensional drawings, circles, layers, colors, line types, templates, arc and polar commands. 2D drawing creation and design of parts and products used in the manufacturing industry.

**75 3D CAD/CAM**

**4 units, 2.5 lecture hours, 4.5 lab hours,  
pass/no pass**

PREREQUISITES: Manufacturing Technology 74.  
ADVISORIES: Mathematics 45 and English 1A or 1AH.

This course will provide instruction into 3D modeling parametric drawings, assembly and material control features will be covered. The use of different software to create drawings in 3D for creation and design of parts and products used in the manufacturing industry.

**76 INTRODUCTION TO INSPECTION**

**3.5 units, 2.5 lecture hours, 3 lab hours,  
pass/no pass**

ADVISORIES: Mathematics 45 and English 1A or 1AH.

This course will provide introduction to manufacturing inspection. The focus will be in the areas of dimensional metrology for calibration, inspection and setup of machined parts, inspection planning, and blueprint knowledge, inspection tool selection, and completion of student inspection project.

**77 METROLOGY FUNDAMENTALS**

**3.5 units, 2.5 lecture hours, 3 lab hours,  
pass/no pass**

PREREQUISITES: Manufacturing Technology 76.  
ADVISORIES: Mathematics 45 and English 1A or 1AH.

This course will provide an introduction to metrology including dimensional, optical, and surface metrology. It will also cover optical compactors, optical flats, roughness gaging and the role of metrology in industry, completion of student projects.

**78     CMM USING GD&T**  
**3.5 units, 2.5 lecture hours, 3 lab hours,**  
**pass/no pass**

PREREQUISITES: Manufacturing Technology 77.  
ADVISORIES: Mathematics 45 and English 1A or 1AH.

This course will provide information on the coordinate measuring machine (CMM) it will also focus on GD&T print reading. Dimensional metrology for CMM machines will be discussed for calibration, inspection and setup of the CMM equipment to ASME standard Y14.5. Will provide CMM measurement applications for completion of student projects.

**79     QUALITY ASSURANCE**  
**3.5 units, 2.5 lecture hours, 3 lab hours,**  
**pass/no pass**

PREREQUISITES: Manufacturing Technology 78.  
ADVISORIES: Mathematics 45 and English 1A or 1AH.

This Quality Assurance course will cover CQI basic statistics and applications using SPC charts, tendencies, proportions, variable charts, control limits, specification limits, attributes charts, product versus process, quality audits and quality improvement.

**80     INTRODUCTION TO MACHINE SHOP**  
**5 units, 3 lecture hours, 6 lab hours, pass/no pass**  
ADVISORIES: English 132 and Mathematics 103.

This course introduces basic machine shop practices and how to safely operate common machinery found in industry. It provides students with an understanding of measurement systems and how to properly use precision and non-precision measuring equipment. It also includes a short introduction into Computer Numerical Control turning and milling.. (A, CSU)

**81     INTERMEDIATE MACHINE SHOP**  
**6 units, 3 lecture hours, 9 lab hours, pass/no pass**  
PREREQUISITES: Manufacturing Technology 80, or 1,  
or equivalent course, or verified work experience. ADVISORIES:  
English 132 and Mathematics 103.

This course focuses on intermediate machine shop practices and how to efficiently operate common machinery found in industry. It provides students with knowledge in turning, milling, and grinding operations. It also includes basic Computer Numerical Control programming, setup and operation. (A, CSU)

**82     ADVANCED MACHINE SHOP**  
**6 units, 3 lecture hours, 9 lab hours, pass/no pass**  
PREREQUISITES: Manufacturing Technology 81  
or equivalent course or verified work experience in the field.  
ADVISORIES: English 132 and Mathematics 103.

This course focuses on advanced machine shop practices which include turning, milling, grinding and Computer Numerical Control (CNC) operations. It provides students with an introduction to Computer Aided Design (CAD) and Computer Aided Manufacturing (CAM) processes. It also discusses advanced shop math and quality control fundamentals. (A, CSU)

**277     ASSISTANCE IN WELDING**  
**0.5 units, 1.5 lab hours; 1 unit, 3 lab hours;**  
**1.5 units, 4.5 lab hours; 2 units 6 lab hours.**

PREREQUISITES: Verified previous welding  
knowledge and experience or instructor permission. ADVISORIES:  
Manufacturing Technology 11 or 60 or Mechanized Agriculture  
41 or equivalent.

This course is intended for students requiring help with welding techniques. The course will provide intensive assistance with welding concepts and procedures. Students will develop, improve, and refine welding skills through guided practice in a lab setting.

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## **MARKETING (MKTG)**

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**10     MARKETING**  
**3 units, 3 lecture hours, pass/no pass**  
ADVISORIES: English 132 and Mathematics 201.

This class is an introduction to the role of marketing in business, the various philosophies that guide marketing management and the importance of the role of the consumer in the marketing process. Using the skills learned in this course, students will research and write a marketing plan. (A, CSU)

**11     SALESMANSHIP**  
**3 units, 3 lecture hours, pass/no pass**  
ADVISORIES: English 132 and Mathematics 201.

This class focuses on the systems used in the selling process. Emphasis is placed on analysis of psychological aspects of consumer decision-making and consumer attitudes toward the salesman that affect success. (A, CSU)

**12 ADVERTISING AND PROMOTION****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: Mathematics 201.

This course explores the process of brand promotion and marketing. Students will gain an understanding of the market and environment for brand promotion. Emphasis is placed on the tools, evaluation, and measurement of advertising campaigns. (A, CSU)

**MATHEMATICS (MATH)****3A COLLEGE ALGEBRA****4 units, 4 lecture hours**

PREREQUISITES: Mathematics 103 or equivalent.

ADVISORIES: Eligibility for English 1A or 1AH.

This is a college level course in algebra for majors in science, technology, engineering, and mathematics. Students will study polynomial, rational, radical, exponential, absolute value, and logarithmic functions; systems of equations; theory of polynomial equations; analytic geometry. (A, CSU-GE, UC, I) (C-ID MATH 151)

**4A TRIGONOMETRY****4 units, 4 lecture hours**

PREREQUISITES: Mathematics 103 or equivalent.

ADVISORIES: English 1A or 1AH.

The study of trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, polar coordinates, and introduction to vectors. (A, CSU-GE) (C-ID MATH 851)

**4P MATHEMATICS FOR COLLEGE STUDENTS****4 units, 4 lecture hours, pass/no pass**

PREREQUISITES: Mathematics 103 or equivalent.

ADVISORIES: English 1A or 1AH.

This is a college level course in algebra. Topics include polynomial, rational, radical, exponential, absolute value, and logarithmic functions; systems of equations; theory of polynomial equations; and analytic geometry.

**5A CALCULUS I****5 units, 5 lecture hours**

PREREQUISITES: Mathematics 3A or 4B and Mathematics 4A. ADVISORIES: English 1A or 1AH.

This class is the first in the calculus series. Topics include limits, differentiation and integration of polynomial, exponential, logarithmic and trigonometric functions, analytic geometry, curve sketching, and applications. (A, CSU-GE, UC, I) (C-ID MATH 210) (C-ID MATH 900S: MATH 5A & MATH 5B)

**5B CALCULUS II****4 units, 4 lecture hours**

PREREQUISITES: Mathematics 5A. ADVISORIES: English 1A or 1AH.

This class investigates the applications of integration, various techniques of integration, improper integrals, parametric equations, polar coordinates and functions. Further study involves conic sections, exponential growth/decay models, infinite series including Maclaurin and Taylor Series. (A, CSU-GE, UC, I) (C-ID MATH 220) (C-ID MATH 900S: MATH 5A & MATH 5B)

**6 CALCULUS III****5 units, 5 lecture hours**

PREREQUISITES: Mathematics 5B. ADVISORIES: English 1A or 1AH.

This is the third of three courses in the basic calculus sequence. Topics include solid analytical geometry, three dimensional vectors, vector valued functions, partial differentiation, multiple integration, line integrals, divergence, Green's, and Stokes' theorems. (A, CSU-GE, UC, I) (C-ID MATH 230)

**10A MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS I****3 units, 3 lecture hours**

PREREQUISITES: Mathematics 103 or equivalent.

This course is designed for prospective elementary school teachers. It will study problem solving strategies and skills, number sequences, set theory, ancient numeration systems, number theory, rational and irrational numbers, computation algorithms, and applications of mathematics. Emphasis is on comprehension and analysis of mathematical concepts and applications of logical reasoning. (A, CSU-GE, UC) (C-ID MATH 120)

**10B MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS II****3 units, 3 lecture hours**

PREREQUISITES: Mathematics 10A. ADVISORIES: English 1A or 1AH.

This course is designed for prospective elementary school teachers. Topics covered will include counting methods, elementary probability and statistics. Additional topics in Geometry to include polygons, congruence and similarity, measurement, geometric transformations, coordinate geometry, and connections between numbers and geometry with selected applications. (A, CSU-GE, UC)

**11 ELEMENTARY STATISTICS****4 units, 4 lecture hours**

PREREQUISITES: Mathematics 103 or equivalent. ADVISORIES: Eligibility for English 1A or 1AH.

This course is an introduction to statistical methods and techniques with applications in the fields of business, behavioral and social science, as well as in science, technology, engineering, and mathematics. Topics include descriptive measures of central tendency and variability, probability, binomial and normal distributions, random variables, sampling, estimating, hypothesis testing (parametric and nonparametric), correlation and regression. (A, CSU-GE, UC, I) (C-ID MATH 110)

**11C ELEMENTARY STATISTICS WITH SUPPORT****5 units, 5 lecture hours**

PREREQUISITES: Mathematics 103 or equivalent.

This course is an introduction to statistical methods and techniques with applications in the fields of business, behavioral and social science, as well as in science, technology, engineering, and mathematics. Topics include descriptive measures of central tendency and variability, probability, binomial and normal distributions, random variables, sampling, estimating, hypothesis testing (parametric and nonparametric), correlation and regression, just-in-time-support learning and study skills. (A, CSU-GE, UC, I) (C-ID MATH 110)

**17 DIFFERENTIAL EQUATIONS AND LINEAR ALGEBRA****5 units, 5 lecture hours**

PREREQUISITES: Mathematics 6. ADVISORIES: English 1A or 1AH.

This course will cover solutions to first order ordinary differential equations, including separable, linear, homogeneous of degree zero, Bernoulli and exact with applications and numerical methods. Solutions to higher order differential equations using undetermined coefficients, variation of parameters, and power series, with applications will be discussed, as well as solutions to linear and nonlinear systems of differential equations, including numerical solutions. Additional topics include matrix algebra, solutions of linear systems of equations, determinants, vector spaces, linear independence, basis and dimension, subspace and inner product space, including the Gram-Schmidt procedure, linear transformations, kernel and range, eigenvalues, eigenvectors, diagonalization, and symmetric matrices. (A, CSU-GE, UC, I) (C-ID MATH 240) (C-ID MATH 260) (C-ID MATH 910S)

**21 FINITE MATHEMATICS****3 units, 3 lecture hours**

PREREQUISITES: Mathematics 103 or equivalent. ADVISORIES: English 1A or 1AH.

This course is an introduction to linear functions, systems of linear equations and inequalities, matrices, linear programming, mathematics of finance, sets and Venn diagrams, combinatorial techniques and an introduction to probability. Topics include applications in business, economics and social sciences. (A, CSU-GE, UC) (C-ID MATH 130)

**45 CONTEMPORARY MATHEMATICS****3 units, 3 lecture hours**

PREREQUISITES: Mathematics 103 or equivalent. ADVISORIES: English 1A or 1AH.

This course provides an introduction to mathematical problem solving in diverse areas of contemporary life such as statistics, social choice, measurement, and management science for students in the arts, humanities, and social sciences. (A, CSU-GE, UC)

**75A CALCULUS 1A****2 units, 2 lecture hours**

PREREQUISITES: Mathematics 3A or 4B and Mathematics 4A. ADVISORIES: English 1A or 1AH. ANTI-REQUISITE: Not open to students with credit in Mathematics 5A.

This class is the first in a two-semester series that covers Calculus I. This course is intended to be linked with a corequisite section to support students with precalculus review. Topics include limits, continuity, the definition of the derivative, and differentiation of polynomial and trigonometric functions. Together, Math 75A and Math 75B equal Math 5A (Calculus I). (A, CSU)

**75B CALCULUS 1B****3 units, 3 lecture hours**

PREREQUISITES: Mathematics 75A. ADVISORIES: English 1A or 1AH. ANTI-REQUISITE: Not open to students with credit in Mathematic 5A.

This class is the second in a two-semester series that covers Calculus I. This course is intended to be linked with a corequisite section to support students with precalculus review. Topics include limits, differentiation and integration of polynomial, exponential, logarithmic and trigonometric functions, analytic geometry, curve sketching, and applications. Together, Math 75A and Math 75B equal Math 5A (Calculus I). (A, CSU)

**103 INTERMEDIATE ALGEBRA****5 units, 5 lecture hours**

PREREQUISITES: Mathematics 201 or equivalent. ADVISORIES: Eligibility for English 1A.

This course is designed to provide students with a strong foundation in algebra, graphing, and problem-solving skills. This course will cover many algebraic concepts including: equations and inequalities in two variables, rational exponents and roots, quadratic functions, exponential and logarithmic functions, and conic sections. (A)

**201 ELEMENTARY ALGEBRA****5 units, 5 lecture hours, pass/no pass**

PREREQUISITES: Mathematics 250 or 252 or equivalent.

First course in elementary algebra, including algebraic expressions, linear equations and inequalities, linear equations and inequalities in two variables, exponents and polynomials, factoring, and rational expressions.

**203L SUPPORT FOR COLLEGE ALGEBRA****1 unit, 3 lab hours, pass/no pass only**

COREQUISITE: Mathematics 3A.

This is a support course for students concurrently enrolled in Math 3A College Algebra. This course will offer just-in-time remediation and the topics will vary depending on student needs but may include order of operations, solving and graphing equations, solving inequalities, rules of exponents, and more.

**204L SUPPORT FOR TRIGONOMETRY****1 unit, 3 lab hours, pass/no pass only**

COREQUISITE: Mathematics 4A.

This is a support course for students concurrently enrolled in Math 4A Trigonometry. This course will offer just-in-time remediation and the topics will vary depending on student needs but may include solving equations, manipulating algebraic formulas, transforming algebraic functions, finding inverses of algebraic functions, and more.

**205L SUPPORT FOR CALCULUS I****1 unit, 3 lab hours, pass/no pass only**

COREQUISITE: Mathematics 5A.

This is a support course for students concurrently enrolled in Math 5A Calculus I. This course will offer just-in-time remediation and the topics will vary depending on student needs but may include factoring and simplifying expressions, reading and interpreting graphs and tables, rewriting algebraic and trigonometric expressions, simplifying expressions using function notation, and more.

**211L SUPPORT FOR ELEMENTARY STATISTICS****0.5 unit, 1.5 lab hours, pass/no pass only**

COREQUISITE: Mathematics 11.

This is a support course for students concurrently enrolled in Math 11 Elementary Statistics. This course will offer just-in-time remediation and the topics will vary depending on student needs but may include reviewing order of operations, rounding real numbers, translating phrases into mathematical statements, graphing linear equations, interpreting the slope and y-intercept of linear equations, scientific notation, and more.

## 252 COLLEGE ARITHMETIC AND PREALGEBRA

**5 units, 5 lecture hours, pass/no pass**

This course covers arithmetic and key concepts in elementary algebra which are typically difficult for elementary algebra students. Topics include arithmetic operations on integers, fractions and decimals, application of order of operations to simplifying arithmetic and algebraic expressions, solving linear equations, graphing linear equations, and applications.

## MECHANIZED AGRICULTURE (MAG)

### 19V COOPERATIVE WORK EXPERIENCE, MECHANIZED AGRICULTURE

**1-8 units**

Work experience internship for mechanized agriculture students. Students will be monitored and advised through this class. Documentation of work progress will be provided to the instructor by the student and the work supervisor. Students may learn specific and general career skills in preparation for more advanced responsibilities upon completion of the educational program. The student must be employed or serving as a volunteer with an entity which is approved by the instructor. Employer must agree to participate in this internship, provide appropriate skills instruction and supervision, and submit a performance evaluation to the college. Students earn units using the following formula: for paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may enroll for a maximum of 8 units per semester. Students may earn a total of 16 units in work experience of which only 6 may be in COTR 19G. Note: Repetition of Cooperative Work Experience courses is allowable under Title 5, §55253. (A, CSU)

### 20 EQUIPMENT TECHNICIAN: DIESEL ENGINES, SERVICE FUNDAMENTALS, MACHINE SYSTEMS

**11 units, 8 lecture hours, 9 lab hours**

ADVISORIES: Eligibility for Mathematics 201.

This course provides in-depth instruction in diesel engines, service department skills and expectations, and specific instruction on agricultural and construction machines. The design and construction of diesel engines, principles and theories of operation, and disassembly and reassembly of engine components will be covered. Instruction on technical reference materials, parts and service books, computer systems and programs used by the service technician will be covered. Students will also develop skills on the service and operation of various machine and engine systems common to the equipment industry. (A, CSU)

### 21 EQUIPMENT TECHNICIAN: POWER TRAIN I AND MOBILE VEHICLE AIR CONDITIONING

**8 units, 6 lecture hours, 6 lab hours**

ADVISORIES: Eligibility for Mathematics 201.

This course provides in-depth instruction in equipment transmission systems and power equipment air conditioning and heating systems. Equipment transmission systems include clutches, torque converters, hydrostatic applications, and manual and powershift transmissions. Students will also receive career preparation instruction. (A, CSU)

### 30 EQUIPMENT TECHNICIAN: ELECTRICAL, HYDRAULIC SYSTEMS, & WELDING

**11 units, 8 lecture hours, 9 lab hours**

ADVISORIES: Eligibility for Mathematics 201.

This course provides in-depth instruction in machine electrical systems, hydraulic systems found on mobile equipment, and welding and fabrication skills common to agriculture and construction equipment. Students will receive hands-on training on starting, charging, and electronic monitoring systems as they develop analytical skills needed for service and repair of diesel equipment. Hydraulic fundamentals and troubleshooting techniques will be reinforced through machine testing and adjusting. Students will also receive training and instruction in welding and fabrication principles and applications required for the entry level equipment technician. (A, CSU)

### 31 EQUIPMENT TECHNICIAN: FUEL SYSTEMS & POWER TRAIN II

**8 units, 6 lecture hours, 6 lab hours**

ADVISORIES: Eligibility for Mathematics 201.

This course provides in-depth instruction in diesel engine fuel systems, tuning, and troubleshooting procedures. Additional instruction will cover differentials, final drives, braking and steering systems, tracks, machine undercarriage and Hydrostatics. Emphasis will be placed on fuel injection system calibration and adjustment, and the procedures used to test and adjust various undercarriage components. (A, CSU)

### 40 INTRODUCTION TO AGRICULTURAL MECHANICS

**3 units, 2 lecture hours, 3 lab hours**

ADVISORIES: Eligibility for Mathematics 201.

This course provides an introduction to the agricultural mechanics field. Instruction will be provided in the areas of safety, selection, care, and use of common tools; projects of metal, wood, electrical, and concrete will be emphasized. (A, CSU)

## 41 INTRODUCTION TO AGRICULTURAL WELDING

**3 units, 2 lecture hours, 3 lab hours**

ADVISORIES: Eligibility for Mathematics 201.

This course provides an introduction into the welding industry as it relates to agricultural mechanics. Instruction in the areas of safety, welding processes, equipment, and the properties of metals will be covered. (A, CSU)

## 42 SMALL GASOLINE AND DIESEL ENGINES

**3 units, 2 lecture hours, 3 lab hours**

ADVISORIES: Eligibility for Mathematics 201.

This course provides experiences in the theory of operation, maintenance, and repair of small gasoline internal combustion engines. Diesel power will be introduced during the course. (A, CSU)

## 43 ELECTRICAL AND HYDRAULIC FUNDAMENTALS

**3 units, 2 lecture hours, 3 lab hours**

ADVISORIES: Eligibility for Mathematics 201.

This course provides instruction in electrical systems and hydraulic systems. Students will receive training on the fundamentals of hydraulic and electrical systems including theory, application and troubleshooting. (A, CSU)

## 44 AGRICULTURE WELDING FABRICATION

**3 units, 2 lecture hours, 3 lab hours**

ADVISORIES: Eligibility for Mathematics 201.

This course will provide entry level instruction on welding fabrication. Instruction will be provided in the areas of welding techniques, welding plans and blueprints, cutting, fitting, proper tacking procedures, squaring, and finishing. (A, CSU)

## MUSIC (MUS)

### 1A MUSIC THEORY

**3 units, 3 lecture hours, pass/no pass.**

ADVISORIES: Music 3 or ability to read music. English 1A or 1AH. (Same as Music 7A)

This course employs writing and analysis of the fundamentals of music. It is designed for the music major and includes an introduction to the notation and other primary elements of tonal music with regard to music from Western history and non-Western cultures. Using examples from music literature students will demonstrate knowledge of staff notation in treble and bass clefs, rhythm and meter, basic properties of sound, intervals, diatonic scales and triads, and diatonic chords. The history and social context of the above concepts will be discussed.

### 1B MUSIC THEORY II

**3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: Music 1A

This course is a continuation of MUS 1A and will build on those skills. This course adds the following: writing and analysis, functional tonality, harmonization, diatonic and dominant seventh chords, and secondary function. Required of all music majors and minors. (A, CSU)

### 2A MUSIC THEORY III

**3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: MUSIC 1B

This course is a continuation of MUS 1B and will build on those skills. This course adds the following: writing and analysis, 2-voice counterpoint and fugue, chromatic harmony and forms of the 18th century, and reductive analysis. Emphasis is on classical and early romantic periods. This course is designed for music majors. (A, CSU)

### 2B MUSIC THEORY IV

**3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: MUSIC 2A

This course is a continuation of MUS 2A and will build on those principles. The course adds the following: writing and analysis, late 19th and 20th century compositional practices including serial procedures and indeterminacy. This course is required of all music majors and minors. (A, CSU)

**7A EAR TRAINING LEVEL 1****1 unit, 1 lecture hour, 1 lab hour**

ADVISORIES: Music 3 or the ability to read music.  
English 1A or 1AH recommended. (Same as Music 1A)

This course is the practical application of material learned in MUS 1A. It includes sight singing, rhythmic drills, score reading, and melodic, harmonic, and rhythmic dictation. Required of all music majors and minors.

**7B EAR TRAINING LEVEL II****1 unit, 1 lecture hour, 1 lab hour, pass/ no pass**

PREREQUISITES: Music 7A. COREQUISITES: Music 1B.

This course is a continuation of MUS 7A. It develops the material of Music Theory II through ear training, sight singing, analysis, and dictation. (A, CSU)

**7C EAR TRAINING: LEVEL III****1 unit, 1 lecture hour, 1 lab hour, pass/ no pass**

PREREQUISITES: MUSIC 7B. COREQUISITES: MUSIC 2A.

This course is a continuation of MUS 7B. It develops concepts in Music Theory III through ear training, sight-singing, analysis, and dictation. (A, CSU)

**7D EAR TRAINING: LEVEL IV****1 unit, 1 lecture hour, 1 lab hour, pass/ no pass**

PREREQUISITES: MUSIC 7C. COREQUISITES: MUSIC 2B.

The course is a continuation of MUS 7C. It develops the concepts studied in Music Theory IV through ear training, sight singing, analysis, and dictation. (A, CSU)

**12 MUSIC APPRECIATION****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course acquaints students with basic musical concepts and terminology. These concepts are then employed in the study of our Western musical heritage from the Middle Ages to the present. (A, CSU-GE, UC, I) (C-ID MUS 100)

**12H HONORS MUSIC APPRECIATION****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

Beginning with basic musical concepts and terminology, this course explores western classical and multicultural musical heritage and concepts. Music's impact on culture, economics, politics, religion, and society from Middle Ages to the present serves as a guide for student directed research. The course will include concert attendance. As an honors section, this class will employ enhanced teaching methods such as seminar approach, and assignments calling for a higher level of critical thinking. Students enrolled in this honors section will develop an in-depth topic of research regarding music and culture's integration to research and present this topic. (A, CSU-GE, UC) (C-ID MUS 100)

**16 JAZZ HISTORY AND APPRECIATION****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course studies the history and development of American jazz styles from the early 20th century to the present. It is an introductory course for the general student and/or non-musician. (A, CSU-GE, UC, I)

**16B HISTORY OF MUSICAL THEATRE****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

The course examines the history of American musical theatre genre from the late 1800s until now. It includes roots in the British music halls, Viennese operetta, African American Jazz through the golden age of the musical, and up to the contemporary Broadway stage. Emphasis will be placed on genres and styles, as well as key composers, lyricists, librettists, directors, producers, designers, choreographers, and performers. The course examines how the musical mirrors contemporary social and political events. (A, CSU)

**17 HISTORY OF ROCK****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

The course examines the music and the most important artists from the rock groups from the 1950s through the present. The sociological, economic, and cultural factors that shaped rock music, as well as the music's influence on popular culture, will also be considered. (A, CSU)



**24 BEGINNING VOICE: LEVEL I****1 unit, 1 lecture hour, 1 lab hour**

ADVISORIES: English 1A or 1AH. Recommended concurrent enrollment in Music 31.

This course will study beginning tone production and basic voice technique and singing simple solo songs in English or foreign languages. It is designed for the student with little or no formal voice training.

**26 INTERMEDIATE/ADVANCED VOICE****1-2 units, 1 lecture hour, 1 lab hour, 1 lecture hour, 3 lab hours, pass/no pass**

ADVISORIES: Concurrent enrollment in MUS 31 or MUS 33. PREREQUISITES: Music 24 or Audition showing intermediate or advanced level ability.

This course develops technical, stylistic, and aesthetic elements of performing repertory from the standard vocal solo literature. Solo performance is required. Artistic self-expression will be developed through performance of the standard literature for solo voice. Baroque, classical, romantic, 20th century, and world music literature assigned as appropriate to the student's development level. Weekly individual instruction; designed to help transferring music majors pass vocal jury exams at four-year colleges and universities. Students working towards transfer in music are advised to enroll in 1 unit only. Please consult the instructor regarding variable units.

**27 BEGINNING GUITAR: LEVEL I****1 unit, 1 lecture hour, 1 lab hour, pass/no pass**

ADVISORIES: English 1A or 1AH and recommended concurrent enrollment in Music 31.

This course will study classical and popular guitar playing styles, techniques, rhythms, theory, and note reading. Music is studied from a variety of historical periods and cultures. The course is designed for the general student and classroom teacher. Not intended for guitarists who read music. (A, CSU) LIMITATION OF ENROLLMENT: Own instrument required.

**29 INTERMEDIATE/ADVANCED GUITAR****1 unit, 1 lecture hour, 1 lab hour****2 units, 1 lecture hour, 3 lab hours****pass/no pass**

PREREQUISITES: Audition Required. Music 27 or intermediate or advanced level ability. ADVISORIES: Recommended concurrent enrollment in Music 31 or Music 33.

This course focuses on studies in technical, stylistic, and aesthetic elements of performing repertory from the standard guitar solo literature. The course is designed to help transferring music majors pass auditions and jury exams at four-year colleges and universities. Solo performance is required. The repertoire will be drawn from varying historical periods of classical music and different world cultures. Students are required to perform solo juries in front of faculty each semester. Students working towards transfer in music are advised to enroll in 1 unit only. Please consult the instructor regarding variable units. (A, CSU) LIMITATION ON ENROLLMENT: Own instrument required.

**31 CONCERT CHOIR****1-3 units, 1-2 lecture hours, 2-3 lab hours**

PREREQUISITES: Audition required. ADVISORIES: English 1A or 1AH.

This course includes the study and performance of a wide variety of choral literature from all musical eras. Participation in all performances is required.

**33 CHAMBER SINGERS****1-3 units, 1 lecture hour, 1 lab hour, 1 lecture hour, 3 lab hours, 2 lecture hours, 3 lab hours, pass/no pass**

PREREQUISITES: Audition required. ADVISORIES: Music 31 or equivalent skill level.

The course is the study of intermediate/advanced choral literature from all style periods and multiple genres. Concert and/or tour participation will be required. (A, CSU)

**38 MUSICAL THEATRE PRACTICUM****1-3 units, 1 lecture hour, 1 lab hour, 1 lecture hour, 3 lab hours, 2 lecture hours, 3 lab hours, pass/no pass**

PREREQUISITES: Audition required.

The course includes the rehearsal and performance of all, or parts, of a musical theatre play, including opera and hybrid musicals, for public performance. (A, CSU)

**81 APPLIED MUSIC MASTERCLASS AND LESSONS****1.5 units, 1 lecture hour, 2 lab hours**

PREREQUISITE: Audition Required. ADVISORIES:

Concurrent enrollment in Music 31, 33, or 38.

This course necessitates intermediate/advanced-level musical performance instruction in a group setting with concurrent private instruction on a specific instrument or voice. Progressive development of skills and knowledge is needed for solo performance, auditions, and transfer. Musical achievement is evaluated through a juried performance. Recital participation is required. Primarily for Music Majors. (A,CSU)

**331 COMMUNITY CHORUS****0 units, 1 lecture hour, 1 lab hour,  
pass/no pass only**

The singers will read, rehearse, polish, and perform choral music from a variety of styles and eras. Tone quality, blend, interpretation, style, and musicianship are the focus of rehearsal. A minimum of two performances per semester are required.

**380A COMMUNITY BAND****0 units, 1 lecture hour, 1 lab hour**

This course includes the study and performance of a wide variety of concert band and wind ensemble literature. Participation in all performances required. This course is designed for community members to maintain and improve their musical skills.

**381A COMMUNITY JAZZ ENSEMBLE****0 units, 1 lecture hour, 1 lab hour**

This course includes the study and performance of popular dance, jazz, and jazzrock literature as well as improvisation drills. This course is designed for community members to maintain and improve their musical skills.

**NATURAL RESOURCES (NR)****1 INTRODUCTION TO FORESTRY****3 units, 2 lecture hours, 3 lab hours**

This course is an overview of natural resources management and technician skills. It is intended for those who wish to work as a technician for natural resource entities such as the U.S. Forest Service. History of resources management, governmental and private land management entity structure, basic hand tool identification and use, map reading, wood characteristics, forest health, personal safety and first aid, and forest measurements will be included. Field trips may be required. (A, CSU)

**4 FOREST ECOSYSTEMS****3 units, 2 lecture hours, 3 lab hours**

The forest community is used as a model to discuss the role of ecology in forest management. Students will become familiar with basic biological concepts which are the building blocks for understanding forest ecosystems. Students will gain a better understanding of biological processes and organization, the physical environment, and ecological processes such as: nutrient cycling, succession, natural selection, and application of the scientific method. (A, CSU, UC)

**6 DENDROLOGY****3 units, 2 lecture hours, 3 lab hours**

Students will study the ranges and botanical characteristics of the major natural trees and shrubs in the Western United States. Students will learn to collect, preserve, and identify plants. Frequent field trips that may extend beyond scheduled lab hours are required. (A, CSU, UC)

**7 CONSERVATION OF NATURAL RESOURCES****3 units, 3 lecture hours**

This course examines the use and protection of natural resources, including soil, water, forest, mineral, plants, and animal life, with particular attention to Central California conditions. Course examines ecological principles, history of the conservation movement, modern problems in resource use, and the citizen's role in conservation. (A, CSU-GE, UC, I)

**12 WATERSHED ECOLOGY****3 units, 2 lecture hours, 3 lab hours**

In this course students will learn about watershed ecology including, lakes, streams, and rivers. Students will gain an understanding of water storage facilities and water utilization issues. Students will also gain an understanding of fisheries management issues. The course covers use of instruments to monitor water quality at numerous field sites. Field exercises include studies of the lower Kings River, Pine Flat Reservoir, and agricultural water uses. Students will be introduced to the methods, techniques, and tools used to manage and enhance watershed health. Laboratory is required. Field trips may be required for this course. (A, CSU)

**14 PRINCIPLES OF WILDLIFE MANAGEMENT****3 units, 2 lecture hours, 3 lab hours**

This course will be an examination of plant and animal ecology in relation to wildlife management. There will be a review of wildlife management techniques. Identification of wildlife species found in the western United States and the evaluation of the role of wildlife management in endangered species recovery will be learned. Field trips may be required in this course. (A, CSU)

**20 FOREST MEASUREMENTS****3 units, 2 lecture hours, 3 lab hours**

ADVISORIES: Mathematics 103.

Students will learn about the measurement of timber and growth quantity and quality. Students will study timber inventory systems, cruise design, aerial photographic interpretation, and log scaling. Measurement of natural resources including forest inventory, tree growth, and rangeland resources will be learned. Topics covered may include basic statistical methods, sampling design, log scaling, tree volume calculations, and tree measurement. Students will use forestry equipment such as a Relaskop, scaling stick, wedge prism, and clinometer. Field trips may be required in this course. (A, CSU)

**90 BACKPACKING****1 unit, 0.5 lecture hour, 1.5 lab hours**

This course is designed to give students basic skills in backcountry travel. Topics covered will include route planning, equipment selection, multiple night travel, trail etiquette, food preparation, campsite selection, basic map reading and compass use, and backcountry safety. Students will gain basic knowledge and experience aimed at increasing their confidence in traveling in the backcountry. Field trip is required for this course. (A, CSU)

**91 WILDERNESS NAVIGATION****1 unit, 0.83 lecture hour, 0.5 lab hour**

This course will introduce students to map and compass use, coordinate systems, map symbols, topographic maps, GPS use, and orienteering. Students will gain hands-on experience with GPS and map and compass mountain navigation. Field trips are required in this course. (A, CSU)

**92 WILDERNESS SURVIVAL****1 unit, 0.5 lecture hour, 1.5 lab hours**

This course will prepare students for travel in wilderness environments and extended outdoor situations with limited equipment. It will include shelter building, fire making, food and water collection, and safety in wilderness settings. Field trips will be required in this course. (A, CSU)

**OFFICE TECHNOLOGY (OT)****1 COMPUTER BASICS****1.5 units, 1.5 lecture hours, 0.5 lab hour, pass/ no pass**

This course provides students with an introduction to basic computer skills for the office worker. It introduces computer hardware and software, including the use of a mouse and a keyboard, as well as an introduction to the windows operating system. Word processing and spreadsheet software will be introduced. Students will access the Internet and perform basic searches.

This course is not open to students with credit in Information Systems 15 or 12. (A, CSU)

**5 DOCUMENT FORMATTING****1.5 units, 1 lecture hour, 1 lab hour, pass/no pass**

PREREQUISITE: Office Technology 11A.

Using current word processing software, students enrolled in this course will learn how to correctly format business documents. Areas of emphasis are letters, memos, reports, column layout, medical reports, and other frequently used business documents. (A, CSU)

- 6 DATA ENTRY USING QUICKBOOKS**  
**1.5 units, 1 lecture hour, 1.5 lab hours**  
**PREREQUISITES:** Office Technology 150.  
**ADVISORIES:** Mathematics 201 and English 132.

This course will introduce the principles and procedures of data entry for business, industry, and government offices while teaching Quickbooks software. Students will prepare source documents, transcribe information, enter and process data on computers. This course is intended to prepare students for non-management, entry level jobs. (A, CSU)

- 10 MEDICAL TERMINOLOGY**  
**3 units, 3 lecture hours, pass/no pass**

This course provides students an opportunity to learn medical vocabulary with concentration on prefixes, suffixes, and root words. Emphasis is given to word dissection and definitions as applied to the body systems including the terminology used in examinations, diagnoses, procedures, laboratory investigations, and medical reports. Students must pass a final 160-word definition exam with 95% accuracy in order to pass the course. (A, CSU)

- 11A MICROSOFT WORD ESSENTIALS**  
**1.5 units, 1.5 lecture hours, 0.5 lab hour,**  
**pass/ no pass**

This course is designed for the student who wishes to enter the work force with an understanding of the basic operations of word processing using Microsoft Word. Topics will include creating, editing, formatting, saving, and printing documents. The student is expected to complete assignments outside of class. (A, CSU)

- 11C WORD PROCESSING PROJECTS**  
**1.5 units, 1.5 lecture hours, 0.5 lab hour,**  
**pass/ no pass**  
**PREREQUISITES:** Office Technology 11A or equivalent.  
**ADVISORIES:** Mathematics 201; keyboard 40 wpm.

This course uses a mastery approach to completing word processing projects. The course teaches advanced word processing skills, using current word processing software, emphasizing text editing, document formatting and processing, forms and tables, as well as the customization of the word processor. Office Technology 11C includes an introduction to desktop publishing. The student is expected to complete assignments outside of class. (A, CSU)

- 12A MICROSOFT EXCEL ESSENTIALS**  
**1.5 units, 1.5 lecture hours, 0.5 lab hour,**  
**pass/no pass**  
**ADVISORIES:** Mathematics 250.

This course is designed for the student who wishes to enter the work force with a basic understanding of Microsoft Excel spreadsheets. Topics will include creating and formatting worksheets, using formulas and functions, and creating graphs. (A, CSU)

- 12C SPREADSHEET PROJECTS**  
**1.5 units, 1.5 lecture hours, 0.5 lab hour,**  
**pass/no pass**  
**PREREQUISITES:** Office Technology 12A.

This course is designed to cover advanced spreadsheet operations including pivot tables, sorting and filtering lists, creating macros, linking spreadsheets, and advanced formulas and functions. Students are expected to complete computer assignments outside of class. (A, CSU)

- 13A MICROSOFT ACCESS ESSENTIALS**  
**1.5 units, 1.5 lecture hours, 0.5 lab hour,**  
**pass/no pass**  
**ADVISORIES:** Mathematics 201.

This course is designed for the student who wishes to enter the work force with a basic understanding of Microsoft Access databases. Topics will include creating and editing tables, creating and using forms, creating and using queries, creating and printing reports, and sorting and indexing databases. Students are expected to complete computer assignments outside of class. (A, CSU)

- 16 PREPARING FOR A JOB INTERVIEW**  
**1 unit, 1 lecture hour, pass/no pass**  
This course is designed to prepare the Office Technology student to conduct an effective job search within the office assistant, administrative assistant or medical office assistant career path. A variety of topics will be covered including personal skill evaluations; where and how to look for office jobs; writing a cover letter and résumé, highlighting and implementing their office technology skills; correctly completing an office job application; interview attire; body language and personal mannerisms; management of cell phones and voice mail; the intent of general interview questions as well as questions specific to office technology; and follow-up calls and letters. (A, CSU)

## 17 JOB RETENTION AND RESPONSIBILITIES

**1 unit, 1 lecture hour, pass/no pass**

This course covers a variety of topics related to succeeding at work as an office assistant, an administrative assistant, a secretary, and/or a medical administrative assistant. Topics include job orientation, business office employer expectations, customer service, dealing with difficult coworkers in the office, goal setting and career planning, mentoring, continuing education, and business ethics. Students will also be asked to examine their personal lives to determine and correct any potential issues that may hinder their ability to maintain their jobs in an office. (A, CSU)

## 19V COOPERATIVE WORK EXPERIENCE - OFFICE TECHNOLOGY

**1-8 units, 75 hours/unit paid employment or  
60 hours/unit volunteer employment,  
pass/ no pass**

Supervised employment, directly related to student's major in office technology. Students may enroll for a maximum of 8 units per semester. Students may earn a total of 16 units in work experience of which only 6 may be in COTR 19G. Note: Repetition of Cooperative Work Experience courses is allowable under Title 5, §55253. (A, CSU)

## 28 MEDICAL OFFICE MANAGEMENT SOFTWARE

**1.5 units, 1.5 lecture hours, 0.5 lab hour,  
pass/no pass**

This course introduces the student to medical office management software. Students will learn to enter patient information, insurance information, procedural and diagnostic codes, post charges and payments, schedule appointments, and generate reports. (A, CSU)

## 41 MEDICAL ADMINISTRATIVE ASSISTANT

**3 units, 3 lecture hours, 1 lab hour, pass/no pass**

ADVISORIES: Office Technology 10, ability to type 35 gwpm with 3 errors or fewer/3-minute timing and Mathematics 252.

This course will present policies and procedures used in a medical facility. Attitudes, behavior, ethics, records, and office duties are some of the topics covered. (A, CSU)

## 42 MEDICAL DOCUMENT PREPARATION

**3 units, 3 lecture hours, 1 lab hour, pass/no pass**

ADVISORIES: Office Technology 10 and Mathematics

250.

This course covers health insurance plans, insurance claim forms used in a medical office, and diagnostic and procedural coding. (A, CSU)

## 43 INTRODUCTION TO BOOKKEEPING

**2 units, 2 lecture hours, 1 lab hour**

ADVISORIES: Mathematics 45 and English 1A or 1AH.

Introduction to Bookkeeping prepares an individual to perform day-to-day tasks in support of the financial aspects of an office. Although the entire accounting cycle is not covered in this course, basic accounting functions are practiced such as the use of the general journal and the general ledger. Students will learn and practice recording sales and accounts receivable; purchases and accounts payable; cash receipts and payments; and banking procedures. Payroll procedures are also covered in this course. Ten-key calculators will be utilized throughout the course. (A, CSU)

## 44 FILING PROCEDURES

**2 units, 2 lecture hours, pass/no pass**

This course is an introduction to basic rules of filing in alphabetic, numeric, subject, and geographical filing systems. Students will learn about the equipment and supplies needed, retention, retrieval, and the transfer phases of the record life cycle. Electronic records management will also be practiced. (A, CSU)

## 48 TODAY'S RECEPTIONIST

**1.5 units, 1.5 lecture hours, pass/no pass**

Today's Receptionist is a course where students will learn the proper use of the telephone, including basic communication skills, answering the phone, placing callers on hold, transferring calls, and taking complete messages. This course also includes handling mail, scheduling appointments, making travel arrangements, developing appropriate business relationships, and general front desk duties. (A, CSU)

**150 BEGINNING KEYBOARDING****1 unit, 0.5 lecture hour, 2 lab hours,  
pass/no pass only**

This course provides students with an opportunity to learn to keyboard by touch. The course is software driven, allowing students to self-pace their skill level. Upon learning the keyboard by touch, the student will practice keyboarding to increase speed and accuracy. The student must key 25 words per minute in a 3-minute timed test with 3 or fewer errors in order to receive credit for this course. (A)

**151 CHAMPIONSHIP KEYBOARDING****1 unit, 0.5 lecture hours, 2 lab hours,  
pass/no pass only**

PREREQUISITES: Office Technology 150.

This intermediate keyboarding course provides students with proven methods for improving typing speed and accuracy. Two distinguishing features of this course are its diagnostic approach and utilization of corrective drills using Championship typing methods. (A)

**152 SPEED TYPING****1 unit, 0.5 lecture hour, 2 lab hours,  
pass/no pass only**

PREREQUISITE: Office Technology 151.

This advanced keyboarding course utilizes skill building methods which are designed to increase keying speed and accuracy to employment levels of 45+ wpm. (A)

**PHILOSOPHY (PHIL)****1 INTRODUCTION TO PHILOSOPHY****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course introduces students to traditional and contemporary views in metaphysics, epistemology, and value-theory. Topics may include the sources and limits of knowledge, the nature of reality, the relationship between mind and body, free will and determinism, the existence of God, and the nature of morally right action. Readings will include selections drawn from the primary texts of Plato, Aristotle, Aquinas, Descartes, Locke, Berkeley, Hume, or Kant, as well as various twentieth century philosophers. (A, CSU-GE, UC, I) (C-ID PHIL 100)

**1C ETHICS****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course examines key ethical theories, and includes application of theories to contemporary moral problems. (A, CSU-GE, UC, I) (C-ID PHIL 120)

**1CH HONORS ETHICS****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course is a rigorous introduction to key ethical theories and their application to classic and contemporary moral problems through study of four primary texts: Plato's Republic, Aristotle's Nicomachean Ethics, Kant's Groundwork of the Metaphysics of Morals, and Mill's Utilitarianism. As an honors section, the class will be conducted as a seminar with an emphasis on student research and writing. (A, CSU-GE, UC, I) (C-ID PHIL 120)

**1D WORLD RELIGIONS****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

A philosophical study of the values, beliefs, and practices of Hinduism, Buddhism, Daoism, Confucianism, Judaism, Christianity, Islam, indigenous tribal religions, and selected new religious movements. (A, CSU-GE, UC, I)

**2 CRITICAL REASONING AND  
ANALYTIC WRITING****3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: English 1A or 1AH.

This is a course designed to develop skills in recognition, analysis, evaluation, and construction of arguments beyond the level achieved in English 1A. Topics include: the distinction between deductive and inductive reasoning; identification of formal and informal fallacies; structures of valid arguments; important arguments of well-known philosophers. The central focus of the course is instruction and practice in the argumentative essay. Students will write a minimum of 6,000 words during the course of the semester. (A, CSU-GE, UC, I)

**3A HISTORY OF ANCIENT PHILOSOPHY****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course introduces students to the history of ancient western philosophy, specifically the writings and ideas of the Pre-Socratics, Plato, Aristotle, and the philosophers of the Hellenistic period. Topics may include the sources and limits of knowledge, the nature of reality, the nature of virtue and right action, and theories of the good life. Readings will include selections drawn from the primary texts of Plato and Aristotle as well as other primary and secondary sources on the ancient philosophers. (A, CSU-GE, UC) (C-ID PHIL 130)

**3B HISTORY OF MODERN PHILOSOPHY****3 units, 3 lecture hours, pass/pass**

ADVISORIES: English 1A or 1AH.

This course introduces students to the history of modern philosophy, including the major tenets of Rationalism, Empiricism, Idealism, and Existentialism. Topics may include skepticism, mind/body dualism, identity, the sources of knowledge, the nature of reality, and the problem of induction. Readings will include selections drawn from the primary texts of Descartes, Locke, Berkeley, Hume, and Kant as well as other primary and secondary sources on the modern philosophers. (A, CSU, UC, I) (C-ID PHIL 140)

**4 INTRODUCTION TO LOGIC****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This course is an introduction to basic concepts, methods and principles of correct reasoning, with emphasis on deductive logic. Topics include traditional categorical logic, sentential logic including formal proof techniques, inductive arguments, and informal fallacies. (A, CSU-GE, UC) (C-ID PHIL 110)

**6 SYMBOLIC LOGIC****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 125 and 126.

This course introduces the concepts and methods of modern symbolic logic. Topics include symbolization, syntax, semantics, and natural deduction for sentential and predicate logic. (A, CSU-GE, UC) (C-ID PHIL 210)

**PHOTOGRAPHY (PHOTO)****1 BASICS OF DIGITAL PHOTOGRAPHY****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

Basics of Digital Photography covers the development of the camera, digital photographic processes, and the history of the photographic image. The use of an adjustable digital camera is studied, along with an introduction to basic digital software editing programs. (A, CSU-GE, UC)

**PHYSICAL EDUCATION (PE)****PHYSICAL EDUCATION ACTIVITIES**

*Students should seek a wide experience in the various offerings of the department.*

**2 AEROBICS (DANCE, STEP OR WATER)****1 unit, 3 lab hours, pass/no pass**

This course is designed to improve cardiorespiratory endurance, muscular endurance and flexibility using a variety of aerobic activities. Exercises include dance, step, or water aerobics. (Swimming skills not required). (A, CSU, UC)

**6 FITNESS AND HEALTH****1 unit, 3 lab hours, pass/no pass**

This course is designed to improve physical fitness levels through a variety of exercise activities including, but not limited to, recreational activities, strength development, cardio-respiratory development, and improved flexibility. The following components of physical fitness will be emphasized: muscular endurance, muscular strength, cardio-respiratory endurance, flexibility and body composition. It will be organized around these three objectives: safe performance of activity, appropriateness of activity for each individual, and the importance of the activity. (A, CSU, UC)

**7 GOLF****1 unit, 3 lab hours, pass/no pass**

A course in golf fundamentals, swing technique, and strategies. Golf etiquette and rules are included in this course. (A, CSU, UC)

**14 VOLLEYBALL****1 unit, 3 lab hours, pass/no pass**

This course is designed for students to learn fundamental skills of volleyball, rules of the game, volleyball terminology, and game strategy. Drills, in-class matches, and tournaments will be conducted according to the skill level of the students. (A, CSU, UC)

**15 WEIGHT TRAINING****1 unit, 3 lab hours, pass/no pass**

A course designed to improve physical fitness levels through resistance training exercises using free/machine weights. The following components of physical fitness will be emphasized: muscular endurance, muscular strength, body composition, flexibility, and cardio-respiratory endurance. (A, CSU, UC)

**16 FITNESS WALKING****1 unit, 3 lab hours, pass/no pass**

This course is designed to expose students to the benefits of exercise through fitness walking and to the principles of exercise which will increase cardiovascular conditioning, endurance, flexibility and methods of releasing body tension. (A, CSU, UC)

**19 WEIGHT TRAINING AND AEROBICS****1 unit, 3 lab hours, pass/no pass**

This course is designed to help students understand, develop, and improve upon all components of physical fitness through resistance and aerobic training, use of free weights, weight machines, and cardio-respiratory equipment. Components of physical fitness which will be emphasized are: muscular endurance, muscular strength, cardio-respiratory endurance, flexibility, and body composition. (A, CSU, UC)

**27 HIGH-INTENSITY INTERVAL TRAINING****1 unit, 3 lab hours**

In this course, students will improve cardiovascular fitness using various techniques of interval training. Students will perform a variety of exercises that are designed to improve cardiorespiratory endurance, muscular strength, and muscular endurance. Students will be able to design and implement a High-Intensity Interval Training workout to promote wellness. This course is suitable for all genders. (A, CSU)

**29 YOGA****1 unit, 3 lab hours, pass/no pass**

This course is an introduction to basic yoga practices and principles. Instruction includes classifications of yoga postures as well as guided relaxations and breathing practices. The benefits of yoga include increased flexibility, strength, balance, body awareness and stress reduction. This course is designed for students of all ages and fitness levels. (A, CSU, UC)

**32B COMPETITIVE CROSS-COUNTRY****3 units, 9.5 lab hours, pass/no pass**

This course is designed for students possessing the desire, ability, and skills necessary to compete on the intercollegiate level. A minimum of 9.5 hours participation per week during the season of the sport is required. LIMITATION ON ENROLLMENT: Performance Try-outs. Students must demonstrate skills competitive with collegiate cross-country. (A, CSU)

**32C OFF-SEASON CONDITIONING FOR CROSS-COUNTRY****1 unit, 3 lab hours, pass/no pass**

This course is off-season training for cross-country runners with an emphasis on developing a high mileage base. (A, CSU)

**36B COMPETITIVE SOCCER****3 units, 9.5 lab hours, pass/no pass**

Designed for students possessing the desire, ability, and skills necessary to compete on the intercollegiate level. A minimum of 9.5 hours of participation per week during the season of the sport normally is required. Performance tryouts. (A, CSU) LIMITATION ON ENROLLMENT: Prospective participants should confer with the head coach of the sport before enrollment.

**37B COMPETITIVE SOFTBALL****3 units, 9.5 lab hours, pass/no pass**

In this course, students will learn softball rules and strategy and will identify and demonstrate skills related to the sport of softball. This course is designed for students possessing the desire, ability, and skills necessary to compete in softball at the intercollegiate level. LIMITATION ON ENROLLMENT: Performance evaluation. Students must demonstrate the softball skills necessary to compete at the intercollegiate level. (A, CSU)



**37D OFF-SEASON SOFTBALL TRAINING****2 units, 6 lab hours, pass/no pass**

This course involves softball training, skill development, conditioning, knowledge, strategy, and appreciation. It is intended for students who are preparing for competitive intercollegiate softball. LIMITATIONS: This course is designed for intercollegiate student-athletes only. Students must demonstrate skills necessary to compete in intercollegiate athletics. (A, CSU)

**45 PERFORMANCE TRAINING AND CONDITIONING TECHNIQUES FOR INTERCOLLEGIATE ATHLETICS****1 unit, 3 lab hours, pass/no pass**

This course is designed for intercollegiate student-athletes only. This course is sport specific and includes resistance, cardiorespiratory, flexibility, agility, and power training at the intercollegiate level. Please contact your counselor and coach. LIMITATION ON ENROLLMENT: Students enrolled in this course must perform and compete at the intercollegiate level. (A, CSU)

**46B COMPETITIVE WOMEN'S WRESTLING****3 units, 9.5 lab hours, pass/no pass**

In this course students will learn women's wrestling rules and strategy. Students will identify and demonstrate skills related to the sport of women's wrestling. LIMITATION ON ENROLLMENT Performance evaluation. This course is designed for intercollegiate student-athletes only. (A, CSU)

**46C OFF-SEASON CONDITIONING FOR WOMEN'S WRESTLING****2 units, 6 lab hours, pass/no pass**

This course is designed for off-season, women's wrestling student-athletes to develop skills and improve/maintain fitness levels necessary for intercollegiate wrestling. LIMITATION ON ENROLLMENT: This course is designed for intercollegiate student-athletes only. Students must demonstrate skills competitive to collegiate athletics. (A, CSU)

**71 SOCCER****1 unit, 3 lab hours, pass/no pass**

This is a course designed for students interested in the sport of soccer. The course will include techniques and skills, offensive and defensive strategies, rules and regulations, along with class competition. (A, CSU, UC)

**PHYSICS (PHYS)****2A GENERAL PHYSICS I****4 units, 3 lecture hours, 3 lab hours**

PREREQUISITES: Mathematics 4A. ADVISORIES: English 1A.

The topics covered in this course include mechanics, properties of matter, heat, sound and waves. (A, CSU-GE, UC, I) (C-ID PHYS 105)(C-ID PHYS 100S: PHYS 2A & PHYS 2B)

**2B GENERAL PHYSICS II****4 units, 3 lecture hours, 3 lab hours**

PREREQUISITES: Physics 2A. ADVISORIES: Eligibility for English 1A.

The topics covered in this course include electricity, magnetism, light, atomic and nuclear physics. (A, CSU-GE, UC, I) (C-ID PHYS 110) (C-ID PHYS 100S: PHYS 2A & PHYS 2B)

**4A PHYSICS FOR SCIENTISTS AND ENGINEERS****4 units, 3 lecture hours, 3 lab hours**

COREQUISITE: Mathematics 5B. ADVISORIES: Eligibility for English 1A.

The topics covered in this course include: classical mechanics, properties of matter, gravitation, fluid mechanics, oscillatory motion and mechanical waves. (A, CSU-GE, UC, I) (C-ID PHYS 205) (C-ID PHYS 200S: PHYS 4A & PHYS 4B & PHYS 4C)

**4B PHYSICS FOR SCIENTISTS AND ENGINEERS****4 units, 3 lecture hours, 3 lab hours**

PREREQUISITE: Physics 4A. COREQUISITES: Mathematics 6. ADVISORIES: English 1A.

The topics covered in this course include: Mechanical waves, Thermodynamics, electricity, magnetism. (A, CSU-GE, UC, I) (C-ID PHYS 210)(C-ID PHYS 200S: PHYS 4A & PHYS 4B & PHYS 4C)

## 4C PHYSICS FOR SCIENTISTS AND ENGINEERS

**4 units, 3 lecture hours, 3 lab hours**

PREREQUISITE: Physics 4B. ADVISORIES: Mathematics 17 and English 1A.

The topics covered in this course include: electromagnetic waves, optics, modern physics, condensed matter and nuclear physics. (A, CSU-GE, UC, I) (C-ID PHYS 215) (C-ID PHYS 200S: PHYS 4A & PHYS 4B & PHYS 4C)

## PLANT SCIENCE (PLS)

### 1 INTRODUCTION TO PLANT SCIENCE

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: Eligibility for Mathematics 201.

This course covers the study of plant structures and physiology as it relates to the adaptation and management of crops for food, fiber, shelter, and recreation. Lecture topics include plant cell, tissue, organ growth and development, propagation, photosynthesis, respiration, translocation, plant hormones, mineral nutrition, and plant health. Presentation and discussion of techniques and practices that influence these topics are also covered. (A, CSU-GE, UC, I) (C-ID AG - PS 106L: PLS 1 & PLS 1L) (C-ID AG - PS 104)

### 1L INTRODUCTION TO PLANT SCIENCE LABORATORY

**1 unit, 3 lab hours, pass/no pass**

COREQUISITES: Plant Science 1. ADVISORIES: Eligibility for Mathematics 201

This course complements Plant Science 1, covering the identification of plant structures and physiology as it relates to the adaptation and management of crops for food, fiber, shelter, and recreation. Laboratory experiments will investigate plant anatomy and physiology, propagation, mineral nutrition, identification, hydroponics, and traditional practices that influence plant growth and development. Presentation and discussion of techniques and practices that influence these topics are covered. (A, CSU-GE, UC, I) (C-ID AG - PS 106L: PLS 1 & PLS 1L)

## 2 SOILS

**3 units, 3 lecture hours, pass/no pass**

ADVISORIES: Eligibility for Mathematics 201.

This course examines the physical, chemical, and biological properties of soils as a medium for plant growth. Principles discussed include soil formation factors, development, and the interactive effects of soil properties. Soil analysis, interpretation, and management for environmental horticulture, forestry, and production agriculture is detailed on course completion. Emphasis in production agriculture on topics such as soil fertility, soil salinity and reclamation, and land use planning. Forestry applications include soil mapping, erosion control, and taxonomy. (A, CSU-GE, UC, I) (C-ID AG - PS 128L: PLS 2+PLS 2L)

### 2L SOILS LABORATORY

**1 unit, 3 lab hours, pass/no pass**

COREQUISITES: Plant Science 2. ADVISORIES: Eligibility for Mathematics 201.

Laboratory to accompany Plant Science 2 Soils lecture section. Laboratory topics and exercises include analysis and determination of physical, chemical, and biological properties. Measurement of soil texture, salinity, pH, and nutrient content. In addition, soil moisture measurement, legal land description, and fertilizer management will be covered. (A, CSU-GE, UC, I) (C-ID AG - PS 128L: PLS 2+PLS 2L)

## 3 GENERAL VITICULTURE

**3 units, 2 lecture hours, 3 lab hours**

ADVISORIES: Eligibility for Mathematics 201.

An introduction to viticultural operations. This class will include vine physiology and structure, climatic requirements, grape varieties, vineyard establishment, vineyard soils, pruning, training, irrigation, pests and diseases. Table, wine, and raisin type grapes will be covered. (A, CSU, UC)

## 4A TREE AND VINE MANAGEMENT

**3 units, 2 lecture hours, 3 lab hours**

ADVISORIES: Eligibility for Mathematics 201.

An introduction to orchard and vineyard management and operations, concentrating on California deciduous trees and vines including peaches, plums, nectarines, apricots, pluots, almonds, walnuts, pomegranates, wine grapes, table grapes and raisin grapes. Topics include development of vineyards and orchards, layout, planting, fertilization, irrigation, pruning, and harvest skills. Use of the Madera Community College school farm laboratory will be emphasized. (A, CSU)

**5 PRINCIPLES OF IRRIGATION MANAGEMENT****3 units, 2 lecture hours, 3 lab hours**

ADVISORIES: Eligibility for Mathematics 201.

The study of the soil-water-plant relationships, the consumptive use of water as required by various crops, irrigation water application systems, scheduling, and the management and evaluation of on-farm irrigation systems. Agriculture, urban, industry, and environmental issues pertaining to water resources are examined. (A, CSU)

**6 PESTICIDES****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: Eligibility for Mathematics 201.

Pesticide science is a specialized field requiring knowledge and experience with the laws and regulations, chemistry, biology and technology for safe and economical control of plant competitors. This course introduces and reviews current pesticide science and the safe and economical application in California Agriculture. (A, CSU)

**7 INTEGRATED PEST MANAGEMENT****3 units, 2 lecture hours, 3 lab hours**

ADVISORIES: High school elementary algebra.

This course covers integrated pest management of insects, diseases, and weeds in agriculture and environmental horticulture. It focuses on ecosystems, ecology, population dynamics, species identification and control. It includes a basic introduction and review of principles of pest management, laws, and regulations for California Pest Control Advisor licensing. (A, CSU)

**8 VEGETABLE PRODUCTION****3 units, 2 lecture hours, 3 lab hours**

ADVISORIES: Eligibility for Mathematics 201.

Principles of the production and harvesting of major California vegetable crops such as cole crops, peppers, squash, melons, leaf crops, and root crops. A field trip to a California vegetable production area is required. (A, CSU)

**9 BIOMETRICS****3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: Mathematics 103.

An introduction to data description, presentation, experimental design, statistical procedures, experimental methods and hypothesis testing with particular emphasis on biological systems. Upon completion of this course, the student will be able to perform basic statistical procedures, including t-tests, ANOVA, linear regression and correlation. (A, CSU-GE, UC, I) (C-ID MATH 110)

**11 MACHINERY TECHNOLOGY****3 units, 2 lecture hours, 3 lab hours**

ADVISORIES: Eligibility for Mathematics 201.

Principles of machinery management, technology, operation, and maintenance of wheel tractors, farm implements, forklifts, and harvesting equipment. Advanced topics include precision farming, custom farm operations, and corporate farm machinery management. (A, CSU) (C-ID AG - PS 108L)

**14 PLANT NUTRITION****3 units, 3 lecture hours**

ADVISORIES: Eligibility for Mathematics 201.

The study of soil, plant, and nutrient relationships. The composition, value, selection, and use of fertilizer materials, soil amendments, and cover crops. (A, CSU, UC)

**16 WINE SENSORY ANALYSIS AND EVALUATION****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: English 1A and Mathematics 103.

In this course students will experience and master sensory analysis specific to wine production with an emphasis on the effects of appearance on taste perception as well as olfactory and tasting transduction mechanisms. (A, CSU)

**17 WINERY LABORATORY TECHNIQUES AND EQUIPMENT OPERATION****3 units, 2 lecture hours, 3 lab hours, pass/no pass**

ADVISORIES: English 1A and Mathematics 103.

The course covers the wine processing technologies and systems used in commercial wineries. Topics include: Work place safety, cleaning and sanitation procedures, winemaking equipment and materials, tanks, barrels, barrel alternatives, filtration systems, bottling equipment and laboratory equipment. (A, CSU)

**18 INTRODUCTION TO ENOLOGY**  
**3 units, 2 lecture hours, 3 lab hours, pass/no pass**  
**ADVISORIES:** English 1A and Mathematics 103.  
 In this course students will be introduced to the science of wine making. Topics covered include microbiology, fermentation, sanitation, wine chemistry and stabilization. (A, CSU, UC)

## POLITICAL SCIENCE (POLSCI)

**2 AMERICAN GOVERNMENT**  
**3 units, 3 lecture hours**  
**PREREQUISITES:** Eligibility for English 1A or 1AH.  
**ADVISORIES:** Completion of English 1A or 1AH.  
 This course surveys the processes and institutions of national, state and local governments in the United States through a review of the organization, distribution and orientation of political power in American society. Among the topics discussed are individual political attitudes and values, political participation, voting, parties, interest groups, Congress, the presidency, Supreme Court, the federal bureaucracy, civil liberties and civil rights, and domestic and foreign policy making. Attention is paid both to the present state of the American political system and to its historical roots. (A, CSU-GE, UC, I) (C-ID POLS 110)

**2H HONORS AMERICAN GOVERNMENT**  
**3 units, 3 lecture hours**  
**PREREQUISITES:** Eligibility for English 1A or 1AH and enrollment in the Honors Program.  
 This course surveys the processes and institutions of United States national, state and local politics. Among the topics discussed are individual political attitudes and values, political participation, voting, parties, interest groups, Congress, the presidency, Supreme Court, the federal bureaucracy, civil liberties and civil rights, and domestic and foreign policy making. As an honors section, the class will be conducted as a seminar with individual projects, papers, and presentations. With History 11 or History 12, this course meets the American Institutions requirement to state universities. (A, CSU-GE, UC, I) (C-ID POLS 110)

**3 INTRODUCTION TO POLITICAL THEORY AND THOUGHT**  
**3 units, 3 lecture hours**  
**PREREQUISITES:** Completion of Political Science 2 or 2H.

This course is an introduction to the various approaches to political theory across time, issues, and authors. Students will analyze selected political theories, consider the relevance of these theories to contemporary problems, discuss new approaches to political thought, and evaluate the contribution of theories toward a comprehensive understanding of political life and political institutions (A, CSU-GE, UC, I) (C-ID POLS 120)

**5 COMPARATIVE GOVERNMENT**  
**3 units, 3 lecture hours**  
**PREREQUISITES:** Completion of Political Science 2 or 2H.

This course provides an introduction to the basic workings of various political systems throughout the world, with an emphasis on both the formal (i.e., governmental institutions, political processes) and informal (i.e., cultural exchanges) dimensions of politics. Students will engage in comparisons of these political systems using some of the basic concepts of political analysis. (A, CSU-GE, UC, I) (C-ID POLS 130)

**24 INTERNATIONAL RELATIONS**  
**3 units, 3 lecture hours**  
**PREREQUISITES:** Completion of Political Science 2 or 2H.

The course provides an introduction to international relations theories through a study of political, economic, historical, geographic and sociological variables as they influence relations among states, international and transnational organizations, and other non-state actors. The relationship between these theories and significant current international events will then be examined. Emphasis will be placed on the interdependence of nations in the modern world, and the links between local and international communities in an era of contemporary economic and cultural globalization. (A, CSU-GE, UC, I) (C-ID POLS 140)

**110 AMERICAN INSTITUTIONS****3 units, 3 lecture hours, pass/no pass**

ADVISORIES: Eligibility for English 132.

This course explores national, state, and local governments, the political processes, issues, and policies of those governments, and the rights and responsibilities of citizens living under these governments by outlining the structure, processes, function of each area of government. (Meets the Madera Community College "principles of national, state, and local government" requirement for the associate degree, but does not satisfy the CSU/IGETC "U.S. History, Constitution, and American Ideals" requirement.) (A)

**PSYCHOLOGY (PSY)****2 GENERAL PSYCHOLOGY****3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

This course presents an overview of the field of psychology, a field that emphasizes the scientific study of human behavior and mental processes. Topics include history, methodology, biopsychology, life-span development, sensation and perception, consciousness and altered states, learning and memory, thought and language, intelligence, motivation and emotion, personality, psychopathology and therapy, stress and health, social and cultural influences. (A, CSU-GE, UC, I) (C-ID PSY 110)

**2H HONORS GENERAL PSYCHOLOGY****3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

This course presents an overview of the field of psychology that emphasizes the scientific study of human behavior and mental processes. Topics include history, methodology, biopsychology, lifespan development, sensation and perception, consciousness and altered states, learning and memory, thought and language, intelligence, motivation and emotion, personality, psychopathology and therapy, stress and health, social and cultural influences. The Honors section of this course places a greater emphasis on understanding the human being as an integrated physiological, social, and psychological organism and further enriches that perspective with data and theories from related disciplines. (A, CSU-GE, UC, I) (C-ID PSY 110)

**5 SOCIAL PSYCHOLOGY****3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

This course focuses on a systematic analysis of the social determinants of behavior and mental processes. Emphasis is placed on the perception of ourselves and others; attitudes; roles; compliance, conformity and obedience; attraction; aggression; altruism; behavior in groups; and applied social psychology. (A, CSU-GE, UC, I) (C-ID PSY 170)

**16 ABNORMAL PSYCHOLOGY****3 units, 3 lecture hours**

ADVISORIES: Psychology 2 or 2H and English 1A or 1AH.

This course focuses on a systematic analysis of the social determinants of behavior and mental processes in relation to the social environment. Emphasis is placed on the perception of ourselves and others; attitudes; roles; compliance, conformity and obedience; attraction; aggression; altruism; behavior in groups; and applied social psychology (A, CSU-GE, UC, I) (C-ID PSY 170)

**17 PSYCHOLOGY OF PREJUDICE  
(SAME AS ETHNIC STUDIES 17)****3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

This course will provide an overview of the theories and research on causes and effects of prejudice and discrimination by taking a comparative approach to critical events, histories, lived experiences and focusing on race and racism, racialization, ethnicity, equity, ethno-centrism, eurocentrism, white supremacy, self-determination, liberation, decolonization, sovereignty, imperialism, settler colonialism, and their intersections related to class, gender, sexuality, religion, spirituality, national origin, immigration status, ability, tribal citizenship, sovereignty, language, and/or age within the following groups of people: Native Americans, African Americans, Asian Americans and Latina and Latino Americans. Additionally, an examination of the various ethnic groups and personal experiences with prejudice/discrimination, anti-racism resistance, racial and social justice, solidarity, liberation, and various approaches to reducing prejudice and discrimination by promoting intergroup communication and equality will be covered. This course will also include civic learning and / or a community engagement component.

**25 HUMAN SEXUALITY****3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

This course examines human sexuality from psychological, biological, sociocultural, and historical perspectives. The course will cover anatomy and physiology of sex, sex within relationships, alternative lifestyles, fertility management, contraception, sexual dysfunction, and social roles/attitudes. Issues such as destructive sexual behavior, rape and incest, paraphilia, and other sensitive subjects will be presented and discussed in an explicit and scientific manner. Students will be encouraged to become aware of their own sexual attitudes, values, and behaviors and to evaluate the consistency of their behaviors within their own moral frameworks. Current sex norms and various aspects of interpersonal and individual sexual adjustment will be explored. (A, CSU-GE, UC) (C-ID PSY 130)

**38 LIFESPAN DEVELOPMENT  
(SEE ALSO CHILD DEVELOPMENT 38)****3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

Basic theories, research concepts, and principles of physical, cognitive and psychosocial development, including biological and environmental influences, will be explored with a focus on each major stage of life from conception to death. This course is designed to promote critical self-understanding. Students will apply developmental theory to major topics, including developmental problems, that occur throughout one's lifespan. (A, CSU-GE, UC, I) (C-ID PSY 180)

**42 STATISTICS FOR THE BEHAVIORAL SCIENCES****4 units, 4 lecture hours**

PREREQUISITES: Mathematics 103. ADVISORIES: English 1A or 1AH.

This course offers an introduction to the appropriate use of statistical techniques in behavioral sciences including the use of probability, hypothesis testing, and predictive techniques to facilitate decision-making. Other topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests. Additionally, students will learn the application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. The goal of this course is to demonstrate the role of quantitative methods in behavioral science using data from psychology, sociology, criminal justice, political science, and anthropology. This course is recommended for students in the Social Sciences in lieu of another statistics course. This course is not open to students with credit in MATH 11, MATH 11C, STAT 7, or PLS 9. (A, CSU-GE, UC, I) (C-ID SOCI 125)

**45 INTRODUCTION TO RESEARCH METHODS IN PSYCHOLOGY****3 units, 3 lecture hours**

PREREQUISITES: Psychology 2 or 2H, and Psychology 42 or Mathematics 11 or 11C or Statistics 7 or Plant Science 9. ADVISORIES: English 1A or 1AH.

This course surveys psychological research methods. An emphasis is placed on research design, descriptive techniques, experimental procedures, and the characteristics of valid assessment tools. The course also focuses on the collection, analysis, interpretation, and reporting of research data. Cultural considerations and the ethics of research with human and animal participants will be included. The course is designed for psychology majors and others who require familiarity with such research techniques. (A, CSU-GE, UC, I) (C-ID PSY 200)

**46 INTRODUCTION TO PSYCHOSOCIAL REHABILITATION****3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

This course will provide an overview of the field of Psychosocial Rehabilitation (PSR) including principles and values, history, current practice models, emphasizing consumer empowerment and recovery. (A, CSU)

**47 THE HELPING RELATIONSHIP****3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

This course provides an introduction to the essential qualities of a helping relationship, including working collaboratively, engagement, interviewing techniques, assessment and treatment planning in a Psychosocial Rehabilitation (PSR). (A, CSU)

**48 COMMUNITY INCLUSION****3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

This course provides students with the information and skills needed to link consumers to needed community resources and build a social support network outside of mental health treatment. The course will explore interviewing techniques, basic treatment planning, and cultural sensitivity in the helping profession. (A, CSU)

**49 REHABILITATION AND RECOVERY****3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 1A or 1AH.

This course provides a theoretical and practical knowledge base for entry-level skills that are required to deliver Psychosocial Rehabilitation (PSR) services to individuals experiencing mental health challenges. The course covers major categories of mental health difficulties, and will provide an introduction to various treatment approaches. (A, CSU)

**PUNJABI (PUNJABI)****1 BEGINNING PUNJABI****5 units, 5 lecture hours**

ADVISORIES: English 1A or 1AH

This course is an introduction to the language and cultures of the Punjabi-speaking countries and communities. Basic speaking, listening, reading and writing of Punjabi will be introduced and practiced within a cultural framework. The emphasis will be on language as an expression of culture. The course is designed for students who have no knowledge of Punjabi. (A, CSU)

**REGISTERED NURSING (RN)****74 GERIATRIC NURSING THEORY****1.5 units, 1.5 lecture hours**

PREREQUISITES: Registered Nursing 160.

COREQUISITES: Registered Nursing 75, 77, 79. LIMITATION ON ENROLLMENT: Must have a current LVN licensure.

This course builds on previous knowledge and skills in applying the nursing process to older adults living in the community. Gerontological nursing theory emphasizes lifestyle and physical changes that occur with aging, the process of initiating health referrals for the older adult, and the outcome criteria for evaluating the aging individual's response to teaching and learning. The student will also explore interventions to increase the older adult's functional abilities. (A, CSU)

**75 INTERMEDIATE MEDICAL-SURGICAL NURSING****5 units, 2.5 lecture hours, 7.5 lab hours**

PREREQUISITES: Registered Nursing 160 with a grade of "C" or better. COREQUISITES: Registered Nursing 74, 77, 79. LIMITATION ON ENROLLMENT: Must have a current LVN licensure.

This course provides the conceptual basis of nursing care for the acutely ill, non-critical care adult and geriatric clients in an acute medical-surgical setting. The student utilizes the nursing process to recognize alterations in functioning or illness and formulate age-appropriate nursing interventions. Concurrent practice in the skills lab and clinical experience in community facilities is required. (A, CSU).

**77 PSYCHIATRIC/MENTAL HEALTH NURSING****3.5 units, 2 lecture hours, 4.5 lab hours**

PREREQUISITES: Registered Nursing 160 with a grade of "C" or better. COREQUISITES: Registered Nursing 74, 75, 79. LIMITATION ON ENROLLMENT: Must have a current LVN licensure.

This course focuses on the nursing care of patients with identified psychiatric/mental health problems. It is designed to enable the student to acquire knowledge and skills through the systematic observation of patient behavior to identify, describe, and classify pertinent behaviors related to psychiatric/mental health problems and developmental disabilities. The course emphasizes the nursing process, the nurse-patient relationship, and therapeutic communication skills in caring for individuals and their families across the lifespan. Concurrent enrollment in a psychiatric-approved clinical site is necessary. (A,CSU)

## 78 FOUNDATIONS OF MULTICULTURAL NURSING CARE

**1 unit, 1 lecture hour**

**PREREQUISITES:** Acceptance into the LVN to RN program, Registered Nursing 160 with a grade of "C" or better. **LIMITATION ON ENROLLMENT:** Must have a current LVN licensure.

This course introduces transcultural theories, concepts, and principles that help explain the healthcare needs and responses of individuals and groups within the context of their cultures and subcultures. Diversity is examined relative to social organization, roles and expectations, communication patterns, and values/beliefs underlying health-illness behaviors between western and non-western cultures. Emphasis is placed on the conduct of culturally competent assessments. (A,CSU)

## 79 NURSING SKILLS LAB I

**.5 unit, 1.5 lab hours**

**PREREQUISITES:** Registered Nursing 160 with a grade of "C" or better. **CO-REQUISITES:** Registered Nursing 74, 75, 77. **LIMITATION ON ENROLLMENT:** Must have a current LVN licensure.

This course provides technical knowledge and assessment skills related to adult/geriatric patients. Focus is on skills and concepts related to Intermediate Medical-Surgical Nursing and prepares the student to progressively advance in nursing practice to care for adults/geriatric patients with acute and chronic health care problems. Under direct supervision, students will have an opportunity to update previously learned skills, practice complex client care assignments on simulators, and demonstrate proficiency in math and dosage calculations for medication administration. This course also aids in the development of nursing skills related to communication, care planning, and documentation. (A,CSU)

## 85 ADVANCED MEDICAL-SURGICAL NURSING

**6 units, 2.5 lecture hours, 10.5 lab hours**

**PREREQUISITES:** Registered Nursing 160, 74, 75, 77, and 79 with a grade of C or better. **COREQUISITES:** Registered Nursing 87, 88, 89. **LIMITATION ON ENROLLMENT:** Must have a current LVN licensure.

This course focuses on providing safe care to multiple patients with complex, multi-system critical care illnesses or injuries. Correlated clinical experiences emphasize the refinement of clinical decision-making, psychomotor skills, and patient care management in professional nursing practice. Concurrent enrollment in the skills lab and clinical experience in community facilities is required.

## 87 PEDIATRIC AND MATERNAL-CHILD NURSING

**4 units, 2 lecture hours, 6 lab hours**

**PREREQUISITES:** Registered Nursing 160, 74, 75, 77, 79 with a grade of C or better. **COREQUISITES:** Registered Nursing 85, 88, 89. **LIMITATION ON ENROLLMENT:** Must have a current LVN licensure.

**Pediatric Nursing:** This portion of the course focuses on nursing care of the complex pediatric population in the acute healthcare setting. The purpose is to expose students to pediatric patients and their families in the hospital, outpatient clinics, and home health setting, as well as understand the physiological and psychological dynamics of the child and their care providers. An emphasis is placed on how diseases manifest, specifically in the pediatric population. Concurrent enrollment in the skills laboratory and clinical experience in community facilities are required.

**Maternal-Child Nursing:** This is the family-centered portion of the course emphasizing nursing care of the childbearing and childrearing family. Concepts include family communications, teaching, nursing process, critical thinking, legal-ethical issues, and client advocacy. The Orem Self-Care Model and the nursing process are utilized to assist the student in planning and delivering nursing care relevant to the pathophysiological, psychological, sociocultural, and riskreduction needs of the patient/family in childbearing and childrearing experiences. Concurrent enrollment in the skills laboratory and clinical experience in community facilities are required.

**Note:** Pediatric Nursing is conducted for the first half, and Maternal-Child Nursing is the remaining half. The student must pass. Pediatric Nursing before advancing to Maternal-Child Nursing. (A,CSU)



## 88 NURSING LEADERSHIP AND MANAGEMENT

**1 unit, 1 lecture hour**

PREREQUISITES: Registered Nursing 160, 74, 75, 77, and 79 with a grade of C or better. COREQUISITES: Registered Nursing 85, 87, 89. LIMITATION ON ENROLLMENT: Must have a current LVN licensure.

This course prepares students for the changing role of the professional nurse in complex, rapidly changing health care environments and diverse health care settings. The theories and methods of leadership and management are explored and applied in the clinical experience. There is an emphasis on critical thinking, team building, communication, priority setting, lifelong learning, and collaborative decision-making as tools applied as a transition into the professional registered nurse workforce. The student will embrace the American Nurses Association Code of Ethics and the California Nursing Practice Act with all class actions and interactions, demonstrating professional accountability and responsibility.

## 89 NURSING SKILLS LAB II

**0.5 unit, 1.5 lab hours**

PREREQUISITES: Registered Nursing 160, 74, 75, 77, and 79 with a grade of C or better. COREQUISITES: Registered Nursing 85, 87, 88. LIMITATION ON ENROLLMENT: Must have a current LVN licensure.

This course focuses on developing advanced clinical skills related to complex, multi-system critical care illnesses or injuries and simulation patients. Under direct supervision, students will have an opportunity to develop and improve patient-centered care through advanced critical thinking scenarios, therapeutic nursing interventions, and ongoing practice of technical skills within the context of the critical care practice environments.

## 160 LVN TO RN ROLE TRANSITION

**2 units, 1 lecture hour, 3 lab hours**

PREREQUISITES: Biology 20, 22, 31; Chemistry 3A; English 1A; Mathematics 103 or 10A or 45 or 3A or 11 or 11C or Plant Science 9 or Psychology 42 or Statistics 7; Psychology 2; Sociology 1A or Anthropology 2; LIMITATION ON ENROLLMENT: graduation from a state accredited vocational nursing program; current LVN licensure, and acceptance into the LVN to RN program.

This course facilitates the role transition of a Licensed Vocational Nurse (LVN) seeking to achieve a Registered Nurse (RN) licensure. Orem's Self-Care theory provides a foundation upon which students are introduced to a systematic approach that utilizes the nursing process of assessment, planning, implementation, and evaluating the nursing care. The course allows the student to practice and reinforce previously learned LVN skills and procedures necessary for advanced placement in the RN program. Students must be accepted for enrollment in the LVN to RN program and are required to have their skills competencies validated.

## SCIENCE (SCI)

### 1A INTRODUCTORY CHEMICAL AND PHYSICAL SCIENCE

**4 units, 3 lecture hours, 3 lab hours, pass/no pass**

PREREQUISITES: Mathematics 4A or 4B or satisfaction of the CSU system General Education Quantitative Reasoning Requirement (CSU-GE Area B4). COREQUISITES: Mathematics 10A. ADVISORIES: Eligibility for English 1A or 1AH.

This course provides an investigation of basic principles of physics and chemistry including matter, physical and chemical properties, energy, motion, light, atomic structure, bonding, solutions and chemical reactions. The inter-dependence of chemistry and physics will be emphasized. This course is intended for non-science majors. (A, CSU-GE, UC, I) (C-ID PHYS 140) (C-ID CHEM 140)

## SOCIOLOGY (SOC)

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### 1A INTRODUCTION TO SOCIOLOGY

**3 units, 3 lecture hours**

ADVISORIES: English 132.

This course will cover basic sociological concepts, theoretical approaches, and methods of sociology. The course provides an introduction to sociological approaches in explaining social structure, culture, socialization, social interaction, group dynamics, institutions, deviance, stratification, social change, social problems, and global dynamics. (A, CSU-GE, UC, I) (C-ID SOCI 110)

### 1B CRITICAL THINKING ABOUT SOCIAL PROBLEMS

**3 units, 3 lecture hours**

ADVISORIES: Sociology 1A and English 1A or 1AH.

This utilizes critical thinking and the sociological imagination to explore, discuss, and analyze social problems. The course reviews the role of power and ideology in defining social problems, explores various causes consequences; evaluation possible solutions and methods of intervention of social problems. The course applies critical thinking skills using both inductive and deductive forms of reasoning, including identifying formal and informal fallacies and analyzes the evidence on which conclusions are based. The application of critical thinking strengthens and heightens the social awareness of students concerning major social problems today. (A, CSU-GE, UC, I) (C-ID SOCI 115)

### 2 AMERICAN MINORITY GROUPS (SEE ALSO ETHNIC STUDIES 2)

**3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

This class is an interdisciplinary study of race, ethnicity, and racism in the United States. This course will take a comparative approach covering Native Americans, African Americans, U.S. Latinx, Arab Americans, Asian Americans, Euro-Americans, and Multiracial Americans. The course will examine key topics such as racial discrimination, immigration, economics, labor, political conditions, cultural expression and resistance, social justice movements, racial and ethnic identity, and gender and sexuality. (A, CSU-GE, UC, I) (C-ID SOCI 150)

## 11 SOCIOLOGY OF GENDER

**3 units, 3 lecture hours**

ADVISORIES: Sociology 1A, English 1A or 1AH.

This course explores the social construct of feminine and masculine identities both historically and in cross-cultural contexts. Issues regarding gender socialization in both macro and micro levels will be analyzed on how individuals "do" gender. The class will discuss the impact of social, economic, and political changes on gender expectations and practices. (A, CSU-GE, UC, I) (C-ID SOCI 140)

### 32 COURTSHIP, MARRIAGE, AND DIVORCE: FAMILY & INTERPERSONAL RELATIONSHIPS

**3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

Sociology 32 is the sociological analysis of family as an institution, including historical and recent changes, present nature and the socio-cultural and economic forces shaping these changes. The course will include an introduction to the principles of marriage and family relationships, including love, courtship, mate selection, marriage, sexuality, family planning, pregnancy and childbirth, sexually transmitted diseases, family conflict, conflict resolution, communication skills, divorced families, step-families, aging, and widowhood. (A, CSU-GE, UC, I) (C-ID SOCI 130)

## SPANISH (SPAN)

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### 1 BEGINNING SPANISH

**5 units, 5 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This is a beginning course in conversational and written Spanish for non-native speakers; intended for students without previous exposure to Spanish. Students will gain an introduction to pronunciation, vocabulary, idioms, grammar, basic composition, and they will explore the cultures of Spain, Latin America and Hispanic cultures of the US. (A, CSU-GE, UC, I) (C-ID SPAN 100)

**2 HIGH-BEGINNING SPANISH****5 units, 5 lecture hours, pass/no pass**

PREREQUISITES: Spanish 1, or 2 years of high school Spanish or the equivalent skill level as determined by instructor. ADVISORIES: English 1A or 1AH.

This is a second-semester course in conversational and written Spanish for non-native speakers. Students will develop grammatical structures, expand their vocabulary and further study the cultures of Spain, Latin America and Hispanic cultures of the U.S. This course introduces the literary text. (A, CSU-GE, UC, I) (C-ID SPAN 110)

**3 INTERMEDIATE SPANISH****5 units, 5 lecture hours, pass/no pass**

PREREQUISITES: Spanish 2 or 3 years high school Spanish or equivalent skill level as determined by instructor. ADVISORIES: English 1A or 1AH.

This is a third-semester course in conversational and written Spanish for non-native speakers. Students will review basic grammar, further develop their oral skills and grammatical structures, and continue to expand their vocabulary. In this course, students will compose and discuss short literary texts. There will be an increased emphasis on reading and writing as tools in exploring the cultures of Spain and Latin America and the Hispanic cultures of the U.S. (A, CSU-GE, UC, I) (C-ID SPAN 200)

**3NS SPANISH FOR SPANISH SPEAKERS****5 units, 5 lecture hours, pass/no pass**

PREREQUISITES: a basic speaking knowledge of Spanish as determined by an oral interview. ADVISORIES: English 1A or 1AH.

This is a first-semester course in Spanish for bilingual or monolingual native speakers designed to develop reading and writing skills. Students will expand their vocabulary, improve their orthography and their use of grammatical structures of standard Spanish, both oral and written. Readings and discussions of topics relating to Hispanic cultures are an essential part of the course. (A, CSU-GE, UC, I) (C-ID SPAN 220)

**4 HIGH-INTERMEDIATE SPANISH****5 units, 5 lecture hours, pass/no pass**

PREREQUISITES: Spanish 3 or equivalent skill level as determined by instructor. ADVISORIES: English 1A or 1AH.

This is a fourth-semester course in conversational and written Spanish for non-native speakers. It continues the development of proficiency of grammar and language usage. Students will further explore current topics and cultures of Spain, Latin America and Hispanic cultures of the US, as reflected in the language and literature. (A, CSU-GE, UC, I) (C-ID SPAN 210)

**4NS SPANISH FOR SPANISH SPEAKERS****5 units, 5 lecture hours, pass/no pass**

ADVISORIES: English 1A or 1AH.

This is a second semester course in Spanish for bilingual or monolingual native speakers designed to develop reading and writing skills. Students will further develop and improve skills in standard Spanish that include: exercises in grammar and vocabulary building and research projects. This will be achieved through readings of historical culture and literary texts that are the center of class discussions. (A, CSU-GE, UC, I) (C-ID SPAN 230)

**5 THE SHORT STORY: MEXICO, SPAIN, AND THE U.S.****4 units, 4 lecture hours, pass/no pass**

PREREQUISITES: Spanish 4, or Spanish 4NS, or a proficient speaking knowledge of Spanish as determined by an oral interview. ADVISORIES: English 1A or 1AH.

In this course, students will be exposed to a selection of Hispanic short stories, culture, and civilization. Students will continue to develop their Spanish-language skills in reading, writing, and speaking, will discuss articles and short stories, and will view and discuss films. Oral presentations and written reports are an essential part of the course. Emphasis on U.S., Mexico, and Spain. (A, CSU-GE, UC, I)

**15 PRACTICAL SPANISH CONVERSATION, LOW-INTERMEDIATE LEVEL****3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: Spanish 2 or the equivalent skill level as determined by instructor. ADVISORIES: English 1A or 1AH.

This course develops conversational skills in Spanish for students with a basic knowledge of the language. Oral communication and listening comprehension will be emphasized. Some reading and writing skills are also developed. Practical vocabulary for daily use will be emphasized and the application of basic grammatical structures will be reviewed. Topics will include situations of daily life at home and in the Hispanic world. (A, CSU-GE, UC)

## 16 PRACTICAL SPANISH CONVERSATION, HIGH-INTERMEDIATE LEVEL

**3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: Spanish 3 or the equivalent skill level as determined by instructor. ADVISORIES: English 1A or 1AH.

This is a second semester Spanish conversational course. Students will further develop their language proficiency skills at an intermediate level. Oral communication and listening comprehension will be emphasized. Some reading and writing skills will also be developed. This course is designed to improve oral expression and fluency in Spanish as used in travel, home, school, work and in business. Students will use communication skills to help overcome cultural and linguistic barriers and to increase understanding of Hispanic cultures. (A, CSU-GE, UC)

## 251 PRACTICAL SPANISH FOR THE PROFESSIONS

**3 units, 3 lecture hours, pass/no pass**

This course is a practical introduction to situational Spanish for the professionals based on actual case studies. Students will study and gain knowledge of specific vocabulary, terminology, and cultural insight. Sections for health professions, law enforcement, commercial areas, social work and public school personnel will be offered.

## 252 PRACTICAL SPANISH FOR THE PROFESSIONS

**3 units, 3 lecture hours, pass/no pass**

PREREQUISITES: Spanish 251.

This is a second semester of situational Spanish for the professional based on actual case studies. Students will study and gain knowledge of specific vocabulary, terminology, and cultural insight. Sections for the health professions, law enforcement, commercial areas, social work, and public schools personnel will be offered.

## SPEECH LANGUAGE PATHOLOGY ASSISTANT (SLPA)

### 1 INTRODUCTION TO COMMUNICATION DISORDERS

**3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH.

This course is designed to address speech and language disorders in children and adults. Topics include speech, hearing, and language disorders, trends in legislation and education, and a review of available community resources. The course provides information to the student exploring a career related to speech and language therapy. (A, CSU)

### 2 SPEECH, LANGUAGE AND HEARING DEVELOPMENT

**3 units, 3 lecture hours**

ADVISORIES: English 1A or 1AH

This course is the study of speech, language and hearing development across the normal human life span. It includes genetic, cultural, and social aspects of communication development. Theories of language acquisition are discussed. Phonological, morphological, syntactic, semantic and pragmatic development will be considered and language sample analysis with typically developing children is practiced. (A, CSU)

### 3 THERAPY ANALYSIS AND FIELD OBSERVATION

**3 units, 3 lecture hours, 1 lab hour**

PREREQUISITES: Speech Language Pathology Assistant 1 and 2. ADVISORIES: English 1A or 1AH.

This course is an introduction to speech therapy programs in public schools, clinics, hospitals, and skilled nursing facilities. Students learn the basic therapy protocol utilized in treatment for all disorders. Critical components of evidenced-based practice and efficient, appropriate therapy are reviewed. The laboratory component includes student observation of a speech therapist at the off-campus facilities. (A, CSU)

### 4 SERVICE DELIVERY

**3 units, 3 lecture hours**

PREREQUISITES: Speech Language Pathology Assistant 1 and 2. ADVISORIES: English 1A or 1AH.

This course is a survey of speech and language therapy delivery systems and state and national regulations, laws, and professional organizations for Speech-Language Pathology Assistants (SLPA) that control the delivery of speech and language therapy services in public schools, clinics, hospitals, and skilled nursing facilities. (A, CSU)

## 5 THERAPY MATERIALS AND PROCEDURES

**3 units, 3 lecture hours**

PREREQUISITES: Speech Language Pathology Assistant 1 and 2. ADVISORIES: English 1A or 1AH.

This course is a survey of materials and procedures found in Speech-Language Pathology Assistant (SLPA) clinical programs in public schools, hospitals, and skilled nursing facilities. Topics include record keeping, report writing, behavior modification techniques, computer assisted programs, International Phonetic Alphabet (IPA), American Speech-Language Hearing Association (ASHA), Code of Ethics, and state and national guidelines for speech therapy. (A, CSU)

## 6 ASSESSMENT AND REMEDIATION

**3 units, 3 lecture hours**

PREREQUISITES: Speech Language Pathology Assistant 1 and 2. ADVISORIES: English 1A or 1AH.

This course explores in-depth specific disorders of communication with a focus on evidence-based practice. It covers assessment results, remediation techniques, and rationales for commonly used therapeutic approaches within the scope of Speech-Language Pathology Assistant (SLPA) practice as well as principles of learning, data collection, clinical documentation, and record keeping. (A, CSU)

## 7 FIELDWORK

**3 units, 1 lecture hour, 6 lab hours**

PREREQUISITES: Speech Language Pathology Assistant 1, 2, 3, 4, 5, and 6. ADVISORIES: Eligibility for English 1A.

This course provides supervised fieldwork experience assisting with the clinical management of persons with communicative disorders. There are opportunities to interact with clients/patients while implementing a prescribed treatment plan, and assist with screening under the direction of a Speech-Language Pathologist. The experience also includes opportunities for recordkeeping and managing client data, setting up and preparing for sessions as needed, and performing various clerical duties, as needed. All fieldwork is done in specified off-campus locations such as hospitals, skilled nursing facilities, schools, or other clinical sites. (A, CSU)

## STATISTICS (STAT)

### 7 ELEMENTARY STATISTICS

**4 units, 4 lecture hours**

PREREQUISITES: Mathematics 103 or equivalent.

ADVISORIES: English 1A or 1AH.

This course covers the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics, probability and sampling distributions, statistical inference, correlation and linear regression, analysis of variance, chi-square and t-tests, and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications will use data from a broad range of disciplines. (A, CSU-GE, UC, I) (C-ID MATH 110)

### ST 300 SUPERVISED TUTORING

**1 unit, 18 lab hours**

This course provides tutoring assistance to increase the probability of a student's successful completion of his or her educational objectives. Hours will vary depending on individual student need.

## TRUCK DRIVING (TD)

### 101 COMMERCIAL DRIVER LEARNERS PERMIT PREPARATION

**3 units, 3 lecture hours**

This course is a general study of the California Department of Motor Vehicles (DMV) Commercial Driver's License (CDL) Handbook on driving Commercial Motor Vehicles (CMV) that requires higher level of knowledge, safety awareness, driving techniques and skills. Survey of California and Federal motor vehicle traffic laws, highway traffic regulations, and commercial driver's license responsibilities, laws and regulations. This course is intended to prepare students for the California DMV Commercial Learners Permit (CLP) written exam. This is the first of a two-course sequence in preparing for the California CDL truck driving license preparation.

**102 CLASS A COMMERCIAL DRIVER  
LICENSE CDL TRAINING****3 units, 1 lecture, 6 lab hours**

ADVISORIES: Truck Driving 101.

This course provides theoretical and practical skill training to obtain a California Department of Motor Vehicles (DMV) Class A Commercial Driver's License (CDL) for driving Commercial Motor Vehicles (CMV). Emphasis will be on safe operation – vehicle control, cargo safety, air brakes, pre-operation vehicle inspections, and driving skills test requirements as they pertain to operating regulated on-highway heavy equipment.

Requirements for this course:

1. A valid and current Commercial Learner's Permit (CLP) from California Department of Motor Vehicles required throughout the duration of this class
2. Qualifying drug testing from Federal Testing Providers
3. Ongoing Madera Community College DOT Department of Transportation drug testing is required throughout the duration of this course.

**103 ELTD HAZMAT ENDORSEMENT****1 unit, 18 lecture hours**

This course teaches the Entry Level Driver Training (ELDT) for the Hazardous Materials (HAZMAT) endorsement. It satisfies the DOT requirements for ELDT training. (A)

## VOCATIONAL ENGLISH AS A SECOND LANGUAGE (VESL)

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**212V VOCATIONAL ENGLISH AS A SECOND  
LANGUAGE – LOW INTERMEDIATE****3 units, 3 lecture hours, pass/no pass**

ADVISORY: Placement through an approved multiple-measure process.

VESL 212 is an integrated skills course for low-intermediate ESL students who want to learn English for vocational purposes. Students will develop oral and written proficiency in vocational contexts. Students will improve skills in reading, writing, listening, and speaking on topics relevant to the workplace.

**213V VOCATIONAL ENGLISH AS A SECOND  
LANGUAGE – INTERMEDIATE****3 units, 3 lecture hours, pass/no pass**

ADVISORY: VESL 212V or VESL 312V or placement through an approved multiple-measure process.

VESL 213V is an integrated skills course for intermediate ESL students who want to learn English for vocational purposes. Students will develop oral and written proficiency in vocational contexts. Students will improve skills in reading, writing, listening, and speaking on topics relevant to the workplace.

**312V VOCATIONAL ENGLISH AS A SECOND  
LANGUAGE – LOW INTERMEDIATE****0 units, 3 lecture hours, pass/no pass**

ADVISORY: Placement through an approved multiple-measure process.

VESL 312 is an integrated skills course for low-intermediate ESL students who want to learn English for vocational purposes. Students will develop oral and written proficiency in vocational contexts. Students will improve skills in reading, writing, listening, and speaking on topics relevant to the workplace.

**313V VOCATIONAL ENGLISH AS A SECOND  
LANGUAGE – INTERMEDIATE****0 units, 3 lecture hours, pass/no pass**

ADVISORY: VESL 312V or placement through an approved multiple-measure process.

VESL 213V is an integrated skills course for intermediate ESL students who want to learn English for vocational purposes. Students will develop oral and written proficiency in vocational contexts. Students will improve skills in reading, writing, listening, and speaking on topics relevant to the workplace.

# Special Areas of Study

## English as a Second Language (ESL)

The ESL program is designed for students whose native language is not English. The program assists students to acquire the necessary English language skills to succeed in AA/AS degree programs, vocational programs and university transfer courses offered at Madera Community College.

### ASSESSMENT

All students have the right to take transfer-level math, transfer-level English, and English as a Second Language (ESL) courses. Students planning to take an English class, a math class, a class with an English or math prerequisite, or an ESL class, are encouraged to, and may be required to, meet with a counselor prior to registration. The counselor will guide students through an assessment process that will help identify whether enrollment in an accompanying support course is beneficial. The assessment process is composed of multiple measures, including reviewing high school transcripts, AP test scores, ESL Guided Self-Placement, etc. Multilingual students have the option of taking the transfer-level English or ESL courses supporting transition to transfer-level Composition. Some ESL courses are transfer-level courses.

## Evening Classes

The purpose of evening classes is to assist students to develop vocationally, to prepare students for employment, to satisfy requirements for a college degree and/or transfer, and to provide opportunity for cultural enrichment. Course content, time necessary for preparation of assignments, textbooks, attendance and regulations parallel day class requirements.

Students in an evening program register for college credit. They must assume the responsibilities of attending classes regularly and of spending adequate time outside the classroom for preparation.

The Madera Community College and Madera Community College at Oakhurst offices are open from 8:00 a.m. to 7:30 p.m., Monday through Thursday, and 8:00 a.m. to 4:30 p.m., Friday, when classes are in session.



# College Personnel

## Board of Trustees

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*Vice Chancellor, Educational Services and Institutional Effectiveness* Dr. Robert Frost  
*Vice Chancellor, Administration and Finance* Dr. Davide El Fattal  
*Vice Chancellor, Operations & Information Systems*  
Christine Miktarian  
*Vice Chancellor, Human Resources* Julianna Mosier

## Madera Community College Administration

*President, Madera Community College* Dr. Ángel Reyna  
*Vice President of Madera Community College* Dr. Marie Harris  
*Vice President, Ed Service & Institutional Effectiveness*  
Dr. Ray Ramirez  
*Vice President of Administrative Services* Matthew Richmond  
*Dean of Instruction (Career Technical Education and STEM)*  
Dr. Justin Garcia  
*Dean of Instruction (Liberal Arts and Social Science)*  
Dr. Shelly Conner  
*Dean of Student Services* Julie Preston-Smith  
*Manager, Admissions and Records* Gary Nicholes  
*Manager, Financial Aid* Gary Nicholes  
*Dean of Madera Community College at Oakhurst*  
Dr. Darin Soukup

## Madera Community College

### Department Chairs

*Counseling and Learning Assistance* Erica Bourbon  
*Compositions, Literature, Languages* Jeff Ragan  
*CTE, Health Science, Business* Traci Triplitt  
*Science, Technology, Engineering, Math* Todd Kandarian  
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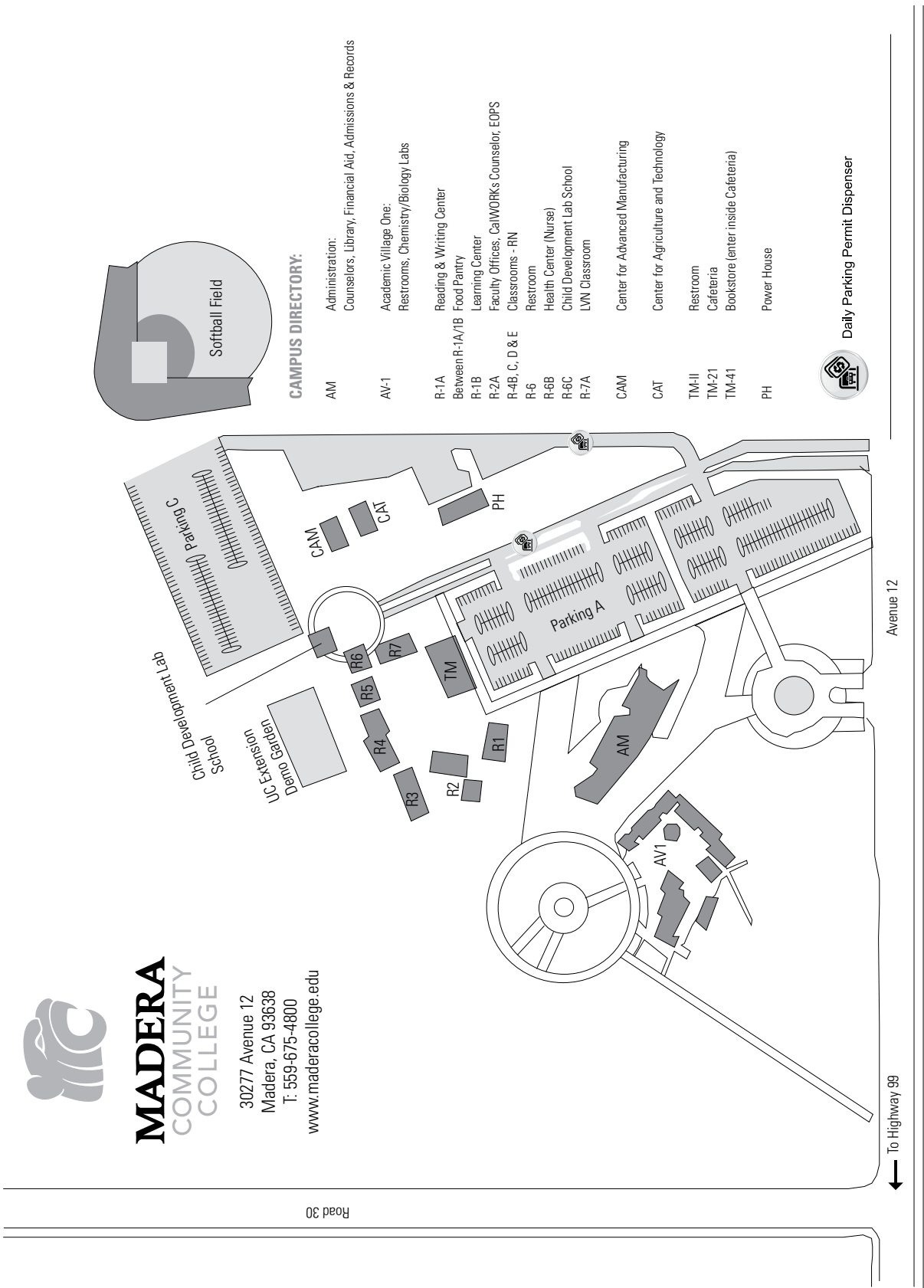
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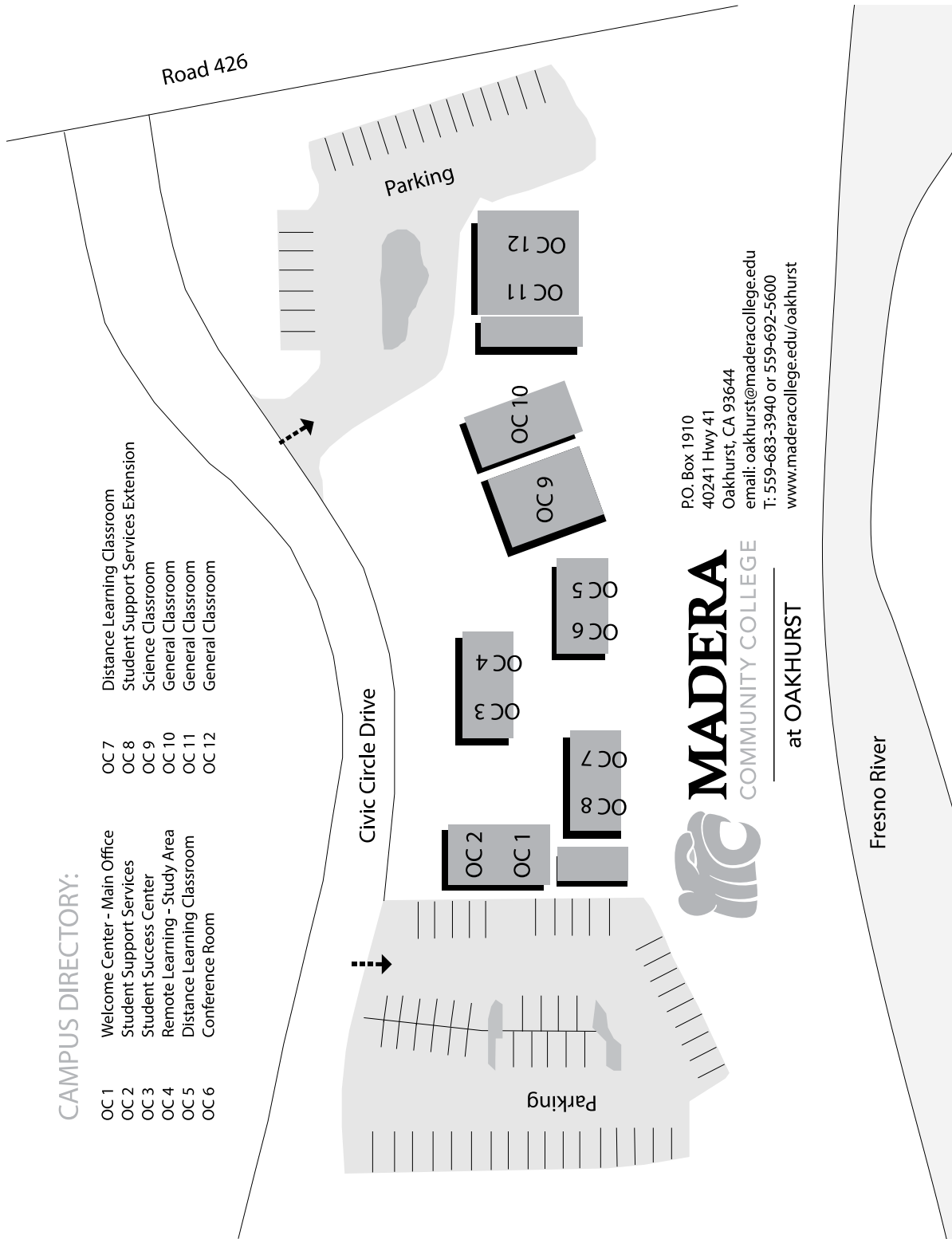
**CAMPUS DIRECTORY:**

- AM Administration:  
Counselors, Library, Financial Aid, Admissions & Records
- AV-1 Academic Village One:  
Restrooms, Chemistry/Biology Labs
- R-1A Reading & Writing Center
- Between R-1A/1B Food Pantry
- R-1B Learning Center
- R-2A Faculty Offices, CalWORK's Counselor, EOPS
- R-4B, C, D & E Classrooms - RN
- R-6 Restroom
- R-6B Health Center (Nurse)
- R-6C Child Development Lab School
- R-7A LYN Classroom
- CAM Center for Advanced Manufacturing
- CAT Center for Agriculture and Technology
- TM-II Restroom
- TM-21 Cafeteria
- TM-41 Bookstore (enter inside Cafeteria)
- PH Power House



Daily Parking Permit Dispenser



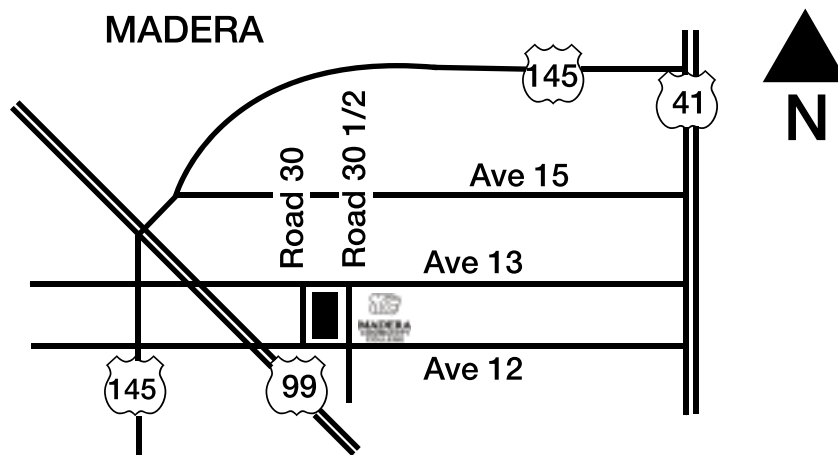


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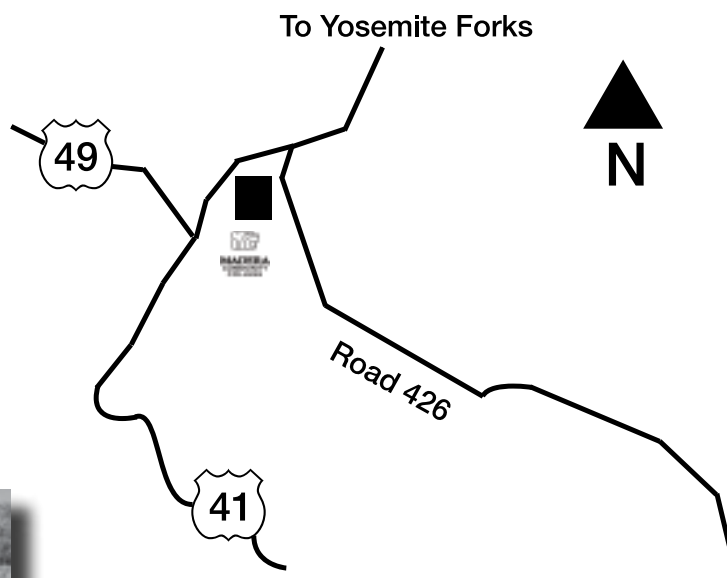


at OAKHURST

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